



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

Community Outreach Subcommittee Meeting | March 24, 2025, | 4:31-5:27 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)

Members: Resa Hayes (Partner), Aerius Franklin (Partner), Dave Carl (Member), Jennifer Simons (Partner), Marsha Cutting (Chair), Lyn Sowdon (Member), Damiana Harper (Emeritus), Daniel Ledgett (Member), Steven McCray (Member)

Absent: Ivy Anne Van Der Peet (Member), Elizabeth Gordon (Staff), Elaine Stefanowicz (Staff), Michelle Pappas (Partner), Patti Dailey-Shives (Member), Susan Matt (Member), Leslie Purser (Member), David Evjen (Partner), Yunus Butt (Partner), Claire & Kenny Salvini (Partners), Lucy Barefoot (Associate), Yvonne Bussler White (Chair), Ryan Parrey (Partner), Alicia Lauth (Partner)

Quorum of 5 members unmet.

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 held the motion to approve the last minutes – quorum unmet.

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

- a. Update on venues for April – City Council/library– Marsha C./Steven M. (member)
-Do the rooms have Zoom capability for GCDE members to join virtually due to the travel freeze - confirmed?

Steven not present initially to provide an update (Jennifer texted – no response, but joined late). Are we settled on the library for the LAP at this point (10 to setup)? Yes. Emily has updated the letter (event 10:30-1, room until 2 for cleanup/debrief). Now just a matter of narrowing down the contact list of who to send it to (Emily will send the updated letter to

Jenn – she has a list of former ACAC members – Jenn will add Ryan P, Steven M. and Michelle P., Resa H. to help with addtl. contacts too). Emily requests the invite workgroup to help (esp. Jenn). Emily will be out from Wed. – Mon. but could send some invites Tuesday afternoon if ready. Town Hall attendees may be able to come if requested the night of. Jennifer shared the info at an event this weekend (she hasn't shared with the Facebook groups or email lists, but will – when – now, 1 week before, 2 weeks before, 3 weeks before – sometime btwn. 2-3 weeks out). Resa is working on inviting people too (registration link is in the letter/QR code on the flyer). Jennifer will post the link in chat and send it to Resa to share with others next week. Jennifer can divide up the list again.

ACTIONS:

From 3/10 meeting:

- Steven – confirm use of Cable 8 on the 17th
- Steven – verify that Zoom can still be used at City Council and Library (even if not typical)

From 3/24 meeting:

- Emily will send the updated LAP letter to Jenn.** Jenn will add Ryan Parrey and work with Steven M., Michelle P., and Resa H. to divide up the list to reach out to for the LAP. **(Emily can help in the afternoon on 3/25 if ready, otherwise, will be out from 3/26-3/31).** People can request to attend during the Town Hall.
- We have the library from 10am to setup for the event from 10:30-1pm, and until 2pm to clean up/debrief.
- Jennifer will share the info with the local Facebook groups and email lists between 2-3 weeks out.
- Jennifer will send Resa the registration link to share out next week. Resa will connect with a DDA case manager and Catherine T. at Wise (see below).
- Jennifer will connect with Damiana Harper about contact info for former ACAC members & a contact at the Lighthouse.

b. Update on reaching out to invitees/registration [workgroup] – Marsha Cutting/all

Registration update: 13 Town Hall registrations so far, continuing to come in (phone calls made by Lyn). **Emily will add the 3 new, and remove 2 others – 1 duplicate, 1 conflict.**

Darci from Peace NW has registered, **Jenn will check for Deb (interested in starting an ACAC and connect with Marsha to pass onto Steve L). Elizabeth can share w/ other commissions.**

Jennifer has contacted former ACAC members on the list. There are county/city people spreading the word for the ACAC/meeting (COC Board). Jennifer did not specifically invite them. We have letters for both the Town Hall and Leadership (awaiting word on who to invite to that). We will go with the library for the LAP. Accommodations are due by the end of the month. Dave, Lyn, Jennifer (and Ivy Anne – not present) were working on Town Hall invites (going well – majority sent). Update from Lyn and Dave (Lyn made calls and sent letters – at least 1 reg). Dave sent the letters (unsure of status – **should we follow up?**) **Couldn't hurt. Emily will send a list of who has registered to the invite workgroup so we don't reach out again.**

ACTIONS:

- Jenn will share info from Lincoln county (pending process – Marsha will refer to Steve L).
- Workgroup to follow up with their contacts – **Emily will send a list of who is registered**
- Emily to continue to track registrations – check for RA/dietary (approve/update sheets)
- Members and partners should register as well (see below)
- Elizabeth to share the flyer with other commissions

c. Update on LAP process – Marsha Cutting/staff

Group met, past process difficult for blind/low vision (**assign a reader/scribe**). How to work with hybrid group – **revised process** – instead of rotating thru (**3 topics**), **split into groups based on # of attendees w/ 8-10 each, each group will consider each topic (5 mins each – 15 mins total for possible solutions – scribe to report back)**. 45 mins, then **each group shares possible solutions, re-divide attendees based on which solution they want to work on (pick best one)**. **Commitment statements (Damiana?) distributed at the end**. What will the **Town Hall** look like without GCDE member attendance? Damiana has participated in several. Typically Elizabeth **introduces GCDE generally and welcomes folks** (or Marsha), then we **circulate mics to the room (audio)**, someone takes notes, someone will facilitate for virtual group to coordinate with those in the room. **Discussion on concerns & successes. Damiana hasn't done so yet – asking us first – she can reach out to Bill Kinyon (former GCDE/CO member who has attended events in the past) to help with in-person facilitation (hands raised)**. Jennifer actually reached out to him (w/ flyer as a former ACAC member, Taurus Richardson - TH, Dave Reynolds – gave names; others informally re: ACAC – Lyn Swedberg, Holly Chilinski, Brian Nichols at County DD is coming, Sandra Carr, Lainey Woolway, Laura Renz, John Lemus). **Jenn has names but not contacts – may reach out to Damiana (could have others)**. **Lighthouse is TBD (Greg S)**. **Damiana can help. Resa will send a contact to Catherine Titus at Wise**. **DDA is on the list x2 (case mgr.)**. **Resa can check in. Marsha will fill in Steve.**

ACTIONS:

- Marsha will fill in Steve about what was decided for this process since he joined late.
- A reader/scribe will need to be assigned for the LAP to any folks who have low vision
- The LAP process has been revised – Marsha recapped the new process (Emily wrote it out)

- We will keep the LAP to three top topics, groups will split out and discuss all 3
- Scribes will need to be assigned to each group to report back brainstorming ideas
- From there, groups will split by area of interest, pick a top solution, and commit

-Town Hall process:

- Staff or Marsha to introduce GCDE
- Mics to be circulated around the room so everyone can hear concerns/successes (someone to take notes & facilitate between the virtual and in-person rooms – Damiana will ask Bill Kinyon).

Editor's notes:

-Schedule walkthru?

-Assign roles (who is taking care of food, printed materials, logging into Zoom, facilitating etc.)

-Draft talking points for various roles

-Figure out plan for post Town Hall meeting

d. Decision on inviting Steven's Co. – Marsha Cutting

Not much involvement [limited attendance, Jenn has shared w/ her manager, will ask again]. Could possibly attend virtually (possibly partner together for Lincoln/Stevens ACAC). Decline to include at this point (if not already invited) since they may not be the best partner for an ACAC (rather, Lincoln Co.). Steven's Co. should be their own, separate group (TBD).

ACTIONS:

-Jenn will contact her manager again to check in about any progress on Steven's Co involvement

-Steven's Co. may be able to attend virtually (as their own separate group), or possibly partner together with Lincoln Co. on a joint ACAC

-If Steven's Co. hasn't already been invited, we may pause on doing so, since they might be better suited to partner with Lincoln Co. on an ACAC.

e. Translation services for the events – Marsha Cutting/partners

Elizabeth thinks we will likely not be able to do translation services on ESD's end (sends her regrets). Likely able to do CART (Zoom captions if all else fails). Can Emily clarify about the contract or signing? ASL is secured. Perhaps once the ACAC is up and running, they can do specific outreach to some of the different communities. Jennifer asked at a refugee group this weekend re: translation services (there are PWD in that group that Jennifer has contacted). It is difficult to be accurate – OK to move forward without it (going forward). People typically bring their own in the area. Should partners and members register? Yes.

ACTIONS:

-Elizabeth – update on pre-existing translation services contract w/ ESD? Not present, but doesn't think it may be feasible.

-Perhaps, once the ACAC is up and running, they can reach out to specific ESL communities

-Make CART arrangements if allowable (EMILY) – in progress as of 3/26 (Zoom captions backup)

-ASL confirmed for both events

Editor's notes:

-Confirmation from SCC on which languages they provide?

-Final decision: Can community colleges help?

-Revisit ASAP if the need arises (no requests so far) – folks usually bring their own

f. Update on local transportation options? – Steven McCray

Not much to say on this, it is what it is (confirmed with Steven).

ACTIONS:

Editor's notes:

-Ask locals re: reach of reduced fare cards?

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

*Jennifer has gotten the go ahead from her director for the requests (sending out to Safeway & Costco – gift card TBD - today). **She will wait a week and has another idea** (Pita Pit <50 – someone else to request) **if we don't have an update**. It is on the **registration form (dietary)**.*

ACTIONS:

-Jennifer to provide an update ASAP on status of donation forms submitted by DACNEW (dietary included on reg. form) – and provide contact info for backup option if hasn't heard back in a week or so

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

3.5 weeks out. Should we start meeting weekly? May be wise (folks concurred). Plan on that. See folks next week at 4:30.

Meeting adjourned at 5:27pm.

ACTIONS:

-Reconvene weekly, NOT just April 14 at 4:30 (week of event). Emily will set up meetings.