GGRC Community Partner Advisory Group

Date: September 2nd, 2025 Introductory Meeting

Time: 3 PM PT

Location: Zoom

Meeting Facilitator: Rance Baumann (GGRC)

Meeting Start:

PowerPoint slides are being presented through this meeting

1. **Introductions:** Each member introduced themselves, including their names and respective roles. Introductions included:
   - Rance: Primary facilitator of the CPAG meetings, representing GGRC though does not officially work for GGRC, is the project manager for the GGRC website redesign and launch, working with the team for GGRC and external consultants within the past 2+ years on the website redesign process
   - Allysa and Dawn: Representing the World Institute on Disability, supporting Rance in the administrative work for the Advisory Groups: managing emails, payments, calendar invitations, compiling feedback, integrating feedback into regular reporting to go to HeartSpark and GGRC to be considered in website development and design
   - HeartSpark Design: Company owned by Lauren Atherton, Lauren may join time to time and will be referred to in the future

2. **Advisory Group Member Introductions**:
   - Rich: HR Director / IT of Omelagah Inc., formally worked for GGRC in 1999-2008 overseeing the first iterations of GGRC's website
   - Mary Grace: Supervisor for day programs at North Peninsula Day Services

- Abby: CEO of Integrated Community Services, has been involved with the website redesign by being the co-Chair of the Service Provider Advisory Committee, interested in plain language, visual accessibility, language accessibility, and user friendliness for families and people services within the provider network
- Amanda: Associate Executive Director at GGRC, works as in-house person for ICS
- Ann: National Center for START Services, developing START teams in CA and Golden Gate as a service for people with I/DD and MH disabilities, working closely with GGRC to develop ICS of plain language initiatives
- Gia: Communications Coordinator with Housing Choices, serving individuals with I/DD to find and retain housing, providing on-site resident support services
- Sheraden: Deputy Director of State Council on Developmental Disabilities, covering the Bay Area which includes GGRC

3. **Timeline of GGRC Website Redesign Project (see PowerPoint)**
- Phase One started in 2024 as the Research portion, and completed in January 2025
- Phase Two, Brand Identity (Who is GGRC, What do we do, How do we do it), ended in March of 2025 and the logo has been updated; HeartSpark team got a better overview of what GGRC does in this phase
- Phase Three, Website is currently ongoing: Content planning was being done the past few months and we are currently exploring the initial designs (Design phase)

4. **Preview of GGRC Website Redesign Project (see PowerPoint)**
- Nothing has been approved*

- Left hand side: Existing website, Right hand side: Draft of the new home page, visually where they are going at the moment

5. CPAG Purpose

- Meeting materials will be distributed one week in advance if you wish to review them, but we'll try to limit expectations outside of our scheduled meetings
- Meetings will be focused on materials we will review
- Since we can't look at everything on the website, there will be strategic choices around particular sections or areas of content
- Keep in mind that the main audience are individuals who receive services and their families and taking away personal biases in order to being open at taking a critical eye of how everything fits together – website goal is to be reflective of GGRC's community
- Group related materials will be updated on an online Web Page for the group: links to agendas, meeting schedules, Zoom records if you want to watch (cannot be downloaded)
- Meetings are intended to be friendly, informal, and interactive as possible; encourage members to keep cameras on and speak up when you have questions or comments

6. Information Formats (see PowerPoint)

- May come in the form of screenshots, to get feedback on icons, chosen colors, buttons, etc.
- May come in the form of text, to get feedback and help generate words, plain language, etc. (content perspective)

7. Things to Keep In Mind

- Looking for design perspective, navigation perspective, wordsmithing and content perspectives while keeping in mind that outside entities may have requirements and certain things may not be changeable (DDS, ARCA)

- Any documents or materials that are sent out are strictly for the use of this group. Do not distribute them to anyone looking for resources, etc., as everything is internal to these efforts

8. **Potential Meeting Schedule Changes**
   - The content for the September 24th meeting may not have a chance for the internal team to sign off on in order for the Group to review, so this meeting may need to be rescheduled
   - Changes will be given a two weeks heads up: We will announce by September 10th whether or not the September 24th meeting will happen
   - In the chance it does not, the Group discussed other potential meeting dates to tentatively pencil in (same scheduled times (3 to 4:30 PM PT) and on Wednesdays). The Group agreed on October 29th or November 12th as tentative meeting dates
   - New Calendar Invitations will be sent out to put Holds on these dates and times.

9. **Questions**

Action Items
- Allysa (WID) will send out a link to access the central webpage for the GPAC meeting materials
- If you are able to accept the stipend, please respond to Allysa's email regarding payment type and information (allysa@wid.org)
- New calendar invitations will be sent out to accommodate for the pending schedule changes.