



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

Community Outreach Subcommittee Meeting | April 28th, 2025, | 4:30-5:05 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 4:30pm.

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), Marsha Cutting (Chair), Resa Hayes (Partner), Damiana Harper (Emeritus), Steven McCray (Member), Lyn Sowdon (Member), Aerijs Franklin (Partner).*

Absent: *IvyAnne Van Der Peet (Member), Jennifer Simons (Partner), Daniel Ledgett (Member), Patti Dailey-Shives (Member), Susan Matt (Member), Leslie Purser (Member), Dave Evjen (Partner), Yunus Butt (Partner), Claire & Kenny Salvini (Partners), Lucy Barefoot (Associate), Yvonne Bussler White (Chair), Michelle Pappas (Partner), Ryan Parrey (Partner), Alicia Lauth (Partner)*

Quorum of 5 members unmet *(only needed for minutes – can move forward).*

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

Motion held to approve the last meeting minutes – quorum unmet.

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

a. Debrief Town Hall: Takeaways, top topics, next steps – Marsha/all

a. Document with top topics – Marsha/notetakers

Transportation also came up (widening of paratransit – does this apply to housing)? The document shared was focused on housing. We don't want to lose track of other items either.

b. Following up with Town Hall attendees – Marsha/all

Marsha and Emily can pull together an email that summarizes what we heard after we pick a date for the LAP – and let them know.

c. Disability days info & housing panel – Marsha/all

Marsha thought the housing panel would be longer tomorrow (only 1 hour). They made room for Steve to present some of the results from our Town Hall – Emily sent some items – using notes from Elizabeth and Jennifer (shorter documents – **could share the synopsis with bullets for Steven**). He would like to see them (they can be added to if needed – though we do have limited time to speak). The document was shared on screen/read aloud and Steven is comfortable with it. **Resa would like a copy as well – we may consider sharing more widely**. Clarification: DACNEW offers peer support [corrected]. Marsha is glad we can present it tomorrow. Will others be there? Elizabeth will (Marsha likely won't). **Resa will be there if we send the link – 6-7pm (Elizabeth will send it)**.

b. Rescheduling the LAP – team availability – Marsha/all

a. Poll results/Steven availability – Marsha/all

Emily sent out a poll – but we need to check with locals – unsure on their availability. Emily recapped the poll results (5/29, 6/4, or 6/6 from 10:30am-1pm). Steven is not available on June 4th – 6th, and graduates on June 14. Steven is checking his availability on **May 29th**. Steven is available, as is Damiana. Elaine put Bill's availability in the chat (he's available on the 29th). Aerius is available currently. Resa is also available – this seems to be a winner (**10:30-1pm**). This is a step forward.

b. Decision on how to hold LAP (process) – Marsha/all

We thought we had already mostly decided this. We need to discuss invites first.

c. Inviting people to the LAP – elected/dept. heads, etc. – Marsha/all

Can we note who is at the housing event to invite to the LAP? Do we do [formal] invites or use word of mouth – is there flyer to hand out? **Elizabeth thinks we need a flyer** to spread the word selectively and consistently for folks to use in a variety of channels (content wise, summarize what we're doing, and the issues). We should discuss this aspect prior to the actual process. We want to do email invites – **Lyn** and others helped with the Town Hall ones. Can Lyn help? She will do what she can regardless of attendance at the event (Jennifer isn't here to help with suggested folks to add). Should we call first, then email? Resa wants to take it to leaders at city hall and the mayor to hear what we heard at the Town Hall. We talked about having a script for the phone call – do we have that? **Emily will check**. If locals know elected folks, please invite them, personal invites make a difference – **Ivy Anne and Dave** helped also – they can help again. We have a date, time, and place – now we need to get folks there. We would like to provide some kind of refreshments, DACNEW said they could donate snacks/water before – can Aerius check for the LAP? **Yes**. We likely don't have a comprehensive list of folks to invite – **Marsha and Emily will work on that tomorrow (ASAP)**. **Then we can meet separately with Dave/Lyn re: invites on Wed.** (or after 4:30 on Tues/Thurs for Lyn).

d. Next steps for reschedule (venue, accommodations, materials, etc.) – Marsha/all

We should try to **reserve the library** – we can look into that. You need a card to reserve it. Aerius and Resa have cards, **and Steven is checking now**. Both event rooms are available in the **Central Library** downtown (1 should be sufficient for the hybrid event – since we only have 1 OWL). We will figure this out – can you reserve

it online? Steven is working on it – for the **1st floor**. He should **hear back** tomorrow or the next day with the request approval.

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).

We may have covered what we can reasonably cover today given what we know at the moment. If we meet every other week, we'd meet on the 12th and 26th (right before). Is that enough? The 26th is Memorial Day – folks may be out. What if we meet on the **5th and 19th at 4:30?** It works for folks present. **We'll need a technology meeting for the hybrid piece.** Perhaps **Bill** could visit the library (conference in **staff** virtually). We will have to **schedule interpreters and CART also**. We've done what we can for today.

Marsha will talk to Emily tomorrow, Dave/Ivy/Lyn on Wed. TBD. See the rest of you next week (Elaine is out).

Stevem wants the list of housing topics before the event tomorrow – Emily will send it.

Meeting adjourned at 5:05pm. Thanks all, take care.

ACTIONS:

-Marsha and **Emily** can pull together an email that summarizes what we heard at the Town Hall [SENT] after we pick a date for the LAP and let attendees know. *[Emily has a list of TH folks interested].*

-**Emily** will send the bulleted list of housing related items to Steven for the panel tomorrow evening [DONE] (Elizabeth will send Resa the link – SHARED x2). She will also share it with Resa {DONE}. *We should note who attends for the LAP and possibly consider sharing the housing items list more widely.*

-The LAP will be on Thu. May 29th at the Central Library Room A from 10:30am-1pm. **Steven will let us know when he receives confirmation from the venue.**

-Lyn, Dave, and possibly Ivy can help with invites. We should create a flyer to use. **Emily** will check if we have a script {SENT}. Marsha and **Emily** will work on the list/flyer/email/script tomorrow then get in touch with the workgroup.

-Aerius will check with DACENW about donating refreshments/water.

-We will meet on the 5th and 19th at 4:30. **Emily** will setup the meetings tomorrow [5/12 CANCELLED].

-We will also need to set a technology meeting with Bill/staff for the hybrid piece. **Emily** will follow up tomorrow.

-We will have to schedule interpreters/CART (**Emily** will do so tomorrow).