

Department of Developmental Services (DDS)  
Disabilities Advisory Committee (DAC)

Meeting Minutes  
Monday, October 18, 2010  
10:30-11:30

Members Attended

Victoria King  
Peggy Peter  
Dianne Robbins  
Beth Muehe

Other Attending

Lynne Hilbourne  
Michelle Edwards  
Nicole Patterson (via phone)

1. Call to order and introductions:

Lynne Hilbourne, support person from OHRAS, called the meeting to order at 10:40 a.m.

Introductions

2. Elections:

Chairperson: Victoria King  
Vice-Chairperson: Peggy Peter  
Secretary: Beth Muehe  
State Disability Advisory Council Representative: Dianne Robbins

Committee agreed to continue to recruit for more members and explore actions to generate additional interest.

3. SDAC Meeting on 12/1/10:

Dianne Robbins will attend; Peggy Peter may attend.

4. Committee Project Ideas:

- DAC site on OASIS  
Date: ASAP  
Agenda for task:

Create DAC page on Oasis. Page to include: Calendar, events page, meeting minutes, agendas, resource materials.

Victoria to contact Gloria Fong to coordinate creation of site on OASIS. .

Establish a method to authorize ISD to add information to OASIS DAC site at the request of any committee member.

DDS DAC materials on Internet in compliance with Bagley-Keene

- National Disabilities Employment Awareness Month Event

Date: Thursday, October 28, 2010

Time: 11:00 a.m. to 1:00 p.m.

Location: 1600 9<sup>th</sup> Street, Room 360

Agenda for event:

DAC Open House/Meet and Greet: Peggy and Dianne to be present 11:00 a.m. to 12:00 p.m.; Nicole will attend until 1:00 p.m.

Refreshments: Michelle volunteered to make goodies

Intern Presentation: Victoria to coordinate with teachers for interns

Movie: Victoria to contact Tamara Wheeler

- Appropriate Terminology Education:

Date: Ongoing

Location: Department-wide

Provide department employees with appropriate terminology when referring to people with disabilities

Use of posters, flyers and presence at New Employee Orientation

Provide management with tools on how to address misuse of terminology

- Chemical Sensitivity Information:

Date: Ongoing

Location: Department-wide

Agenda for event:

Provide department employees with available general information on chemical sensitivity (not in conflict with laws or Departmental policies)

- Workplace Access:

Date: Quarterly or biannually (to be determined)

Location: Common areas (including main hallways and meeting areas) and work sites

Agenda for event:

Committee to check regularly for accessibility

Committee to test function of power operated doors.

- **Emergency Plan:**  
Date: TBD  
Location: TBD  
Agenda for event:

Sub-committee to research current emergency plan.

Sub-committee to determine if other occupants of Bateson Building (DMH, OSHPD, Agency, DGS) have plan in place.

Sub-committee to work with Health and Safety Office and Emergency Preparedness Coordinator to determine if new technology may improve current plan.

If revision to Emergency plan Sub-committee to ensure DDS emergency plan works with the plans of other Bateson occupants

**5. Future Meetings:**

Scheduled for the third Wednesday of each month until 10/19/2011,  
10:30 a.m. to 11:30 a.m.; 800 Q Street, Conference Room

**6. Miscellaneous:**

Photos of Committee scheduled for Wednesday, 10/20/2010