

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

Meeting Minutes
Wednesday, April 20, 2011
10:30-11:30 a.m.

Members Attended

Peggy Peter
Dianne Robbins
Beth Muehe
Lesli McClung-Coombs

Other Attending

Nicole Patterson
Lynn Hilbourne

Peggy Peter called meeting to order at 10:36 a.m.

Greetings/New Members: Welcome Lesli, new member of the DAC.

Motion to approve minutes from March Meeting. Motion passed

Changes to officer positions:

Beth Muehe, Secretary, leaving DDS in June.

Dianne Robbins, SDAC Representative, has encountered scheduling conflicts with SDAC meetings.

Dianne Robbins was nominated to take the position of Secretary.

Lesli McClung-Coombs was nominated to take the position of SDAC Representative.

Meeting Ground Rules:

1. No sidebar conversations
2. Meetings must start and end on time therefore all attendees should arrive on time
3. Be respectful of time when discussing your topics
4. Only one conversation at a time so all can be heard
5. Stay on topic following the agenda
6. Come prepared to speak on topic (agenda) or provide a written report.
7. Confidential information stays in the room where meeting was held
8. Commit yourself to what you can actually do
9. Define each action item and what's involved (Ask questions if unsure)
10. Every member is encouraged to equally participate, share ideas, and volunteer.

Old Business:

- Updated By-Laws were posted on OASIS.
- DAC email account update: DAC email account has been created. Committee needs to determine who will check the email box on a consistent basis and how to archive emails.
- EDD/DDS State Disability Insurance and Paid Family Leave workshops: Tentative date is set for June 23, 2011.
- All-Staff Training on Disability Etiquette: Lesli to contact Department of Rehabilitation or Health Care Services to get a sense of what other departments are doing to educate staff on disability etiquette. Slides on disability etiquette were added to the mandatory Harassment Prevention training. Beth will create a flyer containing appropriate terms when referring and speaking to people with disabilities. Beth to forward completed flyer to Victoria who in turn will coordinate with Kathleen to send out to DDS HQ All Staff by email and Personnel Transactions to have this document included in new employee packets.
- DAC recruitment at Developmental Centers (DC): Per Nicole Patterson, Kathleen Ozeroff recently met with Patricia Flannery but has not received a response as of yet.
- Emergency Response Team (Update): Due to time limitations a motion was made and passed to table this agenda item until our next meeting in May.

Meeting concluded at 11:40