

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

Awards subcommittee meeting

Friday, June 30, 2023

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

Minutes

1. **Welcome** – Meeting called to order by Matt at 11:02. Good morning.
2. **Roll Call** – Present: (Staff) Ryan, Emily
(Members) Matt, Clarence, Cullyn, Damiana, Janet, Kevin, Daniel. Lucas.
[Interpreter].
Excused: (Staff) – Elizabeth
(Members) – Yvonne, Amy, Tammy
3. **Housekeeping Rules** – Reviewed to introduce yourself, speak slowly and one at a time.
4. **Approval on Minutes from June 16, 2023** – Matt asked if everyone had reviewed and asked for a motion. Motion by Janet, seconded by Clarence, approved. All in favor, none opposed, no abstentions.
5. **Nominations Application Packet Update** - 4 completed nominations so far now, 1 new in small non-profit. 19 incompletes. Website metrics to come next week. Similar open rate on recent reminders. People still working on them or sharing the word? Nomination deadline is the end of July for Damiana. July 11 internal deadline for WVS. In progress - 1 DSP, 3 employer awards (unsure of categories, medium, and Youth.) Good place to be for end of June per Janet. Tammy is working on a couple for mid-July per Emily. Patti was working on one at a past meeting, couldn't be here today per Emily. Matt, Kevin, Yvonne, and Elizabeth had been sharing the word per Emily. Any help with that is appreciated. Janet's office services Whatcom to King County (question from Ryan). Matt will follow up with a couple of places he had reached out to. Ryan has been sharing through ODHH, and the DIN, and OFM networks.
6. **Marketing Workgroup Update** – Thank you to the small workgroup for reviewing. Weekly content (flyers) highlighting the individual and Youth categories and thanking the sponsors have been drafted for July. More

assistance will be needed in early August to highlight nominees. No questions or comments heard.

- 7. Hotel room Block Update** - *Ryan sent hotel information out. Included reservation code and booking link. Hopefully everyone received it. Cullyn, Damiana, and Matt confirmed. Ryan can resend if needed. Can't include on the agenda (publicized). That is all on this topic, any questions? Matt wondered if any accessible rooms are still available, only had 2 to start with. Ryan believes they are still available. He asked Clarence if he would be attending (no, will be out of town). Matt and Pat will have priority. Kevin wondered how close the hotel was to the convention center. Ryan said the hotel is the Hilton Gardens, which is close to the convention center, but not right next door. It is nearby, less than a mile or closer, doesn't remember exactly off the top of his head. They agreed to accept the government rate. There is a hotel adjacent to the convention center, but was not accepting the government rate, due to Oktoberfest going on in that weekend. The Hilton was the closest option. Kevin wondered if transportation would be available between the hotel and convention center. Cullyn reported that the most cost effective would be having volunteer drivers. A driver would need to stay over the night and would add costs. Charter buses are also expensive. Cullyn will call DES to see if we are allowed to use their accessible vans (\$750). Rental car places have to be called individually, sometimes there is information on the website, would likely be an SUV (\$500 minimum plus gas and insurance – comparable as a backup). Wouldn't need an extra overnight stay. Might make sense to have 2 pickup locations (Olympia and Seattle areas) to do the long haul for folks. Please include hotel to venue. Ryan thanked Cullyn for the update and wondered the capacity for passengers and wheelchairs. Cullyn will ask on Monday. It would 6-7 they believe (unsure of wheelchair space in accessible van). Need to determine number of vans needed and drivers (backup). Have discussed reaching out to the full committee for volunteer drivers (only task). Kevin wondered about if there is a contact number that could be provided in case of transportation issues. Recommend establishing that. Budget will also need to be considered. Matt asked Ryan and Emily on that. Ryan and Emily will discuss offline. Likely cheaper than flights. We will check with Elizabeth. Ride share might be worth looking into if no one volunteers to drive (less*

accessibility options). Would need to be considered. Hard to accommodate everyone. When we get a sense of whether we have volunteers (Cullyn to take the lead), either to figure out who we can serve with the proposed pickups, and go from there. Two things – 1 is getting people from their homes to Wenatchee, and then from the hotel to the venue. Cullyn has not looked into that, they were focused on the transport to Wenatchee, but can add it. Matt wondered if Ryan or Emily had looked into transport from the hotel to the convention center. Ryan will check with the hotel. Walking, ride share, etc. Ryan can bring more information to the next meeting after he checks within the next week or two. We should get a sense of the route. It may not be walkable for everyone. We should provide staff phone numbers. We may be able to reuse the transport. Waiting for Ryan to return.

8. **Travel Forms Update** – Ryan sent travel forms out. Please submit them ASAP. We will check accuracy and get them sent for processing so that everything is set up sooner than later. Due by July 31. Recapped about reusing the transport. No other questions or comments heard.
9. **Other Tasks** – Ryan waiting for update on assistive listening systems from ODHHS, the hotel does not have them available. Lucas is welcome to follow up with Maggie, Steve (in charge of the program), or Di. They are working from home. Ryan just reached out to them yesterday. They will coordinate offline. Ryan to share hotel menu choice options (salad and chicken – will be on the registration information to include dietary restrictions). We will be able to look at the banquet room at 5pm the day before. Let Emily know if you want to be a part of the judging panel (Matt will participate) and hold time on your calendar in early August. Program workgroup meeting cancelled. Yvonne reviewing this weekend. Will loop other members in via email when changes received.
10. **Photo Event with the Governor with 2020-2022 Award recipients and their employers Update** – Matt recapped that the leadership team emailed offline and asked Ryan if a decision had been made. Decision recently made to cancel, could not pull it together in time. We will contact the recipients to let them know and send our regrets. We also don't know about the governor attending the event this year. That request is separate but has not been confirmed. That is not unusual. Even recorded greetings (did not work out). Cullyn wondered what we told folks. We had been planning to have it

for recipients from 2020, 2021, and 2022. They will all receive the same message. Ryan will check with Elizabeth on the messaging and next steps. Some folks may have since left their employer; it is unknown. Cullyn wondered if there is a backup option, such as the Lt. Governor. It may be a possibility but would take additional planning. Janet shared that we never knew until the last minute about the Governor showing up. Typically, there was not a lot of notice about the photo session. It is a huge part of being a recipient. Janet us encourages us to reconsider. It is unfortunate to keep putting it off. We will change our script in the future so we are not promising that since it will be a new administration, scheduling was not expedient this time so it may not be a possibility. Cullyn recommended looking at others in the administration in this case. Ryan has not participated before and does not have the experience or historical context. He concurs with Janet and Emily and Cullyn. For this year, we will likely cancel. He appreciates the support. We are up in the air on this event and move from there. Perhaps we can have a photo session for this event.

11. Next action steps – Matt recapped:

- a. Keep sharing nomination packet information. Let Emily know if you want to participate on the judging panel. Unsure if Gov attending.*
- b. Let Emily know if you want to help create marketing content for email and social in August to promote the event and highlight nominees*
- c. Reserve a room within our GCDE hotel room block at Hilton Gardens if attending, sooner than later if needing ADA room. Will check venue transport, Ryan awaiting word on ODHH assistive listening systems.*
- d. Complete and return travel forms to Ryan by July 31 unless a state employee or already completed last year. The sooner the better.*
- e. Those on the Awards marketing and program workgroups, please continue to be available to review content electronically. Emily will send. Ryan will send message to past recipients about photo session.*
- f. Cullyn and Emily to continue researching alternate travel options, let us know if you are willing to serve as a volunteer driver. Budget also.*
- g. Share the reminders that go out. Emily will provide updates at meetings. Keep working on nominations if in progress.*
- h. Event script for 2023 to be updated to remove photo session.*

12. Next meeting date and time: Friday, July 7, 2023, at 11:00 a.m. to 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