

**Governor's Council on Blindness and Visual Impairment (GCBVI)**  
**Employment Committee Meeting Minutes**  
January 5, 2017

**Members Present**

Tom Hicks\*  
Kryslen Holt\*  
Terell Welch\*  
Dan Martinez\*  
Jordan Moon\*

**Members Absent**

Nikki Jeffords

**Staff Present**

Lindsey Powers, Admin. Assist.  
\*Teleconferenced

**Guests Present**

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**Call to Order and Introductions**

Tom Hicks called the meeting to order at 11:02 am in the Council Staff Office, Phoenix, AZ. Introductions were made a quorum was present.

**Approval of December 21, 2016 Meeting Minutes**

Kryslen Holt moved to approve the minutes of the December 21, 2016 Employment Committee meeting. Terell Welch seconded the motion. Terell Welch requested a sentence be corrected to indicate that Marc Ashton would provide the closing remarks. The committee approved the amended minutes by unanimous voice vote.

**E75 Timeline Review**

Mr. Hicks inquired whether the email invitation sent to invitees included instructions for requesting their meal options. Lindsey Powers stated the email did not include instructions for ordering their meal options. Terell Welch inquired regarding the process for inviting the job ready candidates. Tom Hicks stated his understanding that job ready candidates were invited by their counselors through email. Kryslen Holt noted during the previous E75 Diversity Builder Award Event, attendees were given an Event Brite link to register for their lunch options. Tom Hicks inquired whether Dan Martinez would be willing to create an Event Brite link for attendees to register for their meals. Dan Martinez suggested the committee contact the attendees directly and request their meal choice. Tom Hicks inquired how the

committee would track the meal options of attendees. Terell Welch stated when committee members followed up with the employers; they could inquire regarding their meal choices. Dan Martinez stated all meal options would need to be sent to Lindsey Powers in order to track everyone's choices. Tom Hicks suggested the menu options be included to the email invitations as well as a request that attendees RSVP by January 13, 2016 with their meal choices.

Terell Welch stated nine job ready candidates had recorded their elevator speech videos and he anticipated that two more individuals would record their videos. Mr. Welch noted all job ready candidates arrived prepared to tape their videos and developed excellent elevator speeches. Terell Welch stated he would identify a way for the job ready candidates to access their videos. Mr. Welch stated he was very pleased with the job ready candidates' videos, which would help those candidates when speaking to employers. Tom Hicks inquired whether the job ready candidates received professional photos during the taping of their video speeches. Terell Welch stated professional photos were not taken at that time. Kryslen Holt stated she knew of a potential photographer that could take pictures at the event and she agreed to follow up with that individual. Terell Welch stated one of the job ready candidates' career choice was to be a photographer, and could assist with taking photos at the event.

### **E75 Event Program Discussion**

Tom Hicks suggested the committee invite Rich Sorey, Services for the Blind Visually Impaired and Deaf (SBVID) Program Manager and Tanner Robinson to the next meeting to discuss the event program. Mr. Hicks noted Mr. Sorey and Mr. Robinson would need to be informed regarding the overall flow of the event. Tom Hicks inquired whether committee members had reviewed the Program/Running Sheet Lindsey Powers forwarded to committee members. Lindsey Powers reviewed the Program/Running Sheet.

### **E75 Event Invite Discussion**

Lindsey Powers stated she spoke to the event planner, who indicated that she would need the list of invitees in order to make the nametags for the event. Tom Hicks stated all committee members should contact their invited employers and verify which individuals would be attending.

Terell Welch stated the phone calls to employers would be crucial in identifying which employers would be attending. Lindsey Powers and all committee members agreed to contact invitees as well. Tom Hicks noted the committee needed confirmation from the individuals that would be

receiving the E75 Diversity Builder Awards. Terell Welch stated he would like to send an email invitation inviting the job ready candidates to attend the event. Lindsey Powers stated she would make the recommended changes to the email invitation and forward to Terell Welch to be forwarded to the job ready candidates.

Tom Hicks stated the committee needed to contact the individual at the Foundation for Blind Children (FBC) that would handle the audio/visual for the event. Terell Welch stated he, Lindsey Powers, and the event planner would meet with the audio/visual staff to discuss the videos. Tom Hicks stated the committee also needed to ensure the sponsors of the event received invitations as well.

Tom Hicks suggested the committee members divide up the list of invitees and each would contact individuals. Lindsey Powers stated she would divide up the list and forward to committee members.

Tom Hicks reminded committee members to contact Lindsey Powers with any concerns or questions that needed to be addressed by the committee.

### **Agenda and Date for Next Meeting**

The next meeting of the Employment Committee would be on January 11, 2017 from 11:00-12:30 pm in the RSA Conference Room, Phoenix, AZ. Agenda items are as follows:

- E75 Timeline Review
- E75 Event Program Discussion
  - Emcee Discussion
- E75 Event Invite Discussion

### **Announcements**

There were no announcements.

### **Public Comment**

A call was made to the public with no responses forthcoming.

### **Adjournment of Meeting**

Kryslen Holt moved to adjourn the meeting; Terell Welch seconded the motion. A voice vote was taken and the motion passed unanimously. The meeting stood adjourned at 11:45 p.m.