

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

Community Outreach Subcommittee meeting

November 29, 2022

4:00-5:00pm

Minutes

1: Welcome to the Community Outreach meeting – the meeting was called to order at 4:02pm by Chairperson Damiana Harper in respect to everyone's time.

2: Roll Call – Damiana read everyone's name who appeared onscreen and asked people to let her know if she missed anyone. Present were Damiana Harper, Marsha Cutting, Ryan Bondroff, Emily Heike, Matt Nash, Reg George, Warren Weissman, Nathan Hoston, Bill Kinyon, interpreters, Amy Cloud, Patti Daily-Shives, Daniel Ledgett, and Clarence Eskridge. Larry Gorton and Laurie Schindler's absences were excused.

3: Housekeeping rules – Damiana reviewed the standard housekeeping items for everyone, to please speak one at a time and state your name first, as usual.

4: Any additions to the agenda – No additions were heard from the subcommittee, however, Damiana had one – she shared that Laurie Schindler will be leaving the committee in December as she now resides in Arizona to spend more time with her family during her retirement, and while she still may be able to help out virtually, that does leave our vice-chair position open. Marsha Cutting has been asked to step in as Laurie's replacement for vice-chair, and she has accepted, we are excited to hear her ideas and input.

5: Approval of November 15th meeting minutes – Amy Cloud noted that her absence was excused at the last meeting, and with that correction, a motion to approve was sought. Reg George moved, and Marsha Cutting seconded, the minutes were approved as corrected with no vote needed.

6: Update on Calling folks – Onto our upcoming Port Orchard event, likely everyone has heard by now that we made the decision to transfer our LAP meeting to be held virtually. We know there was some disappointment and confusion about this decision, and for that we apologize, and recognize that these events are better in-person. However, there were a number of factors that led into our decision, and the feeling that we were not well-prepared enough to be able to hold an in-person event. This left us with the option to either postpone or move to virtual. We know that several members are leaving us at the end of the year, and that we had done a lot of prep work for the in-person event so this is not ideal, but we felt it was the best option at this time. All of this being said, Damiana wants to recognize that she had a miscommunication with Laurie, and that we thought the phone calls were going to happen last week but then had asked her to hold off until we communicated to everyone that the meeting would be switched to virtual, and never gave her the green light to proceed again. So, we know that there are other volunteers involved who had signed up to make calls, and we will be getting you a list, focusing on reaching out to those who registered for the in-person LAP to let them know it will now be virtual, and those who had not yet RSVP'd for either event at all. We hope to have the calls completed within the

next couple of days, and will work on organizing the list tonight or tomorrow morning, and send it to the volunteers. The team was asked if they had any questions at this point.

Ryan shared that Laurie had asked him to help with organizing the list and he believed she was seeking a list of 5 people for each volunteer to contact. Damiana shared that she would check in with Ryan offline after the meeting to confirm that everyone was on the same page.

One of the volunteers asked if there would be a script for the calls. Damiana let them know that we should have one and could update it to send along with the list, but that essentially folks would just be confirming about whether the person will be attending, and letting them know that it will be virtual and not-in person, but that yes – we would provide a script or talking points at the very least, and that they should confirm the date and times of the meetings, help people with their registration if needed, or resend them the info.

Another person asked how long the LAP meeting is expected to run now that it is virtual, will it be the same times. We confirmed that yes, the LAP will start at 8am for community members (but subcommittee volunteers would be asked to join earlier), and that the meeting will adjourn for community members at 10:30am. It was clarified that a press release was sent about the event.

7: Task Assignments for the event – Damiana shared that she worked on the task list this morning in light of the change to virtual for the LAP. In the past, we had 4 top topics for people to work on during the meeting, but due to logistics and accommodations and various other factors at the virtual event, that is not possible, and we will have to keep it to two topics. While that might mean that we need fewer facilitators overall, it would still be good to have more than one GCDE member in each room, so one person can take notes and the other can keep the conversation on track. Damiana sent the revised task list to Ryan, Emily, and Laurie for review and would send it to the team after the meeting. In the meantime, she read through it and asked everyone to make sure that she put everyone where they had volunteered, and didn't forget anyone.

We have Damiana facilitating the Town Hall with Bill's assistance, and Bill facilitating the LAP meeting with Damiana's assistance. As it's her last month as Chair, Pat will be giving the GCDE overview at both events, reading the Outreach and GCDE mission statements at the Town Hall and giving an expanded overview of our programs at the LAP meeting. For table facilitators in the breakout rooms, we have Patti, Nathan, Pat, and Amy. Damiana will send the LAP logistics sheet to the team tomorrow so folks can get a better idea of what that task entails. For notes, we have Amy at the Town Hall with Reg as the backup, and Reg at the LAP with Amy as the backup. A question was asked as to what being the notetaker entails. Damiana shared that for the Town Hall, the notetaker (Amy) would be responsible for summarizing people's concerns, as well as capturing best practices. Clarence will be providing tech support for both events. Laurie will be the hand watcher for the Town Hall, and Elaine will be the hand watcher for the LAP meeting. We decided that it would be better to have only one person in this role for each meeting. Emily will count the votes for the topics during the LAP meeting (we will be conducting a virtual poll through Zoom again). We might also want to consider assigning backup co-hosts for both meetings in case something happens with Emily's internet or computer during the meeting (such as an outage or restart). Elaine or Ryan may be able to do this.

We want to make sure everyone who will be attending has a role, and that we did not miss anyone. Marsha will be attending as a member of the community.

8: Prep for Zoom dry run session – We did not have time for a full practice session, but Damiana did provide an overview of the LAP process for everyone, using transportation as a topic example.

At the LAP meeting, we will take the top two issues that arose at the Town Hall, and turn them into questions. For example, if transportation was the problem heard at the Town Hall, the issue might have been that a person wants to work but cannot drive and is not able to obtain reliable public transportation through the bus system as an example. At the LAP meeting, we would turn that issue into a question, and ask attendees, “What might a transit system that works for the community in Port Orchard look like?” or something similar, as an example. From there, the group would brainstorm solutions to that question during the first breakout session (along with one other topic). They are randomly assigned to groups for this portion, so that everyone has a chance to address both topic questions. At the end of the 10-minute brainstorming session for each question, the group will be asked to decide on the top solution for each topic question that they’d like to bring back to the full group. For the transportation example, the solution might be to scrap the bus system and federally fund Uber. Each group will bring one solution per question. From there, once back in the main room, both groups will report on their two top solutions (one per question). Then, folks will be asked to vote on which of the two solutions (one per group) that they are most passionate about, feel is the most viable, or would like to work on for each topic. We will end up with two top solutions, one per topic. The GCDE team will go into a breakout room after the poll to review the votes and come to consensus on these top two solutions while Pat does the GCDE overview. From there, the participants will get to choose which breakout room they would like to go into, depending on which topic solution they would like to work on. They will focus during the section on actionable items, with deadlines and deliverables. For the transportation example, one participant might agree to meet with the city council by the end of January, and another might agree to meet with the local transportation commission by the end of January. The facilitators job will be to keep people focused on actionable steps with deliverables, contact people, and deadlines. Participants will also be asked to fill out commitment statements to share with the group documenting their action steps, and to send to GCDE. We will close the meeting by letting folks know that we will send a follow up report capturing the discussions.

People agreed that this overview was very helpful. People were asked if they had any questions or needed any clarification, and if they feel ready for the events. The overview gave people a better idea of how the LAP meeting fits in with the Town Hall, and people felt that if we can get the right people in the room at the LAP, we may be able to generate some forward momentum for change which is exciting. We are hopeful that the third time will be the charm with our virtual events and are glad to have some veteran’s with experience participating.

9: Next Action Steps – We will get the script and list sent to the volunteers making calls by tomorrow. We will also update the logistics document and send it to everyone tomorrow so that everyone can be confident in their roles and the process and ready for the practice session on Tuesday.

It was noted that we recognize this was a difficult time to hold the event after Thanksgiving and likely will plan differently in the future, it was just hard to find a time to have our event before the end of the year with the Awards and General membership meetings in late October, and the holidays otherwise.

People were wished well, especially in light of the upcoming storm expected to bring winter weather, and were grateful for the opportunity to telework.

10: Next Meeting will be on Tuesday, December 6th at 4pm to 5:30pm – we will be extending this meeting slightly to conduct a practice session for the LAP.