

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

Awards subcommittee meeting

Friday, July 21, 2023, | 11:00 a.m. to 12:00 p.m.

Minutes

- 1. Welcome** – Meeting called to order by Matt at 11:05. Welcomed everyone, wished a happy Friday and good weekend.
- 2. Roll Call** – Present: Emily, Ryan, Elizabeth (interpreter joined after Ryan sent the correct link) – staff; Matt, Clarence, Cullyn, Janet, Amy, Lucas, Daniel.
Absent: Tammy, Yvonne excused
- 3. Housekeeping Rules** – Matt reviewed to speak slowly for interpreter, introduce yourself first
- 4. Approval on Minutes from July 14, 2023** – Matt asked if folks reviewed, and asked for a motion to approve. Janet so moved; Matt seconded. All in favor, none opposed, no abstentions. Cullyn clarified when they were sent. They went out earlier this week on Tuesday. Cullyn appreciates it. They apologized for the echo. Cullyn does not see the email. They will follow up. They found.
- 5. New Subcommittee Day and time change Update** – Yvonne unable to do Friday's due to work. Meeting Thursdays at 3pm per poll this week. Hope to attend, some folks unable, had to decide. New invite sent out. This is the last meeting date at this day and time. Leadership on Tuesday. No discussion heard. Quiet bunch today. Matt will read Amy's chats.
- 6. Nominations Application Packet Update** – Ryan followed up with 7 incomplete nominations this week and Emily will be sending more today (handful). We received at least a handful so far this week. New nominations from WVS and Tammy, among others in various categories +7 from last week. (Some completed post follow up). Pending more. Currently in system. 1 more week. No other discussion heard.
- 7. Marketing Workgroup Update** – Reminder this week. Final reminder/thank you to sponsors out next week (will send notes as well), will need help second week of August to promote event/highlight nominees

(have volunteers). Please do a final push to get the word out next week. Media release sent this week. Can resend if needed (Ryan). Originally sent out Monday. Zoom issues fixed.

- 8. Judging Panel Discussion and Update** – trainings yesterday and next Friday. Will be recorded (didn't fully save yesterday). Janet will take care of that for next week for those few attending. Will also share the PPT for those that can't make it. Serves as a guide to reviewing and scoring nominations. Instructions to follow. Cullyn can attend. Janet can answer questions as needed via phone. Should be comprehensive. Thanks to Janet for her assistance with this. Selection process happening first 2 weeks of August. Watch for email from Ryan about conflicts of interest (will track), so that judging panels can be setup accordingly, and meetings done by August 11. Quick turnaround. More to come first week of August (Ryan assisting while Emily at YLF). Emily will catch up on nomination information beforehand. Thanks for support, lots to do from here post nomination deadline closure. We do have some volunteers to help with this effort. Ryan will send more information so we can start setting up the panels for when we send the nomination information. He appreciates folks assistance and support. July 31-August 11 will be the timeline. We may need to ask folks to participate in more than 1 panel. Janet clarified that it would depend on the number of nominations, number of judges, and conflicts of interest. We will assign folks. Ryan clarified on this about staff assigning the categories. Once the nominations close, we will look at categories, number of panels, number of judges, and conflicts of interest so we can assign and notify folks accordingly.
- 9. Other Tasks** – Cullyn wanted to check in about who needs transportation, wondered if we can send an email to everyone and get a clear sense of who needs it, so they can continue the follow up about various options. Ryan will defer to Elizabeth on this (is aware of 2 so far – Cullyn and Lucas). He believes others will be traveling independently due to distance. Cullyn clarified that they don't need it, but was checking into it, since they felt it may have been a barrier for folks. Would still like to figure out accommodations even if there is only 1 person needing it. Elizabeth has researched state law and found that we may be able to use a fleet vehicle and have 1 of the members drive it. There are vans and smaller vehicles.

The commissioner can sign in. Elizabeth has put a request out. She will share the information back out with Cullyn for their research if possible. Should know next week or the following week. DES seemed willing to do so. Clarification of acronym. The part we are wondering about is if the driver is approved (volunteer, not a state employee). Elizabeth did see that, and it looks allowable, needs to make sure. Appreciates the clarification. There may be smaller options available if needed, and there may be more. It is good info to know for our events in general. We may decide differently depending. We may want to still get a larger vehicle to provide transport in town. Elizabeth will follow up soon about who can drive. Cullyn can get clarity about cancellation timeframes so the accessible vehicle is in high demand, limited availability that we could get a reservation on the books once we know who can drive, and then cancel if not needed. Ryan should have transport available too and may be able to assist also. Lots of work still to be done, finalizing program book, certificates, setting up registration and sending invites, ceremony PPT. Past recipients asked to present (DSP recipient has agreed via video). Still working on vocalist. Will hear about Gov's attendance later this summer or early Fall. Work continues to coordinate with venue. PLEASE LET US KNOW IF ATTENDING AND WATCH FOR LIST OF TASKS/SIGN UP. Turn in travel forms ASAP within the week (July 31). Amy's has gone thru (still waiting to hear, fingers crossed) and Ryan has 1 more to follow up on after the meeting. Matt will do his once he knows about his attendance pending work commitments. Ryan said we could always keep it on file just in case to save time now. Matt will do so. Cullyn appreciates the clarification and receives Ryan's email. Meeting adjourned at 11:48am with a motion from Amy, see you next time at the new meeting timeframe, have a great weekend. Thanks all.

10. Next action steps – noted in minutes

- a. Final push for nominations next week
- b. Stay tuned next week for a final update on nomination counts
- c. Holding off on use of Meta until next year
- d. Judges, be on the lookout for more information and instructions in early August, and be prepared to hit the ground running with reviewing nominations and setting meetings to select recipients (training will be recorded)

- e. Let us know if you can attend on Oct 5-6, turn in your travel forms if so, and be on the lookout for volunteer task list and sign-up sheet
- f. Stay tuned for more on travel options, let us know if you need assistance
- g. Reserve a room ASAP in the hotel block if not already, esp. if accessible
- h. Stay tuned for more about Gov's attendance at event/next steps
- i. Let us know if you have time to proof and review materials (event promo, trophies, certificates, ceremony PPT, program booklet, etc.)
- j. Stay tuned for event registration the week of 8/7, everyone attending will need to register, including subcommittee members

11. Next meeting date and time: Thursday, July 27, 2023, at 3:00 p.m. to 4 p.m.

Important Note:

31st Annual Governor's Employer Awards

Friday, October 6, 2023

Wenatchee Convention Center

121 N Wenatchee Ave

Wenatchee, WA

Hotel: Hilton Gardens