4-28 GCDE Coordinating Committee materials

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Governor's Committee on Disability Issues and Employment (GCDE) Coordinating Committee Meeting
Friday, April 28, 2023**,** 10:00 a.m. to 12:00 p.m.**,** Zoom (connection info below)

Agenda

10:00 a.m. to 10:10 a.m. – Welcome and Opening Remarks
Damiana Harper, GCDE Chair - 10 minutes for roll call and housekeeping items

10:10 a.m. to 10:25 a.m. – Topics for 5/19 General Membership Meeting (see outstanding items on next page)
Damiana Harper, GCDE Chair, and all - 15 minutes for topic suggestions on agenda

10:25 a.m. to 10:40 a.m. – Review proposed changes to mission/vision statements (update outdated terminology – see current statements on next page)
Elizabeth Gordon, GCDE Executive Director - 15 minutes to review proposed changes for approval

10:40 a.m. to 10:55 a.m. – Discuss new GCDE PEAR Statement (see current statement on next page)
Elizabeth Gordon, GCDE Executive Director, and all - 15 minutes to review statement/answer questions

10:55 a.m. to 11:00 a.m. – Bio Break (5 minutes)

11:00 a.m. to 11: 20 a.m. – Finalize Change of Legislative Work Group to a subcommittee discussion (see next page)
Damiana Harper, GCDE Chair, and all - 20 minutes to discuss pros/cons and decide

11:20 a.m. to 11:40 a.m. – Outstanding items from last meeting discussion (see next page)
Damiana Harper, GCDE Chair, and all - 20 minutes total, 10 mins each for Membership news/revisit logo

11:40 a.m. to 11:55 a.m. – Accessibility Resources discussion (see next page)
Damiana Harper, 15 minutes to propose idea and answer any questions

11:55 a.m. to noon – Review Action Items & next steps
Damiana Harper, GCDE Chair - 5 minutes to recap

12:00 p.m. – Meeting adjourned

Next Coordinating Committee Meeting: Friday, June 23, 2023, 10 a.m. to 12 p.m.

Zoom Link Information for today:
Join Zoom Meeting
https://esd-wa-gov.zoom.us/j/82531549733?pwd=UjdzM1FmYWZnMFV2MU15STNyWUlOUT09
Meeting ID: 825 3154 9733
Passcode: 613039
One tap mobile: +12532158782,,82531549733# US (Tacoma)

Reference materials

For 10:10 a.m. discussion: Outstanding items from last GM meeting on 2/24 -

-Longer meet-and-greet with new members

-Subcommittee requests for assistance (distributing YLF and Awards apps, etc.)

Suggestions from CC meeting on 9/9:

-LWG recap

-Future of GCDE meetings (virtual, in-person, or hybrid)

-State-of-the-State Budget update from David Schumacher at OFM

-Continued panel or cross-disability discussions on various topics (mental health, veterans, Deafblind, Autism, DD etc.) – could consider having 2 shorter presentations a.m./p.m. as opposed to 1 longer one

For 10:25 a.m. discussion: GCDE Mission/vision statements as currently stand -

Mission Statement:

The Governor's Committee on Disability Issues and Employment provides state level advocacy and leadership with the disability community to obtain equity in economic opportunity and community inclusion.

Vision Statement:

An equitable Washington where people with disabilities experience full inclusion, full participation, and economic vibrance.

For 10:40 a.m. discussion: GCDE PEAR statement as currently stands (new in 2023) -

Pro-Equity Anti Racism Statement:

In accordance with Executive Order 22-02, the Governor's Committee on Disability Issues and Employment is committed to the vision of "everyone in Washington has full access to the opportunities, power, and resources they need to flourish and achieve their full potential…"as directed by the Governor. GCDE acknowledges the history of "systems that have been both intentionally and unintentionally built to reinforce privilege, opportunity and power for some but not all" (ESD PEAR statement, 8/30/22) and is committed to unraveling those systems to make changes that allow full equity for all Washingtonians.

For 11:00 a.m. discussion: Current pros/cons to changing LWG to a subcommittee as previously shared -
+: More formal status
-: Potentially more work for staff

For 11:20 a.m. discussion: Outstanding items from last meeting -
-Membership updates: Status on creating mentorship program, visualizing the membership application process, recruiting more diverse applicants, and new member subcommittee appointments (10 mins)
-Logo: Revisit wants or needs, call for volunteers – send ask to full subcommittee at GM? (10 mins)

For 11:40 a.m. discussion: Accessibility Resources (continued on next page)

Accessibility Resources

Washington state requires all state agencies to make their materials and websites accessible to people with all types of disabilities. Employment Security's policy outlines what the agency is doing to meet those requirements, but **we are all responsible!** Use these resources to learn how to do your part.

[Washington's policy](#)

General how-to information about accessibility

- [Creating accessible materials for print and online](#)
- [Tips and tricks for inclusive virtual meeting planning](#) from the [Disability Inclusion Network](#)

How to create accessible Word documents

[Video from Jess Thompson](#), Washington State Board of Community & Technical Colleges (1 hour)

- [Accessibility in Word](#) - lesson from Washington State Board of Community & Technical Colleges
- [How to make accessible Word documents](#)
- [Free accessibility courses](#) in Lynda.com
- [Webinar series](#) from LevelAccess

How to create accessible PowerPoint slides

- [Video from Jess Thompson](#), Washington State Board of Community & Technical Colleges (1 hour), or view the [video slide deck](#)
- [Creating Accessible PowerPoints](#) - Training from Washington State Board of Community & Technical Colleges
- [How to create accessible PowerPoint presentations](#), adapted from the [University of Washington website](#).

How to create accessible PDFs

- [Video from Jess Thompson](#), Washington State Board of Community & Technical Colleges (1 hour)
- [Lynda.com training](#) - Creating accessible PDFs using Word, Excel, PowerPoint, InDesign and Acrobat DC (5 hours)

How to create accessible emails in Outlook

- [Video from Jess Thompson](#), Accessible Webinar Recording (50 min)
- [Make your Outlook email accessible](#) - Microsoft
- [Creating Accessible Emails](#) - Training from Washington State Board of Community & Technical Colleges:
- [Seven Steps to Creating an Accessible Email in Outlook](#) (2007 and 2010) - From the California Department of Rehabilitation

GCDE Coordinating Committee Meeting Minutes 2/10

Friday, February 10, 2023

9 a.m. to 11 a.m. on Zoom

Minutes

9:00 a.m. to 9:15 a.m. – Welcome, Housekeeping, and Opening Remarks: Damiana Harper, GCDE Chair

WELCOME: *Damiana said she was excited to have the first Coordinating Committee meeting in this new shorter, more frequent format, and asked Elaine to take roll call.*

ROLL CALL: *Present were Elaine Stefanowicz, Damiana Harper, Ryan Bondroff, Emily Heike, Marsha Cutting, Clarence Eskridge, Warren Weissman, Megan Mason-Todd, Elizabeth Gordon, Cullyn Foxlee, and Yvonne Bussler-White. Absent were Kristin DiBiase (excused – sick), Amy Cloud (excused – conflicting work meeting), and Candace Dickson.*

APPROVAL OF MINUTES: *Damiana asked if there were any corrections to the minutes from the last meeting on 12/2, and hearing none, the minutes were approved as written.*

APPROVAL OF AGENDA: *Damiana asked if there were any additions to the agenda for today, and hearing none, it was approved as written (and folks were reminded that Emily sent the link to the meeting materials on Friday).*

HOUSEKEEPING: *Damiana quickly reviewed housekeeping items and asked people to please raise their hand prior to making comment, state their name before speaking, and talk slowly and 1 at a time for the interpreters and CART captioner.*

ANNOUNCEMENTS: *Damiana briefly reviewed announcements and welcomed Marsha to the Coordinating Committee as Community Outreach Chair which is exciting (Andy Song will be her Vice-Chair and will attend these meetings in the future if Marsha is unavailable), and confirmed that Yvonne had attended her first Coordinating Committee meeting as Awards Chair in December. Hearing no other announcements, Damiana moved to the next agenda item.*

9:15 a.m. to 9:30 a.m. – New Member Orientation and Mentorship Discussion: Megan Mason-Todd, Membership Chair and Elaine Stefanowicz, GCDE Staff

Megan let everyone know that the Governor's Boards and Commissions (B&C) office has not yet approved GCDE's recommendations for new member appointments. They have let Elaine and Elizabeth know that there was likely going to be a delay, but that they hoped to have them appointed in the next week or so.

Vote: The decision has been made to move the New Member Orientation (NMO) again to be held on 3/15, and Megan reminded everyone that we would like the Chairs to be involved if possible, but can cover subcommittee reports on their behalf if needed. Further discussion needs to be had regarding the time due to another Accessible Communities Subcommittee meeting that afternoon. More info to come.

None opposed. Motion approved to change the date. Time to be determined offline.

Elizabeth shared that she has met with the B&C office twice, and learned that the Governor was out of country in December (which is typically when appointments are made), and reminded everyone that we are in the midst of a busy legislative session, so there are various factors likely contributing to the delay. There are also a lot of other Boards and Commissions. She mentioned that she did walk through the recommendations with B&C, and they had no concerns, but the Governor does have the authority to make decisions otherwise (which he has sometimes done in the past).

Action item: Elaine and Megan will confirm the time for the rescheduled NMO meeting on 3/15 offline, and Elaine will send a revised invite to the team and rearrange CART. Ryan will rearrange interpreters. Emily will revise meeting material due date reminders for staff.

The mentorship program was discussed. Damiana shared that in talking to current members, they have expressed a desire for more mentorship opportunities. GCDE does currently have a mentorship program, but the way it is structured, it depends on the mentor and mentee to actively participate. This means that the experience can differ from one person to the next depending on the frequency of meetings they decide upon, the level of difficulty or ease they have in scheduling & keeping appointments with busy schedules, or even having been assigned a mentor in the first place etc.

Vote: It was suggested that we try to standardize or formalize the process more (even going so far as to write it down, if possible, to create a guide of expectations available for reference including possible discussion topics such as answering any questions, an introduction to the committee and explanation about subcommittee meetings, clarifying roles etc.) The group agree that this was a good idea due to the possibility that folks may not retain all of the information from NMO. This would mean setting expectations, such as the suggested frequency of meetings during the first 6 months or year (such as at least 1-2 30- or 60-minute check-ins monthly). It was noted that we should be reiterating to new members that we recognize that everyone has something to contribute. Taking it a step further, it was suggested that we could consider creating a graphical representation of the mentorship process.

None opposed. Motion approved to try to formalize, document, and standardize the mentorship process. We will also create a list or database of all members skills or talents that they bring to the committee.

Action item: *Efforts will be made to standardize and document the mentorship process, so it is more formal, to include a graphic. Cullyn will work with Megan on that. Damiana will work on the database of member talents and skills.*

9:30 a.m. to 9:45 a.m. – Executive Director Updates: Elizabeth Gordon, GCDE Executive Director

Elizabeth recognized the folks will likely have looked at her written report by now, and just wanted to highlight a few things. The first is that she recently gave testimony before the United States Commission on Civil Rights around physical access and how it is going in WA State. She had a good time and found it interesting, and had never done this before, but attended with other panel members such as the ADA coordinator from DOT and the Director of the Mobility Initiative from DRW. She thought it was a great conversation and learned a lot, as well as some pointers for next time, if we are ever invited back.

Otherwise, it has been a busy legislative session, and included in the packet is the latest copy of the spreadsheet with Tier 1 and Tier 2 bills. Tier 1 directly affects people with disabilities, and Tier 2 are broader in their impact. Currently, there are about 64 Tier 1 bills, and 74 Tier 2 bills. There are a number of complex issues around housing and special education funding that are happening. Of course, NAUWU is our highest priority. It had a hearing in the House last week. Representative Farivar, formerly of DRW, is the primary sponsor and there are a number of others. It currently has bipartisan support in both the Senate and the House, so that is positive. We are hopeful it will move forward. The deciding vote will be today. From there, amendments will be written in to improve it.

There are also several bills of interest around caregiving and in-home care, such as 1694, and around behavioral health or healthcare otherwise, such as changes to the CNA requirements in hopes of getting more of those positions into the workforce. Elizabeth paused for questions at this time.

A question was posed about HB 1760. Elizabeth is still getting up to date on that, but had some concerns, so she will go to the legislative site and look again as it appeared to limit the ability to file a civil complaint on access, which would be concerning were it to be the case. While it may be intended to stop 'frivolous' lawsuits, it would mean the only remedy under the ADA for corrective action would be lawsuits, meaning a complaint and ruling would have to be made first. So, it is concerning overall and may not be the right way to go about it.

Action item: *Aside from looking further into HB 1760, Elizabeth will also share the link to the NAUWU hearing ahead of time via email so that folks can watch the live testimony on TWV.*

9:45 a.m. to 10:00 a.m. – Introduction to Rethinking GCDE Discussion: Damiana Harper, GCDE Chair

Damiana shared that she has talked with all members aside from a couple people, and some trends have come up in almost all of the discussions, so she wanted to get folks thoughts on how we might improve. A request was made for written reports as always, however, there are some questions on the agenda

that address topics otherwise. After the break, we will move to subcommittee reports, with the goal of focusing on these questions instead. If there are items in the written report that are important or coincide, we can go from there, but the most efficient and effective use of our time will likely be to focus on these questions instead of reiterating what was already provided in the written reports.

Among the trends Damiana spoke of earlier in her conversations with members, some came up more often than others. More in-person meetings, or at least hybrid has come up, which of course we have been doing less of since the pandemic. We used to offer a speakerphone option at the GM meetings, but it was not very effective (participation in discussion was difficult due to the distance). Since the pandemic, our option has been virtual. However, there has been some effectiveness lost this way, despite possible gains in folks not having to travel to meetings or take time off of their full-time jobs since we have more members who are actively employed now – so we will need to look into a more effective option. While this will be a priority, the change won't necessarily happen anytime soon, but we can still conduct some research to decide how to move forward.

Aside from that, legislative workgroup is another topic that has come up frequently. We have heard from many folks that they came onto GCDE believing that they would be able to have a larger impact in this area and be able to effect change or that we have a direct line to the Governor initially, which as we know is not the case. However, there may still be places where we can be more effective, and exist more connection points in our work (particularly when it comes to intersecting with the legislative workgroup). We have also been discussing the format, and the possibility of changing it into a subcommittee, but that has its pitfalls as well (mainly staff bandwidth). We can open discussion during this meeting on how to accomplish more within the restrictions of staff time and subcommittee status (subcommittees typically have a larger time requirement, and more expectations or requirements than a workgroup, paperwork, scheduling, as well as certain costs covered, more formality, a workplan, appointed members etc.)

Discussion was also had about possibly revisiting the structure of GCDE. There are pros and cons to the current structure. For example, a couple of our projects are more geared toward annual (once per year) events – Awards and YLF. This means that there is typically a lot of action leading up to the events, but also an "off-season," typically directly after each event concludes, where a break is taken before preparation begins for the next year's event. A thought was posed about whether we could consider combining these two efforts in some manner, so that they occur more spread out over the year, and not as close to one another.

It was also shared that, not having followed legislation before, that was a bit of a learning curve for some folks in terms of the process and the various cutoffs – so hopefully the group will be better able to plan for next year now that they've been though it once with the new leadership of the workgroup and be more effective in their partnerships.

It was noted that certain activities are written into our executive order, so that is also something to be cognizant of as we are planning.

Back to Clarence's comment about combining efforts on YLF and Awards, it was clarified that the intent was not to eliminate anything, hold the events simultaneously, or combine them – with the recognition that Awards typically happens in October due to NDEAM and that lots of work goes into both events (such as work happening in between on the Awards nomination packet and brochure, etc.) – but rather to assess how we might better utilize certain aspects related to marketing or sponsorships for both events (i.e., asking the same entities to market or sponsor). Similar possibilities may exist between AC and Outreach, as well, for example. We need to think about the logistics of each and the intersectionality.

We could also potentially utilize the aforementioned database documenting members skills and passions to call upon people outside of the subcommittees when needed for specific projects Discussion was also had as to whether increasing the number of tasks on people's plates versus assigning them specific projects and following up leads to increased accountability when considering other needs people may have in their lives outside of GCDE (i.e., work, family, personal time etc.) However, we also have to be cognizant that we are not completing our subcommittee work in silos, either – or that the same people are doing all of the work across various subcommittees.

Action item: Research more effective hybrid meeting options. Continue discussion on the format of the legislative workgroup and effective partnerships that might exist within our work. Consider the current structure of the committee, and what makes the most sense, to allow us to be the most effective with the amount of time and resources that exist.

10:00 a.m. to 10:10 a.m. – BREAK (10 minutes)

10:10 a.m. to 10: 55 a.m. – Subcommittee Reports/Discussion of future plans (see questions at the bottom of this agenda): Subcommittee Chairs

Membership: Did report earlier, 6 new members, NMO on 3/15 for 2 hours, assigning mentors are current goings on. Megan is new to the role, can't think of any assistance needed, work is cyclical and mostly happens in the Fall. Aside from the aspects about mentorship, new member orientation, which have already been discussed – there is not much else to report. No questions were heard. Megan will meet with Clarence about coming up with a better mechanism to advertise year-round and branch out to include more diversity. It was noted that reappointments are typically made at the same time as new appointments. There also exist some partial terms due to people filling in vacancies.

Awards: The Awards subcommittee has set a date for the event (10/6). A location has also been reserved (the Wenatchee Convention Center). We have 15 rooms held at the hotel. It is Matt and Yvonne's first

year chairing the committee and they are excited to make some changes. They have created a workgroup on sponsorships and gotten that information sent out ASAP. We also have a group working on travel to the event. So far we have received $14k in sponsorship only 8 weeks into the year. Some other organizations were suggested to reach out to, such as tribal VR, as well as the possibility of accepting in-kind donations. We are also discussing renaming one of the categories and potentially adding a new one, and working on edits to the brochure. So, things are moving forward, and we are excited to see where the subcommittee goes. We will need help in distributing nomination packets once ready (targeted for April). We really want more people to submit completed nominations this year. By way of tangible homework assignments, we will likely ask that people send it to 3-5 people in their network.

Accessible Communities: Are working on the fiscal year, not the calendar year, which requires some different planning. Elaine and Elizabeth will work to get a better idea of the current funding available. This may require some coordinating with ESD, but if we could generate even a simple report, it would help us prioritize depending on what funds have been used or are unallocated. We have also implemented some changes to the grant process. Currently, the incoming grants are reviewed 2x per year, instead of on a rolling basis. This allows for better comparison and prioritization. We are now considering implementing 2 different "tracks," so to speak. This would be for the larger grants and the smaller grants. We would approve the larger grants of 25-50k once per year, and the smaller grants of under 10k separately. This would allow for a more competitive process. We are also currently changing the process for reimbursement of expenses related to RA so that it is more equitable. We will also be looking to partner with the Secretary of State's office on the creation of new ACAC's in coordination with the required voter advisory committees, as the group can serve both purposes, but many counties don't have them in place yet. We also want to follow up more intentionally regarding the impacts of the grants and any measurable impacts. The subcommittee will also be seeking new members as many folks who went off the committee last year had served previously, so we will be looking to those whose skills and interests lend themselves to participation. We may be able to partner with Community Outreach to help aid in the formation of county ACAC's at locations they visit. We also want to work more closely with the counties in the development of grant proposals.

YLF/LWG: No one from the subcommittee (aside from Elaine) was present to provide reports.

CO: We have a planning meeting next Friday so we are all on the same page regarding the direction. Looking at the questions on the agenda, and to catch people up, we ended the year with a couple of things: 1) a successful outreach in Port Orchard, and 2) running into a conflict with our support of NAUWU in the legislature and the current format of our events. We invite people with disabilities to speak up at the Town Hall, but then do not intentionally involve them and their lived experience at the leadership meeting the next morning. We want to call upon them and empower them to solve the

problems they are encountering in their own communities. There may have been reasons it was done this way in the past, but a lot of those currently on the committee have not ever seen an in-person event, and the in-person events had a different energy to them. We are not sure about the feasibility of going back to in-person events or using the same model currently. So that is where we find ourselves. We will be discussing two things in the planning meeting, 1) the different disability organizations that exist, and 2) asking people to reflect on how we can better empower people with disabilities to solve the problems they are encountering. Both will likely be necessary as we move forward, and we want to honor and pay attention to that, even though we don't quite know what it will look like yet but we have set aside some time to address it. We may want to work with AC and other disability organizations to create more of a cross-disability advocacy network so that we have a stronger and more united front. Lots to think about.

It was noted that members have a desire to focus more on employment if possible as well. It is in our name and we should celebrate those that have overcome barriers to employment and are leaders in the field or role models for our youth.

10:55 a.m. to 11:00 a.m. – Next Steps and Closing Remarks: Damiana Harper, GCDE Chair

Megan and Cullyn will have a conversation regarding the next steps of visualizing the mentorship process.

Emily and Clarence will communicate about creating the spreadsheet about members skills, interests, and abilities. Elizabeth can help with formatting the spreadsheet if needed.

Megan and Clarence will discuss ways to advertise that will allow for broader diversity on the committee.

We will connect Awards and YLF to focus on employment.

11:00 a.m. – Meeting Adjourned

Next Meeting – Coordinating Committee Meeting, April 28, 10:00 a.m. to 12:00 p.m.

QUESTIONS TO CONSIDER FOR SUBCOMMITTEE DISCUSSION

1. Has your subcommittee started planning their 2023 activities?

2. What would be needed to make your subcommittee's activities more impactful for WA citizens with disabilities?

   A. Activities (Are we doing the right activities?)

   B. People (Do you have the people you need, and do they have the skills you need?)

C. Resources (In a perfect world, what would you need? And, with the resources available, what can you accomplish?)

D. Partnerships (Are there other entities you could partner with to maximize resources, increase impact, and/or share burden?)

3. Are there current activities or procedures of your subcommittee that could be reduced or eliminated?

4. Are there ways other parts of GCDE could be incorporated into your subcommittee's activities?

MEETING FACILITATION RESOURCES – Not every bit of all of these apply to GCDE, but there is good information in each of them:

12 Tips for Running the Most Effective Meetings of Your Life | Workshopper

how to run an effective meeting with volunteers - Google Search

Managing Your Volunteer Board: 3 Ways to Deepen Engagement (galaxydigital.com)

Be an MVP (by Managing Volunteers Perfectly): Volunteer Management Tips from the Pros - YouTube

<u>Written report for the Accessible Communities Subcommittee</u>

Presented by: Warren Weissman, Chair

Coordinating Committee Meeting

April 28, 2023

Accessible Communities Subcommittee updates:

- AC membership is 6 people due to GCDE membership turnover and resignations, but new appointments from among new GCDE members are expected.
- AC has received three grant proposals for the Spring 2023 approval cycle. These proposals are from (Jefferson, Pierce and Thurston counties). The potential grants total approximately $40,000.

Accessible Communities Subcommittee accomplishments:

- The Subcommittee voted on April 19, 2023 to adopt revised grant approval procedures. Grants will be approved on two "tracks." One track is for grants below $10,000 and a second track is for grants above $10,000. Grants below $10,000 will be considered for approval twice per year while grants above $10,000 will be considered once per year.
- The Subcommittee continues working on revised procedures for ACAC expense reimbursements and

better financial information related to the AC account held at the State Treasury,

- Implementation of new procedures is targeted to the next fiscal year (beginning July 1, 2023).
- AC continued discussions with the Secretary of State's office about joining forces in urging counties to create ACACs. The Secretary of State's office enforces the legal obligation of counties to have a Disability Advisory Committee (DAC) related to voting matters, but legislation permits a single committee to act as both a DAC and ACAC. Several counties that are currently in non-compliance regarding a DAC will be urged to comply by creating an ACAC that doubles as a DAC.

Accessible Communities Subcommittee areas of concern:

- Membership of the AC Subcommittee needs to increase.
- AC needs to finalize new procedures for distributing funds for reasonable accommodations and other eligible ACAC expenses.
- AC needs to finalize its operations manual, potentially incorporating a further revision of grant-making procedures.

Accessible Communities Subcommittee challenges:

- Progress remains limited in the creation of ACACs in additional counties.
- Submission of grant proposals by ACACs remains below pre-Covid levels.

- ESD finance personnel to produce financial reports that enable planning, budgeting and tracking of financial resources.

How the Coordinating Committee can assist you and the work of the Accessible Communities Subcommittee:

- AC needs additional members. Ideally, multiple GCDE 2023 new members would be asked to join AC, or some redistribution of current GCDE members could occur.

<u>Written report for Awards Program</u>

Presented by: Yvonne Bussler White, Chair

Awards Subcommittee: Yvonne Bussler White, Matt Nash, Amy Cloud, Clarence Eskridge, Cullyn Foxlee, Kevin Frankeberger, Daniel Ledgett, Lucas Doelman, Mike Hatch, Pat Bauccio, and Tammy Pitre.

Awards Program updates from 2/11/2023 to 4/19/2023

Updates & Successes:

Awards program date was selected for October 6th to be held in Wenatchee WA at the Wenatchee Convention Center. Ryan is in process of blocking hotel rooms and finalizing contract paperwork for this event.

Workgroups activity:

Travel workgroup – Cullyn and Pat will work with GCDE staff on forms of transportation to Wenatchee.

Nomination Application Packet workgroup – Emily and Ryan are working to launch the applications after subcommittee review.

Sponsorship – Currently we have received $21k in sponsorships. The goal is $25k.

Awards Brochure – has been updated and ready for distribution.

Marketing – Marketing is in progress. Yvonne and Cullyn will assist Ryan with marketing to the local communities.

Photo event – Event with the Governor for the 2020 – 2022 Award Recipients and employers is on hold at the moment.

Awards program areas of concern: None at this time.

How the Coordinating Committee can assist you and the work of Awards Committee: CC can assist with outreach to partners and providing contact information for groups to market event to.

<u>Written report for the Community Outreach (CO)</u>
Subcommittee, submitted by Marsha Cutting, C.O. Subcommittee Chair, on April 17, 2023, for the Coordinating Committee Meeting on April 28

Community Outreach updates: The Community Outreach Subcommittee has tentatively selected Ridgefield, a fast-growing and underserved area of Clark County, as the site for the next Community Outreach - possibly in late Fall (October or early November onward before the holidays and new year).

Community Outreach accomplishments: We have reached out to several people with disabilities in Clark County, and they have agreed to join us as local partners in planning the event. One of them was able to join us at our last meeting, and several more have said they plan to be present at our next meeting. We also have people delegated to follow up on the commitment statements from the last Port Orchard Outreach in December. The Port Orchard Summary report was also completed, reviewed, distributed, and updated.

Community Outreach goals: They have begun considering possible locations for the Outreach, which we hope can be conducted as a hybrid event, pending further information and planning.

Community Outreach areas of concern: None at this time.

Community Outreach challenges: None at this time.

How the Coordinating Committee can assist: To be determined.

Bill Number	Short Number	Current version	Day 47 status	59 day Cutoff Status	Notes
HB 1069	1069	SHB 1069	Passed Chamber		Facilitates interstate practice of licensed professional counselors which increases access to professional counseling services.
HB 1106	1106	SHB 1106	In rules	Passed Chamber	People who leave work due to the death, illness or disability of a family member or the care of a child or a vulnerable adult in the claimant's care have good cause are are not disqualified from unemployment benefits. Takes effect July 7, 1014
HB 1109	1109	SHB 1109	In rules	Passed Chamber	Funds OSPI to reimburse school districts for costs related who are to conduct evaluations and educational planning for students who are referred for special education services during summer months so that students can begin the year with the services they need.
HB 1134	1134	2SHB 1134	In rules	Passed Chamber	Cleans up language by changing crisis line to designated 988 system; requires behavioral health providers to display info on 988; requires the department to create informational materials for distribution. Creates a 988 geolocation committee to study privacy issues related to national 988 call routing based on location rather than area code.
HB 1222	1222	SHB 1222	Passed Chamber	Passed Chamber	Group health plans other than small group plans must include coverage for hearing instruments including bone conduction hearing devices; coverage must include exams, fittings, auditory training, ear molds and services for over the counter hearing aids. Max bene is $2500 per ear with hearing loss every 36 months.
HB 1305	1305	2SHB 1305	In rules	Floor calendar	Sets a timeline for processing, conducting and communicating results of disability evaluations made by school districts. Decisions about conducting eval must be made within 15 business days; 5 days after decision school dist must inform parent using multiple channels of communication; creates presumption of permission for eval by requesting special ed services and requires school district to conduct eval within 25 business days in most circumstances.
HB 1305	1305	2SHB 1305	In rules	Floor calendar	Sets a timeline for processing, conducting and communicating results of disability evaluations made by school districts. Decisions about conducting eval must be made within 15 business days; 5 days after decision school dist must inform parent using multiple channels of communication; creates presumption of permission for eval by requesting special ed services and requires school district to conduct eval within 25 business days in most circumstances.
HB 1479	1479			Passed Chamber	Prohibits schools from isolating students and using restraints including non public agencies operating special education programs. Stipulates that no student shall be subjected to isolation, mechanical restraint, or chemical restraint when attending school or participating in school sponsored instruction or activities. Includes a ban on physical and chemical restraints.
SB 5300	5300	SSB 5300	Passed Chamber		Health plans that include prescription drug coverage may not require substitution of nonpreferred drugs or increase cost sharing for enrollees if the prescription is for an initial or refill of an antipsychotic, antidepressant, antiepileptic or other drug to treat a serious mental illness if the enrollee is stable on the drug and the provider continues to prescribe it.

Legislative Shortlist

Full legislative workbook pending

<u>Written report for the Membership Subcommittee</u>

Presented by: Megan Mason-Todd, Chair

Coordinating Committee Meeting

April 28, 2023

Membership Subcommittee updates:

	Current Members
Current # of GCDE Members	24
Member who left in 2023 (Candace Dickson)	(1)

Boards & Commissions has allowed us to fill 25 positions presently (including GCDE Chairperson).

<u>Membership Subcommittee accomplishments:</u> **All six membership recommendations were accepted by the Governor's Office. We had a successful New Member Orientation in March. We paired the six new members with mentors.**

<u>Membership Committee Goals</u>:

1. Schedule a strategy meeting for the subcommittee

2. Megan will connect with Clarence to figure out an Excel worksheet for possible outreach locations to solicit new members

Membership Subcommittee areas of concern:

- The need to reschedule a shorter version of the New Member Orientation (NMO) because one new member (Kristina) wasn't able to attend.
- We are hoping that Candace's position will be filled, and we can onboard that new (alternate) member too.
- We had one alternate member that we suggested in the original membership recommendation package to the Boards and Commissions Office that could be considered to fill Candace's position.

Membership Subcommittee challenges: Same as above.

How the Coordinating Committee can assist you and the work of the Membership Subcommittee:

Thank you to those who volunteered to serve as mentors. We appreciate it!

<u>Written report for Youth Leadership Forum</u>

Presented by: Kristin DiBiase, Chair

Coordinating Committee Meeting

April 28, 2023

<u>**Youth Leadership Forum**</u> <u>**updates**</u>**:**

- **Candace Dickson resigned from GCDE and as YLF chairperson**
- **Kristin DiBiase was appointed the new YLF chairperson and Nathan Hoston was appointed the Vice-Chair**
- **Currently working on making YLF video accessible (audio description)**

<u>**Youth Leadership Forum**</u> <u>**accomplishments**</u>**:**

- **YLF 2023: July 29-August 4, 2023, at the Dumas Bay Centre, Federal Way, WA. Delegates arrive on July 30th.**
- **Created a curriculum workgroup with Kristin DiBiase, Nathan Hoston, Marsha Cutting and Stacy Kidd from DVR**

<u>**Youth Leadership Forum**</u> <u>**areas of concern**</u>**:**

- **Recruiting enough delegates to cover event costs**

<u>**Youth Leadership Forum**</u> <u>**challenges**</u>**:**

- **Making changes to the curriculum in time for this year's YLF**
- **Keeping past delegates engaged so they return as peer counselors**

<u>Youth Leadership Forum</u> <u>challenges (continued):</u>

- **Connecting with schools and transition programs**

<u>How the Coordinating Committee can assist you and the work of the Youth Leadership Forum:</u>

- **The YLF subcommittee will need support in the following ways:**
  - **Commitment from members to disseminate application materials to various networks**
  - **Obtain SWAG items for delegates and YLF store**

YLF information to distribute

The 21st Annual Youth Leadership Forum will be held on July 30-August 4 at the Dumas Bay Center in Federal Way, WA. See below for more information.

2023 YLF event flyer

2023 initial YLF student application (Survey Monkey)

Follow YLF on Facebook.

For more information about the Youth Leadership Forum, contact Elaine Stefanowicz at elaine.stefanowicz@esd.wa.gov or 360-890-3774.

Awards information to distribute pending

(GCDE) MEMBERSHIP ROSTER January 2023

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Accessible Communities, Community Outreach, Coordinating, Legislative Workgroup

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Accessible Communities Chair, Community Outreach, Membership, Coordinating, Legislative Workgroup

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Coordinating, Governor's Employer Awards Chair

Simon Calcavecchia
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Engagements TBD

Dave Carl
Cowlitz County
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Engagements TBD

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Whatcom County
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Engagements Awards, Outreach, Legislative Workgroup Co-Lead

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Community Outreach Chair, Youth Leadership Forum, Membership, Coordinating

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Community Outreach, Legislative Workgroup
Page 2

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Engagements YLF Chair, LWG Lead, Coordinating

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Engagements YLF, Awards

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Governor's Employer Awards, Youth Leadership Forum, Legislative Workgroup

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Engagements YLF Vice-Chair, Outreach, LWG

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Community Outreach, Governor's Employer Awards

Steve Lewis
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Membership Chair, Coordinating, Legislative Workgroup

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Engagements TBD

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Engagements TBD

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Community Outreach Vice-Chair, Youth Leadership Forum

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Engagements: TBD

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Mandeep Kaundal
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Paul Wysocki
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Labor and Industries
Tumwater
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GCDE Website: www.esd.wa.gov/gcde
GCDE Facebook Page:
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Program Coordinator
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Revised: 2023
For revisions, email Emily Heike at emily.heike@esd.wa.gov

OPERATIONS MANUAL

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

Contents (Press Ctrl+Click on titles below to skip to that section)

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Executive Order 87-08

Governor's Committee on Disability Issues and Employment

It is the public policy of this state to promote full participation and equal opportunity for all persons, including those of disability. (A person of disability means an individual who has physical, mental, or sensory characteristics such as those listed under the "handicapped person" definition in regulation 28 CFR 41.31(b) for implementation of Section 504 of the Rehabilitation Act of 1973, as amended, PL 93- 112.) Yet, despite continued efforts and marked progress to achieve equity for the disability community, this social minority presently experiences one of the highest unemployment rates, has a disproportionate number of members living in poverty, and still cannot access most built structures or community activities. Although the disability minority in Washington numbers approximately 400,000 persons, it has a very low sense of group identity, and the abilities, capacities, interests, and concerns of persons of disability continue to be misunderstood or undervalued.

NOW, THEREFORE, I, Booth Gardner, Governor of Washington, do hereby reaffirm the establishment of and need for the Governor's Committee on Employment of the Handicapped, retitle it the Governor's Committee on Disability Issues and Employment, hereinafter referred to as the "Committee," reaffirm its administrative attachment to the Employment Security Department, and require the following:

1. The Committee, pursuant to this Executive Order, shall serve as a disability minority advocate. It shall identify for attention the issues and concerns pertaining to the rights and needs of all persons of disability and shall work to empower such individuals to take control over their own lives;

2. The Committee shall advise the Governor, Legislature, state agencies, the business community, organized labor, other public and private organizations, and the general public on disability issues and concerns, and make recommendations to address those concerns, with emphasis on increasing opportunities for independence and employment;

3. The Committee shall develop, conduct, and oversee the execution of policies, projects, activities, and other actions that will enhance access, opportunities, options, and equity for all persons of disability;

4. Annually, the Committee shall submit to the Governor a report with

recommendations which shall address disability issues such as the following: the status of public and private sector employment opportunities; program and physical access; legislative priorities; selected state agency budgets; economic and social status of the disability community; and an overall state government rehabilitation/disability services overview;

5. In carrying out its duties, the Committee may establish such relationships with state agencies, especially those that serve the disability community, local governments, private industry, educational institutions, labor, and other private organizations, as may be needed to promote equal opportunity for persons of disability;

6. Each state department and agency shall provide appropriate and reasonable assistance and resources to the Committee, so that the Committee may carry out the purposes of this Order. Also, the Committee may secure, directly from any department or agency of the state, information necessary to enable it to carry out the purpose of this Order;

7. The chairperson and the members of the Committee shall be appointed by the Governor, and;

   (a) At least fifty percent of new members appointed after the effective date of this Order shall be persons of disability. Up to ten percent of the full Committee membership may be family members of persons of disability and/or advocates;

   (b) The membership shall be selected so as to represent a wide variety of physical, mental, or sensory disability characteristics. Geography, occupation, sex, age, socioeconomic status, other minority membership, and diversity of viewpoints will also be considered in making appointments;

   (c) Selected governmental leaders and advocates, necessary to enable the Committee to carry out the work of this Order, may participate on the Committee as non-voting associate members. The Governor shall appoint associate members; and

   (d) The Committee may establish advisory, work, and study groups as necessary to carry out the work of this Order.

8. The Employment Security Department shall continue as the lead agency in providing fiscal and administrative support to the Committee, including;

   (a) Seeking and securing additional support for the Committee from other state agencies; and

   (b) Coordinating the fiscal and administrative support that all other agencies and sources provide to the Committee.

9. The Committee shall have the authority to accept support and assistance, or receive gifts, grants, endowments, or bequests, as may be made to or provided from state agencies or other public/private sources, for the use and benefit of the purposes of the Committee and to expend the same, or any income therefrom, according to attached terms.

IN WITNESS WHEREOF, I have Hereunto set my hand and caused the seal of the state of Washington to be affixed at Olympia this 1st day of July, A.D., nineteen hundred and eighty-seven.

BOOTH GARDNER
Governor of Washington

Mission Statement:

The Governor's Committee on Disability Issues and Employment provides state level advocacy and leadership with the disability community to obtain equity in economic opportunity and community inclusion.

Vision Statement:

An equitable Washington where people with disabilities experience full inclusion, full participation, and economic vibrance.

Pro-Equity Anti Racism Statement:

In accordance with Executive Order 22-02, the Governor's Committee on Disability Issues and Employment is committed to the vision of "everyone in Washington has full access to the opportunities, power, and resources they need to flourish and achieve their full potential…"as directed by the Governor. GCDE acknowledges the history of "systems that have been both intentionally and unintentionally built to reinforce privilege, opportunity and power for some but not all" (ESD PEAR statement, 8/30/22) and is committed to unraveling those systems to make changes that allow full equity for all Washingtonians.

What do Staff and Committee Members Do?

- Advise on state policy affecting people with disabilities;

- Monitor and influence legislation on matters related to equity in opportunity and access for people with disabilities;

- Communicate with policy makers, state leaders, and the public about access and inclusion for people with disabilities;

- Through Community Outreach events, facilitate conversations and empower communities to identify already existing resources and build plans to fully meet the needs of people with disabilities;

- Recognize employers who demonstrate leadership in employing persons with disabilities through the Governor's Employer Awards;

- Engage in state level activities that support employment outcomes for people with disabilities;

- Host the Youth Leadership Forum for youth with disabilities, growing the next generation of leaders;

- Oversee and award grants to promote accessibility per the Accessible Communities Act.

- Engage in state level activities that support employment outcomes for people with disabilities;

- Conduct activities in a universally accessible environment and ensure effective inclusion and communication.

Coordinating

Mission: The mission of the GCDE Coordinating Committee is to coordinate GCDE activities, and leadership support, with the Chairperson and Executive Director.

Role:

- Provides direction in establishing priority policy areas;

- Reviews subcommittee work for mission and resource appropriateness and addresses any conflict in use of resources;

- Coordinates information from and to members, staff, and stakeholders;

- Provides information and leadership to members;

- Plans and provides direction to General Membership meetings.

Subcommittee Mission Statements

Accessible Communities:
The Accessible Communities (AC) subcommittee supports counties in improving accessibility, inclusivity, and equal access to opportunities for people experiencing disabilities by helping counties establish Accessible Communities
 Advisory Committees (ACACs) and providing them with funding and technical assistance.

Activities:
- Using funds accumulated in the State's Accessible Communities Account, grants funds to county ACACs by reviewing grant proposals and making funding decisions;
- Acts as a resource for counties and others on accessibility.

Community Outreach:

The Community Outreach subcommittee advocates for and with the disability community by conducting outreach events to facilitate, encourage, and celebrate community involvement in the development of overarching action plans to improve and promote solutions for self-identified community barriers. We provide information on available resources to individuals with disabilities and to the local community.

Activities:
- Develops and hosts activities to engage rural and/or underserved communities throughout Washington;
- Engages with leaders to build effective relationships within their community.

Governor's Employer Awards:

The Governor's Employer Awards subcommittee increases opportunities, accessibility, employment, and career development for people experiencing disabilities by planning and holding an annual event recognizing employers and individuals who are leading the way toward inclusion for people experiencing disabilities.

Activities:
- Plans the annual Governor's Employer Awards event;
- Solicits and considers nominations;
- Selects recipients for the awards.

Membership:

The Membership subcommittee ensures GCDE
has highly qualified representatives of the disability
community by recommending for appointment people diverse in disability,
relationship to the disability community, viewpoints on disability issues, ethnicity,
gender, age, and geographic residence. The subcommittee ensures that new GCDE
Members are successful by providing a thorough new member orientation and
mentorship program, and ensures that GCDE's vision is fulfilled through the timely
and active participation of all Members.

Activities:
- Reviews application materials and determines a list of applicants for
  further consideration;
- Interviews applicants;
- Works with GCDE leadership to create and submit a list of recommended
  appointments to the Governor's Boards and Commissions Office.

Youth Leadership Forum (YLF):

Through an innovative, intensive six-day transition and leadership training
program, the YLF subcommittee provide students (aged 16-22) experiencing a
disability with life skills, the opportunity to practice leadership skills, a sense of
community, and a chance to develop lifelong
friendships. We provide mentorship and a supportive environment for development
of leadership, citizenship, and social skills to delegates from around the state,
enabling delegates to rise and directly influence an inclusive society.

Activities:
- Plans and hosts a youth leadership 6-day, 5-night event;
- Solicits donations and engages partners to create a vibrant program;
- Recruits youth for the event.

Legislative Workgroup:

The Legislative Workgroup works alongside the GCDE Executive Director and GCDE Chairperson to identify legislative priorities, positions and actions during both legislative sessions each year. The Legislative Workgroup mobilizes GCDE members to influence legislative action through their respective personal legislators on issues of importance to people with disabilities. GCDE acknowledges the plurality of thought and complexity in our workgroup's diverse, cross disability, statewide presence; and welcomes healthy discourse.

Activities:
- Establish legislative priorities for GCDE each legislative session

- Work alongside community partners to advocate and educate legislation directly impacting people with disabilities

GCDE Organizational Chart

GCDE Chair Damiana Harper	

Elizabeth Gordon Executive Director

Program Specialists/ Coordinator

Coordinating Committee

- Employer Awards
- Youth Leadership Forum
- Community Outreach
- Accessible Communities
- Membership
- Legislative Workgroup
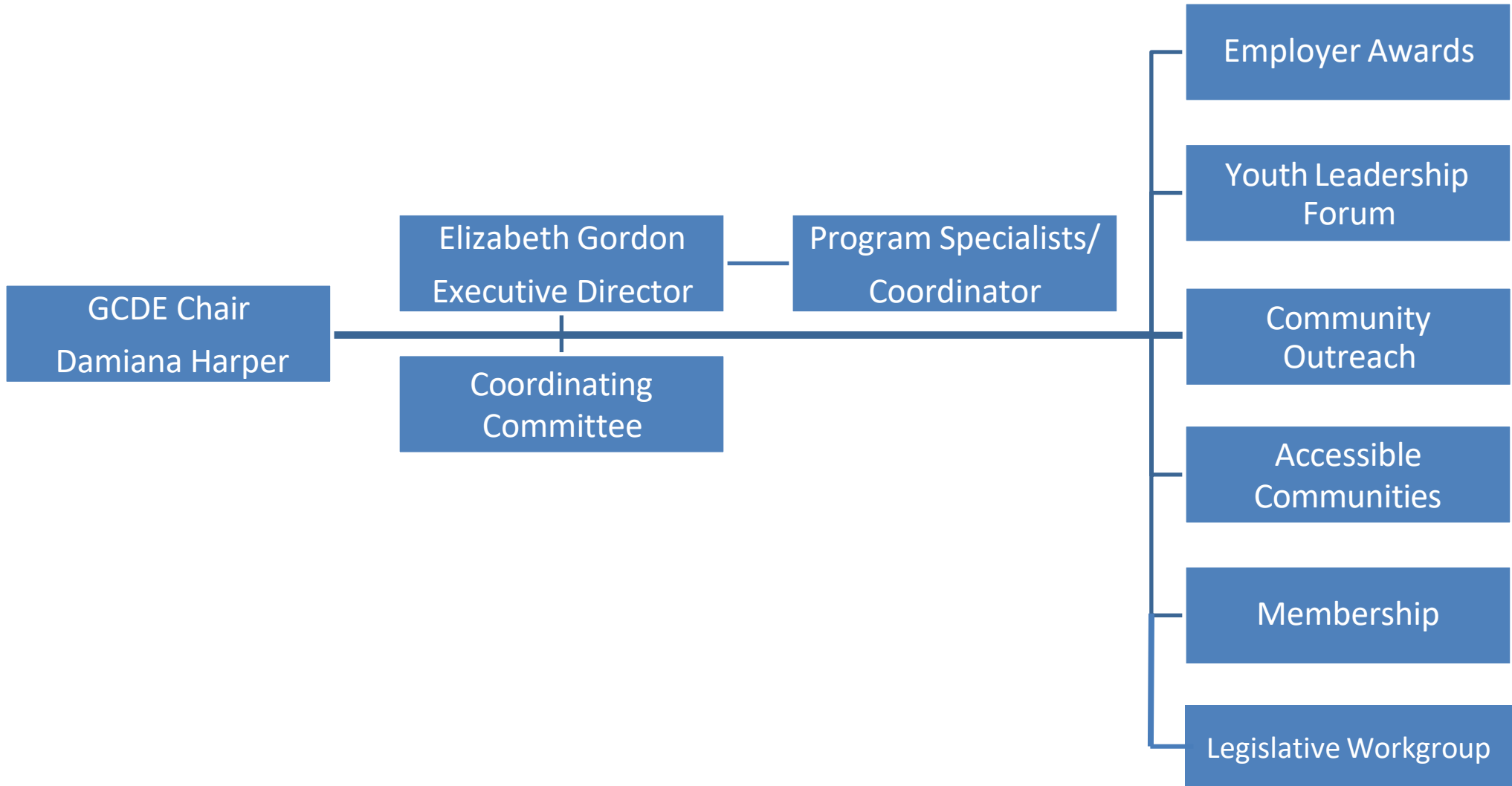
ROLES AND RESPONSIBILITIES
POSITION DESCRIPTIONS
Member, Governor's Committee on Disability Issues and Employment (GCDE):

Appointment:

Appointed by the Governor for an initial three-year term and may be reappointed to a second three-year term.

Qualifications:
- Be a person with a disability or disabilities, family member of a person with disabilities, and/or an advocate/professional for persons with disabilities;

- Have experience working to ensure people with disabilities obtain equity and independence;

- Possess expertise, skills, resources, or life experiences that contribute to the activities of the GCDE;

- Have leadership experience enhancing opportunities for people with disabilities OR lived experience that brings needed perspectives for GCDE to represent the disability community;

- GCDE intentionally includes historically under-valued communities who experience disproportionate barriers to employment and services, such as the Black, Indigenous, and People of Color (BIPOC) community, and the Lesbian, Gay, Bisexual, Transgender, Queer/ Questioning, Intersex +(LGBTQI+) community, recognizing that intersection between identities compounds access, equity and inclusion.

Responsibilities:
- Prepare for, attend, and actively participate in GCDE General Membership Meetings;

- Serve on GCDE subcommittee(s) and actively participate by taking on work tasks;

- Be responsive to GCDE communications;

- Serve as a resource, alerting GCDE to issues, connecting GCDE to programs and leaders;

- Assist GCDE to establish relationships with State agencies, local governments, private industry, educational institutions, labor, and other private organizations to promote equity for people with disabilities;

- GCDE Members actively participate. Our work is critical, and each voice is needed. Members who need to reduce participation due to unforeseen life circumstances should inform staff and the GCDE Chair as soon as possible. Members who must miss a regularly scheduled meeting must inform staff in advance of their expected absence.

Associate Member, GCDE:

Appointment:

Historically, the Governor appoints heads of state agencies that serve people with disabilities as Associate Members. Associate Members may appoint a delegate to attend meetings on their behalf. If the Governor elects not to take the role of appointer, this responsibility falls to the GCDE Coordinating Committee in partnership with the Executive Director.

As cross-disability advocates, GCDE Members and Associate Members represent complex issues and interests, seeking to achieve diverse objectives. The Committee works within a complex and intricate environment that includes relationships with elected officials, leaders of state agencies, and members of other boards and commissions, along with diverse constituents.

Partners are critical in supporting people with disabilities and in achieving equity for people with disabilities. GCDE may recommend extraordinary partners for appointment as an Associate Member.

Criteria for appointment shall include:
- Statewide services are provided;

- The partner strengthens GCDE's mission and provides high quality services to the disability community;

- Associate Members provide services to the disability community beyond promoting their services to people with disabilities.

Chairperson:

Appointment: By the Governor and serves at the Governor's pleasure for a three-year term with the possibility of a second three-year term.

Role and Responsibilities:

The Chair leads GCDE to achieve goals and objectives that support equity for people with disabilities. The Chair oversees all Committee work, including GCDE's subcommittees and work groups, ensuring achievement of GCDE's goals and objectives. The Chairperson delegates day to day operations to GCDE staff. The Chairperson must be sensitive and respectful while prioritizing and balancing relationships with the goals of the Committee.

- Cooperates with the Employment Security Department, which houses GCDE, to select and supervise the Executive Director. Directs other GCDE staff to conduct the general business and operations of GCDE. Direction of union-represented staff is coordinated through the Executive Director;

- Liaises between GCDE and Employment Security Department, other agencies, the Governor's Office, and the State Legislature;

- Represents GCDE at governmental and private sector meetings, functions, and activities;

- Ensures GCDE's operating procedures are adequate to support general business and objectives;

- Conducts and presides at GCDE General Membership meetings, Coordinating Committee meetings, and other meetings, as needed;

- Appoints GCDE's Vice-Chairperson(s) and chairs of Subcommittees;

- Appoints GCDE Members to subcommittees in coordination with subcommittee Chairs;

- Appoints workgroup leaders as well as leaders of, ad hoc committees, special action committees, and/or special project groups, subject to the availability of resources and in alignment with the GCDE mission;

- Prepares or delegates correspondence to Committee Members and associates, citizens, governmental officials, and others.

<u>Subcommittee Chairperson or Vice-Chairperson:</u>

Appointment:

Appointed by the GCDE Chairperson. Subcommittee Chair and Vice-Chairpersons are GCDE Members, Associate Members, or Chairs Emeritus. When no current GCDE Members are available to fill a vacant Chair position, the GCDE Chair may appoint a past GCDE Member or community volunteer who is familiar with the subcommittee work as an acting Chair until leadership capacity is built within the existing Members.

Subcommittee Chairpersons and Vice-Chairpersons serve at the pleasure of the GCDE Chairperson.

<u>Roles and Responsibilities:</u>
- Subcommittee Chairpersons plan, monitor, and evaluate the work of the subcommittee;

- Subcommittee Chairpersons are voting Members of the GCDE Coordinating Committee;

- Subcommittee Chairpersons develop a subcommittee work plan to present to Coordinating Committee for review;

- Vice-Chairperson(s) are appointed to provide leadership support. Vice-Chairperson(s) roles serve as training opportunities for individuals; however, the positions do not carry "Chair elect" status;

- Vice-Chairpersons substitute as Chair when Subcommittee Chairpersons are absent.

MEMBERSHIP OF SUBCOMMITTEES

Coordinating Committee:

Standing Members include GCDE Staff, Chairperson; GCDE Vice-Chairperson(s); and Subcommittee Chairpersons. In addition, there are a minimum of two (2) At- Large Member positions who are nominated by GCDE Members at the last General Membership Meeting of the calendar year. Current Coordinating Committee Members recommend candidates to fill positions for the next year. At-Large Members are then appointed by the GCDE Chairperson for a one-year term, January - December.

Subcommittees:

Each GCDE Member is appointed to subcommittee(s) by the GCDE Chairperson, considering the overall needs of all the subcommittees and each new Member's preference in appointment. Over time, Members may be reassigned to different subcommittee(s).

Workgroup Leaders:

Workgroup Leaders are subcommittee Members, appointed by the Subcommittee Chairperson to carry out specific, time-limited projects. The Subcommittee Chairperson may also act as a workgroup leader. Community volunteers are eligible to be Workgroup Leaders.

Membership Subcommittee:

Members may include the GCDE Chairperson; GCDE Vice-Chairperson(s); Membership Subcommittee Chairperson; Staff, and Membership Subcommittee Vice-Chairperson. In addition, At-Large Members of the Membership Subcommittee are appointed by the GCDE Chairperson on an as-needed basis.

Ad-Hoc Committees:

The GCDE Chairperson may establish Ad-Hoc Committees to work on special projects, provide oversight, or carry out aspects of the work of the GCDE.

STAFF FUNCTIONS

Under the direction of the Executive Director, staff support the following GCDE subcommittees:

- Coordinating Committee;
- Accessible Communities;
- Community Outreach;
- Governor's Employer Awards;
- Membership;
- Youth Leadership Forum;
- Legislative Workgroup
- Ad Hoc Committees and Workgroups as assigned.

Committee Support Activities:

Program Coordinators/Specialists staff committees, subcommittees, and workgroups. Staff work under the direction of the Executive Director in coordination with the GCDE Chairperson, subcommittee Chairperson, or workgroup leader. Examples of staff support:

- Meeting Preparation--scheduling, acquiring, or developing materials, communications, arranging presenters, locating meeting sites, creating virtual meeting invitations, arranging virtual meetings, and assisting with travel;

- Meeting Support--providing refreshments, providing alternative formats, organizing accommodations, providing technical assistance, and taking minutes;

- Follow-up Tasks—preparing and distributing minutes, publications, reports, and correspondence; planning and organizing workshops, conferences, and forums; performing research and analysis; drafting materials for committee review;
- GCDE staff also undertake duties outside of committee support activities, as directed by the Executive Director.

GCDE SUBCOMMITTEE REPORTS

Subcommittee Chairs submit reports three (3) times per year to the Coordinating Committee the meeting prior to the gathering of the general membership.. Reports are brief and focused on keeping other Members up to date on subcommittee work. The Coordinating Committee report is included in meeting materials for General Membership meetings. GCDE staff may assist subcommittee Chairs with written reports as needed. Reports include the following:

- Date of Report;

- Subcommittee Name;
- Successful Outcomes since last report;
- Recent Activities;
- Next Steps;
- Ways GCDE Members can help; and
- Name of person submitting report.

SUBCOMMITTEE WORKPLAN

Subcommittees develop a work plan for the year. The Chair submits the workplan to the Coordinating Committee. The Coordinating Committee reviews work plans from all subcommittees.

SAMPLE Subcommittee Work Plan on next page

Subcommittee	Youth Leadership Forum
Chair, Vice-Chair, Members	Chair, (Name); Vice-Chairs, (Name)
Regular Meeting schedule	Monthly February through September and bi-monthly meetings October - January
Youth Leadership Forum	Dumas Bay Centre, Federal Way, August 4-9, 2019
Evaluation Meeting Date	At the September follow-up meeting after the YLF.

SUBCOMMITTEE MISSION: Through an innovative, intensive 6-day transition and leadership training program, we provide students aged 16-22 experiencing a disability with: life skills, the opportunity to practice leadership skills, a sense of community, and a chance to develop lifelong friendships. We provide mentorship and a supportive environment for development of leadership, citizenship, and social skills to delegates from around the state, enabling delegates to rise and directly influence an inclusive society.

Goal/Outcome	Strategy	Activities	Who is Responsible	Resources	Timeline
Obtain delegate representation from across the state	Target recruitment to high schools and disability orgs to meet enrollment goals	Distribute applications by mail, email, social media, through schools, disability orgs, prior YLF delegates, GCDE GM meetings, and other subcommittees	YLF subcommittee and GCDE staff	Volunteer & staff hours, printing, and mailing costs	Delegate applications March 1-May 20 due date

Contact delegates about being selected by June 10th |

To ensure qualified & encouraging counseling staff	Target recruitment of qualified counselors, assistants & peer counselors	Contact former YLF students, past counselors & those interested from disability orgs & the general public Evaluate Volunteer applications for the best qualified	The YLF Subcommittee & GCDE Staff YLF Chair, Vice-Chair & GCDE Staff	Volunteer & Staff hours Volunteer & Staff hours	Volunteer Applications April 1-June 1 Contact students about their selection by June 10
A program that is challenging, informative, confidence building & fun	Effectively recruit speakers, presenters & entertainers with a broad range of information & experience in the disability arena.	Contact speakers & presenters that got good evaluations from prior Forums about availability Contact new speakers suggested by subcommittee & others	The YLF Subcommittee & GCDE Staff Staff confirms & fills time slots in the agenda	Volunteer & Staff hours Staff hours	Contact speakers & presenters from January- July

Meeting Access Policy

GCDE provides reasonable accommodations to its members, associates and others who participate in meetings, training, conferences, and other GCDE- sponsored activities, and provides communications in accessible formats.

GCDE meetings will:

- Be held in accessible locations and facilities;

- Be held on accessible virtual platforms;

- Be facilitated for maximum accessibility;

- Be scheduled at time of day, day of week, and location that considers the needs of most people involved;

- Be fragrance free.

REASONABLE ACCOMMODATIONS
Requests for reasonable accommodation should be made to GCDE staff as early as possible. Staff maintain working knowledge of current Members reasonable accommodation needs so that they may be provided on a regular basis without a special request. Accommodations may include:

Materials in Alternate Format
Materials may be provided in alternate format such as large print or Braille. Contact a staff person if an alternative format is needed. Please note that materials are provided electronically.

Sign Language Interpreters
GCDE staff, upon request and with at least four (4) weeks' notice, will schedule sign language interpreters for GCDE meetings and activities.

Assistive Listening Systems/ CART and Videotext Displays
Assistive listening and transcription will be provided for meetings upon request. Requests must be made four (4) weeks before the scheduled meeting.

Fragrance Free Environment
Please refrain from using fragrances when attending in-person GCDE activities.

Transportation
Members must contact GCDE staff for assistance and preapproval. Arrangements will be made for the least expensive mode of travel. Carpooling is strongly encouraged.

General Assistance
Upon request, staff can assist in filling out forms, reading meeting materials aloud, and other reasonable individual preparation or support before meetings. This assistance increases programmatic access that allows full participation.

Accommodations for GCDE Co-Sponsored Activities
GCDE works with co-sponsoring organizations to hold meetings in accessible locations, provide accessible materials, sign language interpreters, and other accommodations when GCDE has received prior notice that services are necessary, and if budget allows.

Accessibility Mentoring and Support
As a leader in state disability issues, GCDE works with and encourages other organizations to hold meetings in accessible locations, provide accessible materials, sign language interpreters, and other accommodations when GCDE has received prior notice that such assistance is desired. GCDE provides training and mentoring of other organizations who make such requests as time allows.

Community Input to GCDE
GCDE considers input and ideas from the community to shape our work.

- **Public comment:**
Members of the public may share their thoughts, ideas, and concerns during periods of public comment at GCDE General Membership meetings, committee meetings, or work group meetings. Public comments will not be addressed at the meeting where they are shared but may be explored for further action at the next meeting of the governing body with which the idea was shared. Individuals who share input via public comment periods generally will not receive any response to that feedback other than having their comments noted in the minutes of the meeting during which they made the comments.

- **Subcommittee Membership:**
Community members may join GCDE subcommittees work groups, or ad hoc groups. Community members have the same roles, responsibilities and voting rights as other subcommittee Members.

Voting Policy

The following is the voting policy for general Members, Associate Members, and Members Emeritus:

Members may vote at/in General Membership meetings and all subcommittees that they are a member of.

Associate Members may vote at:
1. Subcommittee meetings where they are a member of the subcommittee

Chairs Emeritus may vote at/in:
1. General Membership meetings; and
2. Subcommittee meetings where they are a member.

Voting Process

GCDE makes decisions two ways:

- At GCDE meetings, subcommittee meetings, work groups or other gatherings where GCDE business is conducted motions can be made and seconded and a formal vote conducted. This method includes a record of the person who makes the motion, the number of people who voted for the motion, the number who voted against a motion and the names of any people abstaining from the vote based on the information included in the abstention/conflict of interest section below. This type of vote is taken for matters where financial decisions are being made, such as funding for accessible communities projects;

- In some matters, where a vote is not required, a leader such as the GCDE Chair or subcommittee Chair may decide after gathering input. The leader will ask the group for input and will facilitate an informal discussion. To ensure everyone's input is obtained, the facilitator may ask each Member of the group to weigh in individually, so all Members have an opportunity to speak about the issue. Leaders make final decisions and report back to the group on final action.

Votes are conducted in public and recorded in minutes. Members or participants may abstain from a vote when they have a real or perceived conflict of interest. Generally, conflicts of interest exist when Members or their family member have a

personal or financial interest that could compromise their independent judgement in casting their vote. GCDE Members are expected to minimize conflicts of interest, disclose ethical, legal, financial or other conflicts and remove themselves from the related decision making and vote if a conflict of interest or appearance of a conflict of interest exists. For example: a person who lives in a particular County removes themselves from decision making on a project that benefits that County. Minutes record the person's name and their abstention.

Quorum

Quorum consists of a simple majority of the General Membership, Coordinating Committee, subcommittee, work group, or other group, respectively. Simple majority consists of 50% of the membership of that group, plus 1. In matters of policy and ways of conducting business, GCDE values hearing varying perspectives and coming to a common understanding. Therefore, allowing an adequate amount of time to discuss matters so that each Member may share their thoughts is important prior to a vote. GCDE staff shall maintain record of membership for General Membership, subcommittees, workgroups, and other groups so that quorum can be established prior to votes. Votes are only taken when quorum is established.

Meeting Minutes

GCDE takes meeting minutes in any meeting where decisions are made. Notes or minutes will record any decisions that are made by GCDE general membership, coordinating committee, subcommittees, work groups, or other groups assembling to conduct the business of GCDE. These meeting minutes will be available to the public via the GCDE website.

The results of votes will be recorded in the minutes or meeting notes, which shall include a record of a motion that describes what the group is voting on, a second to the motion, and a record of the number of Members voting in favor, voting against, and abstaining.

> For example:
> Motion by Juan to approve the minutes. Seconded and passed unanimously. Or Motion to approve funding for Hope County ramp proposal, seconded and passed with 10 in favor, 3 against, and 1 abstention by Marie who lives in Hope County.

In votes that take place via email or online polling, a complete list of those who were asked to vote will be included with their vote in the minutes. GCDE does not conduct any votes by secret ballot.

Open Public Meetings

Membership in the Governor's Committee on Disability Issues and Employment requires a recognition that the needs of the public are the top GCDE priority. GCDE exists to conduct the business of the public and operates in accordance with the [Open Public Meetings Act RCW 42.30.010 et seq](). As such, members of the public may attend GCDE meetings and observe. During a period of open public comment, members of the public can provide input. GCDE Members must complete training on OPMA prior to serving, and periodically thereafter. Training on OPMA and other related guidance for those serving as Members is found on the Governor's Boards and Commissions website: https://www.governor.wa.gov/boards-commissions.

Training includes:
- Being an Effective Board or Commission Member;
- Ethics in Government-A reminder of what is expected of you as a Board or Commission Member;
- Records Management: Public Officials and Public Records;
- Public Records Act Overview;
- Public Records Act quick reference guide; and
- Q&A regarding the Open Public Meeting Act.

Non-Participation Process
Policy
GCDE Members are expected to participate fully in GCDE activities, including consistent attendance at the General Membership meetings, and actively serve on subcommittees. If a member is not fully participating, the GCDE Chairperson will talk to the Member and create a plan to increase participation. If the Member is unable to fully participate, that Member may be asked to resign.

Process

- Subcommittee Chairs contact new subcommittee Members to welcome them, get acquainted, and review the expectations of the subcommittee;

- With the help of GCDE staff, the subcommittee Chairs are the first point of intervention with a non-participating Member; and

- Support staff maintain an attendance records of each subcommittee meeting, to be shared with the subcommittee Chair.

When a member misses meetings without advance notice and has not participated in subcommittee work, the subcommittee Chair will contact the Member to find out what is interfering with their participation. The subcommittee Chair will develop a plan with the Member to increase participation, with a timeline. If the Member continues to miss meetings and/or fails to participate in agreed upon subcommittee work assignments, the subcommittee Chair may contact the GCDE Chairperson to review the situation and decide next steps.

Subcommittees

If the Member does not increase participation after working with the subcommittee Chair, the GCDE Chairperson shall be informed and will contact the Member, in writing, asking if they want to remain a GCDE Member. The GCDE Chair will agree with the Member on a timeline for improvement in participation, or on resignation by a specific date, and will confirm these agreements to the Member in writing.

General Membership Meeting Participation

- The GCDE Chairperson intervenes when Members do not attend the General Membership Meetings; and

- Staff will give the GCDE Chairperson a list of Members who did not attend General Membership meetings and did not communicate about their absence in advance. The Chairperson will follow-up with a call to those Member(s).

GCDE Member Resignation Process

Gubernatorial appointees to a committee, board, or commission must submit a formal resignation letter to the Governor's Office. A copy must also be sent to the GCDE Executive Director.

The resignation must include the GCDE Member's name and address, note that they are a Member of GCDE, and indicate the date the resignation is effective. The resignation may be submitted electronically here.

Travel Reimbursement Policy and Procedure

The GCDE Travel Reimbursement Policy is approved by the Office of Financial Management (OFM) and is outlined below with supplemental procedures pursuant to GCDE and consistent with OFM state travel policy, "General Administration Travel Regulations for Class 1 Boards, Commissions and Committees." See Section 10.7.0.

Members of the Governor's Committee on Disability Issues and Employment (GCDE) give thousands of volunteer hours to the state of Washington each year. This expertise and energy impacts issues of equity in the disability community and has significant value to the state. GCDE manages the limited Member travel funds to promote the highest level of participation in GCDE activities.

Eligibility
This travel policy pertains to GCDE Members and Members Emeritus. Associate Members are not compensated through travel reimbursement by GCDE for participation in GCDE activities. Associate Members must seek an exception to receive travel reimbursement from GCDE, or request reimbursement from their employer for expenses incurred on GCDE business (if approved).

Employment Status
Members and Members Emeritus who are employees of the state of Washington or of other governmental entities, shall not receive per diem payment from GCDE nor accrue hours toward the GCDE per diem payment threshold for time during which they are also paid, or granted compensatory leave, by their employer.

Official Participation
This travel policy pertains only to official participation in GCDE related activities. Attendance at GCDE General Membership Meetings is official participation for all GCDE Members and Members Emeritus. For the purposes of this travel policy, participation in any other GCDE related activity is "official" only for Members or Members Emeritus who are appointed to participate in that activity or subcommittee by the GCDE Chairperson.

Allowable Costs
Members are to exercise prudent judgment in incurring travel expenses on official state business. Excessive or unnecessary expenses will not be approved or reimbursed.

Airfare

In compliance with state regulations, GCDE Staff makes all airline travel arrangements. GCDE will cover the full cost of the most reasonable and available <u>economy class air travel</u> between the proximate commercial airports for the Member's city of residence/business and the city in which the GCDE related activity is conducted.

Members are responsible for contacting designated GCDE Staff for ticket arrangements and airline reservations at least fifteen (15) days in advance of the date of travel to ensure seating availability.

Supplemental Procedures

- **Diversion for Personal Trips:** This may be done for the personal convenience of Members in cooperation with staff; however, Members must pay any additional cost. Members cannot bill the additional cost to the GCDE for reimbursement later;

- **Changes in Ticket Arrangements:** If a member's ticket needs to be changed, contact the designated GCDE staff person for assistance as soon as possible;

- **Cancellations:** If need to cancel your airline reservations, contact the designated GCDE staff person as soon as possible;

- **Contingency Situations:** Situations may arise during air travel that are unpredictable. Flights may be delayed, diverted to other airports, or be grounded for a variety of reasons; and travel plans may change unexpectedly due to inclement weather. Members must use their own judgment in dealing with these situations. GCDE will reimburse Members for reasonable costs, not paid by airlines, if they become stranded and must cancel their trip, find alternate means of travel, stay overnight, etc. Documentation and receipts of all expenses are required. Contact staff as soon as possible to work out the best way to resolve these issues.

Privately Owned Vehicles

Eligible Members who travel to and from committee meetings or business in their own vehicles can be <u>reimbursed for mileage at the current state- approved rate (subject to change each January)</u>. Mileage between points in the state shall be

determined based on distances shown on the Travel & Expense Management System (TEMS) or on Google Maps.

Supplemental Procedures cont.

Alternative Travel: Members may choose to travel in their own vehicles or by other means such as bus or rail, instead of traveling by air. <u>Reimbursement will be made for what would have been the least expensive mode of travel, including the time involved for travel</u> when calculating per diem reimbursement. Please explain alternative travel methods you used on the GCDE Travel Information Form when requesting travel reimbursement. Reimbursement amounts will be adjusted based on the information you have provided.

Other Transportation
Reimbursement will be made for tourist class rates on other common carriers used to travel between airports or other points of arrival and the location of the GCDE related activity. For reimbursement of these expenses, original receipts must be provided.

Miscellaneous Expenses
Expenses essential to the transaction of GCDE business are reimbursable. These expenses include taxi fares, ride share services, parking fees, car rental and gas, bridge and ferry tolls, registration fees, fares for buses, railroads, or other common carriers used to travel between airports or other points of arrival and the meeting place. Receipts are required for expense reimbursement.

Reasonable Accommodations
All travel-related requests for reasonable accommodations must be approved in advance by the GCDE Chairperson and Executive Director. Requests must be in writing and on file for audit purposes.

Overnight Lodging
Reimbursement for overnight lodging is covered by the per diem allowance. Eligible Members should request <u>government rates</u> when making hotel reservations.

Reservations: Members make their own reservations for overnight stays for GCDE meetings and activities.

Reimbursable Rates: Members will be reimbursed for overnight lodging at the actual rate. This cannot exceed the government rate for that area, not including tax. Some exceptions may be made, but these exceptions must be approved in advance by the GCDE

Chairperson and Executive Director.

Per Diem Allowances
The eligibility threshold for per diem payment is <u>eleven (11) uninterrupted hours</u> (including travel time) of official participation in GCDE activities. Travel time, for purposes of the threshold calculation, is limited to the travel mode that provides the <u>minimum travel time (i.e., air versus auto)</u>. The eleven hours threshold time is included in the payable hours when calculating the dollar amount of a Member's per diem eligibility. Members are reimbursed allowable meal and lodging expenses on the same basis, and under the same regulations, as regular state officials and employees, unless otherwise provided in statute. Reimbursement requires prior written approval from an authorized designee.

*Please note - A hotel breakfast does not count as a meal unless you can order to your specification.

Travelers who cannot eat a provided meal may request an alternative meal (vegetarian, etc.). If the traveler receives written confirmation that an alternative meal cannot be provided, the traveler may be reimbursed for the meal allowance for the area of travel.

Costs that are not allowable
These items may not be charged as travel expenses:
- Taxi, bus fare, car rental costs, and other transportation costs incurred to places of entertainment after business is concluded (excluding meals). Personal trip insurance; and
- Personal diversion flights.

Exceptions
It is important that GCDE maintain broad representation by providing all Members, regardless of geographic location, disability characteristic and socioeconomic status, with opportunities to participate in GCDE activities. Therefore, GCDE Members, Members Emeritus, or Associate Members who believe that travel creates an undue barrier to participation may request reimbursement in writing to participate in a specific GCDE activity. Reimbursement must be approved in writing by the GCDE Chairperson and the Executive Director prior to travel.

The GCDE Chairperson and Executive Director, acting jointly, may grant an exception to this travel policy, provided that the reimbursement is within the parameters established by the Office of Financial Management's "General

Administration Travel Regulations for Class 1 Boards, Commissions and Committees" (10.70.20b, Option 2). **Any written request will also be responded to in writing.**

Appeals

GCDE Members, Members Emeritus and Associate Members who wish to appeal an exception decision may request a review in writing to the GCDE Coordinating Committee within 30 days of receipt of notice. By a majority vote of its Members, the Coordinating Committee may:

- Concur with the decision of the GCDE Chairperson and Executive Director;

- Refer the request back to the Chairperson and Executive Director with a recommendation to reconsider; or

- Grant an exception to the travel policy, provided that the reimbursement which the Member receives because of that exception is within the parameters established by the Office of Financial Management's "General Administration Travel Regulations for Class 1 Boards, Commissions and Committees" (10.70.20b, Option 2).

How to Claim Reimbursement

Travel Forms are available at GCDE meetings and on the GCDE website. Forms must be signed and dated to receive reimbursement. All original receipts for hotel/ motel, ground transportation, etc. must be attached to the completed travel Form. Staff use the information to input the travel reimbursement request on your behalf. Email to emily.heike@esd.wa.gov. f you have other travel questions, call Emily at (360) 890-3776.

Travel Information Forms must be received within 30 days of the date of travel.

Travel Advances

In accordance with state rules, a travel advance may be requested for trips totaling over $100 **under circumstances of financial stress**.

Other Travel Guidelines

Out-of-State Travel

Out-of-state travel must be approved in advance by the Commissioner of Employment Security. There are different reimbursement schedules affecting out- of-state travel. GCDE staff will make the out-of-state travel arrangements and make any out of state travel requests to the Commissioner.

Travel by Non-Members (working on special projects)

Volunteers on subcommittees, such as the Youth Leadership Forum, may be reimbursed using the same rules as GCDE Members. Travel must be preapproved in the same manner as GCDE Members.

Zoom Meeting Tips

Prepare Your Space: Connect to the meeting in quiet space with few distractions. If you're going to be using your camera, check your background to make sure that there's nothing that would distract others.

Mute Your Microphone: When you're not talking, mute your own microphone so that any unexpected noises from your end don't disrupt the meeting.

Use Headphones: Use headphones if possible, to prevent audio feedback.

Test Your Camera and Microphone: Before joining a meeting, test both your camera and microphone in the Zoom App's Settings screen to ensure both are working properly. Pre-planning allows for a smoother connection process, avoiding a delayed start.

Zoom Toolbar Icons – Meeting Controls

Mute / Unmute: Toggle your microphone off or on. If you're not talking, keep your microphone muted so that background noise does not disrupt the meeting. While your microphone is muted, you can press and hold the spacebar to temporarily unmute yourself. You can also click the menu arrow next to the Mute / Unmute button to change your microphone or speaker, or access other audio settings.

Phone Connection: Pressing * 6 will mute and unmute your phone.

Stop / Start Video: Toggle your camera off or on. We are encouraging participants to use their video to increase interaction. Depending on the etiquette of the group, you may turn off your camera when not actively participating, to reduce distractions. You can also click the menu arrow next to the Stop / Start Video button to change the camera used for the meeting, change your virtual background, or change other video settings.

Participants: Pop out the participants pane to see who is in the meeting.

Hand Raising: Click the hand raise icon to let the facilitator know you have a question or comment, then click a second time to lower it.

If you want to share a comment, raise your hand. When your name is called, state your first name and where you are from. For example, I am Judy and I live in Stanwood.

Connecting by phone: Press * 9 to raise and lower your hand.

Chat: Click the Chat icon to pop out the Chat pane. You can send a message to the host only. Please use the **"Chat"** feature only for messages about housekeeping or technical issues to the host.

Recording: The Town Hall Meeting is being recorded.

Zoom Hot Keys

Zoom Hot Keys for Windows (PC) System:

- **Alt**: Turn on/off the option **Always show meeting controls** in **General** settings
- **Alt+F1**: Switch to active speaker view in video meeting
- **Alt+F2**: Switch to gallery video view in video meeting
- **Alt+F4**: Close the current window
- **Alt+V**: Start/stop video
- **Alt+A**: Mute/unmute audio
- **Alt+M**: Mute/unmute audio for everyone except host
  Note: For the meeting host only
- **Alt+S**: Launch share screen window and stop screen share
  Note: Will only work when meeting control toolbar has focus
- **Alt+Shift+S**: Start/stop new screen share
  Note: Will only work when meeting control toolbar has focus
- **Alt+T**: Pause or resume screen share
  Note: Will only work when meeting control toolbar has focus
- **Alt+R**: Start/stop local recording
- **Alt+C**: Start/stop cloud recording
- **Alt+P**: Pause or resume recording
- **Alt+N**: Switch camera
- **Alt+F**: Enter or exit full screen
- **Alt+H**: Display/hide in-meeting chat panel
- **Alt+U**: Display/hide participants panel
- **Alt+I**: Open invite window
- **Alt+Y**: Raise/lower hand
- **Ctrl+2**: Read active speaker name
- **Ctrl+Alt+Shift+H**: Show/hide floating meeting controls

Zoom Hot Keys Continued on next page

Zoom Hot Keys for macOS Systems:

- **Command(⌘)+J**: Join meeting
- **Command(⌘)+Control+V**: Start meeting
- **Command(⌘)+Control+S**: Screen share using <u>direct share</u>
- **Command(⌘)+Shift+A**: Mute/unmute audio
- **Command(⌘)+Control+M**: Mute audio for everyone except the host (only available to the host)
- **Command(⌘)+Control+U**: Unmute audio for everyone except host (only available to the host)
- **Space:** Push to talk
- **Command(⌘)+Shift+V**: Start/stop video
- **Command(⌘)+Shift+N**: Switch camera
- **Command(⌘)+Shift+S**: Start/stop screen share
- **Command(⌘)+Shift+R**: Start local recording
- **Command(⌘)+Shift+C**: Start cloud recording
- **Command(⌘)+Shift+P:** Pause or resume recording
- **Command(⌘)+Shift+W**: Switch to active speaker view or gallery view, depending on current view
- **Option+Y**: Raise hand/lower hand
- **Command(⌘)+Shift+F**: Enter or exit full screen
- **Command(⌘)+Shift+M**: Switch to minimal window
- **Ctrl+Option+Command+H**: Show/hide meeting controls
- **Command(⌘)+W**: Prompt to End or Leave Meeting

Zoom Hot Keys for IOS Systems:

If you are using an iPad with a keyboard, the following shortcuts are available in a Zoom meeting:

- **Command + Shift + A**: Mute/unmute my audio
- **Command + Shift + V**: Start/stop my video
- **Command + Shift + H**: Display/hide chat
- **Command + Shift + M**: Minimize meeting
- **Command + U**: Display/hide manage participants
- **Command + W**: Close the front window, such as the participants or meeting settings window