

Governor's Committee on Employment of People with Disabilities Minutes

Meeting Date: December 10, 2003

Facilitator: Marette Monson

Minute Recorder: Sarah Lehmann

Attendees: Amanda Dickson, Sherrie Crespo, Kirby Croyle, Paul Kelsey, Steve Maas, Jeff Morris and Diane Russell

Excused: Kevin Cammack, Karla Padilla, Brian Small

Guests: Gary Knapp, Karalee Smith

Next Meeting Date and Location

Wednesday January 28, 2004 10:00 am to 11:30 am

Wells Fargo International Center Building (ICB), 5201 W. Amelia Earhart Drive, Conference Room 2, First Floor

Action Item

Status

Who

<i>Action Item</i>	<i>Status</i>	<i>Who</i>
Website Development	The home page and "Contact Us" page are on-line on the intra-net, a temporary site that is password protected. Once they are approved by Blaine Petersen they will be on the internet.	Sarah Orr Lehmann

Topic and Summary of Discussion

Agenda Item

Discussion

Introduction of New Members	Kevin Cammack, Kirby Croyle, Jeff Herring, Jeff Morris and Thom Smith were officially appointed to the Committee on November 5, 2003.
Introduction of Guests	Karalee Smith from Skywest Airlines and Gary Knapp from Enable Industries attended the meeting. Both will be appointed, along with Ken Reid, in early January 2004.
Approval of Minutes	October 2003 minutes were approved by all committee members.
CD Development	The CD is part of the Workability Project. There are two sections of the CD; one for job seekers and the other for employers. Lane Beattie will do the endorsement for the CD. His recording is December 15 so the CD should be ready the first part of January. Any committee member who would like the CD for distribution should contact Diane Russell.
National Disability Mentoring Day Evaluation	Evaluations have been collected for the Salt Lake Area Mentoring Day. The results were tallied and distributed to committee members. Most were positive. The biggest problems with evaluations were little return. Job seekers and mentors alike commented they appreciated and enjoyed meeting each other before mentoring day. Kirby Croyle recommended submitting participants in a drawing when an evaluation is returned to increase feedback. Sherrie Crespo suggested moving mentoring day to the end of the school year so students would be available for a summer internship. October 15 could be a recognition date for the participants.
Governor's Committee Sub-Committees	Diane Russell proposed three subcommittees; Training and Education, BLN Steering, and PR and Events. Committee members present signed up to participate with a sub-committee. Sarah Lehmann will contact remaining committee members to see which subcommittee they would like to participate. Sub-committees will meet the first ½ hour at the January meeting to select a chair and take care of the items they will be given essential to organization. Each monthly meeting thereafter each committee will meet for an hour, if needed, and report to the full committee in the remaining hour. An agenda will be drafted for the next committee meeting informing all subcommittees what items need to be finished before reporting to the full committee.
Business Leadership Network Development	Marette Monson and Diane Russell attended the Business Leadership Network Summit in November. After the summit and meeting with Lane Beattie, Blaine Petersen decided not to contract with Roger Van Lieshout. The next step for the committee to take is to meet with Blaine Petersen, Raylene Ireland and Darin Brush with DWS to explore how

	we can partner with DWS in the development and implementation of a Salt Lake BLN. A meeting with Lane Beattie will then be scheduled and a plan proposed to him.
Governor's Committee Website	At the January 2004 meeting Sarah Lehmann will present the Committee website.
Committee Recruitment	Diane Russell is still looking for a Committee representative from a temporary employment agency. Steve Maas will call Susan Smith at Manpower and Amanda Dickson suggested contacting Strategic Staffing Temp Services.

Discussions for Future Meetings

Governor's Committee website development.

Action Steps

<i>Action Item</i>	<i>Responsible</i>	<i>Target Date</i>
Send Handouts to Members not in attendance.	Sarah Orr Lehmann	ASAP
Create agenda for Subcommittee meeting January 28, 2004.	Diane Russell	January 21, 2004
Contact all Committee members for Sub-Committee sign up	Sarah Orr Lehmann	December 17, 2003
Create a Committee Roster for all members	Sarah Orr Lehmann	December 19, 2003
Add Sub-Committee members and assignments to website	Sarah Orr Lehmann	January 21, 2004