

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

Meeting Minutes
Wednesday, January 19, 2011
10:30-11:30 a.m.

Members Attended

Victoria King
Dianne Robbins
Beth Muehe

Other Attending

Nicole Patterson
Antoinette Johnson
Audrey Berotti

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

Motion to approve minutes from December Meeting. Motion passed

Request to add "Old Business" on agenda in future

DAC website is up

By-Laws revision was approved by Kathleen Ozeroff; document in Director's office awaiting Mark's review and Terri's signature.

Dianne will be absent for the February DAC Meeting.

Possible changes for evacuation for the mobility impaired persons at DDS

1. Walkie talkie discussion:

- Audrey Berotti, Health and Safety Officer, asked those who use walkie talkies if effective. The consensus was that they were not effective. Employees who require assistance and their assistants were not carrying the walkie talkies on their person.
- Audrey pointed out that the assistants must know their job. If one assistant is absent the assistant present that day must acquire an additional helper to run to the Command Center.

2. Train all willing employees to properly move employees with mobility impairments discussion:

- Difficulty getting employees to volunteer
- Emergency response meetings are not mandatory

Suggestions:

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.

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

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

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

3. Reminders for employees to fill out form for assistance during evacuation. Victoria to email Chief of OHRAS.

The email went out reminding employees to fill out the DS 2193 Request for Emergency Evacuation Assistance Form. Audrey has not received any new requests.

4. During meetings visitors need to be informed of evacuation plans.

- Audrey pointed out it is the responsibility of meeting facilitators to ensure visitors are aware of emergency response plan.

5. 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

Wrap up

Audrey to attend next meeting to update Committee on progress

Recruitment for Committee. Victoria to contact Kathleen regarding sending out email to DDS HQ All Staff.

Next month agenda item:

Future staff training on disability etiquette.