

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

Community Outreach Subcommittee Team | October 10, 2023 | 4:00-5:00 pm

Minutes

1: Welcome to the Community Outreach meeting – Emily joined at 3:59pm and conversation was already in progress. Marsha is trying to remember – the notes say that the steakhouse doesn't have a meeting room, but thought there was at least a semi private room. Per Eric, might be thinking of the fish house, he called and talked to them and found out about that there – not at the steakhouse. That is what Marsha was afraid of, she thought that may be the case, but was hoping she was remembering wrong. Marsha thought maybe we should look into...Ryan suggested setting up a table in the corner and wanted folks thoughts, that's what Marsha was going to suggest that and wonders if someone can call to see how busy they are at that time and if they think that would work. Dave concurs. Marsha's main concern is that we could potentially have a fair number of people of there since we want the local folks to join us, at least a dozen including interpreters, and wants everyone to be able to hear. She asked Ryan to call and discuss this with them. Ryan can do that, he did that for Awards and got a table, should be able to reserve up to 15 people and shouldn't be too busy – worked out well last time (did an ice breaker and some team activities, worked out well, can do it again and will call). It is 4:03pm. Warren, Damiana, and Emily have joined. While we wait for hopefully more folks to join, except those excused, introducing Warren (Chair of AC, hoping he could be present, those acting as local partners can hopefully help Clark Co. form an ACAC. Hopefully Warren will be at the event to speak more about this). Welcome Warren, thanks for joining us. Warren says hello, he is glad to be here, and is planning to be at the event and can discuss logistics. 5 after, calling the meeting to order now, per Marsha.

2: Roll Call – Emily, Ryan, interpreters, Marsha, Carley, Damiana, Dave, Elizabeth, Eric, Warren.

Excused: Ivy Anne, Matt. Patti absent.

3: Housekeeping rules – state your name and speak slowly for the interpreters.

4: Recap of October 3 meeting – most everyone was there per Marsha, including Damiana, except for Warren. Major items were decision on staying at Comfort Inn, having Town Hall debrief at Black Angus. Ryan's friend looked at the area on a map and it is a safe area where the hotel is, there is another area west that is a bit less safe, but where we will be is good to walk around and go to the restaurant. Marsha also remembers us discussing who was going to do what, perhaps we should pull that out of the minutes and maybe make it a separate document to keep track, Marsha is going to facilitate, Patti (not here) is going to deal with the OWL and take notes, Matt (participating online) will watch hands and take notes. Marsha is trying to think of other roles for the meeting. Marsha saying this for the benefit of those who have been before, it's an interesting challenge trying to pull it together without having attended one. Ryan is happy to help with being a table facilitator if needed or support the team in any way possible. Damiana with a comment. The roles during the LAP are similar to the virtual version, aside from being in-person, but there are some different roles during the Town Hall. For example, in the past (can be changed), your hand watching people there in person are more like a running (likely having a microphone to pass around, etc.) The notetaker during the Town Hall, has taken notes in the past on a

computer is helpful (typed), but also to have notes on flip chart paper for the audience to capture the big ideas being covered. Damiana is trying to think of anything else different. Obviously people will be needed to help with setup and cleanup. Those are likely the biggest difference. Marsha had not been thinking about the flip chart and microphones. Damiana mentioned a photographer (Marsha supposes we should have someone take pictures). Ryan wants to request one from the ESD Comms Dept. if they have one available. Damiana and Marsha with comments. Works for Marsha, assuming one is available. Carley wondered if we need a greeter? Marsha mentioned that would probably be a good idea, along with nametags and sign in. Carley volunteered to help with registration. Marsha recapped that we need mic runners and a flip chart notetaker. She is trying to think who will and won't be there. Matt will be online. Marsha hasn't heard from Daniel or Andy in a while. Is there anyone she is missing? Nathan was supposed to tell us if he could attend. Ryan's hand up. Nathan had said that he would let us know, but hasn't heard anything either, he will follow up. Ryan, Emily, and Elizabeth will attend. Elaine may not be able to attend due to pet sitting troubles, understandably – it will be OK. Is Marsha forgetting anyone? Ivy Anne will be out of town, the folks here, and those already mentioned. Elizabeth will check the meeting invite. Dave serves in both roles. Dave had been meeting to ask during the meeting what folks wanted him to do during the actual event, not just the lead up. Marsha asked if he had a preference between doing mics or notes. Dave thinks the mics will be good. The notes would be hard to say without being there and seeing that. We can always switch at the time, if needed. Dave is willing to help with whatever may be needed at the time. Thanks for the flexibility, per Marsha. Elizabeth's hand – the only person she saw that we hadn't talked about was Amy Cloud, Marsha wasn't sure if she was still on the subcommittee, Ryan confirmed she stepped down due to work (Elizabeth said she is chairing LWG). We talked about Patti and she has roles already. Elizabeth concurred and is willing to help with that if needed for the chart paper, or whatever's needed. Damiana's hand. Lucy wasn't mentioned but often has limited availability. She has quietly attended a few meetings and is an associate member who has expressed interest. She may be unable to attend, but it might be worth asking. Marsha has noted it. Ryan with a comment. Question for Marsha. Interpreter clarification. Ryan has to go unexpectedly. He will switch the host and do that (he forgot to add Emily). He apologizes for that. Still visible. Interpreters and Emily are co-hosts too (by request). Emily also. Elizabeth wondered if Ryan will be back. Ryan's computer is restarting. Understood. Emily verified (Ryan apologizes for the inconvenience). It is understandable (surprising). Ryan question for Marsha – who is on the registration table? We'll need a few people. Carley volunteered (confirmed). Emily can help too. We may be able to get 1-2 more as we get closer if needed. If more local partners volunteer, that's a pretty easy thing to plug people into, so it should be fine. Marsha is feeling pretty comfortable. One thought per Marsha, we're trying to figure out how many people will attend, the most we've had is 80-85 and the room has a max capacity of 150 (some folks bringing their own chairs). That's a lot of people to hear from. If we do get a lot of people, maybe we could split into disability groups and have people talk amongst themselves about their concerns, to bring to the whole group. It's not ideal, but if we have concerns about everyone being heard, it might be a possible way to do it. Maybe Ryan can facilitate the D/HoH group. Marsha is trying to think if we have anyone in this group or on the committee is blind. If we split up into different groups based on disability, Dave wonders how we would do that virtually, is there a way? Marsha appreciates the question, they may have to be their own group and Matt could facilitate, and they could share their concerns. We may not need to assign someone to each group, they could select a reporter amongst themselves. Marsha has that in the back of her mind if needed. Damiana concurs, but it does have a few risks (more organization on our part for the evening event), and first of all – we haven't had an issue with folks not getting the opportunity to share to her knowledge (mic runners can help – ensuring everyone is heard before going back to folks, etc.) It's hard to say what the crowd will look like, but in

general, that should accomplish what we're trying to mitigate. That's helpful, per Marsha. Carley has another suggestion. Maybe we can put a time limit (such as 2 minutes for comments – we don't want to cut people off, of course, but at least we'd have somewhat of a time limit so people can get their questions answered). She agrees with Damiana that splitting people up creates more issues or work for the partners and members to deal with. Marsha appreciates it. Elizabeth has 2 thoughts. First is that it might be helpful to review ground rules, one of which is to encourage people to step back if they often speak up and give others the chance to do so, and she wasn't at the last event so doesn't know if it was an issue – but it will be important for us facilitating to be in listening mode and not provide solutions or resources. We should come up with a plan to address sharing of resources without taking over the meeting or the community members working with each other. Marsha appreciates it, as does Dave. He thinks we should bring it up at the start to let folks know (we are there to facilitate, and listen, not give our opinion or advise). Lots of us from GCDE aren't from that area, anyway. Thanks.

5: Community Partner Briefings on Clark County – Any new info from partners to add? Ryan shared we have some more people registered in-person, more so than on Zoom, as far as he knows. That's good to hear. Carley suggests if we know how many mics we have, we could have 2-3 folks running mics, and more people could get their questions answered instead of having 1 mic and runner (is unsure about the past, but that's been done at past event's they've been to, so if we could find out that would be good). Marsha assumed we would have 2-3 depending on the size of the crowd and asked Carley to help with mic running after registration. Carley confirmed.

6: Town Hall Meeting Logistics – we've been discussing this.

7: Post Town Hall Meeting Planning Logistics – Marsha isn't sure what else we need to cover here, aside from getting all of us there, and seated in a way that we can hear one another. Can Damiana, Warren, and Elizabeth think of anything else? No, per Damiana, it is informal but Marsha or someone should take notes – opportunity to share about what happened, and what they heard about the main topics. Other than getting there and making sure you have a space, there aren't a lot of other logistics. Hand from Elizabeth. From a practical standpoint, if we're going to be creating the documents at that meeting, we'll need to have a computer, a cord, and thought through where and how to do the printing. WE might not need it for that meeting, but will need to have it to have the materials for the next day. Per Marsha, the steakhouse meeting would be more of a debrief than a planning of the next morning's meeting, but she doesn't have an objection to it being both. It might depend on the setup of the steakhouse and hearing etc. Warren concurs. It may be difficult for lots of folks to collaborate on the document in the steakhouse environment and hearing one another etc. He suggests Marsha, perhaps with some help, goes back to the hotel room or wherever to create the questions for the next meeting. Elizabeth concurs, as does Marsha. **She believes that there is a business center with printers at the hotel room, but we will check with Ryan when we return** (highlight so it doesn't get lost).

8: Task Assignment on Clark County Master Contacts – We need Ryan for this too. We've been compiling a list of social service agencies, she believes Ryan was going to be in charge of sending the invites, it would likely be good to follow up via phone but we likely need Ryan here so will move onto the next item.

9: Clark County CTRAN follow up or discussion – Per Marsha, does Dave have any update on this? He finally got some info on the additional transport. He sent them to Ryan via email, and can also send to Marsha. It gave some additional times, specific bus lines, and also sent the times that the shuttle would be traveling, stopping, and when. That's great. Hopefully we can add that to the website in case folks

click the QR code so it's updated. When Dave emailed it to Ryan, it was to let him know what their response was, and Dave can also send to Marsha – she wanted verification if it would work (as of today). Dave has been working with them for a while, but evidently it had slipped her mind, hence the delay. Dave should likely confirm with her that it will work or not. Dave, Eric, and Carley may be in the best position to provide feedback (Marsha doesn't know much about the county). Maybe the 3 of them could work together about whether they think it will work, and answer her on that basis.

10: Other Action Items – Marsha is not aware of any offhand.

11: Next Action steps – Or for this. For the meeting in the morning, we haven't really talked about that, it sounds like we are going with the Kitchen Table Café which should have options (thanks Eric). We will need table facilitators. Ryan has volunteered, and between the members and partners, hopefully we can find others. Is there anything else before next week? Eric wondered if we were going to communicate with the café, or if he should. Marsha thought Ryan was going to, but asked Eric to confirm with him, since he isn't here. Warren then Elizabeth. Warren isn't sure about the breakfast meeting, but typically the table facilitators and GCDE members get together and figure out next steps, and to keep participants busy and use up time – someone from GCDE and gives a presentation on GCDE generally to attendees. Warren thinks we should designate someone for that (there should be a PPT on file from the past). That also means having a laptop and a screen in the room if possible. Marsha assumes there will be one, since we need it to see the OWL participants, so Marsha would be surprised if there wasn't one at this point. Marsha thinks we should double check, since the other items will be handled with flip charts, etc. Warren believes the projector is typically only used during the presentation at the LAP. Marsha wants to sit with Warren, Damiana, and Elizabeth about the after meeting but will discuss offline. She thought maybe Warren would present on GCDE/AC if he's willing. That works for him. Elizabeth is going back to Eric, when he reaches out to the café, can he include Ryan so he's aware (at some point we'll need to work thru the state govt. contracting process, and forewarning will allow us to start that, so we don't want to lose that). Eric will do so. Unless there is anything else, we can give folks some time back in their day. Hearing nothing else, looking forward to seeing folks next Tuesday at this time, thanks everyone and goodbye.

12: Next Meeting date will be from 4 p.m. to 5 p.m. on Tuesday, October 17, 2023.

Town Hall and Leadership Action Planning Meeting Location Info:

Public Service Center

1300 Franklin Street

6th Floor Suite 680/679

Vancouver, WA 98660

Hotel: Comfort Inn