

California Department of Developmental Services  
Disability Advisory Committee (DAC)  
Teleconference Meeting Minutes  
Wednesday, May 21, 2014  
1:30p.m.

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**Members Attended:**

Tami Wasson (FDC) – Vice Chair  
LaDonna J. Ross (HQ) – Secretary  
Nancy Britton (FDC)  
Cindy Nelson (SDC)  
Yash Manchanda (LDC)  
K.C. Aldaco (Lanterman)  
Kerrie Gavin Sonoma DC)  
Juanita Slater (Canyon Springs CF)

**Guest:**

Kathleen Ozeroff (HQ)  
Jackie Caldwell (HQ)

**Absent:**

Michael Januse, Chair (HQ)  
Crissy Ortiz (HQ)  
Mandy Stewart (LDC)  
Nicole Patterson, OHRAS Liaison (HQ)

Tami Wasson called the meeting to order at 1:40p.m., and welcomed all members to the meeting.

Introductions of new members were made. They are K.C. Aldaco, Lanterman Developmental Center, Kerrie Gavin, Sonoma Developmental Center, and Juanita Slater, Canyon Springs. Member Crissy Ortiz, HQ was absent.

- I. **Approval of April 16, 2014 Minutes**  
Approval of minutes were tabled until the next meeting.
  
- II. **Old Business**  
None

### III. New Business

- ***DDS DAC response to State Park and Recreation's DAC Questionnaire and it's comparison to the Annual State Employee Survey.***

Michael has not been able to review and complete Park and Recreation's survey. Now that there are new members with DAC, copies of both surveys will be sent to all members so they will be familiar with the subject matter...

**ACTION:** LaDonna will send this information to members prior to next business meeting and will have Michael complete the survey on behalf of our DAC.

The members discussed how they could be more active and accomplish more projects. Kathleen said the DAC could form subcommittees to work on projects together, which would also improve communication. Kerrie said it would be good to physically get together versus by teleconference and asked how many members are in the Northern and Southern California areas. Kathleen commented that the DAC did get together last year in Sacramento and also recommended tht it would be good this year also for the DAC group to meet together and have a training included. Kathleen asked the group to identify what that beneficial training would be. Kathleen said that she would inquire if Headquarters may be able to support/assist on this.

**ACTION:** Have discussion on a special DAC meeting with training identified for next meeting –June 18, 2014.

**ACTION:** LaDonna to update DAC Member Contact Roster and include meeting minutes and send to members.

- ***2014 Workforce Analysis Report (DAC Goals and Accomplishments for 2012/2013)*** – Kathleen Ozeroff, HQ.

Kathleen gave an overview of what the Workforce Analysis Report is all about and its goals.

Each of the following goals were reviewed and marked either "pending", "complete", or "in progress":

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**Goals to Accomplish in 2013**

- **[PENDING:TO BE CARRIED OVER]** Offering a Functional Assessment Service Teams (FAST) for emergency response training for disaster areas in order to give assistance to persons with disabilities during an emergency presentation for one of the Disability Awareness activities.
- **[PENDING:TO BE CARRIED OVER]** Uniformity in Accessibility Issues at Headquarters and the developmental centers.
- **[PENDING:TO BE CARRIED OVER]** Build a PowerPoint presentation to be presented to DDS leadership, new employee orientations, and other DDS staff as a brown bag training, illustrating our Department DAC, where it is with ADA, etc.
- **[ACCOMPLISHED]** Hold a quarterly hold a “Brown Bag lunch” showing films about disability awareness.
- **[IN PROGRESS]** Have a “Did you know” type of awareness link on Oasis

**ACTION:** LaDonna to email instructions to members how they would access “Did You Know” on [www.dds.ca.gov](http://www.dds.ca.gov).

- **[PENDING]** Hold small campaign on the topic of Chemical Sensitivity Awareness. Kathleen said that the State does not have a fragrance free policy. There are serious problems for employees with this awareness. She suggested that a strong educational campaign be done through OASIS. Sensitivity to odors is a silent disability. Cindy Nelson shared that this is a sensitive issue for her as well.
- **[PENDING]** Publishing articles, on Disability Awareness in the developmental center newsletters.  
Tami said that Fairview DC had gotten away from publishing articles on Disability Awareness – it used to be done frequently. She also said that she has not had the time to pick this responsibility up again. It’s hard to get people together.

**Goals Accomplished in 2012 [ALL GOALS WERE ACCOMPLISHED]**

- Participated in the July 2012 DDS Disability Awareness Picnic
- The DAC had several showing of The 10 Commandments of Communicating with People with Disabilities Film presentation, in recognition of Disability Awareness at Headquarters and the Developmental Centers.
- Working on Website Accessibility issues within DDS
- DDS DAC now has full membership

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Juanita asked how to get a copy of the film, “10 Commandments” for viewing. Yash said any public library should have it. LaDonna said that DAC support person, Nicole Patterson has a copy in her possession.

Kathleen said that members should start early planning events and activities to recognize National Disability Awareness in the Workplace. She said that we should network with other state departments and perhaps collaborate with them and have a plan in place by the end of the summer.

Juanita said that she has never seen or realized anyone that has a disability as she does in her workplace. She asked how she can find out who else is disabled. Kathleen explained that DAC’s responsibility is to raise awareness as well as to unite with those who are disabled. DDS serves people with developmental disabilities and that lots of people at HQ don’t know what DAC does.

- ***Elements for the DAC Action Plan Project***

Tami encouraged all members to give input for this project to help accomplish goals that can be presented to managers and supervisors. Michael will also continue to send out the action plan with the key components to DAC members and request feedback. He expressed that he wants the developmental center members to get involved in any working meetings scheduled to get this accomplished. The Action Plan will reflect the elements as follows:

- Outreach
- ADA
- Accessibility
- How to merge the Leap List and Regular List of Job Classifications

**ACTION:** LaDonna to re-send key elements that will make-up the DAC action plan to members prior to June 16, 2014 meeting.

- ***How to merge the LEAP list with the regular list of classifications***

Kathleen said to think about exams to get people on the list. Some classes have no list. As an example, the Office Occupational Clerk was established in the 70’s, and was resurrected several years ago to hire the disabled.

The MSOT – a pre-janitorial class, is an opportunity to get into a job by shadowing a custodian in preparation for a permanent position. Managers should be encouraged to hire off of the LEAP list.

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Kerri informed the group that the OASIS website was not updated with 2014 information for the DAC webpage or the business meeting minutes. LaDonna said that she is working on that and that department priorities have slowed the opportunity for meeting deadlines for these items.

In the interest of helping DAC accomplish their goals, Kathleen offered OHRAS's assistance with the administrative work.

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

Meeting adjourned at 2:35p.m.

Respectfully Submitted:

LaDonna J. Ross  
Secretary