

Interagency Committee of State Employed Women (ICSEW)

Meeting Agenda



September 17, 2019

Department of Corrections

7345 Linderson Way SW Tumwater, WA 98501


Mission: To better the lives of state employees by advising the Governor and agencies on policies that affect state employed women.

Vision: Enriching lives through advocacy, outreach, and opportunity.

General Membership Session Open to ICSEW Members and Guests		
15 min	Registration and Networking	Suggested Networking Activity
15 min	Welcome & Announcements ZOOM live feeds starting in November: Debbie Baker provided an introduction to Zoom described as a virtual meeting platform similar to GoToMeeting.	Jane Chapman
90 min	Help People G.R.O.W.  GROW letter.pdf  GROW questions.pdf Workshop Description Learn how to bring the best out in yourself and others using the G.R.O.W. process. This is a simple and memorable way to help yourself and others accomplish important goals in almost any situation. Participants will receive a full-color "Help People G.R.O.W." poster they can hang in their work area as a handy reminder. Damon Drown Chief Scientist and John Utter Creativity, Wellness, Careers	Damon Brown, Thrive
15 min	Break	

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105 min	Help People G.R.O.W.	Damon Brown, Thrive
60 min	<p>Working Lunch - 2020 Census: Are You Aware and Ready?</p>  <p>ICSEW_17 Sept.pptx</p> <p>WA2020 Counts information at Ofm.wa.gov/2020 census Contact Lisa directly lisa.mclean@ofm.wa.gov</p>	Lisa McLean, OFM
60 min	<p>Subcommittee work</p> <p>Jane Chapman introduced the changes being made to the subcommittees, which is allowed in the policies and bylaws as written for the ICSEW. Some subcommittees have been combined and the work that they do will be absorbed into the subcommittee that make sense to take over that work. There are now six subcommittees:</p> <ol style="list-style-type: none"> 1. Membership 2. Legislation and Policy 3. Partnerships (includes Public Outreach) 4. Communications 5. Mentorship 6. Professional Development (includes Conference) <p>Formal feedback will be distributed to the membership for input and policies will be updated to represent the current subcommittee configuration.</p> <p>Jane Chapman discussed the new hours of the membership and executive board meetings to allow more members to attend ICSEW meetings more frequently.</p>	All
25 min	<p>Report out</p> <p>Communications – Rachel Friederich:</p> <ul style="list-style-type: none"> • Working on the website redesign 	Subcommittee Chair or Delegate



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- Want information for the blog about women in other agencies making a difference in government
- Can submit a questionnaire to your agency about the people/agency/profiles. Contact Rachel for help with this
- Does not have to be original content, get creative with your social media feeds, BRG's etc.

Legislation and Policy – Cheryl Flynn

- The subcommittee is working with Amal Joury to present a draft revision to the Leg and Policy by-laws that will allow for an ad hoc task force so ICSEW can expand on their policy capabilities.
- In November Leg & Policy sub-committee will offer a leg training and a Paid Family Medical Leave (PFML) presentation to update the committee on rules, calculations, and funding. PFML begins accepting claims on January 2, 2020.
- Leg & Policy discussed the upcoming session and orienting new members to the bill tracking and bill alert processes.

Mentorship – Ayanna Colman

- The subcommittee has done a lot of work technically to structure the ICSEW program and will be meeting again as a group on 9/26.
- The group is working on determining who are the champions to obtain the right level of support, who could be a sponsor. If anyone has thoughts as to who could be sustainable support for this program, please let us know.
- List of potential mentors is being collected.
- Look at the WIN mentoring site to determine whether we want to have similar or other dimensions to our process.
<https://www.washingtonimmigrantnetwork.org/mentoring>
- Using the State of Oregon as a case study and use what is applicable to us.
- DOL is using a software by Chronus –and the subcommittee is looking into whether that could work for our program.

Partnerships – Allison Spector

- Requesting feedback emailed to her about the speaker Lisa McLean



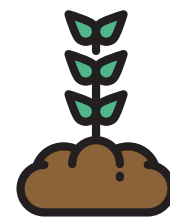
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	<ul style="list-style-type: none">• RAIN is coming in November to give a presentation at the membership meeting• Looking for recommendations for the Equity Office Task Force to leverage to assist with passing legislation in the short session to make the Equity Office a new agency. <p>Professional Development – Debbie Baker</p> <ul style="list-style-type: none">• Talked about hopes from the subcommittees prospective<ul style="list-style-type: none">○ How work is getting done○ Subcommittee pages more robust○ Reliable and up to date○ Sharing documents○ Information on sponsors of the conference, who contributed• LEAN conference is coming and the subcommittee will be mining for speakers/locations/feedback <p>Membership – Marianne McIntosh</p> <ul style="list-style-type: none">• SMART goal to draft the welcome letter and have to the executive board for review in October and the final draft for new member distribution for the November 2019 meeting.• The packet will contain key information about guests, RSVP for events, subcommittee info and more.	
5 min	<p>Closing Remarks and Announcements - Amal Joury</p> <p>It was reiterated that the meetings will become shorter in the future with the November meeting planned to be the length of today's meeting and January even shorter to help gain more support from the agencies you represent. We want to provide the arena for you to learn new skills, work in a subcommittee and have the capacity to do important ICSEW work in addition to your job duties within your agency. Amal asked that if anyone had strong feelings about the change either pro or con please reach out to her.</p>	Amal Joury

Help People G.R.O.W.

Use this guide to help define goals, find the best routes for accomplishing them, and to gain commitment for your projects or when coaching others.



1. Goal Definition

Create a SMART goal: one that is Simple, Measurable, Attainable, Relevant, and Time-bound

Prioritize. Identify what is most important and urgent

Clarify. Identify how you will know when goal is reached

Simplify. Break large goals into smaller, more attainable chunks.



2. Reality Check

Identify: Actions. What is being done? What is not being done?

Resources. Identify current resources.

Barriers. Determine what is getting in the way.

Viewpoints. Identify what is clear and not clear about the project.

Strengths. Determine what is most meaningful, most energizing, and what is working well.



3. Options

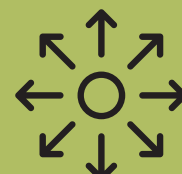
Explore: Actions. Identify different ways this been handled successfully in the past.

Resources. Identify resources that might help (i.e. people, places, budget, materials, time).

Barriers. Find different ways to remove barriers.

Viewpoints. Establish other ways to view the issue, including how other's might see it.

Strengths. Investigate the most meaningful, most energizing, and most effective ways it might be done.



4. Way Forward

Choose resources. Determine how you will obtain needed resources.

Remove barriers. Identify which barriers you will remove.

Apply strengths. Identify the most meaningful, energizing and effective steps to take.

Commit to action. Determine which actions you can actually commit to.

Take the first step!



Want to Learn more?

Go to: ThriveAtWork.com

Email us: Info@ThriveAtWork.com

Call us: 360.539.1969



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February 2, 2017

G.R.O.W. Questions

Goal Definition

Help a person realize and closely define what they truly want to do. Goal definition is a process of creating a clear vision regarding what needs to be done and by when.

Use the SMART goal guidelines as a check to see if the goal is defined enough to offer success.

- **Simple.** If a goal is too complex, break it down into sub goals that all meet the SMART criteria.
- **Measurable.** Is there a way to know for sure if the goal has been accomplished? Sometimes you won't know this until the "Way Forward" step. Measurements can be subjective. For instance, if someone wants to, "be happier" you could ask them to rate their present happiness on a scale of 1 to 10. Then you could ask them how much happier they want to be.
- **Actionable.** "I want to be an astronaut" might not be immediately actionable but researching the right educational path to be an astronaut probably is.
- **Relevant.** Smaller goals should fit in the context of larger duties, purposes or values.
- **Time-bound.** Someone might want to move from a 4 on the happiness scale to an 8. Okay, maybe that's a good goal for the year. Chunking this big goal down to a weekly or monthly goal might be simpler and more actionable.

Some helpful questions for defining the goal

- What would be the most helpful thing we could accomplish in the next ___ minutes?
- If a miracle happened, what would be different?
- How would others define success in your situation (i.e. stakeholders, customers, etc)?
- How will you know when you have reached the goal?
- Imagine you've completed the project successfully. What have you accomplished?

Reality Check

Actions

- What are you currently doing to meet your goal?
- What are you not doing, that you think might be helpful?

Resources

- Who do you know that might help you reach your goal?
- What do you have in your possession that might help you reach your goal?
- What kinds of resources might be helpful in meeting your goal?

Barriers

- What's in the way of meeting your goal?
- What are you doing that's preventing you from reaching your goal?
- What information is lacking?
- What can't you find out that might help you reach your goal?

Checking self-sabotage

- What is frightening about reaching your goal?
- Would meeting your goal make other things worse?
- Who wouldn't like it if you met your goal - why?
- Is meeting your goal coherent with other important values you hold?

Viewpoints

- What is clear about the situation?
- What is unclear about the situation?
- How might others see the situation?
- What assumptions do you have about meeting your goal?

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Strengths

- Which of your skills or strengths might help you meet your goal?
 - What do you know already that might help you reach your goal?
 - What is meaningful for you about reaching your goal?
 - What is energizing for you about reaching your goal?
 - What do you already do well, that you could utilize to meet your goal?
-

Options to Explore

Actions to Consider

- In what ways has your situation been handled successfully before?
- What might be the most helpful action to take right now?

Resources

- Who might be the most helpful allies in reaching your goal?
- What current resources & tools would be most helpful?

Barrier Removal

- How might you address the barriers you've identified?
- How might you find out the information you are currently lacking?

Handling self-sabotage

- If you are frightened about what would happen if you meet your goal, what are some ways you could work with your fears? (i.e. practice, more coaching, goal adjustment, etc)
- How can you achieve this goal while keeping the other parts of your life functioning well?
- If you're worried about how your goal might affect others, is there a way to check that out with them?
- Do you need to change your goal in order to make it more coherent with other important values you hold?

Viewpoints

- What would the smartest person you know do in your situation?
- How might other people you know go about reaching your goal?
- Pretend for a moment, that you've reached your goal successfully. How did you do it?

Strengths

- How might you use your skills or strengths to meet your goal?
 - How might you use your existing knowledge to reach your goal?
 - What would be a really energizing way to meet your goal?
 - What would be a meaningful way to reach your goal?
 - What would be an effective way to meet your goal?
-

Way Forward

- What actions can you commit to?
- Which of the available options are you going to act on?
- When are you going to take these steps?
- On a scale of 1-10 how certain are you that you are able to do this plan? Follow this with "What would make it a 10?"

September 17, 2019

2020 Census: Are You Aware and Ready?



Interagency Committee of State Employed Women

OFM

Office of Financial Management



The Decennial Census: What is it?

The census is a self-portrait of the nation, counting everyone living in the country once a decade.

Goal: Count everyone once—only once, and in the right place

When: April 1, 2020

Required by Law/Civic Duty





Why does it matter?

Collected data is used to:

- Distribute **political power** by redrawing electoral boundaries
- Distribute **federal and state funds** for healthcare, education, highway and rural assistance
- **Plan** where to build schools, roads, healthcare facilities, child care and senior centers, new stores and factories
- **Inform the decision-making** of business, nonprofits, and philanthropies



WA communities win!

- In 2016, federal government distributed more than \$880 billion for health, education, and infrastructure.
- Washington received \$16.7 billion in federal funds, or \$2,319 per person.
 - \$8.5 billion for health programs
 - \$2.4 billion for education
 - \$1.2 billion for housing
 - \$550 million for rural assistance programs
 - Nearly \$1 billion in bridge and highway maintenance & construction
- For each 100 households missed, WA could lose \$5.8 million over a 10-year period.



2020 Census introduces online self-response

Respond online via


- Computer
- Tablet
- Smartphone


Every household will have the option of responding online, by mail, or by phone.

Nearly every household will receive an invitation to participate in the 2020 Census from either a postal worker or a census worker.

 **95%** of households will receive their census invitation in the mail.



 **Almost 5%** of households will receive their census invitation when a census taker drops it off. In these areas, the majority of households may not receive mail at their home's physical location (like households that use PO boxes or areas recently affected by natural disasters).

 **Less than 1%** of households will be counted in person by a census taker, instead of being invited to respond on their own. We do this in very remote areas like parts of northern Maine, remote Alaska, and in select American Indian areas that ask to be counted in person.

Note: We have special procedures to count people who don't live in households, such as students living in university housing or people experiencing homelessness.



Invitations mailed in March 2020

- Mailings staggered over several days in order to:
 - Spread out the number of users responding online
 - Provide better service to those who need phone help
- Special process for nontraditional households—university housing, senior care centers, homeless

WHAT WE WILL SEND IN THE MAIL	
On or between	You'll receive:
March 12-20	An invitation to respond online to the 2020 Census. (Some households will also receive paper questionnaires.)
March 16-24	A reminder letter.
	If you haven't responded yet:
March 26-April 3	A reminder postcard.
April 8-16	A reminder letter and paper questionnaire.
April 20-27	A final reminder postcard before we follow up in person.



Questionnaire – “10 questions in 10 minutes”

- Names, sex, age (including date of birth) of each person living at the residence
- Relationship of residents to person filing out form
- Race/ethnicity
- Asks if the residents own or rent
- Asks for a contact phone number for follow-up



Questionnaire – Race and Ethnicity

6. Is this person of Hispanic, Latino, or Spanish origin?

- ☐ No, not of Hispanic, Latino, or Spanish origin
- ☐ Yes, Mexican, Mexican Am., Chicano
- ☐ Yes, Puerto Rican
- ☐ Yes, Cuban
- ☐ Yes, another Hispanic, Latino, or Spanish origin – *Print, for example, Salvadoran, Dominican, Colombian, Guatemalan, Spaniard, Ecuadorian, etc.*

7. What is this person's race?

Mark ☒ one or more boxes **AND** print origins.

- ☐ White – *Print, for example, German, Irish, English, Italian, Lebanese, Egyptian, etc.*

- ☐ Black or African Am. – *Print, for example, African American, Jamaican, Haitian, Nigerian, Ethiopian, Somali, etc.*

- ☐ American Indian or Alaska Native – *Print name of enrolled or principal tribe(s), for example, Navajo Nation, Blackfeet Tribe, Mayan, Aztec, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, etc.*

- | | | |
|---|--|--|
| <input type="checkbox"/> Chinese | <input type="checkbox"/> Vietnamese | <input type="checkbox"/> Native Hawaiian |
| <input type="checkbox"/> Filipino | <input type="checkbox"/> Korean | <input type="checkbox"/> Samoan |
| <input type="checkbox"/> Asian Indian | <input type="checkbox"/> Japanese | <input type="checkbox"/> Chamorro |
| <input type="checkbox"/> Other Asian – <i>Print, for example, Pakistani, Cambodian, Hmong, etc.</i> | <input type="checkbox"/> Other Pacific Islander – <i>Print, for example, Tongan, Fijian, Marshallese, etc.</i> | |

- ☐ Some other race – *Print race or origin.*



Multiple languages

- English and Spanish for paper questionnaires and field enumeration
- Internet self-response in English and 12 non-English languages

Spanish

Russian

French

Chinese (simplified)

Arabic

Haitian Creole

Vietnamese

Tagalog

Portuguese

Korean

Polish

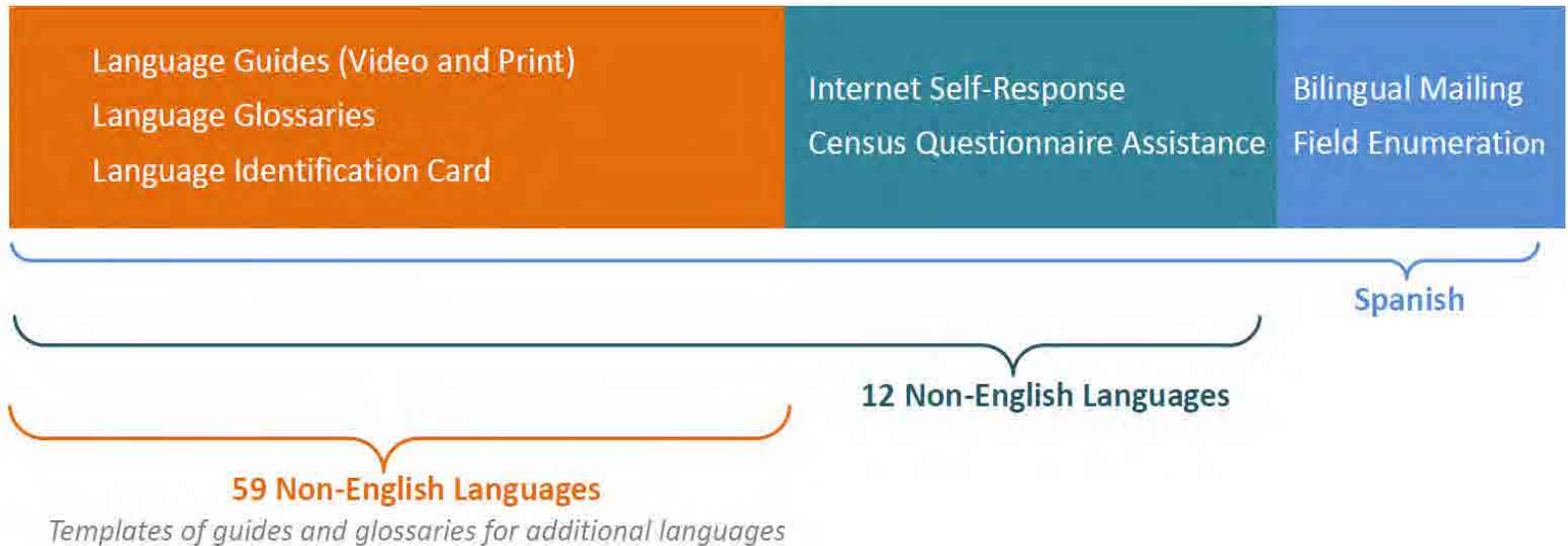
Japanese

- Phone self-response and assistance in English, 12 non-English languages, and American Sign Language



Support for 59 non-English languages

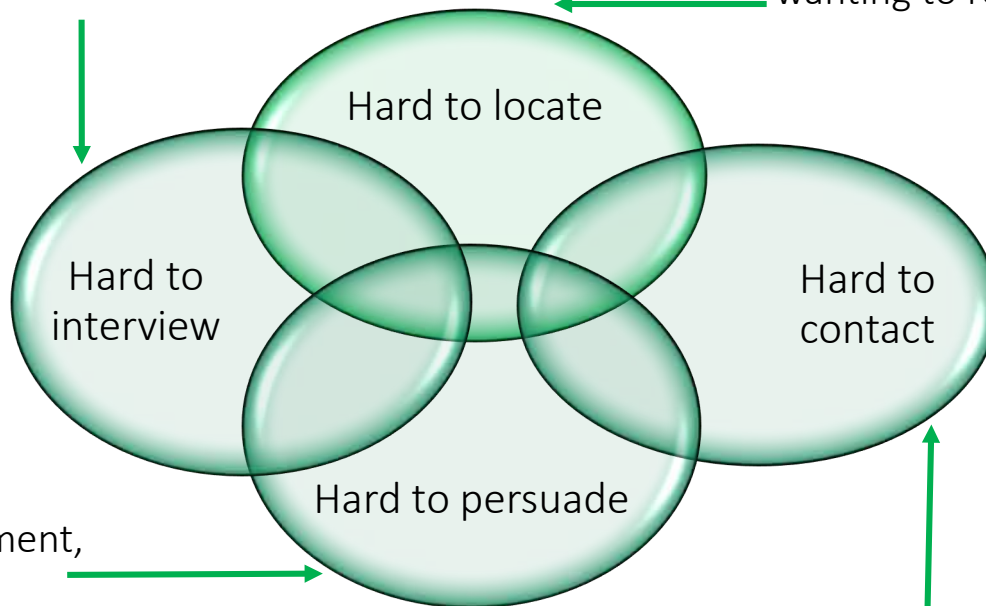
2020 Census Non-English Support Summary of Support



Some people are hard to count

Participation hindered by
language barriers, low literacy,
lack of internet access

Housing units not in the
frame and/or people
wanting to remain hidden



Suspicious of government,
low levels of civic
engagement

Highly mobile, people
experiencing homelessness,
physical access barriers such
as gated communities



Challenge: Historically Undercounted

- Young children
- Highly mobile persons
- Persons with complex living arrangements or crowded housing
- Racial and ethnic minorities
- Non-English speakers
- Low income persons
- Persons experiencing homelessness or not living in traditional house
- Undocumented (and documented) immigrants



WA concerned about an undercount in 2020

- Fear, apathy, distrust of government, complicated information scene, difficulty completing
- Low internet access in some counties & decreasing mail response to the last census (15 counties—mainly E WA)
- Federal funding cut for 2020 Census – tests, swag/advertising, nonresponse follow-up, and offices



Working together to build and unleash a wave

- Create awareness
- Mobilize resources
- Organize resources
- Educate
- April 1, 2020 Census Day
- Post census day (non-response)





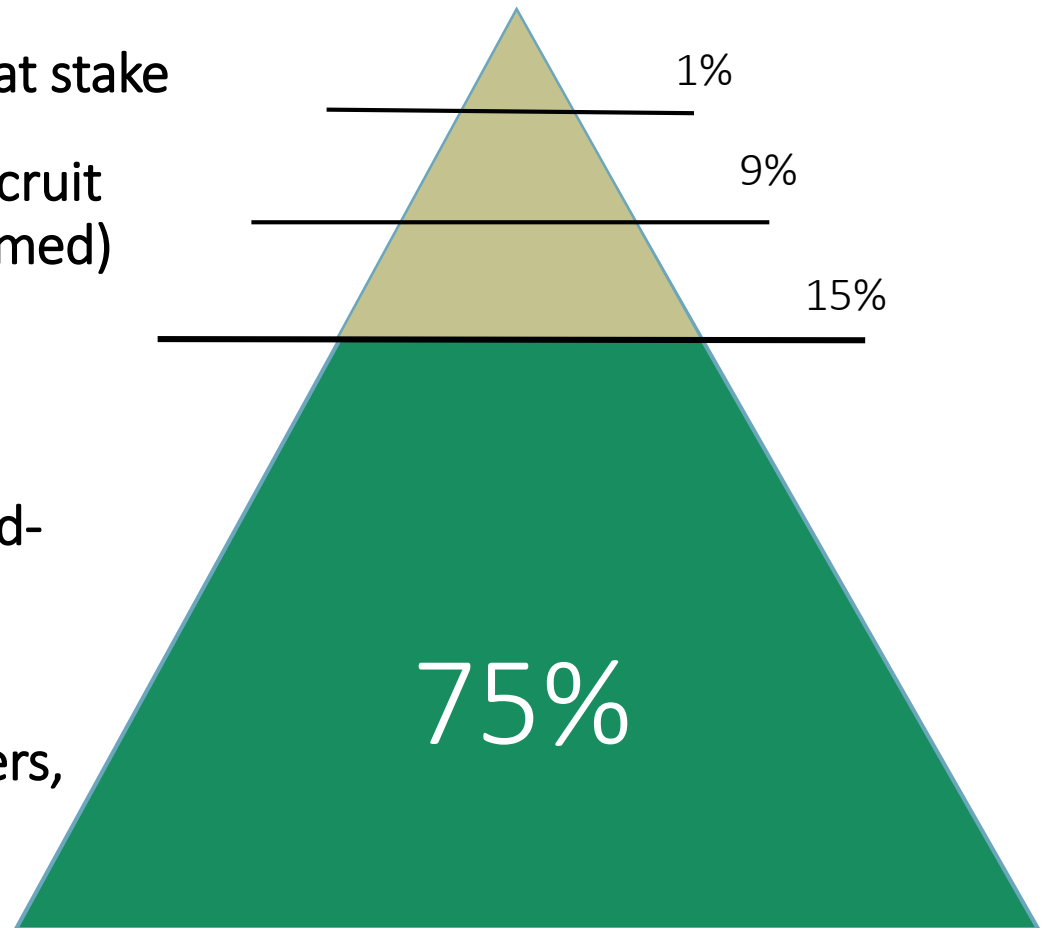
What others are doing?

- Statewide CCC – Gary Locke
 - State agency CCC
- WA Census Equity Fund – Philanthropy NW
- WA Census Alliance
- Professional/Ethnic/Linguistic CCCs
- Counties and cities
 - Pierce (toolkit)
 - King—
East/South
 - Seattle
 - Snohomish
 - Yakima
 - Spokane
 - Wenatchee
 - Tri-Cities
 - Walla
 - Walla
 - Whatcom
 - Thurston
 - Vancouver



GRASSTOPS MOBILIZATION

- Raise awareness of what is at stake
- Mobilize communities to recruit and train trusted (and informed) messengers
- Dispel myths
- Maximize self-response (mid-March to end of April)
- Foster cooperation (New Construction, Group Quarters, SBE, NRFU)





What can you do?

- Inform yourself – www.ofm.wa.gov/2020census
- Do a scan of your community
 - Who might have difficulty or be afraid? And what can be done?
 - Make an inventory of mailing lists, newsletters, recurrent communications and events that can be used to spread the word and recruit trusted messengers
- Develop Commit-to-the-Census contact lists
- ID places with internet access and computers/tablets to host Census Assistance Centers for those who need help
- Recruit & educate volunteers who can staff assistance centers and go door-to-door



How can OFM help?

Keep you informed - www.ofm.wa.gov/2020census

2020 Census: Everyone Counts

OFM serves as the liaison between the state and the U.S. Census Bureau, acts as an advocate on census-related issues for Washington and facilitates the bureau's mission of achieving a complete, accurate 2020 census count. In addition to being used to draw federal, state and local political boundaries, census data is used to distribute more than \$880 billion total in federal funds to states, counties and cities. Moreover, private and public agencies, organizations, businesses and others use census data to help decide where to build schools, roads, health care facilities, child care and senior centers and other facilities.

Communities across the state are mobilizing to ensure that everyone counts in 2020. Find out more about the upcoming census and what you can do to educate and promote participation where you live.

✉ [Subscribe to email updates](#)

📄 [Census jobs](#)

📁 [Toolkits](#)



What's new

- Census 2020 toolkits now available for state agencies, nonprofits and more
- Request for Proposals for 2020 Census
- Washington Nonprofits releases its 2020 Census Action Kit for Nonprofits



What you need to know

- Why is the 2020 Census important?
- Timeline
- Q&A about the 2020 Census
- Hard-to-count population
- Get involved
- 2020 Census jobs



Complete Count Committees

- Washington State Complete Count Committee
- Other Complete Count Committees in Washington state
- Establish a Complete Count Committee in your community



Resources

- Toolkits
- U.S. Census Bureau
- OFM resources
- Other organizations
- Other states

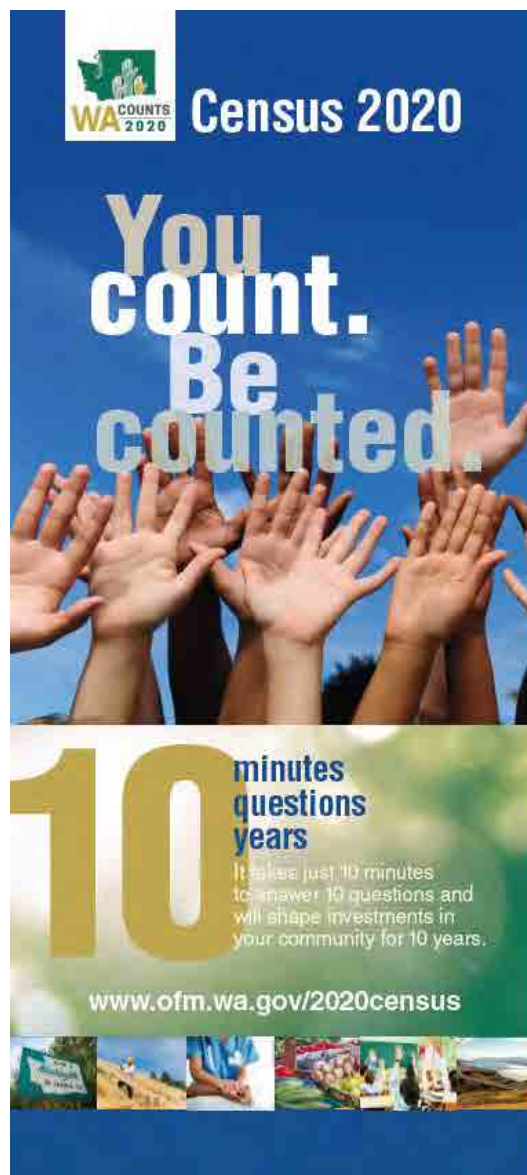


How can OFM help?





How can OFM help?



FOR MORE INFORMATION

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