Meeting Recap

Hosts

OFFICE OF EQUITY
Washington State
EQUITY and JUSTICE for ALL

Washington State Department of Commerce

Group & Meeting

Name	Washington State Digital Equity Forum (DEF) | Meeting #1
Co-Leads	Karen A. Johnson, Ph.D. (she/her/Beloved) Director, Washington State Office of Equity Ernie Rasmussen (he/him) Digital Equity Manager, Washington State Broadband Office
Meeting Date	December 9, 2021
Meeting Time	1:00pm - 3:30pm
Location	Zoom Webinar
Meeting Recording	A recording of this meeting, along with an audio transcript and the chat messages can be accessed via this LINK. The passcode to access the recording is digitalequity!1

The following meeting recap provides a high-level overview of what occurred during the first meeting of Washington State's Digital Equity Forum on December 9, 2021.

Recap

Agenda Item	1. Land Acknowledgment & Introductions
Presenters	Karen A. Johnson, Ph.D. (she/her/Beloved) Director, Washington State Office of Equity Ernie Rasmussen (he/him) Digital Equity Manager, Washington State Broadband Office

Discussion	• Ernie Rasmussen delivered an impactful land acknowledgment, as well as expressed how respect for Indigenous peoples is aligned with the work that will be conducted during this project.
	
	• Dr. Karen Johnson welcomed Digital Equity Forum (DEF) members, members of the public, project staff, and consultants to the meeting.
	• Dr. Johnson provided an overview of the project, foregrounding the immense responsibility that is held by everyone to advance digital equity in Washington State.
	
	• Dr. Johnson invited DEF members to introduce themselves in the Zoom chat, responding to the following prompts:
	    • What are your pronouns?
	    • Where are you currently located?
	    • What excites you about being a member of the Digital Equity Forum?

Actions	None
Meeting Recording Segment	This portion of the meeting occurs between 00:00:00 and 00:12:00 in the meeting recording that can be accessed via this LINK with the passcode digitalequity!1

Agenda Item	2. National Digital Inclusion Alliance (NDIA) Presentation
Presenter	Munirih Jester (she/her) Digital Inclusion Programs Manager, NDIA

Discussion	• Dr. Johnson introduced Munirih Jester, emphasizing the importance of learning from the work of NDIA.
	
	• Munirih Jester delivered a presentation that included the following topics:
	    • Introduction to NDIA (purpose and work)
	    • Digital equity challenges and issues
	    • NDIA's Digital Equity Scorecard
	    • Digital inclusion work
	    • Digital Inclusion Ecosystem
	    • The value of coalitions
	    • Community representation, participation, and inclusion
	    • The importance of lived experience
	
	• Mark Detrick (he/him, Washington State Broadband Office) discussed the importance of the Washington State Broadband Access and Speed Survey (LINK), and encouraged attendees to complete the survey.
	
	• Dr. Johnson and Ernie Rasmussen facilitated a question and answer (Q&A) period with DEF members.
	    • The meeting recording and chat can be accessed to learn more about the Q&A period.

Actions	Dr. Karen Johnson and Ernie Rasmussen committed to remaining engaged with NDIA for the duration of this project.
Meeting Recording Segment	This portion of the meeting occurs between 00:12:00 and 00:52:43 in the meeting recording that can be accessed via this LINK with the passcode digitalequity!1

Agenda Item	3. Project Introduction
Presenters	Karen A. Johnson, Ph.D. (she/her/Beloved) Director, Washington State Office of Equity Ernie Rasmussen (he/him) Digital Equity Manager, Washington State Broadband Office Tevin Medley (he/him) Partner, The Athena Group Sean Ardussi (he/him) Commerce Specialist - Digital Equity, Washington State Broadband Office

Discussion	• Ernie Rasmussen provided an overview of the project's charter and discussed the mission/philosophy that is driving this project, as well as the final report that is due to the Washington Legislature by January 1, 2023.
	
	• Dr. Karen Johnson discussed the differences between the DEF meetings and the Listening Sessions, emphasizing that the quality of both types of gatherings will be defined by the degree to which they can be "brave spaces" with mutual respect and trust.
	
	• Dr. Karen Johnson introduced the initial list of Community Agreements, providing context for each agreement and explaining that embracing the agreements will be vital to ensure this community of inquiry is guided by curiosity and respect.
	    • Listen with curiosity and willingness to learn.
	    • Do what you need to show up fully.
	    • Resist the desire to interrupt.
	    • Speak from your own story and use "I" statements.
	    • Avoid speaking for another individual or group.
	    • Be open to the wisdom in each person's story.
	        • Not everything will be comfortable to discuss.

Discussion	• Tevin Medley invited DEF members to provide additional content to enhance the Digital Equity Forum Community Agreements. The following were offered:
	   • Prioritize Impact over Intent (offered by Agaiotupu Viena, suga/she, Washington State LGBTQ Commission), and supplemented with "Listen. Reflect. Apologize. Do Better."
	   • Recognize, respect, adapt, and be inclusive to our differences in technology access, comforts, and communication practices (offered by David Keyes, he/him, City of Seattle).
	   • Honor accessible meeting practices (offered by Carolyn Cole, she/her, Washington State Department of Social and Health Services)
	
	• Sean Ardussi introduced the Washington State Open Public Meetings Act training video (LINK), which DEF members are required to watch. The video was shown, and then DEF members were instructed to direct any questions to Sean at sean.ardussi@commerce.wa.gov who will then forward those questions to the State Attorney General's Office.

Actions	• Community Agreements will be updated to reflect the additional entries that were provided by DEF members, and that new document will be shared in early 2022. • Project staff will work to honor the following suggestions from DEF members: • Provide transcription services for DEF meetings and listening sessions (offered by Sharonne Navas, Equity in Education Coalition and Are Urness-Straight, Office of Superintendent of Public Instruction)
Meeting Recording Segment	• This portion of the meeting occurs between 00:57:45 and 01:39:30 in the meeting recording that can be accessed via this LINK with the passcode digitalequity!1

Agenda Item	4. Introduce First Key Questions & Next Steps
Presenters	Tevin Medley (he/him) Partner, The Athena Group

Discussion	• Tevin introduced the first key questions for DEF members. Tevin explained that due to time constraints and out of respect for the diversity of the membership, recognizing that everyone processes information and reflects in a different manner, reactions and responses to these first questions would be submitted via a post-meeting survey.
	• The DEF members' reactions and responses to the first key questions will be used to ensure that: (a) listening sessions are populated with the most representative population of participants, (b) the project proceeds in a manner that aligns with the goals of DEF members, (c) a definition of project success emerges, and (d) DEF members are being provided the necessary support to participate in the best manner.
	• The first key questions for DEF members are:
	    • What do you see as the key goals of the Digital Equity Forum?
	    • What voices do we need to make sure are heard during the listening sessions?
	    • What would you consider successful work?
	    • What kind of support do you need to participate in your best manner?
	
	• Tevin explained that DEF members will receive a meeting recap along with a link to the post-meeting survey. Members are requested to complete that survey by the end of the day on December 17, 2021. A survey report will be sent to members in early January.
	
	• Tevin informed all attendees that DEF Meeting #2 will occur between April 4 and April 18, 2022 - after the Washington legislative session has adjourned.

Actions	Project staff will transmit the meeting recap (plus any other associated content) and the post-meeting survey link to DEF members. DEF members will complete the post-meeting survey by the end of the day on December 17, 2021. The post-meeting survey data will be analyzed and a survey report will be sent to DEF members in early January 2022.
Meeting Recording Segment	This portion of the meeting occurs between 01:39:30 and 01:43:00 in the meeting recording that can be accessed via this LINK with the passcode digitalequity!1

Agenda Item	5. Questions from DEF Members
Presenters & Respondents	Ernie Rasmussen (he/him) Digital Equity Manager, Washington State Broadband Office Tevin Medley (he/him) Partner, The Athena Group Sean Ardussi (he/him) Commerce Specialist - Digital Equity, Washington State Broadband Office Anthony Campbell, Ph.D. (he/him) Partner, The Athena Group
Discussion	• Ernie Rasmussen and Tevin Medley invited DEF members to offer thoughts and ask any questions, either on video or within Zoom chat.

Discussion	• Eu-wanda Eagans (she/her, Goodwill of the Olympics and Rainier Region) expressed the importance of keeping DEF members engaged between meetings.
	    • Ernie Rasmussen offered that project staff are committed to robust communication throughout the duration of the project and will err on the side of overcommunication.
	
	• Sameth Mell (Washington State Commission on Asian Pacific American Affairs) inquired as to whether email conversations between DEF members are subject to OPMA requirements.
	    • Sean Ardussi expressed that he'll reach out to the State Attorney General's Office for an answer and report back to the group.
	
	• Velma Veloria (Washington State Commission on Asian Pacific American Affairs) asked if DEF members are allowed to invite individuals or groups to the listening sessions.
	    • Anthony Campbell expressed that DEF members are strongly encouraged to recommend any individuals and groups that they believe should participate in the listening sessions. Any recommendations can be made in the post-meeting survey. After the post-meeting survey has closed, recommendations can be made through direct communication with project staff.
	
	• The meeting recording and chat can be accessed to learn more about the Q&A period.

Actions	Project staff will reach out to the State Attorney General's Office for clarity on what forms of communication between DEF members are subject to OPMA requirements, and then provide that information to DEF members.
Meeting Recording Segment	This portion of the meeting occurs between 01:43:00 and 02:01:00 in the meeting recording that can be accessed via this [LINK](#) with the passcode digitalequity!1

Agenda Item	6. Public Comment
Presenters & Respondents	Karen A. Johnson, Ph.D. (she/her/Beloved) Director, Washington State Office of Equity Anthony Campbell, Ph.D. (he/him) Partner, The Athena Group Devin Gombosky (he/him) Administrative Assistant, Washington State Broadband Office
Discussion	• Dr. Karen Johnson initiated the period for public comment. • Anthony Campbell invited members of the public to raise their hand within Zoom to be acknowledged and have their audio activated or submit comments within Zoom chat. • Devin Gombosky managed the Zoom environment to ensure members of the public had a smooth experience with expressing their thoughts via audio or within Zoom chat. • Three members of the public spoke through audio and shared the following thoughts: 　• Kris Keillor (he/his, City of Bellingham Broadband Working Group) asserted the need to recognize broadband access as a public utility in the 21st century. 　• Marisol Tapia (Workforce Development Council of Seattle-King County) offered that an effective approach to digital equity will require engagement across all sectors of the economy, as well as the value in connecting digital equity to economic health and overall understandings of equity. 　• Keitha Bryson (she/her, Retired Educator) expressed the need to not just provide high speed internet connectivity, but also provide digital literacy and digital skills training - potentially employing an "Each One, Teach One" model with community college students. • The meeting recording and chat can be accessed to learn more about the public comment period.

Actions	None
Meeting Recording Segment	This portion of the meeting occurs between 02:01:00 and 02:13:00 in the meeting recording that can be accessed via this LINK with the passcode digitalequity!1

Agenda Item	**7. Closing Remarks**
Presenter	Karen A. Johnson, Ph.D. (she/her/Beloved) Director, Washington State Office of Equity Ernie Rasmussen (he/him) Digital Equity Manager, Washington State Broadband Office
Discussion	• Ernie Rasmussen spoke about the importance of prioritizing listening and patience as this project moves forward. • Dr. Karen Johnson expressed deep appreciation for the challenges ahead and encouraged DEF members to remain passionate about the complex issue of digital equity. • Both Ernie and Dr. Johnson shared their appreciation for project staff, Washington legislators who enabled this project to come into existence, DEF members, and members of the public who attended the meeting.
Actions	The meeting was adjourned at approximately 3:25pm
Meeting Recording Segment	This portion of the meeting occurs between 02:13:00 and 02:24:00 in the meeting recording that can be accessed via this LINK with the passcode digitalequity!1

Attendees

Project Staff, Consultants, Presenters, and Invited Guests

- Karen A. Johnson, Ph.D. (she/her/Beloved), Director, Washington State Office of Equity
- Ernie Rasmussen (he/him), Digital Equity Manager, Washington State Broadband Office
- Sean Ardussi (he/him), Commerce Specialist - Digital Equity, Washington State Broadband Office
- Mark Detrick (he/him), Digital Equity and Inclusion, Washington State Broadband Office
- Devin Gombosky (he/him), Administrative Assistant, Washington State Broadband Office
- Tevin Medley (he/him), Partner, The Athena Group
- Anthony Campbell, Ph.D. (he/him), Partner, The Athena Group
- Munirih Jester (she/her), Digital Inclusion Programs Manager, National Digital Inclusion Alliance (NDIA)
- Dawn Eychaner, Acting Director, Washington State Broadband Office
- Tony Hanson (he/him), Deputy Assistant Director Local Government Division, Washington State Department of Commerce

Digital Equity Forum - Invited Members

Name	Community or Organizational Affiliation
Agaiotupu Viena (suga/she)	Washington State LGBTQ Commission
Amanda Six (she/her)	Libraries of Stevens County
Anna Zivarts (she/her)	Disability Rights Washington
Bill Kehoe (he/him)	Washington State Office of the Chief Information Officer
Bre Urness-Straight (she/her)	Office of Superintendent of Public Instruction
Carolyn Cole (she/her)	Department of Social and Health Services
Cathleen MacCaul (she/her)	AARP Washington State
Cindy Aden (she/her)	Schools, Health and Libraries Broadband Coalition
Darryl Hunt	King County

David Burnett	Chehalis Tribe
David Keyes (he/him)	City of Seattle
Ed Prince (he/him)	Washington State Commission on African American Affairs
Elizabeth Gordon (she/her)	Governor's Committee on Disability Issues and Employment
Estakio Beltran	Yakima Valley Community Foundation
Eu-wanda Eagans (she/her)	Goodwill of the Olympics & Rainier Region
Fmr. Representative Laura Ruderman (she/her)	Technology Alliance
Jennie Harvell	Washington State Healthcare Authority
Jesus Hernandez (he/his)	Family Health Centers of Okanogan
Jim Bamberger (he/him/el)	Office of Civil Legal Aid
Jon Claymore (he/him)	Office of Superintendent of Public Instruction - Office of Native Education
Lisa Rosenblum (she/her)	King County Library System
María Sigüenza (she/her/ella)	Washington State Commission on Asian Pacific American Affairs
Melvinjohn Ashue (he/him)	Hoh Tribe
Renee Rooker (she/her)	Walla Walla Housing Authority
Rituja Indapure (she/her)	Washington State Women's Commission
Sameth Mell	Washington State Commission on Asian Pacific American Affairs
Sharayah Lane	Philanthropy Northwest
Sharonne Navas	Equity in Education Coalition
Tiffany Circle	Colville Tribes
Trevor Lane	Washington State University

Digital Equity Forum - Alternate Members

Name	Community or Organizational Affiliation
Fmr. Representative Velma Veloria	Washington State Commission on Asian Pacific American Affairs
John Sheller (he/his)	King Count

Public

Name (user ID within Zoom)
Amanda Jahshan
Andrew Entrikin
B. Hooper - Franklin PUD
Bert Klimas
Brian Belsby
Carolyn Logue
Cassie Jones
Chelsea Millar
Daniel Himebaugh
Dave Roussy
Debra Hansen
Dusty La May (Northwest Justice Project)
Elizabeth Iaukea (s/h) WAStateLib
Ethan Perry
Heidi Lindgren-Boyce
Janice Jantz
Jawad# Maria (COM)
Jennie Dickinson
Jennifer Ashby

Jody Opheim

Jon McConnel -- Bellingham

Jon Morrison Winters

Jones# Genevieve

Joseph Medeiros

Julie Honekamp

Kaela Salivio-Bird

Karen Goschen

KC Merchant

Keitha Bryson

Kerry

Kris K

Kristopher Larsen

Laura Bagnall

Laura Loe (she/her) - Share The Cities

Laura Young

Leslie Hardwick

Lloyd Levine

Marisol Tapia H. WDC Sea-King

Mark Cockerill

Olympic PTAC

Quinton Harrington-(He# Him) SnoPUD

Ralph Ibarra

Reagan LaBor

Sabrina Roach (she/her)# Inclusive Data/Black BrillianceResearch

Sheri Sinn

Shira Rosen

Stacey Wedlake
Tadeo Saenz
Tim Z.
VANGORKO_ME