



STATE OF WASHINGTON

GOVERNOR'S COMMITTEE ON DISABILITY ISSUES AND EMPLOYMENT

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Youth Leadership Forum (YLF) Subcommittee Meeting
Friday, May 20, 2022
10:00 PM to 12:00 PM

Minutes

1. **Approve Minutes** – Welcome by Candace, Marsha moves to approve, Kevin seconds
All in favor, none opposed, no abstentions, motion carries, minutes are approved as is
Present: Emily, Lucas, Pat, Jazzy, Elaine, Elizabeth, Kevin, Candace, Nate, Marsha, Christa, Clarence
2. **Introductions/Announcements** – Those present introduced themselves when called
3. **YLF Date (August 6-12, 2022 for counselors/staff and August 7-12 for delegates)**
– counselors and staff are arriving a day early for training
4. **Staff Update:**
 - **Covid-19 Safety Policy** (Elizabeth) – staying with current policy, vaccinations required and rapid tests upon arrival, evolving situation, may be updates closer to event, face coverings required when in building and in gatherings, taking a conservative approach until any further guidance, no changes to procedure right now, definition of fully vaccinated is a full set of vaccines, doesn't include boosters as of now to our knowledge, youth is either vaccinated or a negative test, some youth may not be able to receive a vaccination, will get clarity if there are any difference between how we consider staff, members, and youth requirements
 - **Dumas Bay Contract** (Elizabeth) – is in process, state asked for the city to modify a couple of things, is under review, no reason to think that it won't go forward, clause that states we have to pay some funds for no-shows that isn't allowable under state law, contracts department asked to revise that, is in the works, have been keeping an eye on the cancellation date in case a decision is required about moving forward with the number of delegates we have, date is June 9, will have a better sense by then

- **Applications Received from Delegates Update** (Elizabeth) – 6 confirmed, 8 more potential, has received several voicemails asking for more information and is following up – is there a minimum, not in contract, DVR funding provides reimbursement for youth counselors training as well, no minimum number but if no peers received we may have to consider, need enough to provide an adequate level of supervision, hasn't been identified previously, a number of people normally eligible are no longer eligible due to age requirement in contract, might have to get creative as we go along, should we set a number and deadline, identified in pending contract as June 9 for cancellation, 15 came up in the past to break even with cost but that was years ago, we will be looking at that, costs are higher generally, will review next week, have been tracking costs, will solidify a number and plan to discuss prior to the cancellation date, leadership and staff will decide close to the date, could involve subcommittee if needed, applications due May 31 but have extended in the past, need a minimum number by June 6, looking at around 17-20 roughly, without thinking through peer counselors
- **Peer, Co-Counselor and Lead Counselor Update** (Elizabeth) – 3 previous co-counselors returning, WWU has 3 interested students in being leads, Elaine reached out to all previous delegates still in the age range to recruit for peers, no responses yet but will follow up
- **Update on YLF Guest Speakers** (Elizabeth) – all speakers have confirmed and we will send out reminders as we get closer to the event
- **Food Handler's Cards** (Elizabeth) – will need to ensure they are on hand prior to serving food, might not have as much of a need, possibly if handing out snacks
- **Catering** (Elizabeth) – only one caterer on contract, will provide people to serve, sample menu for lunch and dinner, Dumas Bay provides a fairly robust continental breakfast, cereal, granola, muffins, pastries, bagels, eggs, pancakes rotating, fruit, yogurt, coffee, tea etc. caterer offers snacks but are expensive, asked them to waive that requirement as an accommodation
- **Meeting Frequency** (Two to three per month as we get closer to event. The second/third meetings will be a quick check in, and all are Fridays from 10:00 am to 12:00 pm: Pat moves to accept, Kevin seconds as does Candace, all in favor, no opposed, no abstentions, motion carried for increased meeting frequencies
 - June 3
 - June 17 (regular meeting)
 - July 1

- July 15 (regular meeting)
- July 29
- **Background check** central unit form for volunteers (DVR) – we will be forwarding the background check form for counselors to fill out, is required by contract, previous members may have done WSP background check, this one is more in depth due to working with youth

5. **Task Assignments:**

- **Distribution of Applications & Recruitment** (due May 31, 2022) – has been extended into June prior, please help get the word out to eligible parties to get our numbers up, Clarence has shared the information on his local school district newsletters
- **Donation of SWAG Items** – Andy Song has been coordinating and receiving items, please ask for useful youth friendly items, coordinate donations with Elaine, ask your local small and large businesses, Marsha has items also, books will be included, donations of cash typically aren't accepted, will research, gift cards may be acceptable, could we get snacks donated
- **Donations for YLF Store** (tech items?) – EarPods, phone chargers, portable chargers, etc. – coordinate donations with Elaine, craft items can be included as well such as crocheted blankets etc.

6. **Action Items from April Meeting:**

- **Transition Planning:** Elizabeth will ask DVR Director Terry Redmond if he could be a guest speaker representing DVR. – is only one free slot on our agenda on the last day right now, has not reached out, need to think about if it makes sense
- **Dumas Bay and DVR Contracts:** Elaine is working on these and will report on the progress, have already heard about this
- **Follow up on Consent Workshop** – Marsha said there was a great discussion at the national YLF meeting, date will not work well for school nurses, has been trying and in discussion with a couple of folks who are still deciding, event has typically been in July prior
- We need subcommittee members to personally **distribute Delegate applications** to their local school district – some members have been distributing via email, keep it up
- We are in search of a **volunteer nurse** or trained medical professional to distribute medications and be at the event 24/7 in case of medical emergencies. All subcommittee members will look for and check their contacts for a medical volunteer. – Marsha has a contact who is distributing it, please reach out to any contacts that might be able to help, nurse would need authorization to dispense medications, have not heard back from the group Kevin reached out to, can look

back, Nate will talk to his roommate to see if their organization has any volunteers and will get back

- **We need SWAG and YLF store items donated.** Subcommittee members were asked to find donations. – fairly well stocked on swag aside from perhaps tech items, will continue to seek donations
- We will give **thought to activities** delegates can do before bedtime. At the last YLF, delegates watched movies. Nathan offered to share his game library. – have had card games and interactive activities in the past, Nathan will create a list of what he has to share, idea of possible small group debriefing sessions of the day

8. **What's Next** – donation items, volunteer nurse, consent workshop, and recruitment of delegates and counselors will be our big push until August

9. **For the Good of the Order** – folks are excited, Candance has a good handler's card, kudos to staff, this is a lot of details to track and manage, energy is building

Next Meeting: Friday, June 3, 2022, 10:00 am-12:00 pm