

California Department of Developmental Services  
Disability Advisory Committee (DAC)

Teleconference Meeting Minutes  
Wednesday, February 8, 2017  
1:30p.m.

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**Members In Attendance:**

Kerri Gavin (SDC), Chair  
Alice Lee (HQ- OHRAS), Vice Chair  
Ingrid Oliver (HQ), Secretary  
Julia Edwards (HQ)  
Renee Clark (PDC)  
Cindy White (SDC)

**Guests:**

Ebenezer Ampah (OHRAS)  
Robin Blackwell (OHRAS)  
George Mabanglo (OHRAS)  
Nicole Patterson, OHRAS Liaison (HQ - Support)  
Julie Mendoza (EEO, PDC)

**Absent:**

Jason Scott (HQ)  
Shawna Gregg (PDC)  
Maxine Tago (FDC)

Alice Lee called the meeting to order at 1:37 p.m. and welcomed all members and guests. Introductions were made.

**I. Approval December 2016 and January 2017 Minutes**

- Alice made the motion to accept the December meeting minutes, motion to accept seconded by Julia. Minutes approved by unanimous vote. Alice made the motion to accept the January meeting minutes, motion to accept seconded by Julia. Minutes approved by unanimous vote. Both sets of minutes will be posted on the DAC web page.

**II. Sub-committee Reports**

- **DAC By-Laws** – Ingrid sent out the proposed updates. DAC will vote on the changes under Old Business.
- **Increase Employee Representation and DAC Membership** – Julia and Kerri held a phone conference on how to garner interest in DAC. Ideas include developing a recruitment flier that includes bullet points, benefits of membership, making formal announcements on email and newsletters, coordinating with the statewide survey, adding information to HQ Oasis, providing information at All Staff meetings, and fliers at the ADA picnic. Julie volunteered to present at HQ staff meetings. Robin reported that

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Personnel agreed to include a DAC flier to new employee packets. Renee offered to develop a flier for this purpose. Ingrid reported that DAC has about \$30 in petty cash available if needed.

- **Emergency Evacuation** – George reported that Alice Lee and himself will be meeting with Tamara Rodriguez, Emergency Preparedness and Response Officer (HQ), and will report back at the next meeting.
- **NEO – Advertise DAC** – Robin reported that Maxine has come up with slides for the NEO, and will add a slide with photos of events for visual content. Robin will send them out, after revisions are completed once the by-laws updates are approved because the slides include language from the by-laws and are still waiting approval.

**III. Announcements**

None

**IV. Old Business**

- **DAC By-Laws** – DAC reviewed each section of the By-laws with proposed changes. Ingrid will determine the appropriate manner in which to express ½ %. Kerri moved to approve all By-laws changes, including the state recommendation for expressing the ½ %. Julia seconded the motion. The updates to the By-laws approved by unanimous vote. Once the ½ % is resolved, Ingrid will work with OHRAS to present the updated By-laws to the Director's Office for review and approval.
- **DAC Terms of Appointment and Officers** – Robin went through appointment letters and corrected the term dates. Moving forward, the date on the letter will be considered the appointment date, for a two year term. Ingrid will send out the current roster with corrected term dates.
- **July ADA Picnic** – Robin has talked with Amy Wall of the Social Planning Committee (SPC) about including more DAC specific activities at the picnic. They need to know how many tables, chairs, and booths DAC will require. Julia and Ingrid volunteered to head a subcommittee and will coordinate activities and needs with SPC.

**V. New Business**

- **CalHR Statewide Employee Survey Campaign** – CalHR has request we not move forward with a computer survey, but wait until the statewide survey. They prefer employees not get burnt out on surveys and participate in the statewide campaign. CalHR will provide a survey kit and timeline. There is no launch date yet.

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- **Bring Child to Work Event at Headquarters** – An event was held last year, and there may be an event this year. DAC can participate, providing activities geared towards children to increase awareness of disabilities.

**VI. Open Agenda**  
No items

Meeting adjourned at 2:35 p.m.

**Next Meeting:** March 8, 2017

Respectfully submitted: Ingrid Oliver