



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

Community Outreach Subcommittee Meeting | March 31, 2025, | 4:35-5:05 pm

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

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

Permissions changes reviewed. Meeting called to order by presiding Chair Marsha Cutting at 4:35pm.

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

Present --

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

Members: Mark Leeper (Partner), Marsha Cutting (Chair), Aerius Franklin (Partner), Damiana Harper (Emeritus), Daniel Ledgett (Member), Jennifer Simons (Partner), Kenny Salvini (Partner), Lyn Sowdon (Member), Resa Hayes (Partner)

Absent: Steven McCray (Member), Susan Matt (Member), Ivyanne Van Der Peet (Member) – all excused, Dave Carl (Member), Patti Dailey-Shives (Member), Leslie Purser (Member), Dave Evjen (Partner), Yunus Butt (Partner), Claire Salvini (Partner), Lucy Barefoot (Associate), Yvonne Bussler White (GCDE Chair), Michelle Pappas (Partner), 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 a 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?

Notes: Steven can't be present but shared some info with Marsha, we may need to think further about the venues use of Teams, in terms of their capability for video conferencing

platforms and equipment (Steven will check about borrowing an OWL). DAC will coordinate on providing one. The library has internet capacity, unknown otherwise. Possible workgroup meeting for technological issues (not full group).

ACTIONS:

- Confirm if Steven or DAC will be providing an OWL(s)
- Verify whether Zoom can still be used at the venues (as opposed to Teams, even if not typical)
- Set up a small workgroup (establish members and meeting time/s) to work thru the technology pieces

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

Notes: Updated Town Hall registration count -- 21 -- any new RA or dietary needs? Emily will update lists. Lyn, Ivy Anne, and Dave have been helpful, per Jennifer, and can continue to help. Jennifer sent out the leadership invites, and got excited seeing the list of attendees so far (a great range of folks coming). Not everyone responds to QR codes, but she shared the flyer on disability community Facebook groups (messages from homeless coalition, deaf community, Issac Foundation, etc.) Steven spoke with a county commissioner over the weekend who will try to attend.

ACTIONS:

- Emily to check and update new registrations (including dietary or RA needs).
 - Verify whether the County Commissioner Steven spoke to last wknd. registered
- Invite workgroup (Lyn, Ivy Anne, Dave, and Jennifer) to continue sending out invites as needed (including for the LAP)
- Jennifer to continue to share the flyer in local disability community FB groups, and respond to messages as needed

b. Update on LAP process – Marsha Cutting/staff

Notes: Marsha doesn't believe we have any update on this (we haven't talked about it since the last meeting a week ago). Hearing no objections. Marsha thinks we have a process pretty well nailed down.

ACTIONS:

- Ensure LAP process is indeed nailed down

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

Notes: We talked about this last time, but didn't reach a final decision, does Jennifer have any updates? Erin (Jennifer's manager) was busy last week at another event, so Jennifer will talk to her tomorrow. On the Facebook groups, someone mentioned that Wenatchee and Lincoln Co. would like to do these...she wanted to have a good response to folks who ask (what to say, who to refer to). This likely isn't the event to have folks join in, they are a big

county, and could partner...but have their own issues, and could come to learn more about how to implement it locally. *Could we collect the names of people interested and refer them to the AC subcommittee to work with them on setting one up?* We already tentatively picked a next location and don't want to do two in the same area in a row, if possible. *We are talking about doing an all-county meeting with ACAC's later this year, so perhaps they could attend that - please share their names if possible* (Lincoln is in email, Wenatchee is a Facebook post from a city councilor with comments disabled – but she knows their name). CIL does great things over there. *Jennifer will send to Marsha and Emily (and Elaine as AC staff). Elaine will email Jennifer.*

ACTIONS:

- Jennifer will talk to her supervisor on Tuesday about whether there has been any further discussion of having Stevens Co. participate in the Spokane events
- Jennifer will collect the names of the people interested in setting up an ACAC and refer them to the AC subcommittee staff (Elaine – she will reach out to Jennifer to connect), with a cc to Marsha and Emily (it is possible they could attend the upcoming all-county ACAC meeting)

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

Notes: Does Elizabeth have any update on that? No, the only thing she has is that it's unlikely that we'd be able to utilize an existing contract, *if there is an identified need she can try to push further*...otherwise, we don't have a contract in place (ASL for both and CART are arranged for in-person streamed to Zoom). We may need to think about ASL for virtually (OWL pivots based on sound – so we'd need them for both – that is actually the plan). Would it help to have 2 OWLS? The interpreter is not speaking, so noise is needed to rotate the camera (there would be one onscreen for virtual, and in the room for in-person). Will 2 laptops be sufficient in the room from Steven and Damiana? It depends on how we're going to conduct things. If the people in the room are having conversations on specific topics...for the Town Hall...will there be notes rather than chart paper? That's what we did last time in Clark Co. Then we'd likely need at least 2. It would be hard to facilitate and take notes. Someone virtually could take notes alongside someone in-room. Then they could pick up each location better and compare. Perhaps 2 in the room and 1 virtual. Would recording be helpful for notetaking purposes? What problems are we trying to solve for, are the notes for the committee's purposes to decide the top 3 issues, or for the people in the room to see them? It may make sense to virtually type notes, but if we need notes on chart paper for in-room visibility, then that's another issue. Marsha thinks we didn't have chart notes for the Town Hall. Usually, staff took notes for our purposes, and someone in the room took notes on chart paper for folks in the room. We may not have done that for hybrid, we can always change. The goal is to make sure we capture what folks are saying. Last time, there wasn't a good place to do the notes in the room (we started late too). Normally we would have done it on chart paper (insufficient setup time). A combination might be good. You could do both or pivot. Marsha's concern is that the people on Zoom wouldn't be able to see the in-room notes (*we can think about that and try to solve*).

ACTIONS:

-If there is an identified need for ESL translation services, Elizabeth will push further about a contract
-Finalize how we would like to proceed with taking notes (virtually, in-room on chart paper, or both), and assign folks to do that as needed

e. Confirm with the city council about the number of mics available – Steven McCray

Notes: *We had hoped Steven could cover this, so Marsha will follow up with him about that this week.*

ACTIONS:

-Marsha will follow up with Steven about the number of mics available for the Town Hall

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

Notes: *Did we talk about having minimal snacks at Town Hall, and more at the LAP since it will run thru lunch? Mark sent out the donation forms, it might take some time, Jennifer will see if she can follow up or if there are other options (nothing back yet). Anything else for the good of the order? If not, we may be able to adjourn early. Jennifer wanted to clarify on roles (will GCDE members facilitate and introduce, cover housekeeping, would folks in-person need to help? Is there a script? DAC may be able to help). Damiana has done this, is comfortable, and also reached out to Bill Kinyon who is happy to help as a former member. Thank you for confirming. Maybe others can be tied in somehow (such as Steven). Anything else? Hearing none.*

ACTIONS:

-Jennifer will follow up to see if there has been any update on the food donation request forms, or if we should consider options.

-We will finalize who is doing what roles (introduce folks, facilitate, review housekeeping, etc.), and how we can tie in locals/GCDE members, to assign roles and scripting as needed.

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

We will meet next Mon, 4/7, and the following Monday, 4/14 at 4:30pm. See folks next week, have a good one, take care and goodbye. Meeting adjourned at 5:05pm.

ACTIONS:

-Everyone should please plan to attend the next two meetings leading up to the event (4/7 and 4/14 at 4:30).