

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

### Awards subcommittee meeting

March 10, 2023

11 am to 12 noon

#### Minutes

1. **Welcome** – folks checking in pre-meeting, meeting called to order by Matt at 11:02, greeting everyone
2. **Roll Call** – Matt, Kevin, Cullyn, Clarence, Janet, Mike, Damiana, Daniel, Pat subcommittee members, Ryan and Emily staff, interpreter
3. **Housekeeping Rules** – state your name before speaking each time, speak slowly for interpreter
4. **Approval on Minutes from February 10, 2023** – verifying folks had a chance to review (concurred), Kevin moves to approve, Damiana seconds, all were in favor with no oppositions or abstentions heard, minutes approved as written
5. **Nominations Application Packet Update and Discussion** – Matt verified if Ryan could lead this discussion, defers to Emily, working with the small workgroup on final updates, waiting to hear on one last review, is in good shape so far, will make any changes needed depending on the name change but otherwise is getting closer to launch for next month, Cullyn concurred, Clarence recommended sending to the subcommittee for review prior to official launch as well, this way we can test it first and address any potential issues this time around (Ryan clarified format Clarence was seeking and Clarence mentioned any and all formats – Survey Monkey, electronic copy for use or printing, to feedback on ease of use and functionality), Ryan confirmed that Emily can share it in advance and Emily verified, and Kevin seconded what Clarence said for both proofing purposes and accessibility purposes (such as screen readers too), clarification about testing tools (Natural Reading Speech to Text tool vs Jaws screen reader etc., Jaws functions differently with accessibility, but Survey Monkey is accessible), question about if there are resources available for education regarding screen readers for those who don't use them, Kevin said he can

test it, Damiana mentioned that Jaws is expensive and that you can download a demo version for free for 40 minutes at a time, but you'd likely need to have some understanding of how it works to actually be able to test the accessibility, Clarence recommends we test it in as many formats or versions as possible, we could also consider adding a disclaimer to let prospective nominators know which versions it has been tested on (editor's note: and maybe even contact info to reach out to for questions and alternate formats which I believe may already be included), Ryan concurs and said he would be happy to test as well and that this is on his radar too regarding access for all different types of needs that we can and should cover

- 6. Sponsorship Update and Discussion** – Matt pitched it over to Ryan to provide an update, and Ryan shared that we have gathered \$16k worth of sponsorships so far, and have sent out many requests to most everyone on the GCDE list, and that he will continue this process next week through mail merge via a database he's developed in Excel, including Tribal VR, WDC's, and CRP's, Ryan will conduct a test first and hopes things go smoothly, and will go from there. So far we have 2 private industries waiting for word on who have sponsored in the past (Microsoft and WSECU), so we are hoping for another positive response. Ryan asked Matt if he wanted to share about private industries. Kevin clarified that he hadn't been asked yet and mentioned again that he believes that is something we should be doing with personalized invites to include our own group of members. Ryan shared that he thought he had shared the sponsorship info with everyone after the last meeting, and Kevin clarified that he wants a formal letter similar to the one we are sending to businesses otherwise. Ryan asked if others wanted the same via hardcopy mail versus email? Some thumbs up were received from Clarence who confirmed and Matt, and Kevin confirmed, and Cullyn and Pat had their hands raised (Cullyn shared that they would prefer not to receive physical mail, but that staff could please feel free to prioritize those other folks who prefer that), Pat shared her agreement with Kevin's statement. Cullyn mentioned that people have different values, and we should also be considering folks' potential preference for digital recognition as well. Kevin again confirmed how important he feels this issue to be. Ryan appreciated the ask and asked

Emily if we had the resources to accommodate this while working from home, thinking about printing, envelopes, addressing, etc. Emily said we could confirm offline so as not to take up any more time today, but knows it is important to folks so thinks we can find a way to make it work. Matt returned to Ryan's question about private businesses and shared that we have a list of local businesses near the venue from the Chamber of Commerce and that Ryan had previously requested assistance in putting the asks out for that and Ryan confirmed that to be the case, Clarence had his hand up and asked what specifically was needed aside from sponsorship at this time, Matt asked Ryan if there was any ask for in-kind donations in there or if it was monetary only, and Ryan verified that mainly it is an ask for funds – yes. Clarence apologized to take more time but asked if we could ask for things other than financial, such as provision of ramps, setting up tables, etc. since some folks volunteer in this type of capacity otherwise for events, gift bags, luncheon, etc. if that could be considered. Matt said he could speak to some of that, saying that the setup and ramp etc. is usually taken care of by the venue, and that there were several different monetary levels for financial sponsorship from \$500 and down or on up, and verified with Ryan that the venue would take care of the setup, and Ryan confirmed that was correct. Regarding the convention center contract, it states that we cannot bring external food or drink, they have full meal service that we have to contract with them to provide which is included as well thinking about food. With sponsorship money, we can help ameliorate or defray those costs for access, setup, and meals etc. (dogs were barking in the background and a pause was taken and Mike apologized and was asked to mute please). Kevin cautioned about the risk of loss of control with in-kind donations unless the ask is very specific, and confirmed that we do have a different gifting level available, but that we might want to actually stay away from in-kind donations potentially. Matt apologized for taking so much time and asked again if anyone could help Ryan with the asks for private sponsorship, Pat said she thought Yvonne could help and so Matt said he would ask offline, and Pat said she could help if needed as well.

7. **Program Brochure** – Matt asked if it was Ryan or Emily to discuss this, and said that we might have discussed it already, Ryan asked if we could table

this temporarily due to time constraints and move onto our next agenda item and Matt confirmed. We went back to this at the end and Ryan wanted to thank everyone for their feedback on the DSP award and shared that he personally was in favor of keeping it as is to honor the work that's already been done, so now we are better able to move forward with this and follow any recommendations as needed.

8. **Renaming Direct Support Professional Discussion** – Matt said this was something that Yvonne mentioned and said he didn't remember what she had proposed, Ryan clarified that nothing had been decided as of yet, but Matt said this is her area of expertise and said that he thought she had proposed something and asked. Janet wanted to speak up about this to give historical background to share it was the newest award in 2016 who met in person to design it and that it was based on a lot of feedback from people in the field, and she wanted to make sure folks knew that a lot of time was spent on this before a name change was considered, due to the focus being on folks in the employment specialist field who were out in the trenches knocking on doors and finding the jobs for supported employees (as opposed to the managers who don't have a direct role), they did a survey and came to this name, there were a lot of nominations and some misunderstanding about the role and managers having been nominated the first year so the language in the application was strengthened, Janet wanted to make sure that the focus wasn't changed if the name is changed and wanted to share the historic context, and Mike and Pat who were involved at the time conferred. Pat asked to move on and suggested that Yvonne perhaps meet offline with Janet and a few others before bringing it back to the committee again, and Matt said he was going to suggest that as well to share other perspectives to ensure everyone has the history since he doesn't know if she is aware of that either because he wasn't.
9. **Upcoming Photo Event with the Governor with 2020-2022 Award recipients and their employers** – Matt shared that Ryan had a good idea to put together a photo session with the recipients and the Governor from during the COVID years for recognition, Pat had her hand up as well as Kevin, Pat was having technical difficulties so Kevin went next, he said this was a great opportunity for media coverage and that is something we should setup if not already, and should use it as a lead up to the 2023 event

in getting the word out, and suggested we work with whoever to do that if possible. Pat seemed to be coming through off and on again. Pat shared that the committee members should be involved also who were working during this time because they did not get the opportunity to be recognized in this way either, Matt shared that at least the Chair and co-chair back then, at least Janet being involved. Janet had her hand up to let us know that we already notified the recipients from 2020 and 2021 that they would be given this opportunity as soon as it came up, we just didn't know when at the time, so we will need to do 2021, 2021, and 2022, and typically it is the Chair, the co-chair, and the GCDE Chair, but Pat said she would prefer Damiana to go in this instance if possible and still approved but could go otherwise if needed, Damiana said she's sure she could probably go, but thinks it may be valuable for Pat since she was not involved with Awards at that time. Ryan shared that he talked with Elizabeth about submitting the request form to the Governor's office followed by the 2020, 2021, and 2022 recipients. Right now we don't have to think about the fine details, but yes, all of those folks will receive an invite to the photo opt including the recipients and their staff, but because there will be so many to cover, we want to make sure that there is a time limit for each person, and maybe have lunch first or during lunch, and Emily confirmed the process of checking with the governor for a timeframe prior to inviting folks and working on the details later on, and Pat said she recalls it having been an hour with no lunch. Janet said typically that there was 15 minutes per person or group, and we haven't had a ton of folks in the past, but hopefully that can be done individually as well as in a large group again. Janet verified if we have a confirmed date for 6/15 or if we are still awaiting confirmation, Ryan said we had submitted to them for 6/14 actually and are still awaiting for approval, but we have requested it and wait for their response and continue to work with them to find something that works but nothing is confirmed.

10. **Next steps** – will be synthesized by Emily after reviewing the minutes again next week (sending out NAP for review, etc.) Ryan shared that we will also need assistance in helping with private business sponsorship requests, and also the sponsorship request being sent out, as well as the Awards name change decision, brochure moving forward, and waiting to confirm the

photo opt (Ryan will let everyone know on that). Everyone was thanked for their time and input. Nothing else was heard from the group prior to adjournment at noon. Matt asked for a motion to adjourn, and Kevin so moved. Folks were wished a good day.

**-NOMINATION PACKET:** Emily is waiting on one last review of the application packet by the small workgroup, and then will send out a copy of all versions (Survey Monkey, PDF, Word) to the subcommittee to proof and test for access and ease of use (including screen readers). Kevin, Ryan, and Damiana can also help with this and potentially test with Jaws or provide more info regarding the demo version if needed. We will also consider adding a disclaimer to prospective nominators noting what programs it has been tested for access on (and ensure there is a contact to request alternative formats).

**-SPONSORSHIP:** Ryan will test the mail merge process with Emily next week, and then will finish sending the sponsorship requests to his database of Tribal VR, CRP, and WDC organizations. We are still waiting to hear back from Microsoft and WSECU with their response, and may want to follow up. Ryan still needs assistance reaching out to the private local businesses from the Chamber of Commerce list. Matt will ask Yvonne offline, and Pat also volunteered to help with this if needed. Ryan will work with Emily to send formal hardcopy sponsorship letters to those subcommittee members who requested it (and electronically to those who requested that).

**-BROCHURE:** We will revisit and make any needed updates for this year after a decision about the possible DSP Award category rename is made.

**-DSP AWARD CATEGORY:** Janet will connect with Yvonne offline to share the historical context and her concerns with the potential rename so she is in the loop (having had to miss today's meeting) before a decision.

**-PHOTO SESSION:** Elizabeth will submit the request this week for a time with the Governor to take photos with past recipients from the COVID era (2020-2022) on 6/14/23 and we will wait to hear back and let folks know. From there, we will figure out the details and timeframe, and send invites to recipients and the subcommittee chairs and GCDE chairs (Pat and

**Damiana will decide amongst themselves who should attend). It was also suggested we consider potentially working with the ESD Comms office to provide media coverage of the photo session as a way to promote this year's event if possible.**

- 11. Next meeting date and time: Friday, April 14, 2023 (confirmed by Ryan and Matt as 11am)*