

Governor's Committee on Disability Issues and Employment
Coordinating Committee
Friday, June 23, 2023
10:00 a.m. to 12:00 p.m.

Minutes

10:00 a.m. to 10:05 a.m.

Welcome and housekeeping – 5 mins – Damiana Harper, GCDE Chair

- *Damiana reviewed tight timing for today's meeting*
- *Welcomed everyone and ensured accommodations were set up*
- *Reviewed housekeeping items (speak slowly, introduce yourself, raise your hand, 1 at a time)*
- *Present: Damiana, Ryan, Interpreter, Emily, CART, Kristin, Matt, Cullyn, Elaine, Marsha, Elizabeth, Warren, Clarence, and Megan.*
- *No additions, questions, or corrections heard to the agenda as sent.*

10:05 a.m. to 10:15 a.m.

Mission Statement: review proposed language and approve – 10 mins to review and vote – Damiana Harper, GCDE Chair

The Governor's Committee on Disability Issues and Employment provides advocacy leadership with the disability community to advance equity and prosperity in employment, community life and disability access.

- *Damiana recapped that conversation started at the last meeting (wordsmithing needed)*
- *Elizabeth reviewed the information on screen (also sent in advance), will go in ops manual*
- *Goal to update outdated language, some input at last meeting, further work was needed*
- *Plan to vote after today's discussion, can table for next time if still not ready, read out current*
- *Do not want to duplicate vision statement as already adopted, read current, paused for thoughts*
- *Kristin liked it, was unable to attend last meeting, but feels it is more dynamic, actionable, simple*
- *Brief pause while others considered, Damiana waiting until last.*
- *Megan is glad for revisions. Is a nice synopsis. Will be good to add to our recruiting materials.*
- *Marsha likes it better than the previous one*
- *Elizabeth called for a motion to approve. Marsha moved; Kristin seconded. Motion passed.*

10:15 a.m. to 10:30 a.m.

Pro Equity Antic Racism (PEAR) implementation – 15 mins – Elizabeth Gordon, GCDE Executive Director

In accordance with Executive Order 22-02, the Governor's Committee on Disability Issues and Employment is committed to the vision that "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 equity for all Washingtonians

- *Damiana deferred to Elizabeth to lead discussion. Statement was adopted at last meeting.*
- *Group agreed statement isn't enough, need to engage in the work in what we do*
- *Goal to have a conversation about how to integrate equity work into day-to-day, ideas*
- *Marsha pointed out we don't all start from the same place, so training will be important*
- *Recommended The Uncertain Hour podcast from the Marketplace Wealth and Poverty Desk*
- *Looks at ways intentional, systematic, economic discrimination has locked POC into disparity*
- *Need to understand the factors that shape the economic context in which we find ourselves*
- *Kristin looked at other boards. Embed it within the mission. External and internal components.*
- *Different vantage points. Document internal practices (i.e., diversity in recruitment efforts, etc.)*
- *Externally, engage in more training and education going forward, in different ways and venues*
- *Could also share resources for self-education internally, learn more about structural inequity*
- *Focus on intersectionality. We all possess multiple identities. Harm can multiply where they meet.*
- *Statement shared onscreen and read, intersectionality not called out, but could focus on in work*
- *Statement created based on the work of ESD's PEAR team (Elizabeth participates for disability)*
- *Capturing intersectionality can be difficult. Would likely need more work and structure to do so.*
- *What are our next steps? This is a big concept. Where do we go from here in doing the work?*
- *Start with education. Allocate time to that. Compile resources and share. Start, not the end.*
- *Cyclical nature of membership could be challenging. How to we stay relevant and cater to all?*
- *Suggestion to utilize existing resources. DEI conference, state training, don't reinvent wheel.*
- *Consider inviting speakers on the topic to our meetings. Start to educate ourselves/others*
- *Megan working with a consultant. Can ask to speak or share resources. Seeing Light podcast.*
- *Important to remember that some people aren't ready for the information, unconstructive*
- *Reflection can be hard, painful, and threatening work to some. Shows up in different ways.*
- *Consider showing Who We Are by Jeff Robinson during orientation or elsewhere. 2 hours.*
- *Create a shared understanding and vocabulary around the concepts. Focuses on racism.*
- *Next steps: will share the link with folks. Be thinking about continued work around this.*

10:30 a.m. to 10:50 a.m.

Mentorship and member participation – 20 mins – Damiana Harper, GCDE Chair

- *Damiana announced new member appt. to replace Candace D. (Angela W). Will need mentor.*
- *How are mentorships going? Making connections?*
- *Marsha not having luck with scheduling, exchanged emails, not much response*
- *Damiana in the same boat when contacting about subcommittee appointments*
- *Megan's monthly meetings have been going well. Offered to mentor Angela if helpful.*
- *Megan welcome to if time. Does Megan coordinate those? Yes, can appoint someone else too.*
- *Cullyn had volunteered at one point, but due to bandwidth, doesn't think they were assigned*
- *Mentors: Matt, Marsha, Candace (need to replace), Kristin (no luck), Clarence, Warren, Megan*
- *Need to follow up with Angela and Ivy Anne. Matt is going well. Warren has also been in touch.*

- *Clarence started well and then dropped off. May be okay as long as some connection/check-in.*
- *Cullyn could be a backup for Ivy Anne and Angela if needed, would prefer to be lower on list*
- *Suggestion to have a group meeting of mentees and mentors with breakout rooms*
- *Damiana will think on it. Welcomes ideas to create more structure. Maybe Andy and Ivy Anne*
- *Suggestion to add an activity (such as jointly watching something and discussing) might work*
- *Chairs to take note of subcommittee participation. More than just attendance. Volunteer tasks.*
- *Lack of communication is an issue. Not showing up, letting folks know, or volunteering for tasks*
- *Need to be proactive. 1st step is communication with subcommittee chairs, then GCDE Chair/staff*
- *Resignation is final option if efforts to improve participation fail. Not go to, limited volunteers*
- *Suggestion to consider managing expectations. Short meetings, work happens in-between*
- *Is there a way to change that without increasing meetings? If not, manage expectations*
- *Empower people to be able to participate. Depends on group. Work may not happen at meeting.*
- *Lack of attendance or pre-work in between meetings makes it difficult to move forward during.*
- *Suggestion to consider adding time requirement to recruitment. Will try and run thru approvals.*
- *Suggestion to consider doing some meetings in-person if possible. May help motivation.*
- *Suggestion to be more explicit about assigning folks specific tasks to complete, concrete helpful*
- *Next steps: Share ideas with staff and Damiana to incorporate, will discuss more next meeting*

10:50 a.m. to 10:55 a.m.

Logo workgroup update – 5 mins – Damiana Harper, GCDE Chair

- *Draft work has been done in meetings per Damiana. Will share electronically with descriptions.*
- *Next steps: Provide feedback electronically, bring back to the next meeting for a vote*

10:55 a.m. to 11:05 a.m.

Lived Experience Stipends – 10 mins – Elizabeth Gordon, GCDE Executive Director

- *Elizabeth said we supported SB 5793 in legislation. Payment for lived experience participation*
- *After passed, participated in workgroup to develop implementation guidelines, now in GCDE*
- *Can send out guidelines if interested, lots of folks participated in implementation committee*
- *Guidelines include best practices around reimbursement. Up to \$200/day (low income, lived exp.)*
- *Does not include those otherwise compensated for work, such as state govt. employees*
- *Goal: create a path to decision making otherwise not possible, reimburse expenses (care, travel)*
- *Lived experience means direct personal experience on the subject matter discussed in the group*
- *Work happening statewide to implement this, such as at WASILC and DDC, guidance available*
- *Application Information would be kept confidential (staff only and perhaps the chair as needed)*
- *Funding set aside for legislature, rolled into budgets for implementation going forward*
- *Fairly limited group participating so far in groups that have implemented so far, 1-2 people*
- *Wanted to share the information for situational awareness that this something we're doing*
- *Consideration was also given to the effect on benefits, and an agreement was reached with SSA*
- *Next steps: Will send out guidance to review if interested. Will discuss more at next meeting.*

11:10 a.m. to 11:15 a.m. (behind)

Break – 5 mins

11:15 a.m. to 11:55 a.m.

Presentation on Ethics – 45 mins – Kate Reynolds, Executive Ethics Board, Attorney General's Office

Damiana passed it over to Kate for PPT presentation. Kate comes from the Executive Ethics Board at the Attorney General's office, will share contact info at the end.

- *Information shared on Executive Ethics board structure (members, terms, staffing)*
- *Review of Ethics in Public Service Act of 1995. Consolidated information. Requirements.*
- *Hold accountable for access to confidential information entrusted (PII), provide trainings*
- *Includes use of state resources to do the job as well. Many forms PII (HIPPA, financial, student)*
- *State resources also includes time (performing duties on the job), not often thought about*
- *Also includes use of position (not to garner special privileges)*
- *3 branches to enforce. Oversee agencies, boards, elected officials, colleges, state patrol*
- *Complaint driven, no staff to do audits Public, agency referrals, state auditor, internal (coworkers)*
- *More training usually results in more complaints*
- *Conflict of interest: when there is a benefit or bias (even perceived) of duties and outside interest*
- *3 areas: private business transaction, volunteer activities, professional and personal*
- *E.g., hiring employees for outside business, approving grants for own board, or processing family*
- *Advisory opinions from board on how to manage (96-09 & A). Model rules. Can be adapted.*
- *Ways: Abstain, Disclose, check policies and procedures, draft a screening memo outlining steps*
- *Importance of doing early when it is a potential conflict, instead of when it is happening*
- *Special privilege is using position to secure opportunities to benefit self, family or others*
- *Otherwise, would not be available. Examples: in hiring (family member through process)*
- *Anything of value. What is it worth (<\$50, not incl family/coworker gifts, promo, appreciation)*
- *Food at hosted reception (buffet, not plated). Not meant to influence. Within calendar year.*
- *Section 4 employees in contractual relationship. No \$50 rule. Only promo, appreciation, receipt.*
- *Cannot accept travel, expenses, flowers, or sit-down meals (would have to pay for on own)*
- *Only applies to individual employees (not whole groups). Addressed individually vs for group.*
- *Within 30 days can return to sender, or donate. If perishable, put in common area to share.*
- *Examples, contractor gave contract manager tickets to a game (violation, Section 4). Both fined.*
- *Use of state resources. Depends on structure. Board members often don't have email/computer*
- *Includes time and title, not just physical objects, ensure using only to do your job (not outside)*
- *De minimus use: At little or no cost, doesn't interfere with duties, brief and infrequent use*
- *Also doesn't support private business, outside organization, or compromise security*
- *Looks at totality and time frame of use to determine. Complaints rarely fall under di minimus.*
- *Examples, streaming hours of Netflix, sending thousands of personal emails, leaving early etc.*
- *Must meet all criteria in order to be considered di minimus. Even if one not met, it counts*
- *Political use. No di minimus use standard. 1 email is enough to trigger a violation in this case.*
- *No use of state resources, including title, to support or oppose a candidate or initiative. No issues*

- *Sending list of bills that agency is following without discussing for or not generally not a violation*
- *Would fall under if job not related to legislative tracking, support of candidate, private benefit*
- *Training available online (90 minutes). Ethics quiz also. FAQ's, advisory opinions, policies*
- *Also, enforcement actions, brochures, and contact information available. Will provide guidance.*
- *Can contact directly with questions if desired, staff will share contact information.*

11:55 a.m. to 12:00 p.m.

wrap up and next steps – 5 mins – Damiana Harper, GCDE Chair

Action items:

- *Send out logo ideas. Would like feedback. Will discuss at next meeting. Cullynn will describe.*
- *Will send out [lived experience stipend guidelines](#) and discuss more at next meeting.*
- *Will discuss how to integrate PEAR work at next meeting, be thinking about ideas*
 - *Include external and external, focus on intersectionality*
 - *Will send link to [Who We Are Video](#) to start with educating ourselves*
 - *Megan also has resources from her agency that she can share*
- *Will assign mentors for Angela and Ivy Anne (coordinate with [Megan](#)).*
- *Damiana to think more about the group mentor meeting idea.*

Action items not covered at end of meeting:

- *Approved Mission statement, will be added to recruitment info*
 - *And will add time commitment information on recruiting, once approved.*
- *We may consider documenting some of our current diversity efforts as a part of PEAR work*
- *Chairs to take note of participation generally, and possibly manage expectation*
 - *Consider assigning specific tasks*
 - *Continue to think about in-person gatherings*
 - *Share more participation ideas otherwise per Damiana*
- *Reach out to ethics presenter if questions ([contact info](#) if needed).*

12:00 p.m. Meeting Adjournment

Date of Coordinating Committee Meeting will be on August 25, 2023