

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

Community Outreach Subcommittee meeting

November 8, 2022, 4:00-5:00pm

Minutes

Important Note: Please find the hotel address and contact information, and the LAP meeting address at the end, right after the minutes on this document.

1: Welcome to the Community Outreach meeting – Meeting called to order by Laurie Schindler at 4pm. She shared that we have a lot to cover today and that she is getting excited for our upcoming event. Everyone was reminded that Damiana is away, so Laurie and Ryan will be facilitating today. Amy let us know that she would need to leave at 4:45pm for another meeting.

2: Roll Call – People were asked to acknowledge when their name was called. Present were Matt Nash, Amy Cloud, Emily Heike, Marsha Cutting, Patti Dailey-Shives, Ryan Bondroff, Laurie Schindler, Interpreter Emily Dahl, Larry Gorton, and Nathan Hoston (who let us know he would be joining late). Hearing no others, we went forward with the agenda.

3: Housekeeping rules – Although we are all familiar, a reminder was provided to please use the raise hand feature when wanting to speak to be called upon, and to introduce yourself before you start so we know who is speaking.

4: Any additions to the agenda – folks were asked if they had an opportunity to review the agenda and if they had any additions, and hearing none, the agenda stands as is.

5: Approval of October 11th meeting minutes – a motion was sought to approve, Matt moved, and Marsha seconded.

6: Town Hall and LAP Meeting Venue Update – A reminder was given that LAP stands for Leadership Action Planning. Laurie shared that herself, Damiana, and Ryan have had conversations of late about where to hold the Town Hall virtually for those participating in-person on the local team in Port Orchard. In the end, it was decided to ask those who will be at the Red Lion to connect to the Zoom in their own individual rooms using their computers. We are hopeful for good bandwidth, but it is still a bit up in the air. We have our fingers crossed that the tech component works well, but just in case, think it may be a good idea to assign a co-host who is not participating in-person at Port Orchard during the Town Hall meeting (Laurie has volunteered for this but no decision has been made).

For the wrap up meeting after the Town Hall, where the team stays on for a while to have a conversation about what we heard and what to bring forward to the LAP meeting, it has been agreed that we will use the breakfast room at the hotel to meet – although bandwidth may still be an issue. It was mentioned that perhaps the county could provide a room for this, and that their Wi-Fi is quite good based upon meetings Marsha has attended. Laurie shared that this had been discussed, however there was a concern, and that Ryan could speak to that - but first there was a question. Larry wondered if the meeting minutes still needed to be approved. Laurie mentioned that he had joined late and missed that section, but the motion had already passed, and ensured that there were no follow up comments on that.

Ryan shared that he could check with Doug Washburn at Kitsap County again if needed, but that last he heard, the room they had available could only hold 10 people - so it was dropped from consideration. He shared that he has already reserved the breakfast room during the Town Hall meeting for himself and his in-person interpreters and support provider, as it would be too many people to have in an individual room, and is more professional to have in a separate space. But if a time was agreed upon to meet afterwards, we could see about extending the room reservation if people are interested. Laurie thanked Ryan for this.

Laurie shared that it would be ideal to use the same space for discussion of the takeaways if possible, especially if we already have the room reserved, and that those participating in the meeting at the Red Lion could plan to meet in the breakfast room a short while after the meeting adjourns and perhaps have dinner brought in. Although there are dining options nearby, we will be on a bit of a time crunch to prepare for the meeting the next morning that evening, so it may be easier to have food brought in. However, that is open for discussion if people would rather go out. We will have a lot to do to prepare for the LAP though, so it may be faster to eat as we are meeting.

Patti shared that it will be their first in-person meeting and that they plan to participate on Thursday and Friday, however, they will need to be in Seattle at noon and would be free by 4pm to head to Port Orchard. Since the Town Hall is virtual, they are hoping to be able to connect in route, but were unclear with the LAP locally in-person the next morning as well as the debrief after the Town Hall at the hotel – whether they would be expected to drive back and forth to their home that evening and the next morning. Laurie shared that we would discuss travel plans later, but that they could plan to stay and would not be asked to drive back and forth, and that any help and participation in-person is welcomed. Patti thanked Laurie as it would be a bit of a trek late at night and early in the morning, especially with our meeting afterwards. Laurie confirmed that folks can make hotel accommodations and that we don't expect people to go back and forth, especially since our discussion after the Town Hall usually lasts a couple of hours, and that she is excited to have folks in-person as many haven't experienced it before - so it is different compared to Zoom and she is looking forward to it. It will be a new setting for a lot of folks and that it leads to great connections, and we are happy to have the opportunity.

Ryan concurred and shared that Patti would still be welcomed to take notes if interested (Patti confirmed but will be unable to help during the Town Hall as they will be in transit). Laurie shared that the event is not too far away and that we are looking forward to a dynamic meeting. Amy wasn't sure if there was a better place in the agenda for this, but wanted to discuss how those who can't be there in person can still help with preparing for the LAP meeting and debriefing after the Town Hall, and imagines it will work similar to how it did virtually in Colville. She shared that the in-person meeting she attended in Bellingham before becoming a member was great, but that she can see and hear better virtually. Laurie shared that with technology and the use of Zoom we hope that people will be able to connect virtually and still be able to be a part of the conversation with the folks in-person at the Red Lion. As long as there are no issues with the bandwidth or connection, this should be feasible, and we will stay positive that everything will work out and have a backup plan just in case such as sharing feedback via text, etc. Again, people who want to stay over can do so as well.

7: Master Contacts and Letter/Flyer Logistics Update – Ryan and Emily have been working together on this. Ryan has been working on the social service providers sheet, and Emily has been working on the elected officials and school personnel. Emily has finished her portion and Ryan is still working on his. He is sending out emails but has to use a different process. He is not ready to provide an update on his

portion yet as he is still working on it and has not finished yet. He has to do it the old-fashioned way, whereas Emily can use a mail merge to send out the letter and flyer. Ryan is currently undergoing training on how to use that process but is not ready to do so yet, as there are additional steps needed when using braille compared to when sighted, so for now he has to manually input all of the details. He shared that we currently (as of the meeting) had 14 Town Hall registrations, and 5 LAP registrations, and would be working with communications soon to get a press release out to the general public and our listserv. We will need help conducting follow up calls to contacts, similar to Colville, so let us know if you are interested.

Laurie shared that she believed we had a good list of social service providers already, and wanted to clarify if Ryan was double checking to make sure folks were not missed, or doing more research to add it as it was fairly small – but thought it was done so wanted to check her understanding. Ryan shared that yes, he was updating the information as some folks had changed or moved phone numbers or addresses due to COVID, and that it was a great list – he is just making some updates and additions such as DDA, DVR etc. but that it is looking good and going well. He thanked everyone for their patience and let us know that the process would be faster once he can use the mail merge. Laurie thanked Ryan for the update.

Marsha said that she will help with phone calls, and thinks that the county would likely share the information out with their distribution list if we sent it to them, and confirmed the time (5:30-7:30pm). She also wanted to ensure that the Kitsap County ACAC was on the invite list. The group concurred that was a good idea, and also confirmed that the LAP meeting is at 8am. Marsha said that she will let them know, and Ryan shared that he would review the invite list to check if the members are already on it. If not, Marsha can send us their contact info to ensure they are on the invite list. Marsha shared that they are interested in attending, but hadn't yet received any info as of their meeting this morning. The team thought this was a good catch. It was confirmed that they are not currently on our list, so Marsha will send names, phone numbers, companies (if applicable), mailing addresses, and email addresses also.

Regarding the follow up phone calls, it was clarified that the goal is just to reach out personally to folks if we haven't yet received an RSVP, and that we would divvy up the contact list. Patti, Matt, and Nathan also volunteered to help with this. There will be more to come on this. Amy also volunteered. Laurie will also help.

8: Task Assignments for the event – Laurie shared that we would follow up with an email as well, but to please let us know if you are interested in volunteering in the meantime, and that it's okay if you need to think about it. She shared that Damiana and Bill will facilitate both the virtual Town Hall as well as the LAP for continuity, so that task is already covered. We will need table facilitators, which is a GCDE member who will sit at the table groups with the community members, to facilitate conversation, taking notes, and documenting how the team decides to move forward. Patti volunteered for this. Laurie shared that we will probably need 5-7 people. We will also need a notetaker for both events to capture the conversation. Amy shared that she would consider transcribing if recorded, unless the info is needed that night for the next morning. We can record the meeting, but will need the info for the LAP, as it will be important to recap as a group to prepare. The roles were clarified regarding notes at both events. We will send out a list of duties in advance of the meeting next week. We will also need a greeter to sit at the registration table with the nametags and sign in sheets to welcome people in, this is a fairly easy task. We'll also need a person assigned to provide backup tech support, particularly on the Town Hall,

and are thinking of asking Clarence. We'll also need two hand watchers for the Zoom, as well as someone to review the GCDE overview (usually in PPT). Marsha clarified that she will be participating as a community member and therefore likely won't be available to assist with any GCDE duties at the events. Finally, we will need someone to count votes, both for the topics that came up most during the Town Hall as we prep for the LAP meeting as well as for the top solutions chosen at the LAP meeting. The LAP process was clarified that the group will brainstorm ideas for the top issues brought forth at the town hall, and then folks will vote for the solutions they think would work best in their community or that they want to take part in. Nathan shared that he will be attending both and could greet or facilitate a table, but is not a great notetaker.

9: Travel Planning Procedures – Emily reviewed the travel process in terms of volunteers being authorized to stay the night, needing to request the state rate at the hotel, being provided a travel letter to get the rate, and filling out a couple of forms later to be reimbursed for the hotel, any meals such as dinner the night of the Town Hall, and mileage. Laurie shared that we are planning to carpool to the LAP meeting the next morning and will likely plan to leave around 6:45am, it doesn't take too long to get there but we want to ensure we are setup, and will get an email out to those staying over about this.

10: Next Action Steps – No questions or clarifications were heard. Laurie recognized that we covered a lot of information today. Ryan mentioned that the breakfast will be catered by Panera, and we will need to know if anyone has any dietary restrictions. Please keep an eye out for emails with information about that, the registration links, the follow up calls, task assignments for the events, and travel and carpool information. Everyone have a great week and thank you for your time today.

*11: Next Meeting will be on **Tuesday, November 15th at 4pm to 5pm** (Emily and possibly Damiana absent – need to assign backup notetaker)*

Hotel Address and Contact Information (*group will need to convene no later than 4pm on Thursday Dec. 8 to prepare*)

Red Lion Hotel

220 Bravo Terrace SE

Port Orchard, WA 98367

Website: Redlion.com | Phone: 360-895-6818

Note: Please use the state government hotel rate found on the [Kitsap per diem map](#) (\$98.00 plus tax). Please provide a travel letter when checking in with the hotel desk staff upon arrival (*Ryan or Emily will provide these to the team attending*).

Leadership Action Planning Breakfast Meeting Location (*group will arrange carpool from hotel departing around 6:45am*)

Friday, December 9, 2022

Kitsap County Commissioner's Chambers

619 Division St.

Port Orchard, WA 98366