

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

Community Outreach Subcommittee Mtg. | October 24, 2023, | 4:00-5:00 pm

Minutes

1: Welcome to the Community Outreach meeting – Meeting called to order by Marsha at 4:03pm. (Sound check for interpreter, switching computers – onto roll call). Greeted everyone. Damiana unable to attend. Maybe others will join. Checking on the weather for folks (rainy, cold, missed it when walking earlier – glad to have pets). Marsha is getting a package (mail folks bundled up). Too bad we aren't somewhere warmer. The interpreter is back, we can hear him now on the other computer. Getting reset. Moving onto housekeeping.

2: Roll Call - Present: Emily, Elizabeth, Ryan, interpreter, Marsha, Carley, Matt, Warren, Dave, Eric (just getting started due to interpreter issues).

Excused: Damiana.

3: Housekeeping rules – State your name and speak slowly for the interpreters please. Moving to recap.

4: Recap of October 17 meeting – Got a lot done again last week per Marsha. Checking notes. Ryan with a comment. Greeting and checking on interpreter. Confirmation about Damiana's attendance and regrets. Elizabeth attending on her behalf, thank you. We got the memo. Got a lot worked out on snacks for the Town Hall. Some work on the breakfast (did not come to any conclusions, Ryan was going to follow up on that, with Eric's help). Marsha asked for a report. Ryan emailed the restaurant owner, Brian with the Kitchen Table Café last week, received a response yesterday – discussed further, will be happy to provide breakfast for us absolutely, however there are a lot of limitations (okay), which means they can't provide hot drinks (coffee or tea), or condiments (like ketchup, mustard, syrup, jam, jelly). They are unable to deliver the food to us, which means we'd have to go pick it up. Everything is worked out, but still kind of working out the menu choices, **Ryan will have to do some shopping for paper products and condiments like jam etc.** It is about \$15 per person, which matches the Clark Co. breakfast per diem (\$18 per person). He also called Starbucks and we are able to order coffee from them, decaf, regular, and hot water – **can't provide tea, will have to purchase our own**, but will provide cups and cream (**will have to pick it up at 7:30am**, only a few minutes away). **Marsha can bring an assortment of herbal teas**, can't remember if she has regular tea or not, assumes not. Can Ryan add a small box of regular teas to his shopping list, and she will bring the herbal teas (to share, confirmed). **Ryan will add it for green and black tea to his list** which should work. It is \$108.70 (96 oz travel boxes with 12 cups for each, decaf and regular, plus hot water). 12 cups might not be enough, but Ryan is getting cups already for Town Hall, right? We haven't talked about coffee or hot drinks for Town Hall, Ryan will bring some water, and if folks want to bring their own mugs then they can (no vending machine). **Marsha thinks she probably has some cups she can bring if she can find them, she will write a note to remind herself.** Clarifying question from Elizabeth – is Ryan saying that the container (to-go from Starbucks) provides 12 cups of coffee? Starbucks provides the cups that go along with that, is it 12 8-oz cups? Ryan clarifying – for breakfast, we will have 3 travelers - is 96 oz boxes, and so that equals about 12 cups (12 cups of 8 oz each, they will provide cups for each of the boxes). 27 cups. That's right. Elizabeth's question is whether that will be sufficient (12 cups – Elizabeth is all about coffee, the tea drinkers will have to speak up for

themselves). She will leave that to the group to decide, it depends. Ryan thinks it is 36 cups (1 regular, 1 decaf, and 1 hot water – clarification for interpreter - total). $3 \times 9 = 27$. 12 cups per box, 3×12 , not 9. 12×3 . Elizabeth meant will 12 cups of caffeinated be enough. **The hotel room may have a coffee maker, people can get coffee beforehand, and bring it with them.** Matt then Carley. Matt thought it was 2 caffeinated, and 1 decaf. It is 1 regular, 1 decaf, and 1 hot water. Carley is getting confused by the math. Do we know how many people are attending? Carley to finish prior to clarifying. We need to know that first. 40. On Friday? Yes. That is good, a lot. Elizabeth wondered how many are in person, they would all be, wow. How many are there for the Town Hall, then? Ryan – for the Town Hall, there will be more people on Zoom than in-person. 31 people last time on Zoom, compared to 26 people in person. Will check with Emily in case of more registrants. 34 virtual, 25 in-person for Town Hall, 17 for LAP, per Emily. Different than what Ryan said, Marsha not sure what's happening there. 40 was the estimate, including staff and members, so it will be up to 40. **We won't have enough cups then, but people can bring their own.** Ryan explaining - 3 travelers for coffee, 36 cups. 2 travelers, 24 cups for decaf, and 24 for hot water (tea). They are 12 cups each. We thought there were 3 total, 1 of each. Now are there differences? 3 regular, 2 decaf, and 2 hot waters. Different than before, oh. That will be plenty, unless we get a huge influx of people. Marsha won't be drinking coffee, or Ryan. **1 thing we do need to get worked out is who's going to pick up all this stuff.** Marsha cannot, she is coming by train, and won't have transportation. Ryan will take care of everything with the timing. Will he pick up everything? He'll figure it out on his end, and let folks know. **He still has to do the paperwork for breakfast.** We will need Ryan onsite, so **Elizabeth volunteered to help.** We will need to figure out a way to have people help and reimburse them so Ryan can be onsite during setup. Matt has a hand (after Elizabeth finishes). Matt then Ryan. Matt wondered if we could do Door Dash or Uber Eats for any of that, it might simplify things. **Marsha will leave that to Ryan and Elizabeth.** Ryan with a comment. He has used them in the past, they don't do he would say...how does he explain it. They don't do catering, they do family, individual, or group orders (such as a few people) – but won't do a large group. That is why he went with the Starbucks order. He wishes it was possible, it is a good idea. Marsha assumes **Ryan and Elizabeth will work out those details. Yes.** Elizabeth is quiet. That is weird, she is using her headset, she will double check (we can hear her a little better now, thanks). Marsha is looking at the notes to see if there is anything else she needed to follow up on from the last meeting, she doesn't think so.

5: Community Partner Briefings on Clark County – Do the community partners have anything to report? **Not on Carley's end, she'll continue to share the flyer on her end to see if anyone wants to come.** Her friend John is coming and is already registered, received the invites from Ryan. **She isn't sure about the other one, but will let us know.** Do Eric or Dave anything to report? Dave doesn't have too much, he's still spreading the word of course, but this coming Thursday – he knows everything is set as far as transportation – **but he's going to confirm, he has his monthly in-person meeting with transit, so will confirm that someone from transit will be attending as well** (as a community partner). A few months ago, they approached him to say that at least 1 person was definitely interested, so **he will double check who and how many at Thursday's meeting.** Eric doesn't have anything major; his son's birthday is the night of the meeting; **he's going to try to attend via computer if he can but won't be there in person** and apologizes for overlooking it during planning. **Is he going to attend the LAP? He'll attend part of it,** but might be getting there when we're wrapping up. If we're forming an ACAC, hopefully he and Carley can attend. **He'll try to attend in the future,** but it's a busy time right now. If we've had more people register, Marsha wonders if we should **discuss the follow up calls. There are 61 people on the list. Hopefully the subcommittee members can help,** the partners have already been doing a lot of work. **Ivy**

Anne can do some. Hand from Matt – he will help. His work event went well for a first attempt, thanks for asking. **Before Marsha parcel's out the phone calls, can Ryan send her a list of who's signed up, and she can cross check it against the phone calls (those signed up don't need them, but those who haven't do, to follow up and encourage them to attend).** Marsha is aware, but unless he sends her the list of who's signed up, she has no way of knowing who that is unless she's missing something. Elizabeth is following. **Ryan suggests divvying up the list into different groups to assign to each member to take the calls, like we did with the 2 outreach groups.** Marsha understands, but doesn't want to assign people who already signed up. Elizabeth's hand. We may need some clarification. **We want to make sure there is no one on the phone call list who's signed up to attend already, so Marsha is asking him for the list of who's signed up, so we can make sure they aren't called.** Ryan said he doesn't have a separate list; they are all in one list. Misunderstanding. **We need the people who have signed up, so we can compare it to his sheet, can he send it to Marsha?** Ryan understands clearly, the thing is, he doesn't have a separate spreadsheet for people who have already signed up. **Emily has a spreadsheet for everyone who has signed up. That's what we need, we need him to send it to Marsha, can he do that please? Yes, he will do so after this meeting.** Matt registered. Clarifying on miscommunication – thought we were talking about elected officials only, he understands now, apologies for the confusion. No worries, hence, the clarification. Moving onto the next agenda topic.

6: Town Hall Meeting Logistics and Agenda Planning – Marsha thinks we have most of this worked out, checking notes. Elizabeth has been keeping track of who is going to do what. Does she feel like we have that pretty well covered? She is happy to share her screen and show people what she has, and people can tell her if she's put them in the wrong spots, would that be better? She will do that, and we can check to make sure we aren't missing anything. Please hold. Needs permission. Would be Ryan unless Emily is co-host. Hang on, per Ryan. Elizabeth should have permission now. She thinks it should be the most recent version, Marsha let her know if not. She created tables for the TH and LAP. There are people in several roles (**facilitator is Marsha and Warren, notetakers are**) ...Marsha thought **Matt was going to do hand raising, and Nathan note taking** – that's correct per Matt and Ryan. Matt won't be able to do tech support on Zoom. This may not be the most recent version. Elizabeth just added people where there were blanks. **Carley is in refreshments.** Elizabeth thought she was going to bring something. She doesn't think so. When we were talking about water, she was going to bring pitchers, but we've moved past that. **Ryan and whoever is available will do that. Matt and Nathan will do hand raised (Nathan notes, Matt hands).** Mic runners...Ryan with a comment. **Who is Zoom tech support, then? Ryan will bring all of the refreshments prior to the meeting and have that setup.** Patti will probably be tech support. Virtual? It will be someone available online paying attention. **Maybe Nathan can do that. Carley wonders when they will start greeting or sign people in, will that be at the same time? She is under both. Elizabeth had it separately in case someone needs to be outside, so she'll take it out.** It may not be the most up to date. We're still looking for...**Emily and Carley will do registration, backup as Elizabeth and Elaine, Carley is a mic runner later in the meeting so it shouldn't conflict. Don't forget about Daniel, Elizabeth.** Maybe he could do tech support? Elizabeth doesn't think so. **She will put him down as a notetaker additionally. He could also help with mic running if needed, and setup also. Who will ask Clarence for Zoom tech support? Elizabeth or Marsha? Who is Marsha asking, Elizabeth or Ryan? Elizabeth. She will reach out if it's helpful.** He sticks out to her. Daniel can help with setup. **Cleanup always ends up being whoever is there, we'll all help.** Is there anything else? **We'll need a photographer.** But other than that, is there anything missing? Ryan noticed Daniel's name

was mentioned, he thought he wasn't able to attend, did someone hear differently? He confirmed with Marsha yesterday, she thought that's how it usually happens. Moving onto LAP.

7: Leadership Action Planning Meeting Agenda Logistics – apologies for scrolling. Catering is pretty much situated. **Emily, Warren, and Elizabeth are on setup. Marsha and Warren on facilitating. Breakfast prep is setting up and organizing. Ryan and Elizabeth will do that. There are greeters there, she didn't think we are having people register or sign in on LAP, is that right? Marsha thinks so. Elaine and Carley are greeting folks, Carley can say no. It would be telling them to come in, take a seat, get their breakfast etc. Carley can do that. Does she need to get there before 7:30? Marsha doesn't think we can get in the room before then, we will be busy. Guests arrive at 8. Elizabeth thinks that should be plenty of time. Elaine is a table facilitator. Is Dave comfortable with that too? Yes. Folks can say no if needed. Elizabeth is there too, but can step away if needed.** If we had a ton of people there, we could assign notetakers, but can probably **ask someone from the table group to take notes. We'll need someone to keep track of time** (2-3 questions, 5-7 minutes, will need a timer letting the group know). **Marsha and Warren are on that**, but if other people want to, let her know. Marsha can do that. **Patti isn't on the list**, are they not going to be there? They're employed, so that may be an issue. **Maybe they can be a table facilitator. They're also a great scribe.** Patti reserved a hotel room per Ryan, so most likely they're going to go. That's a good sign. **We'll use them as a table facilitator.** Is there anything missing on this? Marsha is not seeing any. **Will there be a photographer? Elizabeth can try, as can Marsha. If Elizabeth isn't facilitating a table, she's happy to do that.** Marsha can't believe we have a week and a half left. Elizabeth thinks we're in pretty good shape, she's excited. Marsha too. 7 minutes remaining.

8: Post Town Hall Meeting Planning Logistics – Not discussed.

9: Task Assignment on Clark County Master Contacts – Marsha will get with the people making the phone calls, she'll handle it outside of the meeting, once Ryan gets her the list and will compare it to the list she has and send it to the people making phone calls (herself, Matt, and Ivy Anne).

10: Review Town Hall and LAP Meeting Processes – We can get into the Town Hall early, as early as 2pm, but the more time the better. Elizabeth might have the wrong time for that on the schedule. The room opens at 1:30pm per Ryan. The reason is to make sure the technology is all ready to go for the virtual attendees, there will be 2 interpreters on Zoom, and 5 in-person for a total of 7. Carley with a question. **Is the LAP in the same building? Yes, that's correct.** OK. It's not at the hotel where we will be staying. She understands. **Ryan said the info is on the agenda for both meetings**, and Marsha appreciates it. **Marsha assumes that we may want to reserve a section for people who sign (and possibly those who use CART) when we're setting up?** There will be a few deaf people there, but not that many, **so Ryan will get a feel on Thursday.** Do the folks who are blind or have low vision need a separate section? In the meeting room? **We can figure that out when we're there.** Marsha doesn't want it to get lost in the shuffle of setting up. Elizabeth's experience is that people will sort of come in and choose where they want to be based on their needs such as ASL, etc. **We don't want to limit where people can sit, we want them to choose, and have flexibility for folks with mobility aids, or to sit with folks they know, so they can have the access they need, and not segregate people. Marsha just wants to make sure we reserve space for folks that need to be in proximity to something or someone.** Elizabeth thinks those people will likely arrive early who need that. There is some sensitivity around that. **She understands where we're going, but also needs to flex to people's needs, so we'll have to**

figure that out. Marsha is used to that. Almost out of time. Anything else? Ryan mentioned the next meeting. **Next Tuesday from 4-5. It is still on; Marsha is planning on it.** Thanks all for your time, **looking forward to seeing folks next Tuesday.** Will folks be dressing for Halloween? Folks hadn't thought about it, aren't sure, we'll see. Marsha sets the tone. Jokes aside, see you all in costume or otherwise next week, take care and have a good evening – goodbye all.

11: Other Action Items – not aware of any offhand from last meeting.

12: Next Action steps – see below.

Emily will send an updated registration list of those attending the CO meetings to Marsha, Elizabeth, and Ryan (done). Ivy Anne, Marsha, and Matt will help with follow up calls (Marsha to coordinate).

Ryan and Elizabeth will work together on who is picking up the breakfast and coffee, and any paperwork. People can bring their own if needed (cups and coffee).

Ryan will do some shopping to get paper products and condiments for breakfast as well, as well as green and black tea (Marsha will bring herbal). Cups not needed.

Folks will continue to share the flyer and keep us informed (Eric will try to attend virtually for Town Hall, part of LAP, and try to stay involved going forward). Dave to confirm transit attendance on Thursday.

Elizabeth to update roles list (Matt hand raising, Nathan note taking). Ryan will do refreshments. Updating greeting vs. registration and mic running. Add Daniel (notes, mic running, setup). Elizabeth to reach out to Clarence re: tech support. Patti to replace Elizabeth as a table facilitator. Elizabeth/Marsha to take photos. Elizabeth will update the time on schedule for TH.

We'll assess any accommodation needs and seating upon arrival.

13: Next Meeting will be from 4 p.m. to 5 p.m. on Tuesday, October 31, 2023. Last mtg. before event.

Town Hall and Leadership Action Planning Meeting Location Info:

Public Service Center

1300 Franklin Street

6th Floor Suite 680/679

Vancouver, WA 98660

Thursday, November 2, 2023

Town Hall Meeting

5:30 p.m. to 7:30 p.m.

Friday, November 3, 2023

Leadership Action Planning Meeting

8 a.m. to 10:30 a.m.