

Governor's Council on Blindness and Visual Impairment (GCBVI)
Assistive Technology (AT) Committee Meeting Minutes
October 21, 2020

Members Present

Bea Shapiro, Chair
Nathan Pullen
Sue LeHew
Terri Hedgpeth
Bob Kresmer

Members Absent

Ed Gervasoni

Staff Present

Lindsey Powers

Guests Present

Terell Welch
Reggie Laister

Call to Order and Introductions

Bea Shapiro, Chair, called the meeting to order at 3:05 pm, Phoenix, AZ. Introductions were made and a quorum was present.

Approval of September 16, 2020 Meeting Minutes

Nathan Pullen motioned to approve the September 16, 2020 meeting minutes. Sue LeHew seconded the motion. The motion to approve of the minutes was passed by unanimous voice vote.

VRATE Presentation Discussion

Bea Shapiro inquired whether Reggie Laister had a chance to review the Power Point presentation and had any suggested changes. Reggie Laister suggested the presentation include information regarding how to edit an individual's name or Zoom information so that everyone knew who was attending the meeting. Reggie Laister also suggested that individuals wait to be called upon before speaking, so that individuals were not talking over others. Bea Shapiro stated the presentation was about job interview etiquette, and she was unsure how that would apply to a panel presentation. Reggie Laister stated that an individual new to a group or participating in a

panel interview might not know who was speaking and would benefit from everyone announcing themselves. Sue LeHew stated she could include the suggestion that individuals edit their names during meetings. Reggie Laister stated the host of the meeting would have the ability to change or edit the participant's names. Bob Kresmer stated if the meeting was small, the host could inquire regarding the unknown names and edit appropriately. Sue LeHew stated that participants could also edit their names when attending meetings as well. Nathan Pullen stated that participants could also include a profile photo. Terri Hedgpeth stated that she had a professional photo to use during meetings, although the photo did not always show up during meetings, and she felt it should be an option. Bob Kresmer stated that he typically attended meetings with the video turned off. Reggie Laister agreed that individuals did not always need to include a photo, although during an interview, some hiring managers might prefer to see the individual. He noted that individuals should be aware of their surroundings and ensure their backgrounds were professional. Bea Shapiro agreed that many employers would like to see the individual during the interview. Reggie Laister suggested that individuals also research the company prior to the interview and understand the mission of the company. Bob Kresmer stated that individuals should be aware of the position of the camera and ensure they were portrayed appropriately. Sue LeHew stated the presentation could include a tip that individuals apply all best interviewing skills. Bob Kresmer stated that individuals should present themselves in a virtual interview the same way that they would present themselves in a face-to-face interview.

Reggie Laister stated that individuals could also be prepared to ask questions of the interviewer. Bea Shapiro stated that some hiring managers did not allow time for questions. Sue LeHew stated that individuals could prepare questions to ask if time permitted. Terri Hedgpeth stated that individuals should ensure they were in a quiet environment with no background noise. Sue LeHew stated that individuals should have minimal or eliminate disruptive background noises such as children, pets, or other conversations. Terri Hedgpeth added that in her experience interviewing individuals, many individuals did not ask thoughtful questions, and they should be prepared with questions related to the position or organization. Bob Kresmer suggested that individuals be encouraged to turn off their assistive technology such as screen readers, which could be distracting during a meeting. Terri Hedgpeth noted that screen readers could be important if an individual wished to take notes during a meeting, although the individual should turn down any AT. Bea Shapiro stated that individuals should test out their AT prior to an interview and know how to turn down or turn off screen readers as needed. Bob Kresmer stated that individuals should ensure that their screen readers were not a distraction to the meeting

or interview. Terri Hedgpeth stated that individuals should ensure their screen readers could not be heard by others and to know how to manage AT. Bea Shapiro suggested that if individuals did include a photo, to ensure the photo was a recent photo. Reggie Laister inquired whether individuals would be able to interact with others in the chat box if their screen readers were turned off. Bob Kresmer stated that he did not use the chat box, but would raise his hand during a meeting, in which the host would call upon him to speak. Reggie Laister stated that some employers might include contact information in a chat box, and the individual could potentially miss that information. Bob Kresmer agreed and noted that the individual should be able to manage his/her AT. Mr. Kresmer inquired whether a committee member would be narrating the Power Point slides during the presentation. Bea Shapiro stated the committee members would be providing a panel presentation and would be discussing the information on the slides. Nathan Pullen stated that he would be moderating the presentation and would ask the questions of the panel in which members could answer according to their areas of expertise. Sue LeHew stated that she would revise the Power Point presentation and include the changes suggested by committee members. Nathan Pullen stated the Power Point could also include moderator notes that could be used by committee members as additional items for discussion.

TVBI Training/Survey Discussion

This item was tabled.

AT Trends

This item was tabled.

Agenda and Date for Next Meeting

The next meeting of the Assistive Technology Committee would be determined. Agenda items are as follows:

- VRATE Presentation Discussion
- AT Trends

Announcements

There were no announcements.

Public Comment

A call to the public was made with no response's forthcoming.

Adjournment of Meeting

Bob Kresmer motioned to adjourn the meeting. Nathan Pullen seconded the motion. The meeting was adjourned at 4:00 pm.