

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

Awards subcommittee meeting

Friday, June 2, 2023

11:00 a.m. to 12:00 p.m.

Minutes

- 1. Welcome** – Meeting called to order by Yvonne at 11:00AM to respect folks time.
- 2. Roll Call** – Present onscreen noted by Emily per Yvonne: Staff: Emily, Ryan, Elizabeth. Subcommittee members: Daniel, Cullyn, Kevin, Yvonne, Damiana, Lucas. Interpreter. Kevin may be leaving early. Amy excused. Daniel present but having audio issues. Cullyn will catch up on emails as well before our next meeting.
- 3. Housekeeping Rules** – Yvonne reviewed to please raise your hand and identify yourself prior to speaking. Ryan added about the travel form to today's agenda at Yvonne's request. Yvonne added it and requested Ryan discuss this during the hotel room block section. Ryan confirmed.
- 4. Approval on Minutes from May 23, 2023** - Motion by Kevin. seconded by Damiana. Minutes approved.
- 5. Nominations Application Packet Update** – Emily shared on this per Yvonne: Patti (not present today) let us know this week that they are working on a nomination currently (awaiting support documents). Andy (GCDE Member) submitted the current complete nomination mid-last month and has subsequently turned in supporting documents last week, so it is ready to go now. Otherwise, there are currently 14 other *incomplete* nominations in the system (up a few from 10 as of last meeting). Any updates from the team, Emily asked? Yvonne said last meeting that she shares the nomination info at her weekly team meetings, Matt (not present today) said he shared with his local contacts, and Elizabeth (joined late) was going to share on her Linked In. Does anyone else have anything to share, Emily wondered? Kevin received his 4 hardcopy packets in the mail and hopes to turn in at least 2. He sends his thanks. Yvonne confirmed that she discussed this at her work meeting last Thursday. A colleague of hers is in the process

of 2 nominations, and they will work together on that in the next couple of weeks. Elizabeth saw it go out in the Workforce newsletter yesterday. DSB shared it on their Facebook page, as did Damiana. Yvonne has done the same and will continue to do so. It has also gone out to all of region 1 DVR staff, Yvonne unsure about region 2 & 3. That concludes the updates.

6. **Marketing Workgroup Update** – Yvonne is getting the workgroups confused, but we do have a couple meetings coming up soon. Emily clarified that the meetings are for the travel and program workgroups, which we can discuss later. Emily has been working on those too. For marketing, Emily shared that a reminder went out earlier this week with slightly modified language to the one 2 weeks ago. The Marketing Timeline has also been finalized, so we will send two reminders this month, and weekly starting in July (nominations due end of month). The group is working on a way to highlight each nomination category, similar to what was done last year. We received similar metrics as the last reminder on email and Facebook. Website metrics to come at next meeting per Emily as well. No questions heard on this subject.
7. **Hotel room Block Update** – Ryan shared that we heard from travel desk yesterday that as long as the rooms are at the govt. rate, everything should be good to go. More info to follow on reservations (using the code) and travel paperwork next week, Ryan shared. There will be 2-3 forms related to travel that Ryan will send next week. The third one is for requesting an advance if needed. The first form is for getting setup in the ESD statewide payment system. Emily clarified that the second form is to be setup in the travel reimbursement system specifically. Per Ryan, we are requesting those forms back ASAP so that we can save time and get that setup in advance, so that there's less to worry about later on. Please look out for Ryan's email on that next week. Yvonne asked if we could put a deadline on it. Ryan suggested July 31st. The forms are not long, only 1 page each, we believe. Ryan asked the group if that deadline seems reasonable. Yvonne concurred. She asked about the travel system. Some folks (state employees) should already be in it. She wondered if they need to redo it. Emily said that the travel desk has advised that it may be wise to resend it just to make sure they weren't cleared out due to inactivity during the pandemic. We will connect with Yvonne offline to confirm her status.

8. Photo Event with the Governor with 2020-2022 Award recipients and their employers Update – Elizabeth shared that she is still working with the policy office on scheduling. We are still negotiating with the Gov's office. Their online system for scheduling is not flexible. We put in a date request for 2 hours, it sits there for a while, they look at it within a certain time frame and they often respond that the date doesn't work. She requested that they have a conversation with us to more efficiently schedule, since otherwise we're in the dark about when the Gov is available. 2 things are possibly affecting it: 1 is that 2 hours is a long time period, and 2 is that the Gov is not available in August. The policy office had a couple suggestions. She'll meet about this with Ryan on Monday. They suggested we move the event to occur earlier in the summer, but we want to look at GCDE's workflow first before we consider that. If later, we will be bumping up against the event, as well. We could possibly consider doing 2 shorter events to fit in the schedule more easily as well. But first we will need to talk about the work involved, and decide if we can easily move it or not (YLF will also be happening then too). It is a bit complicated, but we are working on it. Yvonne concurs and appreciates the hard work. Elizabeth shared that we cannot contact directly with the Gov's scheduler anymore. There are lots of boards now, and they are trying to use their system equitably which makes sense, but our event doesn't fit neatly into that. If all else fails, could we consider asking the Lt. Gov, wondered Lucas? Elizabeth said we already told people it would be with the Gov. If we can't figure out a date, maybe we could look at doing a group photo instead, since that would be less time. The Gov is not re-running for office, so that could be adding some complexity. We still need to explore our options. She appreciated the thought, though. The Lt. Gov has filled in for the Gov in the past. As a last resort, could we consider this year's upcoming recipients only, Yvonne wondered? Elizabeth looked at the number of employers in the session currently from 2020-2022, and at 5 mins each, it would be 2 hours. It would be even more difficult if we add another year's worth of recipients for 2023. If the Gov can attend our upcoming event, then we wouldn't need a separate photo session. (Editors note: we are still waiting to hear back from the Gov's office on that invite request also – for the event.)

9. Other Tasks – The program workgroup will be having a meeting on the 16th at 9am. The travel workgroup meeting is set for noon on June 13, Emily will take notes and report back on both. Emily has done some prework already looking at per diem rates and flights for travel, and other items for the program workgroup as well. For travel, Pat has shared that she would like to drive and carpool if possible. Lucas wants to consider paratransit. Ryan shared that he has requested in-person interpreters for the event. Emily has taken care of CART captioning. Ryan will take care of tactile interpreters soon as needed. Cullyn knows that they are involved in the workgroups and will be prepared for the meetings. On accommodations, Lucas wondered about securing a hearing loop system. Ryan will check on that and make sure it is included in the registration form to request as an accommodation if needed. Ryan also wondered about the paratransit question from Lucas earlier. Lucas shared that he had intended the question to be directed for subcommittee members such as himself. Lucas has done that at his capacity with People First before, for example. That is why he mentioned it. Ryan clarified. Lucas wants the option available for anyone who needs it if possible. Yvonne thanked Lucas and said we could talk about it at the transport meeting. Cullyn's hand was still up accidentally. No additional comments heard on the subject.

10. Next action steps - Yvonne recapped: [Holdover from last meeting: Ryan to follow up with John Evans (emcee) re: Bio per last meeting]. **Ryan to arrange and FM system. Patti will complete the supporting documentation for her nomination.** Emily will update on website metrics at next the meeting. The team will continue sharing the word about the nomination packet. **Reminders to keep going out highlighting categories as we approach the deadline. More info to come next week on hotel reservations at Hilton Gardens, and travel forms. Program workgroup will report out at a meeting later this month after their meeting. Travel workgroup to report out also. More to come on photo session as well.** Nothing missed. Lucas wanted a reminder about the date (see below). Interpreters have been confirmed. Nomination review meetings have not been set yet. Emily shared info on when that may happen (after the nomination deadline for conflicts of interest, number of groups needed,

sending materials, etc.). Damiana understands. Meeting adjourned at 11:45am. Thanks to all for attending.

11. Next meeting date and time: Friday, June 16, 2023, at 11:00 a.m. - 12 p.m.

Important Note:

31st Annual Governor's Employer Awards

Friday, October 6, 2023

Wenatchee Convention Center

121 N Wenatchee Ave

Wenatchee, WA

Hotel: Hilton Gardens (more to come with reservation info next week. Travel separately).