

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

Meeting Minutes
Wednesday, February 16, 2011
10:30-11:30 a.m.

Members Attended

Victoria King
Peggy Peter
Beth Muehe

Other Attending

Nicole Patterson
Lynne Hilbourne

Victoria King called meeting to order at 10:35 a.m.

Motion to approve minutes from January Meeting. Motion passed

By-Laws revision was approved by Kathleen Ozeroff; document in Director's office awaiting Mark's review and Terri's signature. Victoria to email Kathleen for update on status of revision and signature.

Old Business:

Obtain permission from Kathleen Ozeroff for Victoria to attend Exec Staff Meeting to solicit volunteers for evacuation plan. Ask each Deputy to identify two volunteers in their division to participate in evacuation plan.

Update: Victoria was not granted permission to attend Exec Staff. However, Kathleen presented request for more volunteers for Emergency Response Team. Karyn Meyreles, ADMIN Deputy Director, was assigned to check in with Audrey Berotti, Health and Safety Officer, about the needs of the Emergency Response Team.

Audrey to obtain permission to make Emergency Response Team meetings mandatory.

Update: Audrey not present at meeting. Sending update by email to committee.

Audrey to schedule future meeting with all Emergency Response Team members, employees who require assistance and their helpers.

Update: Audrey not present at meeting. Sending update by email to committee.

Audrey to get feedback from Health and Safety Officers about emergency response plan for non-ambulatory persons.

Update: Audrey not present at meeting. Sending update by email to committee.

Concerns surrounding the current evacuation plan in place: Message to those with mobility impairments “stay out of the way of evacuating employees”.

Audrey to remove this phrase from Emergency Response Plan.

Update: Audrey not present at meeting. Sending update by email to committee.

Possible changes for evacuation for the mobility impaired persons at DDS

1. Continued discussion on changes for evacuation for mobility impaired persons at DDS.

Discussion pending report from Audrey Berotti.

2. SDAC Report Update (Prepared by Dianne, presented by Victoria):

The meeting of the SDAC was held on February 2, 2011 at EDD office.

A new co-chair was nominated, Dee Anne Holloway from Cal Pers. A vote was taken and Dee Anne was elected.

The December minutes were approved.

Jake Johnson, president of Association of CA State Employees with Disabilities (ACSED) addressed the Council. He advised that the ACSED Board has discussed hosting a joint event with SDAC for the National Disability Employment Awareness Month (NDEAM) in October, but the Board decided to have a separate event from SDAC. Jake also reported that ACSED will be hosting an award ceremony for Ralph Black, longtime member of ACSED and recently retired Assistant Director of Legislation for the Department of Rehabilitation.

April Oakley from EDD made a presentation on State Disability Insurance (SDI) and Paid Family Leave (PFL). April is available to do presentations if we thought it would be beneficial to DDS employees.

Beth to check with Yolanda Alvarez, Personnel Officer, about the need for this training and possibly combining it with a presentation from our FMLA Coordinator.

April mentioned that departments are required to post a Notice to Employees regarding SDI and PFL.

SDAC will be hosting a NDEAM event on October 5, 2011. Dianne is serving on the venue and logistics committee.

3. All Staff Training on Disability Etiquette:

Victoria to invite Kathleen Ozeroff to next DAC meeting to get a clearer picture of what type of training Kathleen would like to see in the future.

4. Wrap Up:

Nicole: Mark Hutchinson would like to see the DAC include staff from the DCs. Victoria to email Kathleen and request she contact DCD to start the recruitment process within the DCs for DAC Committee Members.

DAC Email Account: Victoria to contact Kathleen for permission to request DAC email account through ISD. :

Beth: During initial DAC meeting we discussed three other items for the Committee to address. Now that the Emergency Response Plan project is underway recommends that we start working on those three other items.

Appropriate terminology education-research flyers, handouts, posters

Workplace access-Design monthly checklist, committee members to conduct check on Monday prior to meeting.

Chemical sensitivity-flyers about common courtesy in workplace

Meeting concluded at 11:35 a.m.