

**Governor's Council on Blindness and Visual Impairment (GCBVI)**  
**Employment Committee Meeting Minutes**  
June 21, 2017

**Members Present**

Tom Hicks\*  
Nikki Jeffords\*  
Tanner Gers\*  
Terell Welch  
Dan Martinez\*

**Members Absent**

Kryslen Holt  
Jordan Moon

**Staff Present**

Lindsey Powers, Admin. Assist.  
\*Teleconferenced

**Guests Present**

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**Call to Order and Introductions**

Nikki Jeffords 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 June 7, 2017 Meeting Minutes**

Nikki Jeffords motioned to approve the minutes from the June 7, 2017 meeting. Dan Martinez seconded the motion. The minutes were approved by unanimous voice vote.

**E75 Invitee Discussion**

Tom Hicks stated Terell Welch forwarded an email from his supervisor previously, where she suggested each committee member personally invite five individuals to attend the E75 event. Tanner Gers stated contacted Experian, AT & T, Raytheon and Bank of America regarding the business's attendance at the event. Nikki Jeffords inquired regarding the status of Terell Welch's invitations distributed through the Employment Engagement Administration. Terell Welch stated he drafted a Save the Date document to be included in an Unemployment Insurance newsletter with the event sponsorship form. Tom Hicks inquired whether every GCBVI council member should invite five individuals to attend the E75 event. Terell Welch stated his supervisor had suggested that each council member invite individuals to attend. Mr. Welch noted the poor employer attendance at the event was not

due to the marketing materials, but due to the lack of buy-in. Terell Welch stated if each committee member reached out to three individuals, the event would have greater employer attendance. Tom Hicks inquired when the committee intended to send out the Save the Dates. Terell Welch stated the Save the Date invitations would be finalized by June 28, 2017 and he would distribute to the committee for approval, and then committee members could begin distributing the Save the Date invitations. Tom Hicks inquired whether the committee should request support from the GCBVI in inviting individuals to attend the E75 event. Terell Welch inquired whether the Save the Date invitations could be distributed once the document had been approved by the GCBVI. Tom Hicks stated the Save the Date documents could be distributed once approved. Terell Welch suggested the Save the Date documents begin being distributed on July 10, 2017.

### **E75 Website Update**

Nikki Jeffords stated she had not followed up with Jeff Bishop regarding the development of the E75 website, and she would contact Mr. Bishop. Ms. Jeffords noted the committee was interested in including all event documents on the website.

### **E75 Award Category Nomination Form Update**

Dan Martinez stated he tried to create the nomination form using Google forms, although he was unable to do so. Tanner Gers stated he would develop a Survey Monkey form with the nomination form information for distribution to community members. Tom Hicks inquired whether the award nomination form would be distributed to job ready candidates and community members also. Terell Welch stated his understanding was that the job ready candidates and community members would be able to nominate employers for awards. Tom Hicks stated Survey Monkey would be useful in collecting the data and was accessible for blind and visually impaired individuals. Nikki Jeffords stated the committee had already identified the nomination form deadline of September 5, 2017. Nikki Jeffords inquired whether the committee should extend the nominations until the end of November to include nominations from individuals attending the Vision Rehabilitation and Assistive Technology Expo (VRATE). Lindsey Powers agreed to forward the E75 Award Category Nomination form to Tanner Gers to be developed in a Survey Monkey survey.

### **E75 Marketing Discussion**

Nikki Jeffords stated she would follow up with her co-worker regarding his suggestions for marketing the event. Ms. Jeffords suggested the committee

reach out to the State Independent Living Council (SILC) and the State Rehabilitation Council (SRC) for support in holding the E75 event.

### **E75 Sponsorship/Fundraising Discussion**

Dan Martinez stated the E75 Sponsorship form had been completed. Tom Hicks inquired whether the committee had received any sponsorship for the event. The committee members stated the committee had not received sponsorship. Tom Hicks inquired whether the committee had confirmed the reservation of the Ability 360 Conference Room. Lindsey Powers stated her understanding that the committee had reserved the Ability 360 Conference Room for the E75 event. Nikki Jeffords stated she would inquire whether the Ability 360 would be willing to offer the conference room in kind or at a discounted fee. Terell Welch stated Ability 360 could be considered a sponsor of the event. Tom Hicks inquired whether the Sponsorship Form could be resent to all committee members. Lindsey Powers agreed to resend the Sponsorship Form to committee members.

### **E75 Newsletter Discussion**

Dan Martinez stated that Kryslen Holt had completed the E75 Newsletter and the committee members could begin requesting that individuals subscribe to receive the newsletter. Tom Hicks stated he would request that his co-workers subscribe to the newsletter. Lindsey Powers stated she ask for Amy Porterfield's approval in requesting council members subscribe to the E75 newsletter.

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

The next meeting of the Employment Committee would be on July 18, 2017 from 12:00-1:00 pm in the RSA Conference Room, Phoenix, AZ. Agenda items are as follows:

- E75 Checklist Discussion
- E75 Invitee Discussion
- E75 Survey Monkey Discussion
  - Award Category Nomination Form Update
  - E75 Sponsorship/Fundraising Discussion
- E75 Marketing Discussion
- E75 Program Development Discussion
- E75 Newsletter Discussion

Nikki Jeffords suggested the committee begin discussing the E75 program and continue improving on the final product. Terell Welch suggested the committee assign a program manager, or someone to manage the event.

### **Announcements**

There were no announcements.

### **Public Comment**

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

### **Adjournment of Meeting**

Nikki Jeffords moved to adjourn the meeting; Tanner Gers seconded the motion. A voice vote was taken and the motion passed unanimously. The meeting stood adjourned at 11:57 a.m.