

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

### Awards subcommittee meeting

Friday, July 7, 2023 | 11:00 a.m. to 12:00 p.m.

#### Minutes

1. **Welcome** – Meeting called to order by Ryan at 11:02am. He let folks know that Yvonne and Matt are unable to attend, so he will be leading the meeting today. Amy asked if folks could hear her, and said she could not hear others, but would be using captions. Cullyn, Tammy, Clarence, and Kevin confirmed that they could hear Ryan through the interpreter voicing. Amy confirmed that she could hear now. Ryan verified that everyone had what they need to participate otherwise. Kevin let folks know that people may be joining late, due to the YLF meeting still happening.
2. **Roll Call** – Present: Ryan, Emily, Elizabeth (staff) and interpreter. (Members): Clarence, Amy, Tammy, Cullyn, Daniel, Kevin, Lucas. **Excused**: Yvonne, Matt (members). [Will update if any others noted absence prior to meeting.]
3. **Housekeeping Rules** – Ryan reviewed to state your name before speaking, raise your hand, and speak slowly and 1 at a time. Cullyn, Emily, and Kevin reviewed how to raise your hand and mute or unmute via phone. Please refrain from using chat per Ryan, Emily will voice if absolutely necessary, otherwise it is not accessible.
4. **Approval on Minutes from June 30 (correction), 2023** – Ryan confirmed receipt or any edits, discussion, or feedback and asked for a motion to approve. Kevin mentioned the date correction above and then so moved, and Tammy seconded, all were in favor (approval noted), **minutes approved.**
5. **Nominations Application Packet Update** - Emily reported that there are still 4 completed nominations in the system as of this morning (1 small private, 1 large public, and 2 small non-profit), and now 21 incomplete nominations (up a couple from last week). There is a similar open rate as has been happening recently on the reminder emails, which are going out

weekly now. Website data shows a spike in page visits after reminders are sent (i.e. on June 28, for example). Patti, Tammy, and Janet were working on some nominations last we heard. Emily has been reaching out to nominators for nominee photos and releases as nominations are received, and we **will publicize event once the nomination deadline closes and we have everyone**. Yvonne, Matt, and Kevin were sharing with their contacts last we heard, and Elizabeth planned to post on LinkedIn. Emily asked an open question for after her report about how others are sharing the word, and asked folks to **keep it up** this month prior to deadline closing. We know some folks are aiming to turn them in sooner. Hands raised from Amy, Clarence possibly, Elizabeth (last if necessary), and Tammy. Amy had a question and then a report. She asked if reminders are going specifically to folks with incomplete nominations, or just generally. **Emily will do that in for those we've collected information on, in addition** to the general reminders. Amy has been sharing the word in her networks, via social media, and on LinkedIn. Tammy updated about her nominations in progress. She is working on 3 nominations for state agencies who are statistically doing well in disability hiring metrics per OFM data. She has been meeting with them individually to go through the nomination questions, and hopes to have them in by the 14th, depending on if she receives the necessary info back from all of them. Emily thanked Tammy and Amy for their work on this, and called on Clarence before Elizabeth. **Clarence suggested looking into THREAD from Meta** – connected to Facebook (a replacement for Twitter), which launched this week. Supposedly 50 million people have moved over to the platform from others. He shared via chat and verbally (due to mic issues). Cullynn seconded what Clarence said, and appreciates him sharing this. Ryan wondered if you need a separate login from Facebook to use it. Clarence believed it was connected to Instagram, but may be linked to Facebook as well. **He will test it**. Ryan let folks know he has followed up with the ESD Communications office to see if they can do another broad media release statewide about nominations; we will let everyone know. Cullynn wondered if assistance is needed in drafting the media release. We are still waiting to hear from the Communications office on next steps, per Ryan. Cullynn volunteered to help with writing it if needed. Kevin hoped that the Communications office could

assist with this. Ryan responded to Kevin, and then Emily had a comment. Ryan shared that we have used the Communications department to send out the info before, and it's really up to each individual publication to decide whether to publish it, so **members were asked to share with their own networks**. Kevin will do so again, and wants to be kept apprised of when it goes out, and what it says. It went out in May before, per Ryan, as we've discussed previously. Hopefully, there will be another opportunity for that, soon. Emily shared about Britta's email (media release will go out on Monday, staff will respond after the meeting). Amy and Clarence had questions. **Amy asked if we could get a copy as an attachment**. Ryan asked about the format and Amy clarified (requesting as a standalone attachment versus an email chain). **Ryan understands and will send it via email and attachment to all**. Clarence had the same question as Amy (requested an attachment for distribution). **Please share locally** again, similar to what was done before. No other conversation heard on the subject. Moving onto our next agenda topics.

6. **Marketing Workgroup Update (skipped initially)** – Emily reported that reminder content highlighting categories and thanking sponsors is ready to go weekly this month, thanks to members and staff for their review and approval. **Emily will continue to inform everyone about progress of our efforts. We will need more assistance in early August to highlight nominees** and publicize the event once the nomination deadline closes. **(Amy, Clarence, and Lucas volunteered)**.
7. **Travel Forms Update** – Ryan reported that we have received two so far and have sent for processing, but is unsure of timing. **He reminded everyone to please turn them in by July 31**, so there is less to do later. There are two forms. **Let us know if you run into any issues**. Emily reported that Cullyn is in contact with DES about the fleet vans (capacity, cost, and who can operate). Volunteer drivers are likely the most cost-effective option. Rental cars may be a backup option. Perhaps even ride share as well (but that has limited access options). It may be hard to accommodate everyone. We're looking at a couple of possible pickup locations (Seattle and Olympia, and may need more than 1 large vehicle). **Emily can ask the full committee** if needed and assign that as the only job for those volunteers (driving – we'll provide hotel, meals, etc.) **We need to check budget (Emily will discuss**

**with Elizabeth offline). We will continue to research options to include** from homes to Wenatchee, and **hotel to venue**. Next steps: to figure out if we have any **volunteers to drive** and how many (Cullyn to lead that effort), from either the subcommittee or full committee, and coordinate from there. **We will also share staff contact info as it gets closer, in case of issues**. The hotel is Hilton Gardens, Ryan sent info (reservation code and link), and can resend if needed or in the event of questions. Info won't be on agenda (publicized). **Please reserve a room ASAP if attending**, as there is another event in town that weekend, and **especially if requiring one of the ADA rooms (limited available)**. **Ryan to check with the hotel on transport options to the venue**. Cullyn clarified that they are not volunteering to drive. They recommended we should **send out an email to the subcommittee about volunteer drivers this week**, and if we don't get volunteers, then ask the full committee. Ryan asked Cullyn to repeat. **Ryan will send the email and check with the hotel**. Kevin wondered if all subcommittee members were invited to attend. Ryan asked Kevin to repeat. He mentioned that subcommittee members will be the focus for budgetary reasons. Yes, they will be invited to attend the event. It is the same as in the past, usually the subcommittee is involved. This is our first time in Eastern WA. We will reach out to the general membership if we don't have volunteer drivers from our group to get us all to Wenatchee. Emily clarified about volunteer tasks and travel times for subcommittee members, as well as general invites to the full committee and other attendees such as nominees and nominators (will be on their own for travel if not volunteering). Kevin may not be able to attend, but appreciates the clarification. **Ryan verified and will connect with members offline**. Clarence repeated that he will be out of town and also unable to attend the event. Ryan wondered if anyone else already knows that they cannot attend. It will be on Friday October 6 (question from Lucas) – clarification from Emily about going over day night before. Tammy plans to go over the day before, and is willing to help with setup (is submitting travel paperwork soon). Ryan clarified that Tammy may already be setup for travel with her agency. Amy also plans to go over the day prior and can help with setup in the morning. **We will try to get a list of volunteers together, so we know what our needs/duties are**. Clarence mentioned that we are 90 days out in chat and

verbally, and wishes us luck. Moving on with about 5 minutes remaining per Emily. We can table anything else until next time if needed, per Ryan. Ryan asked for any other comments for the good of the order before closing. Emily asked about judging. **(Please let Emily know if you want to be part of the judging panel)**, Kevin and Matt volunteered so far, and we may be able to **ask past volunteers**. Meetings will take place in **early August** within the first couple of weeks [will send out all nominee/nominator info to volunteers **ASAP after the deadline closes** and **need conflicts of interest returned timely**. Clarence and Lucas volunteered]). **Minutes and agenda and invite will go out prior to next week's meeting**, thanks everyone for attending and for your continued assistance and support as we go forward, we'll see you at the next meeting and each week in July! Have a great weekend! Happy Friday. Meeting adjourned.

8. **Other Tasks not covered during meeting** – Ryan talked with ODHH, and they recommended just having CART as opposed to trying to setup assistive listening systems, per Emily CART is already secured. **Ryan will share more about the hotel menu choice options (done) so that Emily can add them to the registration form** once setup, to include dietary restrictions. We may not be able to preview the banquet room at the venue the night before from the sounds of it, or start setting up for those of us staying over, since they have another event - but we will be **working with them to ensure it is ready to go** early the morning of. **Suggestion on arriving at 7am on October 6 for volunteers to assist with setup, per Emily**. Yvonne out today, but looked at **program booklet and suggested edits, we will loop in other workgroup members** once received. Photo session is cancelled as of last meeting. **Ryan will work with Elizabeth to let recipients know from 2020-2022**. Still no word on Gov attending (or maybe recording a video) this year, **we will keep everyone posted on that. We may be able to ask a backup from his staff. We will revise the script** going forward so as to not be promising that time with the Governor (will be a new administration next year, and have had scheduling difficulties already).
9. **Next action steps** – Emily recapped via minutes:
  - a. Keep sharing nomination packet info and working on those in progress.
  - b. Ryan will share the updated media release from ESD's Communications office on Monday.

- c. Members were asked to share the updated media release with their local networks next week.
- d. Emily will provide nomination updates at weekly meetings this month.
- e. Emily will reach out to those with incomplete nominations for which nominator information has been collected.
- f. Clarence will test if you can sign into Thread from Meta with a Facebook login.
- g. Let Emily know if you want to participate in judging panel (must be available for meetings in early August and to turn in conflicts of interest ASAP after nomination deadline closes on July 28-31).
- h. Emily will ask past volunteers for help on the judging panel if needed.
- i. We will keep everyone posted about Gov's attendance or backup plan.
- j. Let Emily know if you are available to help create more marketing content in early August to highlight nominees and promote the event via email and social media.
- k. Emily will setup registration once nomination deadline closes and add meal info (members will need to register if attending also).
- l. Reserve your room within our hotel block at Hilton Gardens if attending, sooner than later, esp. if ADA room is needed.
- m. Ryan to check with hotel on transport options to the venue.
- n. Ryan to continue working with venue to ensure room is accurately setup by early the morning of the event.
- o. If volunteering and staying over, be available to arrive early (7am) morning of to finish setup.
- p. Complete and return travel forms ASAP, by July 31, not needed if a state employee already setup or done recently. Let us know of any issues.
- q. Marketing and program workgroups, please be available to review content electronically, will come from Emily.
- r. Ryan will message past recipients about photo session cancellation.
- s. Cullynn and Emily to continue to work on travel options, budget, next steps (including hotel to venue).
- t. Staff contact information to be provided near event in case of travel issues.
- u. Let us know if you want to be a volunteer driver (Ryan will email the subcommittee next week).

- v. Emily can ask full committee re: driving after next week if needed.
- w. Event script to be updated accordingly pending Gov attendance.
- x. Ryan will send the calendar invite and materials prior to next week's meeting.
- y. Ryan will check with subcommittee members offline and start a list of who is and isn't attending the event to coordinate volunteer needs and duties.

10. *Next meeting date and time: Friday, July 14, 2023, at 11:00 a.m. to 12 p.m.*

**Important Note:**

31<sup>st</sup> Annual Governor's Employer Awards

Friday, October 6, 2023

**TIME: 11AM-1PM (REGISTRATION OPENS AT 10:30AM, VOLUNTEERS SETUP 7A)**  
**(tentative)**

Wenatchee Convention Center

121 N Wenatchee Ave

Wenatchee, WA

**Hotel:** Hilton Gardens