Virtual Legislative Meetings
Governor's Council on Disabilities and Special Education

Art Delaune, Chair

February 2021 ~ Council Meeting

Before the Meeting

- Council staff will email you regarding virtual meetings

  - You will receive a survey regarding which position papers/topics you feel most comfortable discussing, any time/date limitations etc.

    - From this, Council staff will follow up with Council members regarding which position paper(s) you could cover for specific meetings

  - Council staff running individual virtual legislative visit ZOOM meetings will send you an Outlook invite with separate ZOOM info for each meeting

Before the Meeting

- You will receive a spreadsheet showing all meetings and noting which Council members are in which meetings

- Check in with staff if you have any questions (we know it is different this year and are here to help)

- Reminder that staff will have provided an electronic legislative packet in advance of the virtual meetings (Council members do <u>not</u> need to worry about it this year)

Before the Meeting

- Remember that if you're the team lead, this means:

- Being able to make the meeting <u>AND</u> being able to jump in on any position paper if another member can't login or something else happens

  - Staff are there to help though!

- Make sure that you have everything you need:

  - Position Papers

  - Notes you might have made for yourself

Before the Meeting

- Login to your virtual legislative meetings 5-10 minutes early

  - Test your technology

  - Check in with staff during this time if you have any questions

  - If you have a problem with tech or making the meeting, please email, call, or text Council ED

In the Meeting

- Introduction

- Note that Council staff emailed the electronic legislative packet prior to the meeting

- Explain the 2021 Council Legislative Priorities

- Thank the Legislator for their time

- When you are done talking, Council staff will ask for a virtual group photo with the Legislator

Introductions

⊙ Mention if you live in his / her district

⊙ Make a personal connection, if any

- http://akleg.gov/   Provides some basic information on both members of the House & Senate

⊙ Explain why you are involved with the Council

- You can also mention briefly what the Council does

Basic Council Introduction

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- <u>Mission:</u> Creating change that improves the lives of Alaskans with disabilities

- <u>Developmental Disability Shared Vision:</u> Alaskans share a vision of a flexible system in which each person directs their own supports, based on their strengths and abilities, toward a meaningful life in their home, their job and their community. Our vision includes supported families, professional staff and services available throughout the state now and into the future.

Basic Council Introduction

- The Council uses planning, capacity building, systems change, and advocacy to create change for people with disabilities.

- The Council provides a constructive process that connects the public with policymakers, to ensure the thoughtful development of an efficient and seamless service delivery system that meets the needs of individuals with disabilities across the life span.

- The Council is composed of 26 members appointed by the Governor.

Explaining the Issues

◉ Note that the electronic packet was emailed by Council staff and will also be displayed via ZOOM

◉ Members take turns briefly describing each Position Paper

◉ Ask if they have questions or if they need more information

- If there is a question which you cannot answer, you can defer to the Council staff running the ZOOM meeting.

◉ Thank the legislator for meeting virtually to hear about what is important to Alaskans with developmental disabilities

Meeting Do's & Don'ts

Do	Do Not
⦿ Login early/test your tech	⦿ Bring up unrelated topics
⦿ Stay on topic	⦿ Speak too long
⦿ Watch your time	⦿ Provide answers to questions you don't know
⦿ Pay attention to the Legislator/team members	⦿ Interrupt Legislator or other group members
⦿ Take notes	⦿ Multi-task during the meeting
⦿ Show appreciation	⦿ Argue with the Legislator
⦿ Mute yourself when you're not speaking	⦿ Discuss a position which the Council has not

After the Meeting

- Check your spreadsheet to see what dates/times your next meetings will be

- Let staff know if you had a technology issue to work with them to troubleshoot for next time

- Council staff may follow up with you to debrief

- Council staff will email a thank you to each legislator, with electronic packet sent again and any "virtual photos", in addition to answering follow up questions

Keys to Successful Meetings

- Review your virtual meeting schedule and set helpful meeting reminders

  - Staff will send you outlook invitations for each meeting with ZOOM login info

  - You will have a spreadsheet with dates/times

  - You may want to put appointments in your phone calendar or a paper calendar

  - You could also set phone reminders (day of)

Keys to Successful Meetings

◉ Review position papers

  • Do you feel comfortable explaining each
    issue?

◉ Read Legislator bios (http://akleg.gov/)

  • Which Legislators are you meeting with?

◉ Practice with the position papers out loud and make notes for yourself

  • Have you adapted them to be your own?

  • What story can you tell that might be an example for the position paper?

Virtual Legislative Packets

◉ <u>2021 Council Legislative Priorities:</u>

- SESA Reauthorization Position Paper
- HCBS Importance Position Paper
- HCBS Cost Saving Position Paper
- Workforce Statement with Partners

❖ The Fiscal Year 20 Council Annual Report will also be provided and can be referenced

Virtual Meeting
Role Play Activity

- 4 Council member volunteers will serve in the apt role of Council members

- Council ED will serve in the role of legislator

- Council Research Analyst will serve as Council staff running the virtual meeting

- All 6 will conduct a mock 15-minute virtual legislative meeting to give everyone an idea of meeting flow

Virtual Legislative Visit Spreadsheet

Questions: