



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

Community Outreach Subcommittee Meeting | April 14th, 2025, | 4:32-5:25 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 4:32pm.

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

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

Members: *Marsha Cutting (Chair), Dave Carl (Member), Steven McCray (Member), Damiana Harper (Emeritus), Jennifer Simons (Partner), Aerius Franklin (Partner), Susan Matt (Member), Michelle Pappas (Partner), Resa Hayes (Partner)*

Absent: *Lucy Barefoot (Associate), Krista Milhofer (Partner), Ivy Anne Van Der Peet (Member), Daniel Ledgett (Member), Patti Dailey Shives (Member), Lyn Sowdon (Member), Leslie Purser (Member), David Evjen (Partner), Yunus Butt (Partner), Claire & Kenny Salvini (Partners), 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 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 (laptop/browser) for GCDE members to join virtually due to the travel freeze - confirmed?
 - a. Zoom controls – co-hosts [virtual CART] – AAG's recommendations

ACTIONS:

- Patti and others assigned to take notes at Town Hall will do their best to capture it all
- From there, the team will take time to sort out the top topics and distill them into a document
- The document will be shared with PWD and elected officials/department heads for a focused discussion at the postponed LAP (by way of invite)
- Elizabeth will ask around about the Teams issues with interpreters and settings
- Participants likely won't have videos turned on (unless talking possibly). We will have a statement to read re: expectations (edits to script TBD).
- The CART will be virtual only

- b. Update on reaching out to invitees/registration [workgroup] – Marsha Cutting/all
 - a. Invites will need to go out to elected officials for the LAP

ACTIONS:

- The LAP invite will need to be extended beyond folks previously involved in the ACAC (to people with disabilities in or interested in leadership roles, elected officials, and dept. heads for the conversation).

- c. Update on LAP process – Marsha Cutting/staff
 - a. When are people available to reschedule?
 - b. Updates will be communicated to ASL/CART/prior registrants/VENUES (cancelled)

ACTIONS:

- We will revisit the discussion about whether to have 1 LAP event focused on all 3 topics (and how to do it), or separate events (1 per topics w/ different audiences).
- Jennifer will not be able to continue her participation past Friday (other commitments)
- Steven will not be able to participate in the LAP during the 3rd week of May (otherwise TBD)
- Steven will let the library venue know that we have decided to postpone the LAP.

- d. Confirm with the city council about the number of mics available – Steven McCray
 - a. Other updates – chart paper, registration/food tables, projector etc.

ACTIONS:

- The venue will have a couple of tables available for registration and/or food in gallery
- There is only 1 screen available at the venue, if we wanted one for CART captions, would need to be a separate setup [decide at tech meeting]
- The venue will have chart paper available
- The venue will have 1-2 wireless mics available for facilitators/attendees (unclear if/how they are hooked to the city council system) – Giacobbi will be onsite to troubleshoot on Thursday and will be in touch with Marsha in the meantime [question for tech meeting]
- We will decide outbound of the tech meeting whether to notify virtual attendees that they may want to try to attend in-person [question for tech meeting]

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

ACTIONS:

- The venue will have a table available for food/drinks in the gallery if needed (not allowed inside the chambers)
- Jennifer will follow up with Costco tomorrow, and DAC can donate food/drinks if desired
- We will try to keep things simple – we haven't advertised the food specifically, people may bring their own water, etc. It is not a huge priority.

f. Other outstanding items – Marsha Cutting/staff

- Plan debriefing sessions for both meetings (**after** - decide top topics from TH for LAP)
- Town Hall notetakers should plan to meet again in advance of rescheduled LAP (4/28?)**

ACTIONS:

- We will plan to debrief after the Town Hall meeting. We can check with Giacobbi about if we can stay in the chambers after the meeting, if needed (may be transit dependent).
- Otherwise, we will plan to meet virtually during the former LAP time (10am on Fri). to get the notes organized. **[possibly moving to 11am]**

-Final reminder to register for both events (members/partners/staff) – **LAP TBD**

-Final of roles for both events (members/partners/staff) & completion of scripting **TH OK**

ACTIONS:

- Steven will be the backup facilitator in person (and can help Bill with the OWL).
- Online notetakers will back up Jennifer in-person (pending good audio connection).
- Jennifer will try to plug in DAC's new OWL tomorrow – we will let Jennifer know if we think Bill and/or Giacobbi need to meet/talk to her about it **[tech meeting at 1:30, Zoom test <12]**
- There will be a greeting/registration table in the gallery – Resa and Aerius will help with that
- Resa, her job coach, and another People First volunteer will run the mic in-person, Elizabeth and Elaine will watch for hands on Zoom
- Clarence (we will invite to the tech mtg.), Emily, and Ivy Anne will provide tech support virtually
- Emily will be the Zoom host, with Elaine and Elizabeth backing up
- Jennifer, Steven Resa, People First, and Bill will help with room setup (Damiana and Bill will arrive at 4, Resa/People First by 4:30).
- We will not worry too much about refreshments or a photographer.
- Steven and the DSB (Damiana's) team will help with clean up
- Emily has let LAP registrations/accommodations providers know about the postponement and that we will be in touch with the reschedule (we may want to provide **follow up communication re: what's happening in the meantime**)

-Schedule possible walkthru and/or technology workgroup mtg. this week **Wed. @9 (POLL)**

-We will walkthru the script, roles (share), virtual facilitation, and meeting controls

ACTIONS:

- The walkthru will be at 9am on Wed. (we may want to check with Giacobbi if we can be in the room)*
- Elaine, Emily, Elizabeth, Marsha, Bill (Damiana will text), and Clarence will meet separately tomorrow about tech at 1:30 to make sure everything will work with the computer/Zoom*
- Damiana will follow up with Bill separately as she cannot attend the meeting*
- Marsha will check with Giacobbi to see if Bill can be onsite for the tech meeting **TBD** (otherwise Zoom)*
- We will finalize the tech meeting via email (Elaine will set up the Zoom link)*

g. Safety information from venue

ACTIONS:

- Leadership to review the safety plan document Marsha sent via email*

h. Damiana will print documents (paper/counts)

ACTIONS:

- Emily will provide final counts to Damiana by Wed. a.m. to print documents that p.m.*

5: Next Meeting date, time, and cadence decided – all – currently 2nd & 4th Mondays at 4:30pm in Feb-May, WEEKLY UNTIL EVENT. (Debrief meeting on April 28, next subcommittee meeting on May 12).

ACTIONS:

- We will continue to meet to work on the LAP (not next Monday, taking a week off, reconvening on 4/28). Local partners should still plan to attend as available.*
- Please attend the walkthru on Wed. am if available. Otherwise, we will see you on Thursday for the Town Hall.*