



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

Community Outreach Subcommittee Meeting | March 10, 2025, | 4:31-5:21 pm

### Minutes (taken by Emily Spears, GCDE Program Specialist II)

#### 1: Welcome to the Community Outreach meeting – call to order – Marsha Cutting

*Meeting called to order by presiding Chair Marsha Cutting at 4:31pm.*

#### 2: Roll Call – any known absences? (Quorum = 5, excluding staff) – Marsha Cutting

##### **Present –**

**Staff:** Emily Spears (Program Specialist), Elizabeth Gordon (Executive Director), Elaine Stefanowicz (Program Coordinator)

**Members:** Dave Carl (Member), Resa Hayes (Partner), Steven McCray (Member), Marsha Cutting (Chair), Jennifer Simons (Partner), Aeriis Franklin (Partner), Lyn Sowdon (Member), Ivy Anne Van Der Peet (Member), Michelle Pappas (Partner), Daniel Ledgett (Member)

**Absent:** Alicia Lauth (Partner), Patti Dailey-Shives (Member), Suzi Matt (Member), Leslie Purser (Member), Damiana Harper (Chair Emeritus), Dave Evjen (Partner), Yunus Butt (Partner), Claire & Kenny Salvini (Partners), Lucy Barefoot (Associate), Yvonne Bussler White (GCDE Chair), Ryan Parrey (Partner)

**Quorum of 5 members met.**

#### 3: Housekeeping rules & approve last meeting minutes – Marsha Cutting

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

*Marsha called a motion to approve the last minutes – quorum met. Steven moves approval, Lyn seconds. Motion to approve minutes carries without objections.*

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

- a. Update on venue for April – City Council Chambers – Marsha C./Steven M. (local)  
*-Does the room have Zoom capability for GCDE members to join virtually due to the travel freeze - confirmed?*

##### **ACTIONS:**

- Confirm use of Cable 8 on the 17<sup>th</sup>
- Verify that Zoom can still be used at the facility (though not typical)
- Steven to check with the County Courthouse ASAP about using their facilities as early as possible on the 18<sup>th</sup> for 20-25 folks (first choice) – LAP invite letter will need to be revised before send out if time/venue is changing (proximity considerations for supplies as well)

- If the County venue isn't available, Steven will check with the nearby Public Library about using their facilities as early as possible on the 18<sup>th</sup> (second choice)
  - Backup option (not preferred): move to virtual only if in-person venue doesn't pan out
  - Vice-Chairs will meet with staff to talk about doing the LAP hybrid/accessibly.
- b. Update on reaching out to new partners [workgroup] (Gonzaga, other ideas i.e. tribes, colleges, hospitals, city, DD, for save the date/partnership) – Marsha Cutting/all
- ACTIONS:**
- Michelle will reach out to the tribal contacts
  - Resa will share the flyer at the Resource fair on Wed. evening (Emily sent it to her – we can update it later if the Comms office has edits)
  - Emily will send a new email to the invite workgroup with the latest copies of materials (letter, flyer, calling script, contact list – done)
  - Jennifer will add additional contacts – **Emily will make sure the phone numbers from Steven & Aerius are added** - and divide up the spreadsheet for the workgroup assignments (she will also share with her non-profit groups)
  - Other statewide commissions will help spread the word as well
- c. Update on draft written materials/sharing (save-the-dates/invites)? – Marsha Cutting/staff
- ACTIONS:**
- Emily will make Elizabeth's suggested edits to the invite letter before resending to the workgroup (done).
  - Alicia will share the letter and flyer with the Community Colleges to distribute this week.
- d. Translation services for the save-the-date flyer (ESL & D/HoH?) – Marsha Cutting/partners
- ACTIONS:**
- Alicia is awaiting info from SCC on which languages they provide by end of week (has info from SFCC).
  - Elizabeth will provide an update at our next meeting on her research about ESD's access to a translation service
  - Resa will ask the community college (hosting the resource fair on Wed. evening) about any translation resources they might have
  - We will plan to revisit if a large need arises once invites are out/folks are registered.
  - ASL/CART arrangements to be made soon (pending confirmation of ability to cover travel)**
- e. Update on local transportation options? – Steven McCray
- ACTIONS:**
- Hold: STA cannot donate bus passes (no budget), GCDE doesn't have budget to purchase them (see email below). Possibly check into reduced fare card availability.

f. Update on obtaining food items? – Marsha Cutting/partners

**ACTIONS:**

*-Marsha will fill out the Costco donation form – both events - and send it to Jennifer to bring in (Jennifer will connect with Steven – he is available the next 2 weeks - to get a GCDE signature if needed).*

*-Jennifer will also look at the Safeway, Trader Joe's, and Fred Meyer donation request forms – both events - and let Marsha know if she needs additional info to submit those or has questions.*

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

*Meeting adjourned at 5:21pm.*

**ACTIONS:**

*-The full group will re-convene in 2 weeks at 4:30pm on 3/24.*

*-Marsha may meet separately with Steven and Jennifer about the LAP location beforehand.*

*-The facilitation workgroup will meet next Mon, 3/17 at 4:30pm*