

# Governor's Committee for Employment of People with Disabilities Minutes

Meeting Date: January 8, 2003

Facilitator: Diane Russell

Minute Recorder: Sarah Lehmann

Attendees: Stuart Boyd, Sherrie Crespo, Paul Kelsey, Marette Monson, Karla Padilla

Excused: Stephen Maas

## Next Meeting Date and Location

**Wednesday February 12, 2003                      8:30 am**  
**Judy Ann Buffmire Building, 1595 West 500 South**

## Action Item Updates from Past Meetings

<i>Action Item</i>	<i>Status</i>	<i>Who</i>
Contact EEOC concerning disability technical workshop in Salt Lake City on June 5, 2003.	Diane Russell contacted Joe Gallegos who put her in touch with the Regional EEOC Director. Her name is Crystal Watson operating out of Phoenix, Arizona. She too, did not have any information about the workshop. There is, however, a Ticket to Work Employment Network Conference in Salt Lake on June 5.	Diane Russell

## Topic and Summary of Discussion

### *Agenda Item*

### *Discussion*

Development of Employer Focus Groups	The Committee decided on the following items concerning focus groups: there will be a total of six meetings during March and early April. Two will be held in Ogden, Salt Lake City and Provo. One focus group in each city will include large business (over 50 employees) and the other small business (less than 50 employees). All focus groups will consist of 8-12 participants from mixed industry including retail, state government, restaurants, health care, computer-related companies, hospitality, call centers, manufacturing, tourism, and mining. Focus groups will last 1 ½ hours to 2 hours, however 4 hours should be scheduled for each meeting. Sites in Provo and Salt Lake City will be the DWS office. Ogden will be Weber State University, DWS, or any other site conducive for a focus group. Diane Russell has a letter for the President of Weber State asking permission to use a room in the Business Building and to ask Continuing Ed. Professional Development team to assist with a list of business people to invite. Stephen Maas and Karla Padilla will reserve each site, arrange for a facilitator and determine the invitation list. Invitees will include CEOs, owners of small businesses or whoever the CEO deems necessary. Diane Russell will draft the letter and Sarah Lehmann will conduct follow up with invitees after letters are sent.
Other	Golden Key Award Luncheons are scheduled April 15 in Salt Lake, April 24 in Provo and May 6 at Maddox in Perry. There are many nominees in Salt Lake and Northern Utah but only 3 from Provo. Diane Russell will contact the Provo VR office for more nominees. Nomination letters will be sent to Committee members by February 1, 2003 for preliminary review. The February meeting will be extended to 11:00 am to go over nominations.

## Discussions for Future Meetings

Based on the information gathered from the focus groups, the Governor's Committee will develop a 5-year strategic plan. Specific topics of the meeting will be the Golden Key Awards, how can we change them to be more relevant to employers and are there any alternatives, discussion of the feasibility to create a Business Leadership Network in Utah, consider coordinating with the Mentoring Day representatives in Utah to have statewide mentoring activities for individuals seeking employment, planning regional/statewide employer conferences in coordination with DWS, and providing in-service training to employers seeking information on ADA and other disability related topics. As the committee must meet the objectives outlined in the contractual agreement with the Dept. of Health, those objectives would be included in the strategic plan.

## Action Steps

<i>Action Item</i>	<i>Responsible</i>	<i>Target Date</i>
Identify potential companies for focus groups. An electronic form will be sent to each committee member. It should be returned to Steve Maas at smaas@utah.gov or Karla Padilla at karla.padilla@marriott.com.	All Committee Members	ASAP
Draft letter to potential focus group participants. Letter should include information about the Governor's Committee, what it does, and why the company's participation in the focus group is important.	Diane Russell	ASAP
Stephen Maas and Karla Padilla schedule meeting to discuss details of focus groups, who to invite and reserve sites.	Stephen Maas and Karla Padilla	ASAP
Contact human resource representatives for businesses provided by Sherrie Crespo. Use HR to get CEO's involved with the focus groups.	Sarah Lehmann	ASAP
Contact Cathy Chambless and Cindy Kindred for an update on the employer CD and Governor's endorsement.	Diane Russell	ASAP
Contact Provo Regional office for more Golden Key nominations.	Diane Russell	ASAP
Send handouts to members not in attendance.	Sarah Lehmann	ASAP