

# Interagency Committee of State Employed Women (ICSEW)

## Meeting Minutes

January 21, 2020

Department of Labor and Industries  
7273 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.

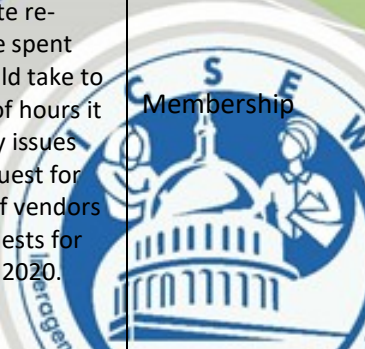
**Vision:** Enriching lives through advocacy, outreach, and opportunity.

**Donations:** Bring a donation for SafePlace and be entered in a raffle for an ICSEW Swag bag.

<b>General Membership Session</b> Open to ICSEW Members and Guests		
8:00 – 8:10	<b>Registration and Networking</b>	Suggested Networking Activity
8:10 – 8:30	<b>Welcome &amp; Announcements</b>  Rachel Friederich, Communications Chair, gave an update on the progress of the website redesign. Josefina Magana, Mentorship Chair gave an update on the mentorship program and offered if anyone was interested to participate please contact her. <a href="mailto:magk235@LNI.WA.GOV">magk235@LNI.WA.GOV</a> . Jane gave an update on the alternative request that was sent out at the Department of Licensing (DOL) and had a wonderful response.	Jane Chapman
8:30 – 9:00	<b>Veteran’s Employee Resource Group (VERG) presentation</b>  Jimmy gave an overview of the importance of seeking ways to connect veterans and military spouses to mentors and other contacts that may lead these veterans to positions that match their skills.	Jimmie Wimberly
9:00 – 10:00	<b>Dealing with difficult work relationships</b>  Betty gave a powerful presentation on dealing with difficult work relationships, with tips and tools to build confidence and take action to have productive conversations and make connections with people.  Some key points for personal development in this area are: <ol style="list-style-type: none"><li>1. Build trust in relationships</li><li>2. Give regular feedback to other</li><li>3. Be clear about your expectations</li><li>4. Have courage to deal with issues sooner than later</li><li>5. Practice how to have hard conversations</li><li>6. Know when and where to get help when you need it</li></ol> The group practiced some skills during breakout sessions to ask some questions to connect with one another. This exercise involved sharing some personal information as follows: <ol style="list-style-type: none"><li>1. What is obvious about me is...</li><li>2. What is not obvious about me is....</li><li>3. Sometimes people misjudge me as....</li></ol>	Betty Lochner



# Interagency Committee of State Employed Women (ICSEW) Meeting Minutes

	<p>4. One of the things I have a strong fear of is.... 5. Something I wouldn't tell a stranger about me is....</p> <p>Some of Bettys favorite questions to open dialog and connect with others are:</p> <ol style="list-style-type: none"> <li>1. What struck you about that?</li> <li>2. What else?</li> <li>3. How might we? (i.e.) Work through that</li> <li>4. What brings you joy? (i.e.) Today</li> <li>5. Tell me more about?</li> </ol> <p>The most important communications skill is <b>listening</b> and has your biggest impact in communicating with others. Some tips to become a better listener:</p> <ol style="list-style-type: none"> <li>1. Stop talking</li> <li>2. Stop multi-tasking</li> <li>3. Look up at the person you are listening to</li> <li>4. Exercise patience</li> <li>5. Ask clarifying questions, (i.e.) Tell me more about? What else is on your mind? And then what?</li> <li>6. Paraphrase what was said</li> <li>7. Take notes</li> </ol> <p>The training materials can be found on the ICSEW website. (<a href="#">link</a>)</p> <p>Betty's Books are available on Amazon the list of materials is available on her website. (<a href="#">link</a>)</p> <p><b>Course offerings:</b></p> <p>March 3, 2020 - Manager Essentials, How To Be A Better Boss.</p> <p>March 20, 2020 - Confident Communication: A Women's Summit (<a href="#">link</a>)</p> <p>Cornerstone Coaching &amp; Training. Email Address: <a href="mailto:betty@cornerstone-ct.com">betty@cornerstone-ct.com</a> Phone Number: 360-951-1691</p>	
10:00 – 10:15	<b>Break</b>	
10:15 – 11:45	<p><b>Subcommittee Report Out</b></p> <p><b>Rachel Friederich, Communications Chair:</b> The communications subcommittee is recommending, with the Executive Board's support that we put a request for proposal out for the website re-design. We sent the 'wish list' of items to a local consultant and have spent nearly 100 hours researching hosting options and the widgets it should take to incorporate the necessary interactive elements. Due to the number of hours it would take to design the website, finding applicable widgets, security issues and lack of expertise design and coding, we are recommending a request for proposal (RFP). We are working with OFM and OMBWE to get a list of vendors to approach. Our goal is to have the proposal in time for budget requests for the next State fiscal year (SFY) and get the website relaunch ready in 2020.</p> <p><b>Josefina Magana, Mentorship Chair:</b></p>	<p>Membership</p> 

# Interagency Committee of State Employed Women (ICSEW)

## Meeting Minutes

The mentorship subcommittee has been planning a 6-month mentorship pilot for the last couple of months. Our goal is to build and test a 6-month mentor/mentee relationship focusing on the following areas identified through a membership survey: Develop and enhance leadership skills, set professional goals and objectives, obtain guidance on career direction, have someone serve as sounding board and network with other professionals. Once the pilot is completed, we will evaluate it, incorporate feedback and recommend a statewide program to the Governor. Once we have specific date for the launch we will send information about it and post it on the ICSEW website.

### **Cheryl Flynn, Legislation and Policy Chair:**

#### Items discussed:

- Mission/Goals
- Policy task forces (ad hoc)
- Bill alert calendars and sign up
- Leg process
- Review of Leg bill tracking pages
- Leg cutoff calendar

### **Debbie Baker, Professional Development Chair:**

Thank you everyone for your active participation in planning and developing the tracks for the conference. The group synergy created some great ideas. I am looking forward to seeing the event come together.

#### Action Items

Look over the list, for assigned action items, begin working on these during over the next couple of weeks.

#### Unassigned items

Look these over and pick those that you would be willing to complete.

#### Update Sponsor Breakfast

Contract for the venue was reviewed by Ashley Blowers. Changes were required for the SPSCC contract, the request was sent to Sam Kreiger for the update to the contract. We currently are waiting for the new version. Contract contact was made with Bonnie at OFM, to give her a heads up about the pending documents and to confirm the process for submission. Contact persons for coordinating this event are Marie Splaine, Rebecca Llewellyn and Sarah Chaplin

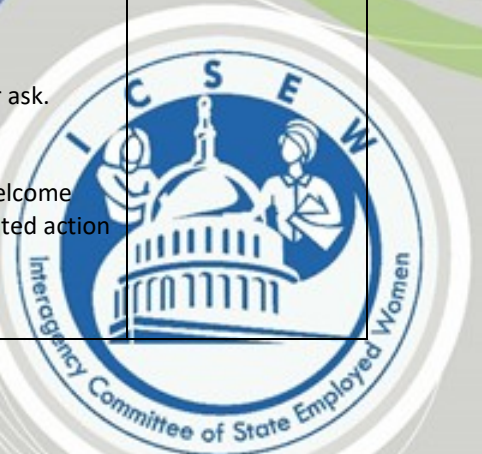
#### Next steps:

1. Catering bids
2. Sponsorship letter updated with current event highlights.
3. Communicate date and expectations to reps for the sponsor ask.

### **Gail Wooten, Partnerships:**

At Tuesday's ICSEW meeting, four of us (including a new member, welcome Lenee!) met to talk partnerships. Here are the notes and I've highlighted action items:

#### Notes:





# Interagency Committee of State Employed Women (ICSEW)

## Meeting Minutes

	<p>Meetings are held every 3rd Wed at 10am including a virtual option. The group discussed how to reach out to agencies/universities outside of Olympia to increase ICSEW membership. A public service recognition event in May in Spokane should be tabled by ICSEW, Allison will follow up with Membership and Public Relations about the Spokane event. The group is interested in identifying additional ways to increase participation with state employees outside of the Olympia area.</p> <p>The group discussed BRGs membership outside of Olympia. We determined that each BRG liaison should reach out to their BRG to see if they have any eastside membership or if they are interested in eastside membership. For those who are interested in building connections on the eastside, we can connect them with Amanda as a starting point. This could be a model for other state regions like Vancouver or Seattle and points north.</p> <p>The group discussed the subcommittee’s mission and vision considering this subcommittee has been around for a year now and have started doing some work. Marie will send a summary that was created last year for review and adjustment if needed.</p> <p><b>Debra Lefing, Public Outreach Co-Chair:</b>  <u>Items discussed</u></p> <ul style="list-style-type: none"> <li>• Obtaining a list of members from membership committee to determine which agencies do not have ICSEW members. This subcommittee will coordinate an outreach to those agencies to fill these spots.</li> <li>• Obtaining a list of all the state wellness fairs and plan for tabling.</li> <li>• Brainstorm how this subcommittee can support its policy to “promote awareness of the needs and opportunities to help women in state government and our community.”</li> </ul>	
11:45 – 12:00	<b>Lunch set up/Break</b>	
12:00 – 1:00	<p><b>Working LUNCH – Focus on the Afters</b></p> <p>Manny gave a presentation on Focusing on the afters and the costs of miscommunication. During the break out session Manny led the group through exercises that conveyed the importance of listening and effective communication. This presentation lead the audience to see their power to gather a better understanding by shifting to gain understanding of the desired AFTER, of the completed work. These exercises allowed the audience to work on creating questions that will lead to understanding of the AFTER. The worksheet used for this exercise including Manny’s contact information can be found on the ICSEW website. (<a href="#">link</a>)</p>	Manny Martinez
1:05 – 1:15	<b>Closing Remarks - Announcements</b>	Jane Chapman

[Scent Free Environment](#)



**Interagency Committee of State Employed Women (ICSEW)**

**Meeting Minutes**

For the comfort of all participants and to accommodate those who have a disability related to scent, please refrain from using scents when coming to ICSEW meetings.

Thank you.

