

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

Community Outreach Subcommittee Team

July 11, 2023, | 4:00-5:00 pm

Minutes

1: Welcome to the Community Outreach meeting – Meeting called to order by Marsha at 4pm.

2: Roll Call – Present: Ryan, Emily, Elizabeth (*staff*), *interpreter Laurie*, Eric, Lilly, and Carley (*community partners*), and Marsha Amy, Damiana, Dave, Daniel, Matt, and Nathan (*subcommittee members*).

Absent: Patti, Andy, Ivy Anne, Warren, and Simon (*subcommittee members*). Mario, Zach, Damian, Jesse, Peggy, and William (*partners*). Lucy (*Associate*). Elaine (*staff*).

3: Housekeeping rules – Marsha reviewed to please *speak slowly for the interpreters*, and *state your name* prior to speaking.

4: Recap of June 27th meeting – Marsha asked if folks had a chance to review the minutes from the last meeting on 6/27 and called for a motion to approve. Matt so moved; Damiana seconded. All in favor; none opposed; no abstentions. *Minutes from 6/27 approved.*

Marsha hoped people got a sense of the last meeting from the minutes. She summarized that we have a good *location* if we can reserve it in advance (Vancouver library pending), some *catering* suggestions, and still need to figure out *transportation* (**Zachary does not appear to be present again to report**).

We also spent some time at the last meeting figuring out local *conflicts*, and have a pretty good sense of that now. Ridgefield City Council has a conflict at our usual Town Hall meeting time on the proposed dates. Otherwise, for Nov 2-3, we were not aware of any conflicts - so are focusing on that for now.

Marsha would like to consider *venue options* aside from the library, since we cannot wait until September to decide, and apparently can only reserve it 2 months in advance. In Port Orchard, we had the option to use the City Council or Commissioners chambers. *See continued discussion on this below.*

5: Community Partner Briefings on Clark County - Community partners present were Eric, Carley, and Lilly (members Daniel and Dave also reside relatively nearby).

Marsha asked local partners if the *chambers* (city council or commissioners) would be available for our use. Dave did not know, and would have to check.

Carley offered to find out, as they know some local people who are involved with those groups. Marsha clarified that Carley could check on *both* (and they confirmed). They have a contact who could let us know if they are available for use. Marsha hopes to know fairly soon, and asked Carley to let her know. *Carley will let Marsha know.*

Typically, they have fairly large rooms due to public attendance at meetings. Hopefully they would be available for our use on the dates. Carley has multiple contacts there that they can ask.

Marsha wondered *where* the buildings are in relation to bus routes. Carley does not know. Lilly joined and Marsha recapped. *Lilly confirmed that both are downtown within walking distance of a bus stop* (Franklin and Esther Streets next to a hotel and park there). Marsha hoped, but did not want to assume.

Marsha clarified the request for Carley about who should be *invited*. (Recapped typical attendees).

Ryan asked to be in the loop about *location selection* since *he will be the POC to facilitate the agreement* between ESD and the location.

Marsha thanked Ryan for mentioning that, and asked *Dave to let the library know about the need for agreement* when following up with them to see about an exception to the 2-month rule (hopefully that will help us in getting an extension).

Clarification on event *dates* (Nov 2-3 currently) for Lilly per Marsha.

Lilly also wondered *how many* the room needs to fit (125+ attendees for Thurs, smaller OK for Friday).

Lilly clarified that both meetings would be in the *same place* (Marsha confirmed that would be helpful).

Carley wondered if having *more* (than 125 attendees) would be a possibility (Marsha verified that more would be wonderful, pending venue capacity).

Marsha mentioned about the possibility of using an *OWL* for hybrid capacity (either from GCDE [purchased] or a volunteer – Patti). She explained what it is and that it might help with the transportation issues.

Amy asked via chat that folks please remember to *identify* themselves prior to speaking, and Carley and Lilly recapped their recent comments accordingly.

Lilly wondered if *Carley was contacting County and City facilities* (Marsha verified that, and wondered if Lilly has other contacts there).

Lilly said they used to work there and could also give it a shot if *needed*, but is unsure if her contacts are still available. Carley said they have numerous friends who are currently involved there.

Dave has been in contact with the Vancouver Library and wondered if there are any other *libraries* he should be contacting (aside from Ridgefield due to size).

Carley suggested Battle Ground. Dave said that is a small community, so we need to keep *transport* in mind, and Marsha confirmed.

Lilly suggested that either the *Blind School* or *Clark College* are downtown, and may have rooms available.

Carley mentioned that the college may *charge* a large sum.

Lilly said there is *another* library (3 Creeks) in N. Vancouver (every 45 mins on bus route – not frequent). C-TRAN holds meetings there.

C-TRAN also has a *boardroom* on the bus route. Marsha wondered if Lilly knows how big it is. Lilly has been in it, but doesn't know the capacity (perhaps 90 as they recall, but likely not over that).

Lily believes that the County *Commissioners* room would fit 125. She has not been in the City Council recently.

Marsha called on Ryan, Amy, then Dave.

Ryan wanted *confirmation* on the location Carley recommended against due to cost (Clark College per Marsha, Carley verified) – it was \$200+ for a few hours a number of years ago.

Amy wondered about a master list or *data sheet* somewhere that lists the capacity of those places (such as one maintained by the fire dept.) that could be useful. Marsha didn't know about this, but asked that we keep the idea in mind.

Dave will check with the C-TRAN board about board room availability and capacity.

Ryan paused for the Zoom issue. Elizabeth shared that it has been ongoing currently. She is unsure if we can set up a new link, and asked if Ryan is hosting this one (Ryan confirmed). She asked Emily to setup *another* link. (Emily did so).

Elizabeth recapped where we left off.

Marsha mentioned that there should be a *capacity* sign in the C-TRAN room for Dave to reference.

Lilly had another possible venue suggestion (missed for notes, unfortunately).

Marsha said between the 4 or so other options we have, hopefully we can find one that works.

College campuses may be difficult to navigate, per Marsha.

She did want us to keep WSSB in mind and asked Damiana for her thoughts.

Damiana said they had suggested that a while back. She thought Mario was going to look at it during the last meeting, but isn't here for verification on that currently.

Marsha said Mario checked on conflicts there last time, but wasn't checking for *space*.

Elizabeth mentioned that Emily has setup a *new* Zoom link. Ryan asked that folks transfer over there. Meeting paused while folks got reconnected.

Marsha believed we've done as much as we can reasonably do about the meeting location at this point. She wondered if Damiana could check with WSSB (they should have sufficient rooms per *Damiana* and *will check*).

6: Event Logistics – tabled at this time.

7: Next Action Steps from today – see above notes (recap below also, and in separate attachment).

A: Marsha to follow up with Patti, Andy, Mario, and Zach (not present today) about their tasks (below) before our next meeting. Matt can help if needed.

B: Marsha to continue to remind people to identify themselves when speaking at the start of each meeting during housekeeping.

C: Carley to check with her contacts about if the County Commissioners and City Council Chambers have large meeting rooms (125+ people) that are available for public use on Nov 2-3, and could serve as a possible venue alternative, and let Marsha and Ryan know what they find out. Carley will explain the purpose and audience of our meeting. Lilly may also have contacts there, and can help if needed.

D: Lilly and Damiana to check on catering options (Lilly on the Clark College culinary program and Paper Tiger Coffee, Damiana on HS vocational transition programs).

E: Dave to check when the next C-TRAN monthly meeting is and attend to ask about supplementing transport routes locally.

F: Dave to follow up with the Vancouver Library to ask for an exception to the 2-months advance booking rule, and let them know about the need to go through the ESD state contracting process if an agreement is needed (will add extra time).

G: Logistics of using OWL for hybrid (either one purchased by GCDE or Patti's) to be figured out once venue and date are confirmed, to cut down on transport issues.

H: Damiana will contact WSSB as another possible backup venue option (recommended over Clark college due to usage fees and potential navigation challenges).

I: Dave to check about the use of the C-Tran boardroom as a possible backup venue option (capacity also).

J: Lilly may have information on another library option in N. Vancouver (3 Creeks) if needed as a backup venue, along with 1 other suggestion not captured today.

K: Amy suggested researching to see if the fire station or some other entity maintains a list of publicly available meeting rooms and their capacities (due to fire code regulations.)

L: Elizabeth to keep the team apprised on the resolution of the Zoom issues experienced today.

M: Next meeting on Tuesday 7/18 at 4pm (invite to follow from Ryan), Daniel and Damiana cannot attend, but Damiana will report back about WSSB. Folks asked to keep the time open going forward as needed for future meetings.

CARRYOVER ACTION ITEMS UNASSIGNED:

I: Need to check on County DD board meeting time (someone)

II: Need to research when standing County Commissioner meetings are so as not to conflict (someone)

SEE BELOW FOR ADDITIONAL ASSIGNED ACTION ITEMS FROM LAST MEETING AWAITING MORE INFO.

8: Next Meeting date will be decided at the time of this meeting – Meeting cadence decided *as we go* along. **New meeting next Tuesday 7/18 at 4pm.**

9: Follow up on Action Steps listed below from last meeting/recap from today: (*see past action items at end of this document and in separate attachment*).

Marsha will *follow up individually* with those not here to report (see item A above and list below).

Marsha did not know how much farther we could get without finding out some of the info we're waiting on (*above action steps from today*).

Carley *confirmed* that she should still reach out to the City and Commissioner's chambers.

Marsha verified that those are at the *top of the list with C-TRAN* (pending size and availability from Dave).

If we've done all we can do today, Marsha recommended meeting more frequently and asked if *this time next week* is available.

Lilly, Amy, Ryan, and Carley confirmed their availability this time next week. Dave as well.

Daniel *cannot* attend this time next week, *nor* can Damiana, but Damiana will *report* back re: WSSB.

Matt and Daniel had hands raised.

Matt recommended we check in with people *prior* to the next meeting so we aren't waiting until the meeting.

Marsha will *commit* to doing that, and Matt can *help* if needed.

Ryan wondered if we will be meeting weekly going forward.

Marsha asked that people try to keep the time (Tuesdays at 4pm) *clear*, and we can decide as we go along how often we need to meet pending on what needs to be done, more to come next week.

Carley recommends that the *closer* we get, we consider meeting weekly. If there are big topics needing to be decided (such as about location), then yes, we should likely meet more often. But since we are still in July, they recommended meeting monthly now, every 2 weeks in *September* and weekly in *October* to finalize details.

Marsha reconfirmed about keeping the current time *open*, meeting next week, and not meeting for the sake of meeting (decisions will be made as we go along).

Marsha asked if anyone had anything to *add* prior to adjournment. Hearing nothing, she asked for a motion to adjourn. Amy so moved; Matt seconded. Are all in *favor*?

Ryan let people know that he would send an *invite* for next Tuesday with a new Zoom link.

Marsha thanked everyone, and will see all next week. Meeting adjourned about 15 minutes early.

PAST ACTION ITEMS (to include some current):

A: Dave to check with library on usage times available for large room on Nov 2-3 (stay late Thurs eve, open early Fri morn) – Dave reported that we cannot book until September as of now. *Will check back.*

B: Need to check the County DD board meeting times (someone) – *Still needs to be done.*

C: Patti to report on Chamber of Commerce meeting next time – *Patti not here to report. Marsha to check in.*

D: Staff need to move GCDE GM meeting if Nov 16-17 is selected as backup date option (Dave to check with library) – Dave reported that we cannot book until September as of now. See above.

E: Lilly will invite Here & Now Portland once date is set – *Needs to be done once venue is set.*

F: Mario will invite the local WSSB representatives once date is set – *Mario not here to confirm. Marsha to check in.*

G: Ryan will invite the local School for the Deaf representatives once date is set – *Needs to be done.*

H: Dave to ask at monthly C-TRAN meeting about supplementing local transport options (3 routes with paratransit to surrounding areas – N, E, NE) – *Dave reported that he didn't have a chance to check on this as he couldn't attend the last meeting. He'll double check when the next meeting is per Marsha. She hopes they would have buy-in.*

I: Lilly to invite the Ridgefield city manager once date is set (may be conflict with city council meeting) – *Needs to be done.*

J: Andy to check if Clark County school board meeting dates will be changing in November (general election – current meeting times may conflict) – *Andy not here to report. Marsha to check in.*

K: Patti to add Vancouver and Camas to city council meeting list – *Patti not here to report. Marsha to check in.*

L: Ryan to resend info from Patti on city council meetings to group – *Ryan resent with meeting materials.*

M: Need to research county commissioners meetings (someone) – *Needs to be done.*

N: Need to check with catering options recommended (someone): Culinary School at Clark College, Paper Tiger Coffee Roasters, Any High School Culinary Programs? – *Marsha asked if anyone had a chance to look into any of those options, and hearing none, asked if anyone would be willing. Lilly volunteered to call Clark College and Paper Tiger. Damiana will look at the local high school transition culinary programs. Marsha thanked everyone.*

O: Need to tentatively set top topics for Town Hall with community partners (housing, employment, transportation? Possibly caregiving?) *Carley volunteered to help.* – *Did not revisit during this meeting.*

P: Need to check with Emily Harris at Wise about date of supported employment award ceremony and ensure county supported employment contacts invited (Mario) – *Mario not here to verify. Marsha to check in.*

Q: Need to set recurring meeting time at meeting on July 11 (weekly or bi-weekly) – *see above.*

R: Need to get location of attendees when RSVP'ing to consolidate/coordinate route options with C-TRAN and encourage ride sharing – *Dave was not able to ask them on this at the monthly meeting, will check back.*