

**Governor's Council on Blindness and Visual Impairment (GCBVI)**  
**Employment Committee Meeting Minutes**  
October 14, 2020

**Members Present**

Nathan Pullen  
Terell Welch  
David Steinmetz  
Bea Shapiro

**Members Absent**

Terri Hedgpeth

**Staff Present**

Lindsey Powers

**Guests Present**

Sue LeHew  
Mark Nelson  
Reggie Laister

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**Call to Order and Introductions**

Nathan Pullen called the meeting to order at 3:05 pm. Introductions were made a quorum was present.

**Approval of the September 23, 2020 Meeting Minutes**

David Steinmetz motioned to approve the minutes from the September 23, 2020 meeting. Bea Shapiro seconded the motion. The meeting minutes were approved by unanimous voice vote.

**Committee Member Discussion**

Nathan Pullen stated that Jordan Moon had indicated that he would no longer be able to participate on the committee due to his work commitments, and recommended Reggie Laister as a potential member of the committee. Reggie Laister stated he was the Business Development Manager at SAAVI Services for the Blind, had been part of the blindness community for ten years, and was excited to participate on the committee. Nathan Pullen stated the committee would be pleased to welcome Reggie Laister as a member and asked for a member to make a motion. Bea

Shapiro motioned that Reggie Laister be appointed as a member of the Employment Committee. David Steinmetz seconded the motion. The motion was approved by unanimous voice vote. Nathan Pullen welcomed Reggie Laister as a member of the Employment Committee.

### **VRATE Presentation Discussion**

Bea Shapiro stated that she and Sue LeHew developed a draft Power Point to use during the Employment and Assistive Technology (AT) Committees' presentation at Vision Rehabilitation and Assistive Technology Expo (VRATE), and the committee members could discuss who would discuss each slide during the presentation. Nathan Pullen inquired whether the committee preferred to include questions in the Power Point, or whether a committee member would be assigned to discuss a slide. Mark Nelson suggested that committee members answer questions during the presentation. Sue LeHew stated that she could include questions in the Power Point slides, or edit the slides as needed.

Sue LeHew reviewed the Power Point and stated the presentation included the GCBVI mission and vision statement. Nathan Pullen suggested the Power Point include the GCBVI, E75 and RSA logos to be consistent with E75 events. Sue LeHew stated she could include information regarding the E75 initiative, which could replace information about the council. Sue LeHew stated the presentation included reasons for holding virtual meetings. She noted the presentation also included pictures of a man walking with a cane, a Dial-a-Ride, as the old norms and a picture of a man sitting at a computer as the new norm. Sue LeHew stated the presentation discussed accommodation areas and virtual meeting issues. Bea Shapiro stated the presentation would discuss the different controls that individuals would need when accessing virtual meetings. Sue LeHew stated the presentation did include the different virtual platforms: Google Meet, Zoom, Microsoft Teams, Skype and WebEx as well as sample meeting controls. Ms. LeHew inquired whether the presentation should include the shortcut keys or provide general information. Bea Shapiro stated the slide could include general information, and the committee members could provide additional information to anyone interested. Nathan Pullen stated the information could be included in presentation but did not need to be discussed in detail. Terell Welch stated the presentation could include a narrative of the information and indicate that individuals could request more detailed information if needed.

Sue LeHew inquired whether the presentation should include information regarding each virtual platform. Bea Shapiro stated her understanding that some individuals were able to use Microsoft Teams easily, and others found

the platform to be inaccessible. Nathan Pullen stated he heard the same and suggested that Skype be removed as most individuals used Microsoft Teams. Sue LeHew inquired whether the presentation should include information regarding Skype for Business. Bea Shapiro stated that large companies would use Microsoft Teams, and smaller businesses might use Skype. Sue LeHew stated the presentation could indicate that Microsoft Teams was actively replacing Skype. Ms. LeHew stated the presentation could also indicate that WebEx was not very accessible for speech users. Nathan Pullen noted that all platforms would have a call-in option, which could be an alternate format. Sue LeHew inquired whether the presentation should indicate that Microsoft Teams was not very accessible. Mark Nelson stated that most individuals would not have access to Microsoft Teams unless they were part of a large organization. He noted that many large companies would likely use Zoom for virtual interviews. Sue LeHew stated the presentation could indicate that Microsoft Teams was mostly accessible in house.

Sue LeHew stated the Power Point discussed the etiquette for everyone using the virtual platforms and noted that some information could be removed as it was not related to interviewing, such as refraining from chit chatting. Terrell Welch inquired regarding the issue with chit chatting and noted that some employers would include information in the chat box during a meeting. Sue LeHew stated that individuals using screen readers had difficulties accessing side conversations, although JAWS could be turned down. Reggie Laister stated an individual could eliminate the voice over and noted that sometimes the chat box information was not enabled to be shared and could not be copied by the individual. Reggie Laister stated he recently taught students on how to present themselves professionally during virtual meetings. Mr. Laister inquired whether the presentation should include information regarding group or panel interviews. Bea Shapiro agreed and noted that many employers scheduled panel interviews. Sue LeHew stated the Power Point could include the types of interviews, such as one-to-one, and panel interviews. Nathan Pullen stated the presentation could clarify that some HR professionals would contact the individual with pre-screening questions prior to the interview. Bea Shapiro noted that in those instances, the HR professional would likely call the individual. Mark Nelson noted that panel interviews were often used by government agencies, while other companies might use one-on-one interviews. Bea Shapiro stated that many VR clients participated in panel interviews for all types of companies. Sue LeHew stated she could separate the information into the interview types and the etiquette.

Sue LeHew stated the Power Point also included information regarding professional backgrounds, or space for the interview. Nathan Pullen

suggested the presentation include samples or templates of professional backgrounds. Nathan Pullen stated the slides could indicate the etiquette of virtual meetings rather than the Do's and the tips, rather than the Don'ts of virtual meetings. Bea Shapiro inquired whether the title of the presentation be: Do's and Don'ts of Virtual Meetings. Nathan Pullen stated the title could remain the same or be Virtual Interview for Success or Successful Virtual Meetings for Blind and Visually Impaired Individuals. Bea Shapiro stated she liked the current title, which would likely encourage individuals to attend. Sue LeHew stated she would make the changes to the Power Point and send it out for the committee members to review.

### **E75 Event Discussion**

This item was tabled.

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

The next meeting date of the Employment Committee will be determined.

### **Announcements**

There were no announcements.

### **Public Comment**

A call to the public was made with no response's forthcoming.

### **Adjournment of Meeting**

Bea Shapiro motioned to adjourn the meeting. Sue LeHew seconded the motion. The meeting was adjourned at 4:00 p.m.