

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

Awards subcommittee meeting | Thurs., Sept. 21, 2023, | 3 pm to 4 pm

Minutes

- 1. Welcome** – Meeting called to order by Yvonne at 3pm. Glad to see everyone today. Before roll call, pause for Ryan, he is on the phone and will be right back. Checking in with folks. Kevin will be gone tomorrow through October 2nd and may or may not have computer access (Emily believes he has completed all of the reviewing but will double check after the meeting). He wishes us luck. Yvonne congratulated again on her new role, it is outside of her comfort zone a bit, she hopes things improve with the exciting things on the horizon (still remote). She will be working with the school districts in an area close to her heart, there are minimal youth services currently, it is disparate compared to other larger counties (Janet concurs and is in the same boat in her area, which may be expanding). It ties into YLF as well so Yvonne will be participating in that also as a part of her job duties. Starting.
- 2. Roll Call** – Present: Emily, Ryan, interpreter (staff); Yvonne (leading), Kevin, Lucas, Clarence, Janet, Daniel, Matt (subcommittee members). Matt did join after all. See below for those absent. Moving on to housekeeping.
Absent: Tammy, Elizabeth, Cullyn, and Amy are excused. No others heard.
- 3. Housekeeping Rules** – reminder to state your name and speak slowly, take turns, and raise your hand to make a comment.
- 4. Approve September 14 meeting minutes** - Yvonne asked re: review and for a motion to approve. No comments heard about the minutes. Kevin so moved (verified quorum present – 6 subcommittee attendees as needed); Janet seconded. All in favor. Motion carries; minutes approved. Kevin noted that inviting community members seemed to have dropped off the agenda (Yvonne said that it will be opened up to the public next week, and added back to the agenda at that time, Kevin appreciates it). Yvonne will follow up on that and has added a sticky note to her computer. Yvonne has let them know we're coming, but they have been unresponsive to the contact thus far, but it's how we got the student volunteers and person singing the

anthem. We need the final headcount from our internal folks first, but Yvonne understands what Kevin is saying, and has emailed all of the media that she can think of about the event (Kevin concurs, and is glad it's being taken care of, and wonders if we have any members in the area. Yvonne is relatively nearby, works in the area, and has family there. The person who is assisting with coordinating at the transition school is going to be applying as a member as well, and Yvonne has also reached out to parent support groups locally too, so the word is out – but as we move forward as a whole, we may need to focus more on marketing ourselves in general, especially in more rural areas or Eastern Washington – Clarence had mentioned this previously and Yvonne concurs so we're not duplicating efforts, Kevin agrees also about leveraging ourselves, and what and how that looks post-pandemic, what we have learned, perhaps we can discuss with GCDE leadership and staff again soon).

5. Exciting News about Wenatchee Valley Technical School Visit and

Teacher's comments - Yvonne reported that the Wenatchee Valley Technical School Transition Students and Staff are attending the event and the coordinator will be applying for GCDE. The students will be arriving around 10am or so on event day so that Elaine can talk about YLF with them. When Yvonne mentioned it to the coordinator, they weren't aware of it. We will also print out flyers to share with them aside from the presentation. Clarence noted that he has done some research in school districts he's associated with, and he's finding the same thing as Yvonne, where they don't know about it. Clarence thinks that our GCDE members should reach out to the school districts in their area and tell them about the benefits of YLF. Daniel volunteered to do so in his local area, if he could get a copy of the flyer to share with them by way of follow up, he thinks it's a great idea. Pause for Yvonne. She concurs and thinks the subcommittee will be open to those suggestions, she will bring them back to Elaine, leadership, and the group at the next meeting.

6. Thursday, October 5th Logistics - Yvonne reported that the meeting for the week of the event is cancelled since the group will be in travel status, but we are tentatively planning a dinner meeting at 6pm on Thursday, October 5 in Wenatchee for those who can make it and will be arriving between 2-5pm. Ryan did find a room for a working dinner to work on certificates and

nametags (per Elizabeth, it has to be a work party, otherwise it is considered a meeting). Ryan will make a reservation at 6pm so we can eat dinner and get to work. An interpreter has been secured. We will share more information as we have it, please stay tuned.

- 7. Marketing Update** – Yvonne reported that we have submitted the program for proofing and wondered if Emily had anything to report. Clarence had a question but deferred to Emily to go first. Emily reported that the Large Public City, Federal, and Youth employer spotlights went out yesterday. The two individual categories will be sent out next week and the week of the event. We've likely received all of the photos and releases that we're going to get at this point, which is the majority, the rest will just use their company logos for the ceremony PPT (which those of you reviewing likely saw). Emily followed up with nominees and nominators about attendance this morning and received a few more registrations, which is good news, nearly everyone is represented (at least by their nominator, if not the nominee, or both). We are keeping track. We will provide another update next week on where we're at. If you know of anyone planning to attend who hasn't registered yet, please do so by next Friday at the latest. Let us know if you need assistance with any of your arrangements. Clarence with a comment. He apologized for his absence recently as he's been dealing with some medical issues. Next year, he'd like to hit the commerce offices in the region, as they report up to statewide office in Olympia and all have their own media (but you can get all that info from the statewide office in Olympia so it will make it easier to contact them since they maintain that information). We may need multiple volunteers on that front to promote it and get it in their local newsletters and media circulations in his opinion for next year is his thoughts. Yvonne loves that idea, she sent an email to the Wenatchee Commerce department with some information, but didn't think about getting it sent up to the statewide office in Olympia or circulated in the newsletters. No other questions, comments, or concerns heard on this subject.
- 8. Dan Thompson Statewide Employment Rally Update** - Yvonne reported that per Janet's suggestion last week, a WISE representative will be present to hand out flyers and speak briefly at the event. Thank you to Janet for the suggestion.

9. Event Logistics – Registration, etc. – Yvonne reported that Emily has the task list, please sign up for a job, if you haven't already. Yvonne reported that with the addition of the transition students, we should have plenty of volunteers for the event day now for greeting and seating, etc. and they are very excited about the event and advocacy around employment. Kevin with a question before Emily. Kevin wanted to check about the Governor's attendance or video. Yvonne knows that the PPT and program list video, so she assumed it would be that, but asked Emily. Per Emily, we have the Governor's video now. Ryan joined and Yvonne recapped, and asked for his comments. Ryan apologized for his tardiness. He wondered if we already talked about the October 5th meeting, and Yvonne confirmed. Ryan appreciates it and recapped as well. He is looking forward to it. 2 weeks left per Yvonne. Emily, then Ryan. Thanks to those who have signed up to help so far, per Emily. We will fill in the remaining slots accordingly and can resend the sign-up sheet again before the event if needed. If folks have any process improvement ideas, they can share them at the prep meeting on 10/5. We will ensure last year's feedback is considered as well. More info on local accommodation for those attending is forthcoming (walking map from hotel to venue, venue setup and layout, local restaurants, etc.) Please continue to share the listserv messages and Facebook posts on your channels. Proofing on the materials sent last week is due tomorrow. The program is due on Monday (printing in braille that day and standard format on Tuesday). We have 116 event registrations and are still expecting more. Over to Ryan. Ryan wondered if we had discussed the per diem update, Emily said we had not. Ryan reminded folks that the hotel rate increase will be going up to \$107 as of October 1. The meal rates will be the same. Ryan will let folks know those rates. The breakfast won't be included in our hotel room rate, it is separate, but there is a breakfast buffet that costs \$17 or you can order from the menu. The menu is between \$9-15 dollars. It's open at 6am M-F. The buffet is over the per diem rate. Ryan will check more on that to get clarification. If you are staying at a different hotel, you may want to check on it. There is a restaurant in the hotel, with a limited menu, so we selected another restaurant that's nearby for the 6pm meeting on 10/5. It's in the Wenatchee Public Market. We'll also have snacks in the morning for those setting up in the banquet room, there are 4 trays, to include gluten

free, sweets, breakfast breads, and another one in progress pending costs – Ryan will let folks know. There will also be coffee, tea, and water. Yvonne appreciates it. Kevin had his hand up. He mentioned that he won't be attending, but as far as the per diem, he wondered if there was a set rate for the day that could be used as folks see fit depending on location. Yvonne can speak to this. It is broken down by meal, according to location, per Yvonne. The added amount is the maximum you can receive for the day, and the state doesn't require receipts, so it is yes and no – but also yes. She gave Moses Lake as an example and hoped it was helpful. Matt's hand was up (he was curious despite also not being able to attend – can you max it out and just pay the overage, or does it have to stay under?) Yvonne said you could do that. Kevin concurred, as did Yvonne. Nothing else heard on this topic. Emily will email Lucas the names of the interpreters and CART provider for the event after the meeting per the chat.

10. Other Tasks – Emily reported that we have nearly everything needed for the PPT now, pending final proofing feedback, thank you to everyone who has helped with this. The information has been sent to the trophy shop for those who can't attend, and the sponsor trophies will be added. Needed supplies have arrived at the office and final printing and loading will be completed over the next couple of weeks. Accommodation and refreshments have been arranged for the day of. We have a couple of sponsors registered and are waiting for more. The news release announcing recipients is ready to be sent to the Communications office after the event once all recipients have been notified. Our final meeting before the event will be this time next week, stay tuned for today's minutes, and any additional action items. Elizabeth is still working on the proclamation with the Governor's office for NDEAM, so hopefully we'll have that soon, too. No other comments heard. We will fill anyone in who missed the meeting via the notes. The task list will be resent. Yvonne appreciates it. Nothing else heard prior to adjournment. Note about the next meeting. Hand from Ryan, he and Emily will meet briefly after. Jokes aside, have a great afternoon, thanks all for your time today.

11. Notes from meeting after – Ryan wondered how many folks were present. Emily recapped from the roll call list since Ryan was on a phone call. Ryan reminded Emily about Cullyn and she will add it to the notes. Ryan hasn't

checked email and was wondering if Elizabeth had emailed back about the refreshments. Emily checked and she had not. Ryan wondered about how many folks are registered and represented. Emily recapped on numbers and will check after the meeting and send Ryan a list of who isn't registered. Ryan just wants to make sure everything is covered, it seems like everything is working out, and our dinner meeting on the 5th is also set. Lucas, Ryan, Emily, Yvonne and a few others will attend. Emily will try to check the list again. Not sure on Cullynn (Amy is leaving later). Ryan thinks we've covered everything. Emily believes so and will send Ryan the notes to catch him up on what we covered before he joined. Ryan will check his email to see if we have an interpreter for our meeting next Thursday, Emily will hold. No update as of yet, Ryan will keep working on it, and will let Emily know. They will talk tomorrow morning from their home offices. Ryan has a meeting in the afternoon, so they'll talk in the morning and Emily agrees.

12. Next action steps – Emily noted that:

- a. The governor's video has been obtained. The proclamation is still in progress.
- b. We'll see about inviting Melinda, former staff, space permitting – as well as some VIP's (WISE representative already registered).
- c. We have nearly everything needed for the PPT at this point, pending final proof. There will be another opportunity to discuss process improvement suggestions at the pre- and post-event meetings. Last year's will be taken into consideration. Recipient trophies are ordered (shipping as needed), and sponsor trophies will be added soon. The proof deadline is tomorrow.
- d. Nominee highlights will continue weekly leading up to the event, a plan is in place. Please share on your channels.
- e. We are as good as we're going to get on photos and releases at this point, and are nearly there with attendance from nominees and nominators, as well.
- f. Volunteer sign-up sheet, hotel, and travel – sign up for day of tasks, and ensure your travel and hotel are arranged ASAP, if not already. We will resend the task sign up list.

- g.** Hotel – we will consider covering guest travel and booking a larger block of rooms next year, as well as checking the area for competing events.
 - h.** Please look in your inbox and attend the meeting next week for any last-minute asks for assistance as the event approaches.
 - i.** More information to come for those attending on local accommodations/venue.
 - j.** Work continues on vocalist and guest speaker/volunteer preparation for day-of tasks, including subcommittee members (as well as trophy presenters, and transition student volunteers).
 - k.** Sponsors have been thanked and invited, and supplies have been ordered and received, so we are in good share there.
 - l.** More asks to come as we approach the event, please stay tuned.
 - m.** If you or anyone you know wants to attend, including guests, and has not yet registered – please do so ASAP so we can include it in our count.
- 13. Next meeting date and time: Thursday, September 28, 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