

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

Community Outreach Subcommittee | September 12, 2023, | 4:00-5:00 pm

Minutes

1: Welcome to the Community Outreach meeting – Meeting called to order by Marsha at 4:01pm. Welcome all. Checking in with folks. Hopefully more folks will join.

2: Roll Call – Present: Emily, Ryan, Elizabeth, interpreters (staff); Marsha, Eric, Patti, Dave, Carley, Matt, Daniel. Absent: Damiana and Ivy Anne excused.

3: Housekeeping rules - reminder to identify yourself before speaking and take turns for the interpreter.

4: Recap of August 29 meeting -

Before the meeting, Patti shared with Marsha/all that they were able to hook up the OWL device on their laptop, but wants to confirm with the venue about what they have to ensure the correct setup. Patti has the number but hasn't reached out yet.

Ryan has emailed Michelle at the venue about equipment as well, but would have to check, he knows they have Wi-Fi (but we may want to check in about cords and such).

Patti will need the date and time for the Zoom link, and will send Ryan the link, which we can set up however needed (including for accommodations). Patti will do whatever is needed. Ryan appreciates it.

Per Ryan, Elizabeth mentioned that we can use our state Zoom account(s) on Patti's laptop, for the Zoom registration link, if it's easier.

Clarification about the date, time, and accommodations. We're meeting at 2pm on November 2 to set it up. Patti will be there, and will reserve the hotel (once decided) for both meetings.

Ryan wants us to talk about this. There is a Hilton near the Vancouver train station. Pause to switch speakers.

Before we moved onto the hotel, Marsha wanted to verify that the county building has a projector, as she recalled. Ryan verified. Elizabeth with a hand up, then back to the hotel.

Elizabeth mentioned that we'd need in-person and virtual interpreters if there are people attending virtually, and wanted to make sure that was on the radar. Ryan clarified how that would work with the OWL. Marsha and Patti verified that it can be tricky, since the OWL follows the speaker, so interpretation would be separate. Patti recommends knowing who online needs ASL, or whether just CART would suffice. Elizabeth verified.

Ryan can fill in Elizabeth now or offline on anything else discussed about this, she got kicked off Zoom briefly.

Patti said that if they have their own laptop, sign in, and point it at the onstage interpreter so that their camera could be focused and pinned on the interpreter – this may work. Elizabeth likes that idea. Marsha has a laptop as well, but perhaps multiple staff can bring their state laptops for this purpose.

Before we move onto the hotel, the most important part of today's meeting will be finalizing the flyer, so we can send it out ASAP. We're waiting for the CTRAN update from Dave, who is present today.

Per Dave, he followed up with CTRAN, and is still awaiting their response. Dave has been in contact with Marsha, and we will need to know people who are attending's locations for the CTRAN application. Dave wanted to know if everything is concrete as far as the event location, in order to work on filling out the application in the meantime, and who is the contact person he should list on it (should Dave use his own contact info?) Should it be someone from GCDE?

Marsha verified that the place is confirmed, it is the county courthouse on Franklin Street. Marsha wondered if anyone had the info off the top of their head (otherwise we can get it to Dave).

Ryan verified that it is on 1300 Franklin St. in Vancouver. He's trying to remember the exact name, Public Service something (it is on his calendar). Maybe someone can look for him. Elizabeth can look.

Marsha has it as Clark County Commissioner's Chambers, which isn't that helpful. It is on the Flyer, but Marsha doesn't have it in front of her. As long as we have that information, Dave can get the application filled out, and will need to know the places people need transport to and from otherwise. Dave has followed up again now. Maybe they will get back to him during the meeting. Patti and Elizabeth with hands up.

Dave can enter the location, and wondered if he should be the contact, and about who he should list the company (GCDE?). Yes, according to Marsha, it would be GCDE - and it would be great if Dave could be the contact.

We're in a catch-22 about providing folks' locations for transport, since we won't know the locations in advance until they register, but they may be hesitant to register until they know transportation will be available.

Carley volunteered to look up the address. Patti set up the Zoom link and put it in chat, and emailed Ryan as well. Elizabeth is looking at Ryan's calendar, and it is the Public Service Center, Councilor Hearing Room, 1300 Franklin St, 6th floor, Suite 680, in Vancouver.

Elizabeth recommends that Ryan is the contact for the CTRAN application and venue, only because if there is an agreement, ESD will have to deal with that. Even if it's free to use, sometimes we have to sign a damage waiver or things like that, and there will be a process for that with ESD. Elizabeth isn't sure if we can list more than 1 contact. Elizabeth verified that this would still apply to the CTRAN application, not the venue, so we may still want to consider it. Dave isn't sure if there would be an agreement with the transit, but it is up to us. He could go either way.

As long as Dave knows that if there's an agreement, we'll have to process it at ESD and can let us know, then it would be fine if he's listed the contact on the application, without convoluting things. Marsha concurs.

Since we have to get the flyer out, Marsha wonders if there's some way we could use a QR code. If it said, "for transportation, use this QR code," it could be updated in the background as we go along.

Patti knows how to use QR codes according to Marsha. If that makes sense to them, can they work with Ryan on that? Patti will just need a link to what the QR code is going to direct to, then can send the info to Ryan.

Marsha believes that it should link to a folder, so we can update the contents (check back soon for more info on CTRAN, and then it would take them directly to the information once we have it, for instance).

Carley wondered who the Zoom link was for (those attending via Zoom). If attending in person, it isn't needed. Marsha hopes that the planning committee can attend in person.

Ryan directed us back to the flyer. The current link connects people to the registration form (Dave will be back). If we want a QR code for the registration form, everything there is on the flyer. Ryan wonders how we would include the QR code, and what the intent is.

Marsha noted that we are missing transportation info on the flyer. Since it's still in flux, Marsha wants to have the QR code direct to transportation (separate from the registration link). Elizabeth hand. Ryan may not be following.

Elizabeth had an idea, but is not sure how viable it is. If the event is going to be on the website, could the QR code go to that, and then transport info could be added (along with the registration link). If it is getting too complicated, let her know, but that was her suggestion. Patti had their up, then went over to Emily if needed.

Patti said that the QR code could link to the website, or wherever the transportation info is listed, then the QR code will go there with the information. That's what it is for. It redirects people to a URL. Marsha wondered why it's better than having the link (in case folks can't read or click on it, they can access it with their camera, for accessibility purposes on their phone). Both might be best. Should we add the QR code to the flyer? Not yet, since we haven't made it yet. The Chair of the Kitsap Co ACAC may have made one. It's not on the flyer Patti has, but it may not be updated.

Marsha wondered if Ryan or Emily knew. Dave is back. Ryan's hand. He spoke with the person from Kitsap Co, and heard the same as what Patti mentioned, it must have a URL to direct to. The flyer will have the registration link.

Marsha is confused. That is why Elizabeth was suggesting it go to the website for the QR code, and not just to the registration, because there may be other info we want to share. Patti agrees.

Marsha wondered if Patti should create a new QR code. Patti can do it quickly as long as she has the URL. Ryan agrees (clarification of ASL signs). Marsha may take a course on ASL. Marsha clarified that someone could send the URL to Patti (no comments yet). Elizabeth wondered what Emily had to say.

See below for continued discussion on the above-mentioned topics (editor's note per Emily, re: the minutes).

5: Community Partner Briefings on Clark County – see above. Marsha asked for any updates from partners.

Carley has to talk to her friend, but hopes to send the contact list to Ryan before the next meeting, and appreciates folks patience.

Elizabeth read Emily's chat about sending Patti the link, and expressed interest in learning how to create QR codes.

Patti noted that they have received interest about the town hall from a disability organization they're affiliated and will share the flyer, as well as with the local Deaf and Hard of Hearing community at the School for the Deaf, who are also interested, and hopefully they can attend (clarification).

Emily shared the link with Patti for the QR code in the chat. Our point of priority is getting the flyer done, sharing with community partners, and distributing it. After that, figuring out hotels.

Ryan recapped on the Hilton hotel near the train station in Vancouver, that has 10 ADA rooms, he has been in touch with the manager and is starting negotiations, and he feels positive about it. We have used the Hilton for our last and upcoming Awards events and are familiar with it. There is another hotel nearby, he said, but it may not be best. Ryan is working with the manager on setting up a block of rooms. Marsha wondered if they would accept the state rate. Ryan believes so.

Marsha recalled that the subcommittee (and possibly partners) will have work to do after the Town Hall to prep for the next morning. She feels at a disadvantage never having attended in person, and wanted to clarify.

Elizabeth has been two events and clarified that we'll need a space that's big enough for whoever is going to be doing that work. We've done it at a restaurant space, with sticky notes, and a scribe, so there's some flexibility there - but being at the hotel is convenient in her experience.

Marsha thought about dinner as well. Elizabeth concurs. We have about 20 mins remaining. Ryan clarified that we need a space at the hotel the night before to plan for breakfast, not that the breakfast is at the hotel.

Per Marsha, we'll need to sift through what we've heard at the Town Hall, and determine the agenda for the next morning. Elizabeth verified. There will be a lot of information from the community needing to be organized, identifying the themes, and thinking about how to ask questions the next day to make progress. The group will have a chance to talk together, address any concerns, strategize about how to talk to leaders, and get organized. We need to figure out how to report back the next morning to leaders in an organized way.

Patti sent the QR code for the website. Elizabeth said we may get information that's all over the place at the Town Hall, so we'll need to be able to organize it into 2-3 main points for the leaders to make progress the next day.

Ryan wondered what time we'd need the room so he could make the arrangements with the hotel manager. 8-10pm? The Town Hall is from 5:30-7:30 (verified). 8pm is probably good, although we will have to figure out dinner.

Marsha hopes that the community members can be part of that meeting, whether by Zoom, or with transportation arranged. Carley will attend as long as they can. Elizabeth wanted Emily to share.

Emily verified that Elizabeth's understanding is correct via the chat. Ryan asked about the timeline for the meeting. Emily said 8-10pm with dinner during night work, in the chat.

Marsha wonders if local partners can help us out (maybe the hotel can provide dinner for a cost, but she's unsure how late, and wonders if there is a local restaurant that could provide a private room).

Carley would have to look, but most restaurants seem to close at 10p, so we'd have to be done by then. They are not sure about the process of getting a private room at a restaurant, so we might want to stick with the hotel, but we should probably check with them to see if there's a restaurant (and if not, then they can look around for other options). Carley thinks it may be difficult at a restaurant. Ryan hand up.

He will check with the hotel and get information, ask questions, maybe they can provide at least light refreshments depending on people's needs. Maybe folks can eat before and bring something with them if they don't want to eat that late in the evening, as a few people mentioned.

12 minutes remaining. Doing reasonably well on agenda topics. Marsha noted that we need to talk about the contact spreadsheet still.

6: Town Hall Meeting flyer Update - see above. Feedback sent via email also prior to the last meeting. QR code discussion noted earlier in the meeting.

7: Task Assignment on Clark County Master Contacts and Expectations – Marsha noted that we need to keep compiling the elected officials and agency heads, but we also need to decide who is going to be inviting whom, and mainly how we get the info to the disability community.

Carley has a lot of contacts, but would prefer the flyer being finalized, so they don't have to contact people individually. Carley has groups and individuals, as does Dave. The Peace organization can then distribute it (Dave is on the board of directors, they are familiar with the event, and excited about it). They serve people with disabilities.

We also need to make sure it gets to the schools for the Blind and Deaf in Vancouver, does anyone have contacts there? Perhaps Damiana? Elizabeth mentioned that they are associate members, so if there isn't someone local, we can let them know due to their state focus. Elizabeth can do that (or staff) if needed, and there is not a local partner with contacts.

Marsha supposes there is probably a parent coalition of some sort, and doesn't want to ignore this population. The Peace organization is fairly involved in this, as well.

Marsha wondered who we are missing, and wondered about people who are neurodivergent or on the autism spectrum. Carley thinks there is an autism empowerment group we could contact, Dave concurs, some of the Peace board members are involved in that community as well. Dave has contacts there too.

Elizabeth wondered in chat about residential providers and the behavioral or mental health community. No comments heard around this population; folks may not have seen the chat message to read aloud.

Lilly had talked about the OR chapter of United Spinal. Carley can contact them (Lilly had previously volunteered to share the flyer, so we will share it with her).

Marsha wondered if Ryan had received contact info from anyone. Ryan hasn't received anything, we're still working on it, but folks have their assignments and hopefully they can get it to him when they are able to so he can pull everything together (Carley verified).

5 minutes remaining. Anything to add, per Marsha? Perhaps from those we haven't heard from?
Hearing nothing.

Good progress is being made, per Marsha. Marsha is getting excited, it's getting close, and feeling more real. Thinks it will be a good event. Checking on Eric. We will see everyone in two weeks. If you think of anything in the meantime, please email Marsha. Thanks all for your time and energy, have a good evening, this is exciting.

8: Clark County CTRAN follow up or discussion – see above for the update from Dave on this agenda topic.

9: Other Action Items – see above notes, as well as below list, for a consolidated recap of next action steps.

10: Next Action steps -

- a. Flyer updates – QR code from Patti linking to website will be added prior to finalization and distribution for access purposes. QR code will link to the website for more information (flyer, registration link, transportation, etc.)
- b. Collecting contact info from attendees – Ivanova will send her info before the next meeting, still in progress
- c. Update on status of contact list research – Folks should please get Ryan their contact info about other groups of folks as soon as possible, certainly before the next meeting if feasible
- d. Updates on sharing information with local networks – many folks are willing to share the flyer with their networks once finalized (including partners)
- e. Update on working with CTRAN on transportation – this is still in progress, Dave is working on filling out the application and now has the information he needs to do so (location and contact), and has followed up with CTRAN. Holding on about the piece on where folks are coming from. Dave will forward any agreements needed (if applicable).
- f. Update on decision regarding provision of refreshments – Ryan will check with the hotel about providing a meeting room for the debrief from 8-10pm meeting on November 2, as well as light refreshments. A restaurant will be the backup. A block of rooms is already being negotiated at the state rate with the hotel.
- g. Update on staff and partner work on combined contact list – Ryan will finalize the spreadsheet once he receives the information from folks
- h. Ryan will check with the venue on what cabling they have available to facilitate the connection of the OWL device to an agency laptop. Patti can help.
- i. Staff will verify with Patti about which Zoom link we'll be using, hers, or once setup by staff (who would need to login to their Zoom account on her computer in that case)
- j. The prep meeting will be at 2pm on November 2 to set up, and Patti will be there. Planning committee to attend in person if possible.
- k. Ryan will work on securing onscreen interpreters for the virtual portion of the hybrid Zoom meeting at the event as needed. (CART is arranged and may suffice depending).
- l. Multiple staff will plan to bring their laptops to the event in case we need to train one of the cameras onto the in-person interpreters. Ryan will discuss with Elizabeth offline.

11: Next Meeting date will be from 4 p.m. to 5 p.m. on Tuesday, September 26, 2023.