

## **Governor's Committee on Disability Issues and Employment (GCDE)**

### **Community Outreach Subcommittee Meeting Minutes**

**November 15, 2022**

4:00-5:00pm

**Important Note:** Please find hotel address and contact information and LAP meeting address on the bottom right after the agenda on this document.

1: **Welcome to the Community Outreach meeting:** Meeting Called to order @ 4 pm by Laurie Schindler

2: **Roll Call:** Excused absences: Damiana Harper and Larry Gorton. Staff: Emily Heike. Present: Patti Dailey Shives, Marsha Cutting, Pat Bauccio, Ryan Bondroff, Laurie Schindler, Clarence Eskridge and Bill Kinyon.

3: **Housekeeping rules:** Say name before you speak, and use your hand-raise function to be recognized to speak.

4: **Any additions to the agenda:** Likely that Bill will have to fly in and out for this event. Can get from SeaTac to the venue and back, but work commitments may need him to fly rather than drive.

5: **Approval of November 8th meeting minutes:** Motion to approve by Patti and seconded by Marsha.

6: **Town Hall and LAP Meeting event Update:** Ryan added to agenda. Talked about details of the Town Hall or LAP meeting event. There have been no changes since then. If questions? Hotel, Red Lion – Port Orchard, make reservations right away they only have about 15 rooms available, including 2 accessible rooms. Directions on making reservations is in the minutes and address for hotel is on the agenda. Pat mentioned she will be staying as well due to black ice potential. Laurie will go over volunteer list later in meeting.

7: **Master Contacts and Letter/Flyer Logistics Update:** Ryan: Finished with master contacts, and we have over 50 Social service people. As of Friday, we had RSVPs from about 20 people for Town Hall and 5 for the LAP breakfast. LAP breakfast registration link is not working, so there will be more when we get that fixed –especially from social services folks due to the broken link. Ryan discovered it himself and it should be fixed tomorrow. Once fixed will update with latest numbers. Pat suggested sending update with apology for broken link and advising they can register now. Also sent press release, prefer to send a letter from the master contact letter, then press release after. Ryan asked, are there volunteers to make calls or reach out to elected officials or schools? Laurie advised that volunteers are documented on the spread sheet she gave to him. Ryan will have his part updated and to her soon.

8: **Task Assignment for the event:** Went over opportunities at last meeting and ha been updating via email:

**Facilitate Town Hall, LAP** – Damiana and Bill

**GCDE Overview** – Pat Bauccio

**Table facilitators** – breakfast – Need 5-7, Patti, Nathan, Pat, Ryan, Bill (role: just ensure folks stick to topic and convo keeps moving) (Ryan noted it is easier to get volunteers in a meeting rather than over email sometimes)

**Notetaker** – Reg for both Town Hall and LAP

**Greeter** – Nathan

**Technical Support** – Clarence - Clarified time is 5:30-7:30 pm

**Hand watchers** – Town Hall, Elaine and Laurie

**Votes counter** – Town Hall and LAP – Need 2 // Town hall is at end when we all meet.

**(Pat corrected phone # for the hotel)** – 360-895-7818

**Follow up Phone calls** - Laurie, Marsha, Patti, Pat, Nathan and Amy

9: **Panera Bread Catering and Supplies Discussion:** will need poster board, pens, and other supplies. Will need everyone to take equipment to the commissioner's chambers including the food and set it all up. We will need to have a good head count for those attending the LAP to ensure enough food. Availability is limited through Safeway.

Laurie mentioned that we have done a Costco run for pastries, muffins, bagels, cream cheese, cheese sticks, fruit, etc., and OJ, Iced Tea, Starbucks for coffee. We will be serving and putting the items on the plates. Catering is very expensive...Costco would have to be done before the Town Hall. Marsha can do the Costco run that afternoon and leave in car overnight and bring to the breakfast in the morning. Can also ask Elaine or Ryan could also do it day of the Town Hall and just leave items in the car overnight. Marsha and Elaine will coordinate this, and Pat will help build the shopping list.

Patti volunteered to make the arrangements for Coffee, Tea and the fixings. Pat suggested we can call Andy who is on our committee as his husband works for Starbucks if there is any difficulty. Patti will coordinate with Andy and set that up and pick up the coffee in the morning.

10: **Next Action Steps:** Continue planning

11: **Next Meeting will be on Tuesday, November 22nd at 4pm to 5pm.** Meeting adjourned at 5:03 pm.

Hotel Address and Contact Information: Red Lion Hotel, 220 Bravo Terrace SE Port Orchard, WA 98367

Redlion.com | 360-895-7818

Note: Please use the state government hotel rate on Kitsap per diem info. Please provide a travel letter when checking in with the hotel desk staff upon check in.

Leadership Action Planning Breakfast Meeting Location, Friday, December 9, 2022

Kitsap County Commissioner's Chambers (in the chambers room)

619 Division St.

Port Orchard, WA 98366