

California Department of Developmental Services
Disability Advisory Committee (DAC)

Teleconference Meeting Minutes
Wednesday, April 11, 2018
1:33p.m.

Members in Attendance:

Kerri Gavin (SDC), Chairperson
Ingrid Oliver (HQ), Vice-Chairperson
Julia Edwards (HQ), Secretary
Cindy White (SDC)
Jason Scott (HQ)
Renee Clark (PDC)
Maxine Tago (FDC)

Guests:

Ebenezer Ampah (OHRAS HQ)
Dena Ruiz (OHRAS HQ)
Anthony Perez (OHRAS HQ)
George Mabanglo (OHRAS HQ)

Absent:

Shawna Gregg (PDC)

Kerri Gavin called the meeting to order at 1:33p.m., and welcomed all members and guests. Introductions were made.

I. Approval of February 2018 and March 2018 Minutes

- Julia motioned to approve the February 2018 minutes and Cindy seconded the motion. All approved the February 2018 minutes.
- Kerri motioned to approve the March 2018 minutes and Renee seconded the motion. All approved the March 2018 minutes.

II. Sub-committee Reports

- **Increase Employee Representation and DAC Membership:**
 - Julia reported on the progress made in reviewing the new DAC membership applications. Currently there are seven membership requests. The sub-committee comprised of Dena and Anthony from OHRAS, and Julia met on April 5, 2018, to screen applicants. Maxine who is also on the subcommittee was unable to attend. Most of the applicants reviewed are ready for the DDS Director's approval, however, a few applicants are still waiting on obtaining their supervisor's approval. A few applicants also noted in their letters that they wanted to be on the DAC to advocate for regional center consumers. DAC has reached out to these applicants to

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1:33p.m.

ensure they know DAC is about advocating for state employees who have disabilities. Once the screening is complete, Julia will send the membership request letters as well as the log to Ebenezer at OHRAS. At that time, OHRAS will work to get the term letters approved by Nancy Bargmann, the DDS Director, for approval. Then the DAC Applicants will receive their letters and can begin participating in the DAC meetings as members.

- **Emergency Evacuation:**

- **Headquarters:**

- George indicated that he and Anthony of OHRAS attended the ERT (Emergency Response Team) training with Marc Williams, the Health and Safety Officer for DDS. They both now have assigned roles to assist in the event of an emergency as well as other DDS staff who have volunteered to be on the ERT. If a real emergency were to occur, the plan for employees who have limited mobility or utilize wheel chairs are to wait by the red door stairwells until the appropriate emergency rescue personnel arrives to rescue them. In a drill, they would still wait there until the drill is over to ensure they are counted by the ERT. The next step is to see how this plan works when DGS conducts its next fire drill. DGS must do these drills as they own the building and not DDS. At that time, headquarters will work with DGS to identify the gaps in the plan to be better prepared for a real building evacuation.

- **Sonoma Developmental Center and other Developmental Centers:**

- None at this time.

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Disability Advisory Committee (DAC)

Teleconference Meeting Minutes
Wednesday, April 11, 2018
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- **NEO – Advertise DAC** – Maxine indicated that FDC has been rolling this out for some time now during NEO. Discussion was held about having DAC present at the Headquarters' NEO. It was agreed that Julia will work with OHRAS to get on the NEO agenda to present in April 2018. Ingrid agreed to update the DAC brochure to pass out to the NEO attendees. Other DC's are busy with closure and there may not be additional NEO's as a result.
- **DAC Membership Application** –Dena presented the draft of the membership application at the meeting. Julia indicated that a box could be added with the GC§19795(b)(2) that indicates that the DAC must ensure that two-thirds of the committee are comprised of individuals who have disabilities. The box would denote, "yes", "no" and "declined to state". This way, DAC can begin tracking to ensure that we have the correct percentage of people with a disability on the committee. The committee agreed and therefore Dena will add this piece into the new application. Additionally, to capture current members who have not submitted this information, the new application can also have a box on it that would denote if the applicant is a new member or current member seeking to serve additional terms. This way the current membership could provide this information if they choose to do so. Dena will present the revised form at the next DAC meeting and the membership will vote on it at that time. Ebenezer suggested that DAC include Jason (legal) in the discussion regarding adding a box for applicants to self-identify if they have a disability.

III. Announcements

- Kerri indicated that she received her SRO lay-off letter, and will be leaving SDC by the end of June 2018. She indicated that there are other people who might leave that are ahead of her on the seniority list. Hence, she may be able to keep her job longer. Kerri also indicated that SDC will be holding their Summer Fest on June 6, 2018 at SDC. All staff are allowed to join and meet consumers as well as staff who used to be employed at SDC.

IV. Old Business

- **2018 Goals** – Tabled until the May 2018 DAC meeting.

California Department of Developmental Services
Disability Advisory Committee (DAC)

Teleconference Meeting Minutes
Wednesday, April 11, 2018
1:33p.m.

V. New Business

- **2018 Goals Sub-committee** – Ingrid will lead the 2018/2019 goals subcommittee. She will work on developing an outline to present at the May 2018 meeting with the DDS DAC goals to vote on.
- **DAC Elections** – DAC elections were held at the April 2018 meeting. The results are listed below:
 - Ingrid was voted in as the DAC Chair: Kerri motioned and Julia seconded. All approved Ingrid as the DAC Chair.
 - Kerri was voted as the Co-chair: Ingrid motioned and Cindy seconded. All approved Kerri as the DAC Co-chair.
 - Julia was voted as the DAC Secretary and SDAC Liaison: Ingrid motioned and Kerri seconded. All approved Julia as the DAC Secretary and SDAC Liaison.
 - DDS DAC is still in need of the Sergeant of Arms. This will be brought up at the May 2018 meeting under “old business” until the position is filled.
- **DAC Trainings for DAC Members** –This will be merged into the 2018/2019 goals. It may in the future become its own sub-committee.

Open Agenda

- Julia reviewed the SDAC minutes from the March 2018 minutes. It was also discussed that Julia, DDS’s SDAC Liaison, will respond to all SDAC requests for the DDS DAC when requested to vote or provide information and material to SDAC.

Meeting adjourned at 2:29p.m.

Next Meeting: May 9, 2018

Respectfully submitted: Julia Edwards