

California Department of Developmental Services
Disability Advisory Committee (DAC)

Teleconference Meeting Minutes
Wednesday, December 14, 2016
1:30p.m.

Members In Attendance:

Kerri Gavin (SDC), Chair
Alice Lee (HQ- OHRAS), Vice Chair
Ingrid Oliver (HQ), Secretary
LaDonna Ross (HQ)
Julia Edwards (HQ)
Maxine Tago (FDC)

Guests:

Ebenezer Ampah (OHRAS)
George Mabanglo (OHRAS)

Absent:

Nancy Britton (FDC)
Jason Scott (HQ)
Renee Clark (PDC)

Absent (Director's Office Support):

Nicole Patterson, OHRAS Liaison (HQ - Support)

Kerri Gavin called the meeting to order at 1:35 p.m. and welcomed all members and guests. Introductions were made.

I. Approval November 2016 Minutes

- Kerri made the motion to accept the November meeting minutes with one spelling change, motion to accept seconded by Ingrid. Minutes approved by vote and will be posted on the DAC web page.

II. Sub-committee Reports

- Subcommittees tabled until further need/notice and approval of DAC goals.

III. Announcements

- None

IV. Old Business

- **Goals** – Five goals have been proposed for DAC for 2017. They are as follows:
 1. **Increase representation of employees with disabilities at DDS to 16.6%**. DDS is currently at 10%, below the state target. Possible issues include that staff do not have computer access to complete the survey and decline to self-identify as having a disability. An

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awareness campaign and information provided at New Employee Orientation may be helpful.

2. **Implement development of emergency evacuation plans for employees with disabilities or who require assistance at HQ and DC's.** This is a greater need at the DC's.
3. **"Advertise" DAC at DDS New Employee Orientations at HQ and DC's.** Information could be provided along presentation on reasonable accommodations.
4. **Increase DDS DAC membership to .5% of employees (approximately 20 persons).** Originally 1% was proposed, but the consensus is that .5% is more attainable. This requires a change to the By-Laws.
5. **Update DAC By-Laws.** Updates are in process.

LaDonna inquired how we will monitor an increase in membership. Recruitment may be difficult as there may be workload issues or supervisors who do not have an understanding of DAC. Ebenezer expressed that if committee membership impacts an employee's work, that may be an issue, but he was not aware of any other impediments. LaDonna stated that there have been issues at HQ in the past. Ingrid suggested sending the By-Laws (once updated) and other info on DAC to supervisors. Ebenezer expressed that DAC is tasked with serious issues and purposeful work. If supervisors get to know what we do, may be more supportive of employee involvement. Julia offered to present on DAC at unit meetings.

Kerri inquired if EEO coordinators presented on DAC at New Employee Orientations. Ebenezer will check with Robin. Maxine has reached out to SDC, and is sharing information. Kerri recalls receiving a letter at hire, but no further information on DAC.

Kerri moved to approve the goals for 2017. Julia seconded the motion. 2017 goals approved by vote.

- **DAC By-Laws** – Ingrid emailed the proposed By-Law changes to DAC and OHRAS. They will be posted with the minutes, and DAC will vote on the proposed changes next month.
- **DAC Terms of Appointment and Officers** – Per Ebenezer, Robin is following up on this issue of DAC appointment end dates. Ingrid added

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appointment termination dates on the DAC roster, and will update as needed.

V. New Business

• **Subcommittees related to 2017 goals –**

The committee discussed development of subcommittees related to the 2017 goals. Ingrid will continue work on the By-Laws, and head that committee. Julia volunteered to work on increasing membership, and Kerri offered to work on increasing representation of employees with disabilities. Ingrid suggested that those two goals could be combined into one subcommittee. Suggestions included increasing information at New Employee Orientations and sending out the link to the self-reporting survey. Alice and George are already involved with emergency evacuations and can seek guidance from Mark, so offered to head up that subcommittee. Kerri asked Maxine if she would head up the committee to advertise DAC at New Employee Orientations.

The following subcommittees were formed:

1. DAC By-Laws (Ingrid Oliver)
2. Increase Employee Representation and DAC Membership (Julia Edwards & Kerri Gavin)
3. Emergency Evacuation (Alice Lee & George Mabanglo)
4. NEO – Advertise DAC (Maxine Tago)

- **New Members** – letters for new members are with the Director's office, awaiting signature. Ebenezer will follow up.

VI. Open Agenda

LaDonna is completing the fragrance-free baskets and will deliver them to Ebenezer. She inquired if a retiree is allowed to be a DAC member. Per the By-Laws, members must be employees of the Department. Ingrid informed LaDonna that she is allowed to attend meetings as a guest, and may serve on subcommittees.

Meeting adjourned at 2:06 p.m.

Next Meeting: January 11, 2016

Respectfully submitted: Ingrid Oliver