

California Department of Developmental Services
Disability Advisory Committee (DAC)

Teleconference Meeting Minutes
Wednesday, October 14, 2015
1:30p.m.

Members Attended:

Kerri Gavin (SDC), Vice Chair
Ingrid Schonert (HQ), Secretary
Alice Lee (OHRAS-Support)

Guests:

Kathleen Ozeroff, OHRAS (HQ)

Absent:

Tami Wasson (FDC), Chair
K.C. Adalco (FDC)
Jason Scott (HQ)
Nancy Britton (FDC)
Nicole Patterson, OHRAS Liaison (HQ - Support)

Kerri Gavin called the meeting to order at 1:34 p.m. and welcomed all members and guests.

I. Approval of September, 2015 Minutes

- A quorum of members was not present, so approval of minutes was tabled until the next meeting.

II. Sub-committee Reports

- **Fairview DC Fragrance and Chemical Sensitivities** – No report
- **HQ Fragrance Sub-committee** – Discussed putting pamphlets around the building and putting the cardboard display on a table near building entrance. HQ members do not have time to man an informational table. Kathleen will assist Ingrid to work with Customer Support in printing up pamphlets.

III. Announcements – None

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IV. Old Business

- **By-laws** – The approved By-laws were distributed to committee members via email.
- **Website** – Per Kathleen, Nicole is working with IT to get the agendas, minutes, and updated committee information posted on the web page.
- **Website Accessibility/Visibility** - Ingrid forwarded suggestions for greater DAC visibility on Oasis to Nicole for consideration.
- **ACSED Training Symposium in Sacramento September 17, 2015**
 - Alice and Ingrid attended, other attendees not present to report on sessions they attended.

V. New Business

- **Newly elected officers** – Kerri Gavin was elected as Vice Chair by vote following last meeting. Past Secretary LaDonna is handing off information to Ingrid and the OHRAS office.
- **National Disability Employment Awareness Month (NDEAM) – October Activities**
 - SDC is hosting a fragrance sensitivity display
 - The article written by Tami has been distributed via DC newsletters.
 - Ingrid will email disability awareness quizzes to the HQ information list email group and DAC members.
- **Goals** – Committee agreed to table further discussion of goals until the next meeting, as a quorum was not present. There was a recommendation was made to include committee recruitment as a goal.
- **November Meeting Date** –The meeting will be rescheduled to November 18, 2015 due to the holiday. Ingrid will send out meeting invitations.

VI. Open Agenda

- **Disability Survey** – Kathleen reported on the Disability Survey that will be going out to DDS employees. The survey is confidential and allows employees to self-report disabilities. CalHR completes a workforce analysis, and if the percentage of employees with a reported disability is low, the affected Department is required to develop a plan to increase those numbers. The survey is mandatory, but employee participation is voluntary. The online survey requires an employee to enter their last name and last four numbers of social security number, only so that the State Controller's Office can verify the department. Members present agreed that Kathleen should send out the survey email next week to HQ and the DC's. She will also look at getting a blurb about it into Nancy Lungren's weekly email newsletter.

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- **2016 Meetings** – Ingrid has secured a conference room and sent out meeting invitations for 2016.

Meeting adjourned at 2:06 p.m.

Next Meeting: November 18, 2015

Respectfully submitted:

Ingrid Schonert