

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

Community Outreach Subcommittee Team Meeting

August 15, 2023 | 4:00-5:00 pm

Minutes

1: **Welcome to the Community Outreach meeting** – Meeting called to order by Marsha. Emily will take minutes.

2: **Roll Call** – Present: Emily, Elizabeth, Ryan and interpreter (staff); Marsha, Dave, Eric, Carley, Lilly, and Patti (subcommittee members and community partners). Matt Nash joining late per Marsha. Nathan joined. Daniel joined as well.

Absent: IvyAnne excused. Amy excused. Elaine is not generally in attendance.

Ryan noted that he had not heard from Matt, Daniel, Elaine, or Emily. Not Elaine. Emily is here.

3: **Housekeeping rules** - Reminder to state your name prior to making comments. Also please speak slowly for the interpreter.

4: **Recap of August 1st meeting** - Had a meeting during YLF. Room available there without interruptions for the most part. Confirmed that we have a place locked in for exactly the hours desired. That was the main item. Questions about transportation remain. Dave is with us today, perhaps we can revisit them. It has been challenging to have continuity with different groups of people at these meetings, but we will carry on. Marsha wondered if anyone else had anything to add?

Carley wondered if folks in their network can be invited. Ryan confirmed. Clarification for interpreter.

Lilly tried to start a list of who to invite in Nov. in her mind based upon experience at past outreaches. Vancouver does not currently have a Public Works director, but generally that is the person to deal with physical ADA access issues. Perhaps others know of different location's contacts in the county. Lily requested guidance on who can attend, particularly for the LAP meeting. Marsha concurred.

Dave wondered if the Public Works person would be separate from the ADA Coordinator. He does not know who that is for Vancouver. Carley wondered what we were looking for. Last Lily checked, they did not have an ADA coordinator in Vancouver (Clark County did, but she is unsure on the status of that currently). She was referring to the Public Works director earlier (Vancouver is currently looking for one, Clark County has one, and they are on her list of contacts sent to Ryan).

Dave said they had an ADA Coordinator for the City of Vancouver as of 5 years ago in 2018.

Carley clarified that Lilly answered her question about the Public Works director just now.

Marsha thinks that Lilly's list is a good start and can be expanded. There will be two separate invites and lists for each event. Carley wondered where the Elected Officials would fall. Marsha clarified that they will be invited to both.

Lilly thinks of County Commissioners, City Council, and Mayor – more local and have sway to get things done with regards to physical access and housing, etc. when it comes to elected officials. Marsha would also like to invite the state senators and representatives to address the funding piece.

Dave was looking at the flyer (Town Hall) and noted that education was listed as a topic. School board members came to his mind. Education is an important aspect that feeds into employment in his view. Marsha noted that at the last meeting, it was decided to invite transition coordinators and school board members mainly, so as not to overwhelm the list with many folks from various districts. Dave missed the last meeting. Elizabeth wondered if the majority of districts even have transition coordinators (sometimes this isn't the case in smaller districts). She recommended including special education directors as well, to get some broader representation (or perhaps a county transition coordinator). Elizabeth wasn't aware of this phenomenon until recently, nor was Marsha.

Marsha recapped items A-C on the agenda below. Ryan had his hand up. Ryan had a concern about the two-part approach to invites. He wants to make sure we are contacting people in a comprehensive way with all the same information. Marsha clarified that Lilly's list encapsulated both events. She noted that we will be issuing publicity on the event generally and inviting them to the Town Hall. They will have to register if participating via Zoom. She hopes we would not turn anyone away who showed up in person but did not register. She wanted to make sure she was understanding correctly. Ryan asked for clarification. Elizabeth agreed with Marsha about the need for registration, but being open to drop-ins, since it is community focused (especially for the town hall). The leadership breakfast may be a different issue. But generally, she hopes to include folks. Marsha concurs and believes this answers Carley's question. Marsha confirmed if Ryan is clear on that, and Ryan verified.

5: Community Partner Briefings on Clark County – see notes above and below.

6: Follow up on Action Steps listed below:

A: Discussion about Marketing Plan - this will be our next step along with the below. Marsha is unsure whether it should be a small group or full group effort. Carley volunteered to focus on the elected officials that she knows. If she needs to find more people, she can, but is unsure about diversity. Marsha clarified that it would be for the event invites, not this planning group. It is great if Carley can focus on elected officials. Dave noted that we should coordinate communication efforts, so we aren't duplicating. Marsha took Dave's point, but sees the value in more than a couple of constituents reaching out to them, however can also see the potential issue in having too much of a presence at city council meetings and becoming bothersome for instance. Marsha wondered about Google Docs. Elizabeth doesn't believe that staff is allowed to use Google Docs unfortunately, but will double check. Perhaps a small group could work on it, save it in the appropriate program, and send it to staff. Functionality would be more limited that way, but unfortunately the state has restrictions. Matt and Ryan have hands up. Ryan noted that we are almost at time. Marsha deferred to Matt for the last word. Matt has worked on Google Docs and can, but it isn't his preference. Marsha welcomes other suggestions. She just wants a way to work collaboratively. Looking at the calendar, 2 weeks from now is August 29, does that work for folks present? There was some nodding and a maybe. Marsha hopes we can make it work and asked Ryan. Ryan concurred. Marsha hopes to see folks there, take care, stay cool, and thank you. Everyone bade farewell.

B: Discussion on who to invite to attend events – see notes above and below.

C: Follow up on Transportation options – Marsha moved to Dave for transportation. He talked to staff at CTRAN. They are interested in working with us. He said he would send them the flyer with dates as soon as possible. They want to help but would like more details. Dave also wanted to mention that there are going to be some route changes starting in September that he has been trying to review on their website which may affect attendees (both regular and paratransit). They have a similar service to Uber called the Current that isn't everywhere CTRAN goes, but apparently does cover the smaller areas such as Washougal and Ridgefield. There may be options that we can educate folks about (should be ADA compliant).

Marsha hoped we can get information out about that. She asked that we don't share the flyer until the Zoom link is updated and the accommodation deadline is changed. She just wanted edits. She wondered if people looked at it or if she needed to share it. Dave saw it and was not planning to distribute it until he got the green light. Emily can update the Zoom link and suggested an accommodations deadline. Marsha asked for other comments. Patti said it looked good in their view.

Ryan wondered if we want to include transportation information on the flyer? Marsha had not thought about it but believed it should be included, however, we don't have a firm answer from CTRAN yet. She suggested asking for location on the RSVP form to get an idea. Perhaps we can ask what help they need on the RSVP form. We can maybe include a brief statement on the flyer that she'll think about, and then get more info on the registration or RSVP form. Dave suggested putting the numbers for CTRAN/Current service and CVAN (paratransit) on the flyer. Marsha asked Dave to email that to her (he will).

Patti and Lilly had hands up. Patti suggested adding "please contact us if you have additional transportation needs" so that we can connect them to CTRAN and CVAN, similar to how you ask about accommodations. Marsha wasn't sure if we want to be in the middle. Lilly agrees with Dave's suggestion about including CTRAN since that will likely be folks best bet if they live in the county and don't have transportation (you must be signed up for CVAN but we could include both).

The Area Agency on Aging should likely be invited as well (they might be able to refer folks to services or answer questions during the Town Hall). Pause for interpreter. Lilly also suggested a housing authority or Section 8 representative to address that shortage (she is unsure what the contact would be). Marsha is adding Veteran's services. Matt, Elizabeth, and Patti had hands up.

Matt thinks we can include CTRAN on the flyer but only if we have a deadline date. Marsha noted it.

Elizabeth agrees about the housing idea being important, and that perhaps there might be someone at the county who could help (such as a coordinator that also deals with emergency housing).

Patti wondered if the state Aging and Long Term Supports Administration should be invited. Marsha was not sure. She thought perhaps we could ask when we contact the housing folks with the county or city. Patti can help with that. Marsha feels that we can invite them. Elizabeth's hand was still up.

Lilly wanted to ensure that contacts should be sent to Ryan and emails included for electronic send out of the flyer. Ryan confirmed. Marsha noted that we typically conduct follow up calls as well, so would like their phone numbers too, if possible. Marsha feels it is a balance of involving everyone and appreciates folks help. Lilly said that much of the information is available online. Patti also provided some information to Ryan on elected officials. Matt is grateful for the community member participation.

Marsha wants to include more diversity in our group, and hopes our local partners can reach out to their connections. Ryan followed up with Zach and has been in touch.

Lilly wondered about what happened to the catering companies. Marsha did not believe much had happened and thought we need to check the state vendor list. That was Lilly's belief as well. Ryan said that there are some options in play, he doesn't have a lot of information right now, but hopes to have it soon.

He plans to compile and send out the contact information to everyone this week to review and add to.

Marsha suggested reaching out to religious groups of varying ethnicities to invite if possible. Lilly was not aware of many in her circle but will look into it. Marsha suggested that perhaps some in Lilly's network would know others and appreciates any additional ideas folks have to make our invite list more inclusive/diverse. Lilly would like help with this. Marsha will look online. She wonders if there is an NAACP branch as well.

Dave will discuss with his school contacts in a couple of weeks, as well as other boards he sits on. Marsha doesn't want anything to get left behind, but agrees it is a matter of relationships with invites sometimes. Lilly had to get to another meeting.

D: How often do we need to have team meetings? Seems that bi-weekly cadence is working for now.

7: Next Action steps:

-Carley will research elected officials to invite to the event such as city commissioners, council, and mayor as well as local state senators and representatives. Patti also sent some info on this to Ryan.

-Elizabeth will double check on the allowability of GCDE staff using Google docs to collaborate on invite lists and documents. There may be a way around it (such as forming a small workgroup to develop drafts and then sending to staff via email afterwards).

-Matt offered to help with the Google Docs if needed, although not his preference, and Marsha welcomes other suggestions.

-Emily can update the Zoom registration link and accommodation request deadline on the draft flyer.

-More thought to be given to how best to include transportation options and assistance on the invite materials (adding CTRAN number, asking for folks' locations, offering the ability to request transit help, with a deadline, similar to an accommodations on the RSVP form, etc.)

-In the meantime, Dave will email the CTRAN/Current/CVAN information to Marsha for consideration.

-Other folks to add to the invite list include: the Public Works and ADA coordinators where available, transition coordinators (to include county where applicable) and special education directors, local Area Agency on Aging, as well as the statewide Aging and Long Term Supports Administration (ALTSA – Patti can help with this), Housing Authority or Section 8 representative (possibly at the county level), local Veteran's services organization(s), partner networks, and religious groups of varying ethnicities to increase diversity (Lilly will help Marsha on this), as well as the local NAACP branch (if present).

-Contact lists for invites should be sent to Ryan, to include emails and phone numbers for follow up.

-Ryan will follow up with community partner Zach DeLoya again about attending planning meetings.

-Ryan will get more information about the catering options on the statewide vendor list and share info soon.

-Ryan will compile and send the current contact information to everyone this week to review and add to.

-Dave will follow up with his school contacts and other local boards he serves on to get the word out about the upcoming events and ask for contact suggestions for invites as well.

-Dave will also send more information to CTRAN about the event, once finalized, to see how they can help. He will keep an eye out on the potential impacts of upcoming route changes as well.

8: Next Meeting date will be decided at the time of this meeting. Tues, 8/29 at 4pm. Ryan will send an invite.