

Governor's Council on Blindness and Visual Impairment (GCBVI)
Employment Committee Meeting Minutes
July 18, 2017

Members Present

Tom Hicks*
Nikki Jeffords*
Kryslen Holt*
Terell Welch

Members Absent

Tanner Gers
Jordan Moon
Dan Martinez

Staff Present

Lindsey Powers, Admin. Assist.
*Teleconferenced

Guests Present

Call to Order and Introductions

Nikki Jeffords called the meeting to order at 12:02 pm in the RSA Conference Room, Phoenix, AZ. Introductions were made a quorum was present.

Approval of June 21, 2017 Meeting Minutes

Terell Welch motioned to approve the minutes from the June 21, 2017 meeting. Nikki Jeffords seconded the motion. The minutes were approved by unanimous voice vote.

E75 Checklist Review

Tom Hicks inquired whether Ability 360 was willing to allow the Employment Committee to use their conference room free of charge for the E75 Diversity Builder Award Event. Nikki Jeffords stated she contacted Phil Pangrazio, Ability 360 CEO, who agreed that the conference room reservation would be free of charge. Kryslen Holt stated she would contact Ability 360 to confirm that the conference room could be reserved for free. Tom Hicks asked that Kryslen Holt also confirm that the conference room reservation included the setup of the audio/visual equipment.

Lindsey Powers reviewed the items on the E75 Event Checklist that required completion:

Identify employers to invite

- Request sponsorship/send sponsorship letters
- Determine when and how to invite attendees
- Determine who to recognize
- Develop event agenda
- Determine menu/meals served
- Draft event invitation

Tom Hicks suggested the committee distribute the Save the Date invitations and the E75 Sponsorship letter be sent to the GCBVI council members.

E75 Survey Monkey Update

Nikki Jeffords stated Tanner Gers developed the Survey Monkey links to the E75 Sponsorship form and the E75 Category Nomination form. Tom Hicks inquired regarding the purpose of the Survey Monkey links. Nikki Jeffords stated the committee wanted the forms to be available online so that individuals could easily complete the forms online.

E75 Marketing Discussion

Terell Welch suggested the Employment Committee request that the committee have the opportunity to present at the Arizona Summit on Volunteerism and Civic Engagement to promote the message of the E75 event. Mr. Welch stated the committee would need to submit the Request for Proposal (RFP) in order to be considered as a potential presenter at the summit. Terell Welch stated the committee's presentation could be under the Civic Engagement category. Tom Hicks inquired regarding the committee's obligation if the RFP was approved. Terell Welch stated committee members would provide a presentation at the event. Nikki Jeffords inquired regarding the information that committee members would present. Terell Welch stated the committee's presentation could include job ready client elevator speeches, or committee members could speak about the challenges they faced in obtaining competitive employment. Tom Hicks inquired whether the event was a workshop and whether the committee needed to educate the audience. Terell Welch stated the committee would provide information to educate the audience and have a booth as well. Tom Hicks inquired regarding the financial obligation of attending the event. Terell Welch stated he was unsure regarding the cost of attending the event, although he would likely obtain sponsorship from the Department of Economic Security (DES). Tom Hicks inquired whether Terell Welch required assistance in completing the online RFP. Terell Welch stated he would welcome assistance in completing the online RFP. Tom Hicks agreed to assist Terell Welch in completing the online RFP and welcomed any other committee members to assist as well.

Kryslen Holt suggested the RFP focus on volunteering and promoting job readiness skills and not on employment due to the theme of the summit. Ms. Holt stated the presentation could include instructions on how to be a sighted guide to a blind or visually impaired individual. Tom Hicks stated the E75 Diversity Builder Award Event could inspire youth and younger generations to volunteer and obtain that valuable working experience. Nikki Jeffords stated the presentation could provide information regarding the steps a client would take to complete the rehabilitation process. Nikki Jeffords stated the committee members could also include a quiz after the presentation to test the audience members' knowledge. Terell Welch stated the committee needed to identify the purpose of the presentation, the goal of the session, and the tools and knowledge that audience members would receive.

Nikki Jeffords stated Jeff Bishop had agreed to develop an E75 website, and she would follow up with Mr. Bishop on that. Ms. Jeffords noted the Employment Committee wanted to create the E75 website as a central location for the E75 Sponsorship form and the E75 Category Nomination Form. Tom Hicks inquired regarding the cost for creating an E75 website. Nikki Jeffords stated Jeff Bishop indicated that the cost for creating a website would be inexpensive.

Terell Welch stated the Save the Date invitations had been completed and were ready for distribution. Mr. Welch noted he would follow up with his supervisor regarding the approval to request the E75 marketing materials from DES Graphics and Design. Tom Hicks inquired whether Terell Welch had identified the distribution list for the Save the Date invitations. Terell Welch stated that Unemployment Insurance (UI), the Employment Engagement Administration, and the Business Engagement Team were willing to distribute the information. Terell Welch inquired whether the GCBVI members had agreed to reach out to five individuals to invite to the E75 event. Tom Hicks stated he had not received responses from any GCBVI members, although each Employment Committee member had agreed to reach out to five individuals and extend invitations to the event.

E75 Program Discussion

Tom Hicks suggested the E75 program theme be the same as the presentation proposal theme, Diversity Building. Nikki Jeffords stated the program could eliminate the keynote speaker. Tom Hicks stated the program would include job ready candidate videos, and time for the job ready candidates to network with the employers.

E75 Newsletter Discussion

Tom Hicks inquired whether individuals had subscribed to the E75 Newsletter. Kryslen Holt stated about five individuals had subscribed to the newsletter, and noted that Amy Porterfield, GCBVI Chair, had indicated some accessibility issues when subscribing using screen readers.

Agenda and Date for Next Meeting

The next meeting of the Employment Committee would be on July 27, 2017 from 12:00-1:00 pm in the RSA Conference Room, Phoenix, AZ. Agenda items are as follows:

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

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; Kryslen Holt seconded the motion. A voice vote was taken and the motion passed unanimously. The meeting stood adjourned at 1:00 p.m.