



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

Community Outreach (CO) Subcommittee Meeting | January 27, 2025, | 4:50-5:28 pm

**Minutes (taken by Emily Heike, GCDE Program Specialist II)**

**1: Welcome to the Community Outreach meeting – call to order – Marsha Cutting, CO Chair**

*Meeting called to order by presiding Chair Marsha Cutting at 4:50pm. Welcome new partners from the community and People First (Krista is connected with Elizabeth – has 3 Spokane staff including someone Jennifer knows, she will connect a local person – Resa Hayes [Marsha will connect offline - [Resa@pfow.org](mailto:Resa@pfow.org), (509) 904-3842], and possibly John Limas from School To Work). Krista will be attending a local meeting at the end of the week.*

**2: Roll Call – and known absences (Quorum = 5, excluding staff) – Marsha Cutting, Chair**

*Present –*

*Staff: Emily Heike (Program Specialist), Elaine Stefanowicz (Program Coordinator)*

*Members: Krista Milhofer - partner (People First), Marsha Cutting (Chair), Jennifer Simmons – partner (DAC), Daniel Ledgett (member), Christine Clark (former GCDE connection – parent – North Spokane), Steven McCray (member – connecting with Jennifer tomorrow at 10am, met with Patti over the weekend)*

*Absent: Lyn Sowdon (member), Damiana Harper (local emeritus - help with running), Michelle Papas (partner), Keny Salvini (partner), Lucy Barefoot (partner), Elizabeth Gordon (staff), Dave Carl (member), Ivy Van Der Peet (member), Patti Dailey-Shives (member), Susan Matt (member), Leslie Purser (member), Yunus Butt (partner), Spokane ACAC member partners*

*Quorum of 5 members un-met (informal).*

**3: Housekeeping rules & approve last meeting minutes – Marsha Cutting, Chair**

*Standard housekeeping rules reviewed (state your name, raise your hand, speak slowly & 1 at a time).*

*Motion to approve minutes tabled due to lack of quorum.*

**4: Site selection & partners update for the 2025 event (Spokane) – Marsha Cutting, Chair**

- a. Update on venue/timing for Apr/May – City Council Chambers – Marsha C./Steven McCray  
*-Does the room have Zoom capability for GCDE members to join virtually due to the travel freeze?*

*Last meeting: Steven will reach out to the venue to see what they say about moving it to Thu. & Fri. 4/24-25 or 5/1-2.*

*Backup plan – look later into May if Council Chambers not available late April/early May. Elaine sent local graduation dates. If we move to late May/early June, could be affected.*

*Update from Steven: We could have 1 or the other of the days we were looking at, not both – stuck where we're at if we want to use the City Council Chambers (Good Friday morning). May be sticking with the 17<sup>th</sup> and 18<sup>th</sup>. People First may be able to help with an alternate location. Official Govt. Facility may help with buy-in (County has hours conflict).*

*Could we split it and have Town Hall at City Council, and Leadership at the Library (Steven would have to check hours). He will ask if they could open early. Perhaps we could adjust the time to 9-12 for the leadership. Krista will provide a contact that might be able to pull some strings at the County. We will revisit dates. Friday will be the smaller group (Jennifer may have a small conference room).*

*Proposal: Steven check with the City Council to use the City Council chambers (gbyrd@spokanecity.org) for Thursday night, County for Friday morning from 10-1 (snacks for lunch). 4/25-26, 5/1-2.*

- b. Update on reaching out to new partners (Gonzaga, People First, ACAC members, other ideas i.e. tribes, colleges, hospitals for save the date/partnership) – Marsha Cutting / all members  
*-Provide a quick overview of what ACAC is and overview the typical CO event/format for new partners, if present?*

*Vision recapped for new partners (locals in-person, GCDE virtual). Town Hall hybrid, locals facilitate, GCDE support (think thru facilitation process for equity). Debrief online for GCDE (locals could go to a restaurant if desired – pick top 2-3 themes from Town Hall for Leadership). Leadership hybrid – same venue (Stevens Co. possibly separate). List top topics, circulate for input, ID commitments, follow up (think thru accessibility). Invite Stevens Co. to participate virtually. Erin Ferrier from CIL to facilitate this.*

*Suggestion to add Ponderille County as well per People First.*

*Revisit later: Establishing a joint Spokane/Stevens and or Pendorille Co. ACAC.*

*Jennifer inviting another partner from the City Facilities/Business Events if allowed – will share contact tomorrow (Steven is familiar also). They are trying to get #'s on homeless and disabilities (healthcare may also be an issue for the elderly and children with rare conditions, employment, and transportation).*

*There are new appts. to the Spokane ACAC (Steven is among them, he's reached out and is hoping to start with meetings – he will resign from GCDE's AC subcommittee if needed).*

Update on beginning to draft written materials (save-the-dates)? – Marsha Cutting /staff

*Save the dates will **need** to be updated (current format) with new dates once secured. Steven would like to start promoting locally (logistics to be figured out still – dates, Zoom, location, transportation). We need to have a flyer, even it's not the final one. Can we change it to tentative – include something about planning. Emily will work on it Thursday (Marsha will try sooner – Elaine can help too before Thurs. and will meet with Marsha, Marsha will join the call with Steven & Jennifer tomorrow and send Steven her phone number at socialamerican1979@gmail.com).*

c. Translation services for the save-the-date flyer – Marsha Cutting /partners

*Tabled.*

d. Update from transit authority board re: shuttle? – Steven McCray

*Tabled.*

e. Update on catering? – Marsha Cutting/partners

*Tabled, aside from discussion above re: changing times for the leadership meeting and providing different food options as a result.*

**5: Compiling a list of disability organizations with conventions we could attend – any updates on list, other ideas (i.e. MS and Deaf/HoH groups?) – Marsha Cutting/Patti Dailey-Shives**

*Tabled.*

**6: Reaching out to other GCDE members who might be able to attend conventions with us (tabled last meeting until list above is completed) – Marsha Cutting**

*Tabled except to note that People First will have a meeting in Spokane in Sept/Oct.*

**7: Next Meeting date, time, and cadence decided – all – currently 2<sup>nd</sup> & 4<sup>th</sup> Mondays at 4:30pm in Feb-May.**

*Currently 2<sup>nd</sup> and 4<sup>th</sup> Mondays at 4:30.*

**8: Action items – to be captured in minutes with any pertinent links by minute taker (Emily H.)**

*Meeting adjourned at 5:28pm hearing no objections.*

*Minutes reviewed on [Month]     , 2025 by:*

*Chair, Marsha Cutting*

*Program Specialist II, Emily Heike*