

**Governor's Committee on Disability Issues and Employment (GCDE) Coordinating Committee Meeting**  
Friday, April 28, 2023, 10:00 a.m. to 12:00 p.m., Zoom

**Minutes**

**10:00 a.m. to 10:10 a.m. – Welcome and Opening Remarks**

*Damiana Harper, GCDE Chair - 10 minutes for roll call and housekeeping items*

Damiana checked in with folks as they joined and said we would wait a few minutes to make sure everyone is setup and with us. Meeting called to order by Damiana at 10:01. Welcomed everyone, thanked for participating, and hoped folks were enjoying the spring weather.

Housekeeping reminders to ID self-prior to speaking, raise your hand, not speak over one another, and speak slowly.

Elaine read roll. Emily, Clarence, Cullynn, Elizabeth, Elaine, Damiana, Cart, interpreters, Marsha, Megan, Nathan, Warren, and Ryan. 15 folks present. Damiana asked Elaine to let her know about folks joining late. Cullynn is excused early.

Any additions to agenda asked by Damiana. She let folks know that we may be adjusting topic times on the fly, but will ensure we get a break in the middle, and cover the most important items. It is OK if we can't get to everything, although she is not anticipating that necessarily. No additions heard.

Agenda and minutes stand as is, hearing no amendments to minutes. Cullynn apologized for her poor scheduling. She appreciates the humor Damiana is bringing this morning. Damiana said thank you and said she understands. She requested that folks please review the schedule for the year and make notes, but recognizes things happen. She apologized for her recent absence, and noted that her stepdad who lives with her became ill in March and passed away in early April, and took some time off to care from him before his passing, and help her mom with the details after. She was back to work last week but leading an event, so it has been hectic. She said she does have every intent to follow up with new members about subcommittee appointments next week, certainly before the GM meeting, and expects to be more responsive going forward. She noted that Candace resigned from GCDE for personal reasons. We wish her well. Kristin has agreed to Chair LWG and YLF and will be busy. She has asked Nathan to be vice-chair of YLF and he has agreed. He is joining us today on her behalf. She thinks that is great and appreciates it and sent Nathan her thanks.

No other announcements were heard. Moved onto next topic.

**10:10 a.m. to 10:25 a.m. – Topics for 5/19 General Membership Meeting (see outstanding items on next page)**

*Damiana Harper, GCDE Chair, and all - 15 minutes for topic suggestions on agenda*

There is a list of proposed topics at the end of the agenda that were not utilized at the last meeting. Damiana knows that the new members got to participate in our icebreaker, but thinks their longer intros

should be included. She asked for other input. She did note that it is a fairly quick turnaround in between this and the next GM meeting, so it may be difficult to secure panel speakers. Folks are still welcome to suggest them, it might just have to wait until next meeting.

Elizabeth thought it was timely to talk about YLF and recruitment. Damiana added Awards as well and concurred. At the Awards meeting before this, it was announced that the marketing and advertising should be able to go out for that very soon. Nathan said he and Kristin would be happy to put together a list of materials and needs for YLF. Elizabeth said thank you. Damiana mentioned she is taking notes.

Damiana asked for other suggestions and reminded folks about the notes on the agenda from last time. She thought that a legislative update might be interesting or good since session just ended. She knows they have had a lot of time in previous meetings, so doesn't know that they would need a full hour, but a wrap up might be good. Open for discussion.

Megan noted that May is mental health month, and she noted that was listed as a holdover from last time, so thought it might be relevant. Damiana thanked her and asked if she had any particular suggestions, or just in general. Megan said at her work she is compiling a toolbox of ideas. She doesn't know for sure, there are lots of options. That is all she had on a Friday. Damiana suggested a cross-disability discussion format (15-20 minutes) would be great if someone is willing to talk about that. She would like to see something more personal if possible. She will look through her notes and see if there is anyone who said that was something they'd be interested in sharing about it. She can also mention to new members when she speaks to them. She also welcomed anyone from this group to do so if they wish. Inviting NAMI could be a possibility, or some other speaker. Marsha said that she is concerned with ableist language with reference to mental health. It is a stigma. She is coming from a psychology background as well as personal lived experience. Damiana concurred that language is powerful and often is used without thinking. We can all be guilty of that, so it is a great reminder. She likes that idea as a topic and will do some more thinking about a possible format. Cullynn added that she has noticed in the past decade that transparency about mental health is becoming more frequent when referring to folks diagnosis. She is a bit hesitant from policing language to the degree that it might make folks feel uncomfortable using the medical terms when referring to themselves. She knows that is not what Marsha was saying, however. Damiana thinks that is a good point also. Damiana shared she was at a store recently and there were 2 young guys talking about what they do on a bad mental health day, which wasn't the norm a while ago, and thinks it is good. Cullynn would encourage open dialogue on the subject even if they use inappropriate terms but are still having the conversation. She mentioned the difference between using generalizations to refer to things in inappropriate context versus with purpose. Marsha said she should have been more precise and was referring to the use as slurs in pop culture versus clinical diagnoses. Damiana concurred.

Damiana asked for other suggestions and mentioned the state of the state budget as being on the list. She asked if people were interested in that or not. Cullynn asked for context. Damiana clarified that someone from OFM comes to talk about the state of the state budget and Elizabeth concurred. Elizabeth thinks that the legislative budget should be finalized, but potentially not the state. Typically, it is an overview of the overall state budget. Warren mentioned that he finds them interesting, but would be more so if it was tailored to disability issues in legislature, such as hearing aid coverage by insurers. It

is costly to the state if they oppose that mandate. The broad presentation is interesting in his view, but it would be interesting in particular to hear about how they will fit these new priorities into the budget. Warren was in banking as Damiana mentioned. Sometimes folks don't do as well with budget presentations.

Damiana mentioned a spinoff of looking at the Governor's priorities and how those can affect the budget, and us. For example, housing. Last year there was legislation requiring that people could not be released from a facility (jail, hospital, mental health) without a place to go. Temporary and long-term housing becomes a high priority then. It connects to mental health, justice involvement, disability, etc. She knows about those connections but is sure there may be others she's not aware of. She isn't sure who could speak to this, perhaps one of the policy advisors, but may be an idea of a version of that presentation. Elizabeth thought about who could speak to these points as well. A more tailored discussion that fits with what we do would be good. We should have a new GCDE policy advisor soon. The person in the role previously moved into a new position. So that might be a good way for us to meet them too. She has a meeting with the policy office on another body of work next week and could put it out there. It might be on hold for next meeting due to scheduling but would be interesting. GCDE helped put together a monthly meeting with the policy advisors about disability issues so it may be a good time. There are also definitely folks in OFM working on DEI that could possibly speak to how things are moving for PWD statewide. She will think on it some more.

Damiana noted that there was just an internal presentation for state employees around the PEAR plan statewide and intersectionality (racism, ableism, etc.) and is an interesting topic and thinking about where we could find speakers on that. Elizabeth thought we could invite the Office of Equity Director, Dr. J. Damiana thinks she is a great speaker and personally worries that sometimes all the sides of pro-equity can be lost, but would be interested in talking to her about that. Hearing no other ideas, moved onto the next topic. We may have time at the end of the meeting to come back to this if needed. Elizabeth, over to you.

**10:25 a.m. to 10:40 a.m. – Review proposed changes to mission/vision statements (update outdated terminology – see current statements on next page)**

*Elizabeth Gordon, GCDE Executive Director - 15 minutes to review proposed changes for approval.*

Elizabeth said she would share the screen and welcomes people's input. She wanted folks to be able to see both the old and new proposed versions side by side and discuss their thoughts. She would talk through it as well. She felt that some of the language isn't as contemporary as possible with regards to the way we do equity these days.

The GCDE provides statewide advocacy and leadership to empower the disability community to obtain equality of opportunity and maximum independence. (Current statement)

She took a stab at updating it and wants to hear people's thoughts. Words are important and she wants to ensure we are capturing our goals and work, together.

Changes include removing “empower” – that used to be more commonplace, but now it feels like you have power to bestow upon others, versus them having the power inherently.

The GCDE provides state *level* advocacy and leadership *with* the disability to obtain *equity* and *economic* opportunity, and *community inclusion*. (Proposed statement)

Equity versus equality is different. It is everyone getting the same thing, versus getting what you need to participate at the same level.

She feels economics is a very important piece of the puzzle as well. She took out maximum independence because it felt institutional. She is not sure if economic opportunity is the correct term either, but wanted thoughts.

Nathan apologized for cutting off Warren and said he likes the statement overall, but less the economic statement, wants to ensure we are not being limiting in our qualifications. Elizabeth thought this was a great point.

Warren said it was understandable upon explanation, but not necessarily without. He thought perhaps it warranted a clearer phrasing that did not quite sound so much like buzzwords. He did not mind Nathan’s jumping in. How about full inclusion in community life, Elizabeth suggested.

Cullyn said she can now stay for the full meeting. She agreed with Nathan but does think economics is important and a reality.

Elizabeth agreed with Cullyn and restated her suggestion above. She thinks people should be thriving and not just getting by or becoming stagnant.

Nathan agrees with Cullyn and Elizabeth now having heard more.

Damiana mentioned that Elizabeth’s comment resonated with her and that the federal body that governs VR is emphasizing career advancement right now, so people don’t get stuck in their first jobs. VR agencies should be considering economic prosperity too, now.

Cullyn will hold themselves accountable to talking about these issues more. It is a crucial issue. Promotion usually requires acquisition of new skills or education. Not that it isn’t something people can achieve, but it can be a lift for anyone, though. Elizabeth agreed.

Emily mentioned how we might be able to add that we are hoping people will not only to get by, but thrive, in whatever way the desire. Elizabeth concurred and thought this is important and can easily be taken for granted. She thought we could table voting and try to wordsmith and then we can take a vote later. She can’t multitask at the same time on all of this necessarily, so she asked if anyone wanted to jump in on that. Damiana is in the same boat. Not able to do it on the spot. We don’t have to do it now, we can work on it and then vote at the next meeting if folks would prefer. Warren is happy to try. He wanted to clarify that we are trying to work in what we’ve been discussing (economic, thriving,

inclusion). Elizabeth concurred. This a companion to our vision statement which does talk about full inclusion, full participation, and economic vibrance. It will work in tandem with that. She can drop that in the chat after the next agenda item. Warren will bring it back at the end of the meeting after he has worked on it.

**10:40 a.m. to 10:55 a.m. – Discuss new GCDE PEAR Statement (see current statement on next page)**  
*Elizabeth Gordon, GCDE Executive Director, and all - 15 minutes to review statement/answer questions.*

We did share the statement. GCDE has a unique role. EO 22-02 is about integrating equity in state govt. Cabinet agencies and those otherwise Inslee has authority over are required to do pro-equity anti-racism work. We are not required to do so as GCDE, but are invited to. Elizabeth thinks it is critical and important work that we should be including all aspects of in our conversations. She felt it was important as we move into this work to jointly create a statement. The cabinet agencies have teams and are building plans for agencies about how their systems will work to be equitable for all. There are variations in process across agencies. This is open to discussion. We are fully focused on disability equity, and there's a lot to unpack on that. It would be a heavy lift to have a full team on GCDE for PEAR. Elizabeth has been participating on ESD's team. She has been pushing to include disability in that lens. With this context, she believes we should talk about the fact that we are committed to looking at our practices and ensure that we are not perpetuating racism institutionally. She took a stab at coming up with a statement to show that we are being intentional about bringing intersectionality into our work.

Open to input on this.

In accordance with EO 22-02, GCDE is committed to the vision of everyone in WA having access to what they need to flourish and access their full potential. We acknowledge the history of systems built to recognize privileges, opportunities, and power for some but not all. (Note: taken from ESD statement). We remain committed to unraveling these systems. [not verbatim text, need to confirm]

Feedback solicited on 1) should we have a statement, 2) will this suffice or should we have a different one.

Marsha thinks we should have one but worries that will be the end of it. We need to do the work, too. But it is a good starting place. She had 1 wording change. Elizabeth agreed it was clunky and agreed about doing the work. She has been participating with ESD and agrees that can be the stumbling block. You have to walk the talk and have the conversations, not just put the statement together.

Megan likes the statement and is glad we're doing it. Damiana concurs with Megan and Marsha. It's important to have one, and to follow it actively. She isn't sure if that's something we want to include at GM perhaps. Having a discussion on this similar to the cross-disability discussions. She thinks it is an important topic. Elizabeth concurs.

No other thoughts heard. Damiana asked if folks agreed if we want to agree to vote on the statement as amended. Marsha moved; Damiana seconded. We will adopt the statement. All in favor. None opposed. None abstained. Warren had an additional comment in favor. A question, what is the difference

between equity, and full equity – does everyone have to be exactly the same? Should we remove the word full to avoid misinterpretation? Elizabeth was open to that and removed it. Voting again with that change. All in favor, none opposed, no abstentions. Elizabeth gave her gratitude and appreciation for this important first step.

**10:55 a.m. to 11:00 a.m. – Bio Break (5 minutes)** Until 11:06. Nathan apologized for needing to jump off to address another call. Moving onto the next topic.

**11:00 a.m. to 11:20 a.m. – Finalize Change of Legislative Work Group to a subcommittee discussion (see next page)**

*Damiana Harper, GCDE Chair, and all - 20 minutes to discuss pros/cons and decide.*

Damiana is bummed that Kristin couldn't be here to provide perspective, but that's okay. We've looked at pros and cons of turning LWG into a subcommittee before. A pro is a sense of legitimacy, which is felt more by some than others to have backing, others are not as attached to the terminology as long as the work is being completed. One of the cons is that there's the potential for more dedicated staff time needed. Damiana wanted to get Elaine's perspective as the staff support person on this. Elaine shared that she still takes minutes for every meeting, and doesn't see that it would be a big change for her. Damiana asked for thoughts on this one way or the other.

Warren can see both sides. Over the last year or two, we've spent a lot of time explaining why it isn't a subcommittee. He said it implies that it is different somehow or not as important. He would favor just making it a subcommittee for that reason.

Elizabeth noted that 1 thing that was raised as a concern to think about is when we've been having difficulty with folks to be able to serve on subcommittees. Would we have enough bandwidth for that, and would it pull people's time away from other things. She doesn't necessarily know that it will, but wanted to mention. People have been participating thus far.

Damiana sees where people are coming from, and thinks it doesn't take away from other groups and that folks would participate regardless, but is an important consideration.

Cullyn feels that there should be a list of folks that feel that could currently and presently still participate without sacrificing their commitments otherwise. AC barely had a quorum for a while, for instance. Damiana agrees and we've talked here before about how attendance and active participation have been waning during the pandemic. Even now, "post-pandemic," we are still seeing that. Do people have thoughts on affected participation?

Elaine shared that members choose 2 subcommittees, and can participate in LWG. If a subcommittee, would they have to jump off of one of their other subcommittees or make things more difficult for some groups? Elaine knows Damiana will consider this when making subcommittee appointments, too.

Cullyn noted that we've moved times around to include a range of folks including those working full time. We did commit to be here when joining and it can be a struggle to juggle things. But she

appreciated that GCDE is willing to move things around. Everyone had input before the decision for AC. She appreciated that conversation and thinks it is important to continue regardless of whether LWG is a subcommittee, for all subcommittees depending on desires of the members. Damiana agrees. She feels sometimes meetings have stayed the same from year to year, maybe we can add that to the agenda for the last meeting of the calendar year. Schedules, members, and priorities can all change, even annually.

Marsha is in favor of making it a subcommittee, but takes Cullynn's point. Her thought is that we have some program committees to complete certain tasks, for Awards, YLF, AC, Outreach. Can we make the LWG a subcommittee and also make a division of groups – 1 being program oriented, and the other being non-program oriented (membership, LWG, and perhaps forgetting something). We'd have to talk about expectations or direction. Maybe folks would serve on 1-2 program subcommittees, and if also wanting to serve on a non-program subcommittee, they could etc. LWG is timely. It is a factor to consider. Sometimes it's harder to attract members to the program subcommittees.

Clarence was bid good morning and called upon by Damiana. Clarence added on to Marsha's comment. If we decide to make LWG a subcommittee, maybe we should also place in a wait period to join, like membership. This way everyone doesn't just rush onto that group and leave the program-oriented groups shorthanded. Damiana thinks this is an interesting idea and will think on it. Damiana said you have to understand the committee before helping to appoint members on membership. She is thinking how that would work on LWG, and appreciates the idea. Are there other thoughts, are we ready to vote? Clarence clarified about the vote – subcommittee vs decision to think about how it can work differently. Damiana clarified that the motion would be regarding the subcommittee status. We can discuss details but don't have to decide today. We also don't have to decide about the subcommittee status today either, unless we feel ready. Marsha so moved to change LWG to a subcommittee. Warren seconded. Cullynn asked if we could do a year-long trial and reassess to see where folks are at with participation, ability to attend, goals or expectations, impacts etc. Warren said we could always change it back without trialing or extended monitoring. No one is prohibiting us from making changes as we see fit. The other thing about legislative work is that it is based upon the session, so it will be relatively dormant for part of the year, so a yearlong timeline may not be the best assessment, but we can undo it at any later time as needed. Warren asked if we have Kristin's support, and Damiana thought so. Elaine said Kristin was at a work conference in CA today and wasn't attending. Marsha gave a thumbs up. Hearing no further discussion, a vote was had. All in favor, 1 opposed, no abstentions. Motion passed by majority. We will mention this at GM as well.

**11:20 a.m. to 11:40 a.m. – Outstanding items from last meeting discussion (see next page)**

*Damiana Harper, GCDE Chair, and all - 20 minutes total, 10 mins each for Membership news/revisit logo*

Membership was one outstanding item, with regards to the mentorship program. Mentors have now been assigned and some have already had an initial meeting. Can Megan share more about this, and is there anything we can help with?

Megan wanted to know if the meetings are happening. Some folks in this group are mentors. She would appreciate info on that and is happy to step in if there are scheduling conflicts with the existing group. They will be having a meeting on Monday to discuss how to go through the process for next year, and

outreach. If you have ideas on that, please share them with Megan. Damiana asked if she could attend the meeting. It is at 2pm PST. Megan thought she was invited. Damiana is checking. It is on her calendar; she was looking at the wrong day. Megan can't believe it will be May next week. We are trying to start early this year. Clarence asked if Megan wanted ideas now, or Monday. Megan wasn't sure if we had time now. Damiana said we did. Megan gave a couple minutes for ideas if desired. None heard. Megan felt that we need more diverse recruitment initiatives, and in Eastern WA. That's what she is hoping to figure out. Damiana thought Clarence had ideas. He does, but will be attending the meeting on Monday and will share then, so ceded the time to others. If you need time to process and think, send them to Megan, and she can share on Monday.

Megan's mentorship meeting went well and generated some great ideas and information to be shared with new members before they decide on subcommittees. Damiana thanked her. Megan said she thinks we could stand to share this info for the first few months. It can be hard virtually. She thinks that would be helpful. Damiana agrees and thinks perhaps the full membership could stand to be reminded of this even.

Otherwise, we didn't really get any interest in helping us create a logo. It was mentioned at the end of the last GM. We haven't had our own branding before. As we're trying to get our name and work out there, this could help with sight recognition. It could be important. Damiana is good at ideas, but not creativity. She hopes to get some input and help with that on the creative side. Clarence and Cullynn both had their hands up. Cullynn is excited about this and missed the ask before. She has experience with this. She has time in June to work on this with anyone else interested. Damiana thanked Cullynn very much and wondered if she could lead a small workgroup on this. With a reminder in early June, Cullynn can do this. Cullynn is on top of it, said Cullynn, and Clarence can be there. Cullynn has tools and Clarence will defer to her to lead the group. Creative processes can be easier with a small group. 1-2 more folks might be good, so we aren't just spinning our wheels. Please let Damiana know if interested in this group. Damiana can also ask at GM. Elaine is happy to assist also and likes Damiana's flamingo shirt. Clarence clarified that there probably won't be flamingos in the logo. Everyone enjoyed the humor. Clarence asked what the state bird was. Emily clarified that it was the goldfinch. Clarence thought maybe that could be on the logo. Marsha said maybe a goldfinch with a disability! Cullynn mentioned that the unofficial occupational therapy logo is a t-rex with a Reacher stick. Warren asked if feedback was allowed. Cullynn said yes. Warren said he was largely being facetious.

Hearing no other feedback on this, moving onto the last topic. (Emily to note that she can help get it added to letterhead, website, etc. once created).

**11:40 a.m. to 11:55 a.m. – Accessibility Resources discussion (see next page)**

*Damiana Harper, 15 minutes to propose idea and answer any questions.*

Damiana noted that oftentimes when documents are submitted for meetings, etc., staff has to spend the time to make them accessible. Furthermore, the state is currently in the midst of a big push to ensure everything we put out is accessible. We were looking at building a database of resources on making accessible documents, PDFs, meetings, virtual events, etc. There's a sample list at the end of the agenda. We have collected a bit of info so far. We want to make sure that the resources themselves are



accessible. Staff were asked for feedback. Ryan clarified. Damiana repeated that we are talking about the resources within the list, not the document itself. Ryan said he has the list, used them, and checked them and they are all accessible. He noted that oftentimes Word or other software has built in accessibility features and tools to fix issues. Staff can also check materials before sending out if needed as well. Elaine wondered about tables and can connect offline. Damiana said in Word, for instance, tables can be made accessible (sometimes more so than Excel even), but as someone who is not a Jaws user might defer to Ryan for more info on this. Ryan said he knows the inquiry and for example, Excel or Word can have tables for simple things, which can be hard to navigate. Images in tables can be made accessible. Navigation can be challenging. Not impossible, but can take time to read through. So, sometimes, it may not be recommended. In the DB community, for example, plain text is preferred when possible for ease of navigation. Damiana wanted to highlight this. GCDE thinks about this in general, to include visual accessibility or audio during meetings too, but we also need to think about language accessibility. Plain talk, for example. Using language that is easily understood by the intended audience. Visually clean materials. For folks who speak other languages, or have different reading levels, etc. It's not just about screen reader compatibility and captions. We want to be mindful of that. Especially as we are trying to bring in members with varied disabilities and supporting Nothing About Us Without Us, and representing folks in the I/DD community well. If folks can't understand what we are putting out, we won't attract or retain those populations, so please be considering that and look at the list of resources so far. We need to decide how to use this list. Provide it to members, put in on the website, etc. Discuss for 7 minutes. Ryan mentioned he wasn't sure if there was publicly available info on using plain talk so he will look into that. Damiana said she has done some research recently and found some info. Megan said she is encountering this at her employer too, and wondered how to go about finding the best resources. She felt that would be useful. Damiana said there are numerous resources that all hit on slightly different aspects. She doesn't know of a definitive best source. If someone has suggestions, she'd be interested in hearing. Clarence wondered if this group or GCDE could use our members expertise to make our own list of what should be included. We can pool our shared knowledge based upon what we each need to ensure we are meeting folks where they are at. Damiana thanked Clarence for his input. She noted that the second an update comes out for something when it comes to virtual items, what did work before, may not work anymore. So, it might be hard to keep up on that sort of thing. Elizabeth seconded this. There are some tried and true resources she often uses, and constantly has conversations on this, there is some really solid info from EEOC and the National ADA centers...it can depend on the person asking and their level of understanding. Resources can range from very technical to plain talk. The statewide DIN may be a resource. The WAC and Governor's office have resources around plain talk. We can certainly pull some information and have a number of resources available. She is happy to contribute. It can be a learning experience. Damiana asked Elizabeth's thoughts on sharing internally versus externally. Elizabeth thought we can put it on our website. She can do a final vetting to ensure we aren't inadvertently endorsing anything. But there are lots of government entities with good info to link to, such as JAN, etc. Damiana asked folks to look through the list and share any other things they might have to add, they can send it to Emily, Elizabeth, and Damiana. Emily wondered if we could add a disclaimer about not endorsing products if needed. Damiana said it would probably depend on and appreciates Elizabeth's vetting.

### **11:55 a.m. to noon – Review Action Items & next steps**

*Damiana Harper, GCDE Chair - 5 minutes to recap.*

Damiana thought it has been a great discussion with great ideas today and thanked folks for their time. Elizabeth wondered if we had time to go back to the statement. Warren emailed it to Elizabeth and Emily 30 minutes ago with his attempts at wordsmithing if they want to share. More conversation was had. Folks agreed to table this until the next time so more work can be done. Damiana rejoined after a sudden computer restart; she will get filled in later since we're past time.

During the course of the meeting, folks were asked to:

- 1: Review the yearly calendar to make note of the meetings and any conflicts they may have.
- 2: Damiana will follow up with new members about subcommittee appts next week, or certainly before the 5/19 GM meeting. She will consider the number of members on each group in doing so.
- 3: We will be sure to include time for longer intros of new members, info on YLF recruitment (Kristin and Nathan will put together something), as well as Awards nomination solicitation on the GM agenda at the very least. Other topics to consider include a brief legislative wrap up, something (TBD) around May being Mental Health month (perhaps in the cross-disability discussion format – Damiana will look thru her notes to see if anyone was interested in discussing this and mention to new members, and we could also consider inviting an outside speaker or talking about the importance of the language we use). An idea was also posed about possibly having one of the Governor's policy advisors come and discuss the disability priorities for their office, or the folks doing DEI work at OFM, but that may have to wait until next meeting. Inviting someone from the Office of Equity to talk about intersectionality was a final idea.
- 4: We will continue to work on wordsmithing the new mission statement and vote on it at a later time.
- 5: Now that the PEAR statement has been implemented, intentional efforts will need to be made to continue to actually "walk the walk," instead of just "talking the talk." Perhaps we can bring this conversation forward to GM, as well (along with the below about LWG being a subcommittee now).
- 6: We will make a note to consider possibly reassessing subcommittee meeting schedules prior to each new year. There was also a suggestion to split the subcommittees by type (program focused versus not). Another idea was to impose a waiting period to join LWG (now a subcommittee), similar to membership – Damiana will think on this. We will also consider reassessing the LWG subcommittee status as needed.
- 7: Anyone serving as a mentor in the group as was asked to let Megan know if their meetings have been happening successfully. Please share any membership outreach ideas you may have with Megan as well. We will also consider sending the info shared with new members (re: subcommittee contact people, yearly calendar) more than once over their first few months, as well as sharing with the full committee.
- 8: Cullynn will work with Damiana, Elaine, and Clarence to setup an initial logo meeting in June. Feedback will be solicited from the team as they move through the process, and Emily can add it to things (letterhead, website, etc.) once finalized.
- 9: We will look further into language access (i.e., plain talk). Folks were also asked to please review the initial list of compiled accessibility resources at the end of this document as well, and share any other thoughts. It was suggested we reach out to the committee for their expertise as well. The statewide DIN also has resources, as does Elizabeth, the Governor's office and others (i.e., JAN, ADA National Network, EEOC, etc.). We will also conduct a final vetting before posting to the website.

We will let folks go, thanked for their time and bid a good weekend.

**12:00 p.m. – Meeting adjourned.**

*Next Coordinating Committee Meeting: Friday, June 23, 2023, 10 a.m. to 12 p.m.*

The trail day on access at Mt. Rainier conflicts with this so Marsha won't be present, but will see if Andy can attend on her behalf.

**Zoom Link Information for today:**

Join Zoom Meeting

<https://esd-wa-gov.zoom.us/j/82531549733?pwd=UjdzM1FmYWZnMFV2MU15STNyWUIOUT09>

Meeting ID: 825 3154 9733

Passcode: 613039

One tap mobile: +12532158782,,82531549733# US (Tacoma)

**Reference materials**

*\*For 10:10 a.m. discussion: Outstanding items from last GM meeting on 2/24 -*

- Longer meet-and-greet with new members
- Subcommittee requests for assistance (distributing YLF and Awards apps, etc.)

*Suggestions from CC meeting on 9/9:*

- LWG recap
- Future of GCDE meetings (virtual, in-person, or hybrid)
- State-of-the-State Budget update from David Schumacher at OFM
- Continued panel or cross-disability discussions on various topics (mental health, veterans, Deafblind, Autism, DD etc.) – could consider having 2 shorter presentations a.m./p.m. as opposed to 1 longer one

*\*For 10:25 a.m. discussion: GCDE Mission/vision statements as currently stand -*

**Mission Statement:**

The Governor's Committee on Disability Issues and Employment provides state level advocacy and leadership with the disability community to obtain equity in economic opportunity and community inclusion.

**Vision Statement:**

An equitable Washington where people with disabilities experience full inclusion, full participation, and economic vibrance.

*\*For 10:40 a.m. discussion: GCDE PEAR statement as currently stands (new in 2023) -*

**Pro-Equity Anti Racism Statement:**

In accordance with Executive Order 22-02, the Governor's Committee on Disability Issues and Employment is committed to the vision of "everyone in Washington has full access to the opportunities, power, and resources they need to flourish and achieve their full potential..." as directed by the Governor. GCDE acknowledges the history of "systems that have been both intentionally and unintentionally built to reinforce privilege, opportunity and power for some but not all" (ESD PEAR

statement, 8/30/22) and is committed to unraveling those systems to make changes that allow full equity for all Washingtonians.

*\*For 11:00 a.m. discussion: Current pros/cons to changing LWG to a subcommittee as previously shared -*

+ : More formal status

- : Potentially more work for staff

*\*For 11:20 a.m. discussion: Outstanding items from last meeting -*

-Membership updates: Status on creating mentorship program, visualizing the membership application process, recruiting more diverse applicants, and new member subcommittee appointments (10 mins)

-Logo: Revisit wants or needs, call for volunteers – send ask to full subcommittee at GM? (10 mins)

*For 11:40 a.m. discussion: Accessibility Resources (continued on next page)*

Washington state requires all state agencies to make their materials and websites accessible to people with all types of disabilities. Employment Security's policy outlines what the agency is doing to meet those requirements, but **we are all responsible!** Use these resources to learn how to do your part.

### [Washington's policy](#)

### General how-to information about accessibility

- [Creating accessible materials for print and online](#)
- [Tips and tricks for inclusive virtual meeting planning](#) from the [Disability Inclusion Network](#)

### How to create accessible Word documents

[Video from Jess Thompson](#), Washington State Board of Community & Technical Colleges (1 hour)

- [Accessibility in Word](#) - lesson from Washington State Board of Community & Technical Colleges
- [How to make accessible Word documents](#)
- [Free accessibility courses](#) in Lynda.com
- [Webinar series](#) from LevelAccess

### How to create accessible PowerPoint slides

- [Video from Jess Thompson](#), Washington State Board of Community & Technical Colleges (1 hour), or view the [video slide deck](#)
- [Creating Accessible PowerPoints](#) - Training from Washington State Board of Community & Technical Colleges
- [How to create accessible PowerPoint presentations](#), adapted from the [University of Washington website](#).

### How to create accessible PDFs

- [Video from Jess Thompson](#), Washington State Board of Community & Technical Colleges (1 hour)
- [Lynda.com training](#) - Creating accessible PDFs using Word, Excel, PowerPoint, InDesign and Acrobat DC (5 hours)

## How to create accessible emails in Outlook

- [Video from Jess Thompson](#), Accessible Webinar Recording (50 min)
- [Make your Outlook email accessible](#) – Microsoft
- [Creating Accessible Emails](#) – Training from Washington State Board of Community & Technical Colleges:
- [Seven Steps to Creating an Accessible Email in Outlook](#) (2007 and 2010) - From the California Department of Rehabilitation