



STATE OF WASHINGTON

## GOVERNOR'S COMMITTEE ON DISABILITY ISSUES AND EMPLOYMENT

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Awards Subcommittee Team Meeting | Thursday, July 11, 2024, | 12 noon to 12:45 p.m.

### Minutes

**1: Welcome, Roll Call and Housekeeping** – Matt called the meeting to order at 12:03 pm and welcomed everyone. Special welcome to new member Nancy Z.

**Present:** Emily Heike, and Elizabeth Gordon – Staff.

**Members:** Matt Nash (vice-chair), Nancy Zellers, Clarence Eskridge, Cullynn Foxlee, Amy Cloud, and Daniel Ledgett. Quorum met at 5 members.

**ESD Staff:** Gary Lott, Kennidi Hunsicker, and Ann Hartman.

**Absent:** Janet Bruckshen, Damiana Harper, Lucas Doelman, and Yvonne Bussler-White.

Standard housekeeping items reviewed (state your name prior to speaking, speak slowly).

**2: Approve June 13<sup>th</sup> meeting minutes** – Matt

Matt asked if folks had the chance to review and called for a motion to approve. Cullynn moved; Clarence seconded. No objections or abstentions. Motion passed and carried.

**3: Awards Event Location update**

A. *Snack and menu selections* – Emily

Emily reported that we have requested 3 gallons of beverages (coffee, decaf, and tea) + 2 dozen pastries for volunteers on the morning of 10/18 – and are waiting to hear back from the venue re: GF options (even if just fruit). Will report back.

The available entrees will be: Southwest salad, chicken, and veg. lasagna (will be listed on reg. form). Should cover dietary restrictions.

B. *Hotel Contract* – Emily

Emily reported that an agreement for a block of 10 rooms is in progress at the Hampton next door to the venue, awaiting a copy from the POC this week (including 4 wheelchair ADA rooms at the new state govt. rate in Oct., and 6 regular rooms).

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Members to book/pay for own rooms for reimbursement (incl. parking @ \$10/car).  
Travel advances are available. Will share more info once I have it.

#### **4: Follow up on Work plan assignments - Matt**

A: *Sponsorship Update* – Emily:

Emily reported that DDA was unable to sponsor this year. Awaiting response on WSECU's status, the ODHH contr./inv. (more by next week), DVR payment (key folks out of office), OFM payment received/logo pending, and others incoming – keeping track and will report back.

B: *Marketing Outreach/Publications/Comms* – Emily, Cullynn, Amy and ESD Videos

Emily reported that weekly reminders are going out in July via the GCDE listserv and Facebook, taking turns with ESD on social media. The brochure is posted on the website. Newsletter articles in progress (ESD, vets, EBR, COC - Ann). Addtl. meetings are TBD (Emily will follow up about the next video with Amy, Cullynn, and ESD Comms). Info will continue after nominations close as well. Skipped down to item #E. Committee members are welcome to share as well. There is a form for requests through ESD (they can contact Emily or staff as a pass thru to Ann and Comms). It isn't always smooth (lots of change in Comms leads that will hopefully have stabilized with Ann's role). Gary too. Elizabeth had to leave.

C: *Event Logistics* – Nancy?, Cullynn, Yvonne, Matt, and Daniel, Emily

Per Yvonne, we would like to add Nancy to this team for the day-of assistance at her request, if possible. They are working on securing a vocalist. Emily reported that KCC has a ramp. We will double check about the photographer and reach out to Ann if needed (Cullynn too – turnaround and lighting – maybe several works well for formal stage and candid via phone per Amy – can help too). Nancy may know someone as well if needed (potential fee – typically we don't have budget per Elizabeth – volunteer based, but can reevaluate as needed). Anything that we're behind on – just the vocalist. We have an emcee and presenters. Décor (Cullynn can help).

D: *Judging Panel* - Emily, Cullynn, Matt, Janet, Clarence, and Daniel

Emily reported that Janet is currently reviewing last year's materials for updates after the refresher training. This work will take place once nominations close for volunteers to distribute materials for independent ratings and set meetings to select recipients.

E: *Nomination Tracking*: Yvonne, Matt, Emily

Emily reported that we have 7 nominations so far and Matt is following up on them. Not too far off where we were at this time last year, most came later in July. Reminders have gone out and questions have been answered.

F: *Update on Governor invite* – Elizabeth

Elizabeth reported that she doesn't know if we can expect him due to the election year and last term, but she will start talking to the policy advisors closer to the event and we'll see what happens with the transition – it is a busy time (she did submit the application). She may start the conversation early. It may be unlikely. There may be other

representatives we could ask (such as Megan Matthews). Will the Commissioner be invited? Yes, we will extend that invitation too, as is typical.

#### **G: Status update on honoring Kevin – Elizabeth**

Elizabeth reported that she doesn't know the status update – decided we were going to do an in memorial piece on the program and we needed a picture of him. She's talked with Damiana about that and believes she has reached out to his wife, but will double check with her to make sure. That's all on this for now, can report back at the next meeting.

#### **5: TOLA Award – Elizabeth**

Elizabeth reported that she is still working with Toby's family on this as of last week she had not heard back. She did quite a bit of work on redoing the process (heard that it's a difficult process but sent the new version to them for input). She will touch bases. She'd like the administrative choices live with the Awards committee instead of looping them in for the criteria and process. She will ask them about it going forward for the application process. Because they haven't approved it (no intent letter and online application with just a letter of recommendation), doesn't want to proceed, but doesn't foresee issues. Matt fell off. Toby's family was involved in the inception (not intended for each year, formerly different timeline, given for statewide impacts). They sit on the review committee with Elizabeth, the Chair, and Awards members. No applications recently – at least a couple where they started and did not finish. The sensitivity is around changing the process. It would run concurrently for ease of exposure during the same timeframe now (no longer a separate process, just criteria). Folks concurred about checking in.

#### **6: DVR presentation update – Elizabeth**

Elizabeth reported that she presented about our program to the DVR business specialists last wk. The presentation went well, and they often submit nominations. It served to fill in new staff.

#### **7: Next Action Steps - Emily**

Emily noted the following action items for the minutes:

- a. Emily will report back at the next meeting if she hears back from KCC about the GF snack options. The entrée options will be listed on the registration form.
- b. Emily will report back at the next meeting with more information about the block of rooms at the hotel (pending agreement at state govt. rate). Travel advances will be available if needed.
- c. Emily will report back about the pending and incoming sponsorships at the next meeting (awaiting further information on a few).
- d. Nomination reminders will continue to go out weekly this month through GCDE and ESD channels, and regarding nominees and recipients as the event approaches. Contact staff if you would like to request additional Comms support. Staff will follow up about meetings.
- e. Nancy will be added to the event logistics team. Yvonne is working on a vocalist. Ann, Cullyn, Amy, and Nancy can help with securing a photographer (or several) if needed (Matt will check with Yvonne). Cullyn can help with décor as well.
- f. Janet is currently reviewing the 2023 judging panel rating materials and instructions for updates after the refresher training. This work will occur with volunteers after nominations close to rate materials and set meetings to select recipients.

- g. Matt will continue to follow up with the current nominees and nominators. Emily will continue to send reminders and answer inquiries. DVR nominations pending.
- h. Elizabeth will start discussion with the policy advisors about the Governors' invite as the event approaches. She will also ensure invites are extended to Megan Matthews and Cami Feek.
- i. Elizabeth will double check with Damiana about reaching out to Kevin's family to secure a photo for the In Memoriam sections of the ceremony program and PPT and report back.
- j. Elizabeth will reach back out to Toby's family to get their input on the changes to the nomination process for that Award before we move forward.

8: *Next Meeting date and time will be on July 25th from noon to 1pm.* The meeting adjourned at 12:45.