

ICSEW Executive Board Agenda

[Virtual Meeting](#)

September 17th, 2024 | Time 1:00pm – 3:00pm

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| Main Outcomes | |
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| | <p>Executive Board Members</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Janet McIntosh, Chair <input type="checkbox"/> Alyssa Woods, Vice-Chair <input checked="" type="checkbox"/> Hilary Browning, Co-Executive Secretary <input checked="" type="checkbox"/> Alexandra Washburn, Co-Executive Secretary <input checked="" type="checkbox"/> Danica Mitchell, Treasurer <input type="checkbox"/> Vacant, Communications Co-Chair <input type="checkbox"/> TJ Canfield, Communications Co-Chair <input checked="" type="checkbox"/> Connie Becker, Conference and Meeting Production Co-Chair <input checked="" type="checkbox"/> Brooke Nutt, Conference and Meeting Production Co-Chair <input checked="" type="checkbox"/> Stephanie Goedecke, Legislation and Policy Co-Chair <input checked="" type="checkbox"/> Chalee Batungbacal, Legislation and Policy Co-Chair <input checked="" type="checkbox"/> Allison Everett, Engagement Co-Chair <input checked="" type="checkbox"/> Leia Althaus, Engagement Co-Chair <input checked="" type="checkbox"/> Masozi Nyirenda, Special Projects <input type="checkbox"/> Kassandra Drake, Special Projects <input type="checkbox"/> Allison Spector, Special Projects <input type="checkbox"/> Melissa Littleton, Governor’s Office Liaison <p>Guest:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Indira Melgarejo, BRG Liaison (OFM) <input checked="" type="checkbox"/> Alice Thorell, Special Projects | |
| 1. | Introductions and Mingle (All) | 1:00-1:10 |
| 2. | <p>Agenda Item – Power Automate – Request for Help (Janet & Alyssa)</p> <ul style="list-style-type: none"> • Alice Thorell volunteered to help with Power Automate tasks • Not every agency allows Power Automate to be used because of AI policy • Power Automate desired tasks: <ul style="list-style-type: none"> ○ Generating sub committee interest ○ Feedback survey • Power Automate training (two hours, LinkedIn learning) | 1:10-1:20 |
| 3. | <p>Agenda Item – Subcommittee meetings in ICSEW calendar vs personal calendars and access to ICSEW mailbox (Alex)</p> <ul style="list-style-type: none"> • Not everyone has access to the ICSEW mailbox – only Janet, Connie, Alex, Hilary and Alyssa have access. • Tested out access to the shared calendar and viewing – see action items | 1:20-1:30 |
| 4. | Agenda Item – Travel discussion (review BRG guidance/procedure) (Janet & Alyssa) | 1:30-1:45 |

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| | <ul style="list-style-type: none"> • ICSEW is not a BRG because we are established under a different executive order, originally created over 60 years ago. The benefit we have is more autonomy with our funds • Taking the lead from other BRGs however – for travel, we will need to follow reimbursement pathway • Alternative (for advance pay) is that individuals work through their agency to get advance payment, and then agency reimbursed by ICSEW. This ensures that staff are following their agency’s travel policies. • We will work on making this into a policy (see action items) • If we need help, the fiscal staff at DES can assist • Budget-wise, reimbursing for travel would require making a line item for this in the next fiscal year’s budget and then voting on it | |
| <p style="text-align: center;">5.</p> | <p>Treasurer Report (Danica)</p> <ul style="list-style-type: none"> • We have received \$47,000 in conference sponsorships so far • There is an additional \$3,000 ear-marked where the agency needs to be identified • Working on figuring out a few small charges that are unidentified | <p style="text-align: center;">1:45-1:55</p> |
| <p style="text-align: center;">6.</p> | <p>BRG Liaison Report (Indira)</p> <ul style="list-style-type: none"> • Many Virtual Lunch and Learns Events coming up! All sessions begin at 12 p.m. • Sept. 19: Story-Telling: Highlighting 2SLGBTQ+ Experiences in Latine Culture <i>Panelists: Juan Garza, Cecilia Zamprelli-Jones and Yeni Sandoval</i> https://ofm-wa-gov.zoom.us/meeting/register/tZwtc-yhqDgvHdMwgO3h_UpxiqPqv-1q7ZB • Sept. 26: My Musical Tejano Familia <i>Presenter: Herminia Esqueda</i> https://ofm-wa-gov.zoom.us/meeting/register/tZArc-qtqTMvH9K5EQCgoEQ05BY5wMB6NF8C • Oct. 3: Tips and Tricks to Landing Your Next Role, Understanding the State Recruiting Process <i>Presenters: Steve Camerer and Jose Dominiguez</i> https://ofm-wa-gov.zoom.us/meeting/register/tZUvcuirqzovHddJmczr5cfi5quhM0n2HoEg • Oct. 10: Spanish in Government, Bridging Cultures and Enhancing Communication <i>Presenter: Estefania Martinez Limo</i> https://ofm-wa-gov.zoom.us/meeting/register/tZcld-ghqzsiGtc35SP4Ylt8s9haVZChiEP4 • Oct. 8: Understanding Your Loved One's Brain, Neurodivergence in the Immigrant Family • October LLN General Membership Meeting from 3 to 5 p.m. on Oct. 8. | <p style="text-align: center;">1:55-2:05</p> |

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| 7. | Break (10 minutes) | 2:05-2:15 |
| 8. | <p>Subcommittee Updates:</p> <p>Communications (Simone and TJ)</p> <ul style="list-style-type: none"> • Simone has resigned • Does the board need anything from Communications? Low capacity right now • Communications will work on updating the website bios once everyone has prepared theirs (Note: special projects will not be on there) • Someone in general meeting asked this morning: do we have boilerplate to describe what ICSEW does, for when people ask? <ul style="list-style-type: none"> ○ Engagement committee could work on this ○ Communications could disseminate it <p>Conference and Meeting Production (Connie and Brooke)</p> <ul style="list-style-type: none"> • Conference <ul style="list-style-type: none"> ○ Received an additional 50 registrations this morning, after the general meeting! ○ Up to about 375 registrations right now ○ Still working on food but details are coming together! ○ Won't be doing backup videos if a speaker drops (since it's virtual) ○ Discussed giveaways • Meetings (November General Meeting) <ul style="list-style-type: none"> ○ Junior League of Olympia was interested in speaking – waiting for more confirmation ○ Joan -will present at November General Meeting, part 2 of what she discussed today ○ Sovereign BRG may also present ○ Let Brooke know if you have other suggestions for speakers at future meetings <p>Legislation and Policy (Stephanie and Chalee)</p> <ul style="list-style-type: none"> • Session preview at the November meeting • Plan to describe more about what they do there • Longer form trainings at the December meeting <p>Engagement (Allison E. and Leia)</p> <ul style="list-style-type: none"> • Reviewed the old teams channel content of public outreach and membership, put things into archives, etc. • Updated the new engagement channel with the best content from public outreach/membership • Updating slide decks | 2:15-3:00 (9 minutes each) |

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| | <ul style="list-style-type: none"> • Janet will be tabling at an Inclusion Event at LCB • Engagement subcommittee meeting tomorrow – will ask group if anyone is near the Yakima area to table event happening there <ul style="list-style-type: none"> ○ If nobody can go, Janet can <p>Special Projects (Masozi, Cassandra, and Allison S.)</p> <ul style="list-style-type: none"> • Still working on dress code work group, charter review is due before October 10th | |
| 9. | <p>Agenda Item – Policy Review and Updates (Janet & Alyssa)</p> <ul style="list-style-type: none"> • Executive Secretaries taking notes at the general meeting – Communications committee also taking notes in order to get a meeting summary • Duplication of effort but – according to the policy, Executive Secretaries need to take notes at general meeting • It takes a bit of effort to change this policy • Janet and Alyssa have reviewed a number of the policies to date • Question: are we following our own policies correctly as we make changes? And if not, what policies are we not following – and do they need to be changed? <ul style="list-style-type: none"> ○ Make need a special project to reconcile and update all our policies in general ○ This is especially relevant given that we have a new Executive Order • Need to seek guidance on policy change, ideally from someone with policy experience • Will continue conversation at next month’s meeting | Time permitting |
| 10. | Agenda Item Last Minute Agenda Item | |

| Action Items | Owner | Completion Date |
|---|--------------------|-----------------|
| Hold an ad hoc meeting after Conference is over to coordinate on Power Automate | Janet McIntosh | |
| Put all subcommittee meetings on ICSEW calendar and make sure everything is viewable to ICSEW members | Alexandra Washburn | |
| Create policy on reimbursement for travel | Janet McIntosh | |
| Review Cross-BRG Dress Code charter | All to review | October 10 |

| Future Agenda Items | Timeline | Owner |
|---------------------------|----------|------------------|
| Policy Review and Updates | | (Janet & Alyssa) |
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