

California Department of Developmental Services
Disability Advisory Committee (DAC)

Teleconference Meeting Minutes
Wednesday, March 19, 2014
1:30p.m.

Members Attended:

Michael Januse (HQ)	Cindy Nelson (SDC)
LaDonna J. Brown (HQ)	Yash Manchanda (LDC)
Nancy Britton (FDC)	

Guest:

Nicole Patterson, OHRA Liaison (HQ)
Alice Lee (OHRAS)
Jackie Caldwell (HQ/Audit Branch)

Absent:

Kathleen Ozeroff (HQ)	Eunice Thacker (HQ)
Mandy Stewart (LDC)	Tami Wasson (FDC)

Michael Januse called the meeting to order at 1:34p.m., and welcomed all members to the meeting.

I. **Approval of January 15, 2015, 2014 Minutes**

The minutes were reviewed and approved unanimously.

Yash Manchanda announced to the group that Lanterman has issued their SROA notices for their July 5, 2014 layoff. He expressed his pleasure in participating in the DAC committee and the opportunity to work for Lanterman.

II. **Old Business**

None

III. **New Business**

- **Reasonable Accommodation** presentation – Alice Lee, Coordinator/EEO Investigator, Office of Human Rights and Advocacy
Alice defined for the group what reasonable accommodation is; what is a qualified individual and when is a reasonable accommodation needed in the workplace.
She explained that the reasonable accommodation process begins as an interactive process when issues are being worked out (e.g. policy does not supersede a legitimate reasonable accommodation request). She satisfied the question of who determines if a reasonable accommodation is unduly costly or disruptive or even legitimate. She emphasized that an employee

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can sue the state if a reasonable accommodation is legitimate and is denied. So far, she said that she has not had any requests denied to date. Alice provided examples of reasonable accommodation cases for different employee classifications. These examples included doctor's ordered restrictions such as weight and lifting which can allow an employee to demote to another position temporarily or permanently. The group was given the Job Accommodations Network (JAN.COM), for more information and assistance.

Discussion was held and the following questions were asked:

1. Is requesting that a safety meeting pamphlet be available in braille at a Safety meeting a reasonable accommodation?

Alice said she will check on this information through Kathleen Ozeroff.

Michael says it is really expensive for braille. There is new technology that has Screen Readers through Adobe that he recommends.

2. Would an employee have a misunderstanding of the defined disabilities list that is posted on OASIS website, especially if they need to request a reasonable accommodation and it is not within the definition?

Alice said that the developmental centers' EEO Coordinators consult with Sacramento, Headquarters' EEO Coordinators when they need answers.

- ***DDS Annual State Employee Survey comparison to Parks & Recreation Survey***

Michael posed that question as to whether or not there is a similar survey like Parks and Recreation at the developmental centers? If so, how do they publicize it? Michael thought Headquarters could re-group and use a different PR approach that the DC's use.

Michael also re-emphasized that the group needs to re-examine the State Personnel Board survey that is currently being used and ask what other options we can use to enhance.

Nicole said if there is more than one agency having issues, perhaps we can turn to SDAC. Michael asked if the group if they had any questions they'd like to take to SDAC. *There were none.*

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- **Drawing the line of involvement between DAC and Personnel issues**
Michael shared that he received an inquiry about the viewing of the video “10 Commandments” that was presented to the inquirer’s training officer. He reiterated to the group that anything that is DAC related must be taken to Administration to let them know what kind of information it is and how it is used.
- **DAC Power Point Plan Presentation Project**
 - . The Power Point Plan will reflect the elements as follows:
 - Outreach
 - ADA
 - Accessibility
 - How to merge the Leap List and Regular List of Job Classifications

Michael appealed to the group to get their input as to what they would like to include with the elements already outlined, which would also include a stronger and diverse workforce. *There are no additional ideas at this time;* however, Nancy Britton liked the outreach topic. Michael asked how she would like this topic to take shape. Nicole offered to send DAC brochures to Nancy in hopes that this will help educate employees on DAC’s purpose and responsibilities.

Nicole suggested that the DAC Bylaws’ Outreach/Membership be revised. Michael said he would like to see DC’s establishing small AC’s and they could funnel systemic items to Headquarters. **ACTION ITEM:** Nicole will email the DAC Bylaws to our DAC members and it will be added as an item for the April Meeting.

How to merge the LEAP list with the regular list of classifications was once again discussed. **ACTION ITEM:** Nicole asked Nancy to find out how many persons were hired from the LEAP list in the last two years.

- **Discussion of next possible topic and guest speaker**
It was agreed that Nancy Britton will be our guest speaker for the April 16, 2014 DAC meeting and present her experience at Lobby Day on March 12, 2014 at the State Capitol.

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Next Meeting April 16, 2014 at 1:30p.m.

Meeting adjourned at 2:30p.m.

Respectfully Submitted:

LaDonna J. Ross
Secretary