

California Department of Developmental Services  
Disability Advisory Committee (DAC)

Teleconference Meeting Minutes  
Wednesday, February 14, 2018  
1:30p.m.

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**Members in Attendance:**

Kerri Gavin (SDC), Chair  
Ingrid Oliver (HQ), Co-Chair  
Cindy White (SDC)  
Maxine Tago (FDC)

**Guests:**

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

**Absent:**

Julia Edwards (HQ) Secretary  
Shawna Gregg (PDC)  
Renee Clark (PDC)  
Jason Scott (HQ)

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

**I. Approval of December 2017 Minutes**

- Approval of the December 2017 minutes deferred until the next meeting, due to lack of quorum.

**II. Sub-committee Reports**

**DAC By-Laws** –The Director’s Office requested the By-laws be routed to the Office of Legal Affairs for signature of review.

- **Increase Employee Representation and DAC Membership** – There are two people from SDC interested in joining DAC. Per Ebenezer, Nicole (OHRAS) is sending the membership requests to Julia. Ingrid and Ebenezer related that OHRAS has handled membership applications in the past, but the DAC is supposed to have this responsibility. Per the current recruitment letter, applicants are directed to send a letter of interest to Nicole. The creation of a membership sub-committee will be discussed in new business below. Ebenezer mentioned that some DAC’s from other departments utilize a membership application, and they have obtained a template from DSH. Kerri requested to step down from this sub-committee.
- **Emergency Evacuation** – Committee members brought forward a couple of areas of concern as it relates to emergency evacuation. First, though

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previously reported that SDC did well implementing their emergency evacuation plan due to the fires, SDC employees voiced a lack of training on the plan and lack of communication with line staff at onset of the emergency. Second, employees affected by the physical reorganization at HQ have not been apprised of their new evacuation routes. The committee would like to ensure all employees are trained on the emergency evacuation plans specific to their location, and have a better understanding of how emergency plans at the DCs/CF/HQ address evacuation for individuals with disabilities.

- **NEO – Advertise DAC** - DAC continues to await the approval of the updated By-laws to include additional information regarding advertising DAC and incorporating into NEO presentations.

### III. Announcements

- **DAC Meeting Minutes** - The Director's Office has requested to review DAC meeting minutes. Ebenezer will forward them through Tamara.
- **SDAC updates** – Julia will be reporting on this next month. Dena mentioned that SDAC may be able to mentor the DAC, and Julia may have more information on that.

### IV. Old Business

- **2018 Goals** – Tabled until next meeting.
- **DAC By-Laws** – See above in sub-committee reports. Ebenezer is awaiting on signatures.
- **Membership Applications** – Refer to discussion under subcommittee reports above and new business below on member recruitment and application forms.
- **DAC Budget** – Per Ebenezer, Tamara needs to discuss the proposed budget with John Doyle in Director's Office. There is no timeline of when this will occur. Ebenezer mentioned that he reached out to several EEO officers, and it is rare that DAC's have a budget. Instead, they hold fundraisers or pull needed funds from another budget. Kerri expressed that as DDS is a smaller department, and DAC members are spread across the state at different sites, fundraising is not a feasible option for us, and a budget makes more sense.

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**V. New Business**

- **2018 Goals Sub-committee** – Tabled until next meeting.
- **DAC Elections** – Elections were tabled until to the next meeting, due to lack of a quorum.
- **DAC Trainings for DAC Members** – Per Dena, SDAC may be able to provide mentorship to DAC. Discussion on this topic related back to a DAC budget. Ebenezer related that many DAC's do not have a budget, and pull funds from another section. Per Kerri, it is difficult to do any fundraising as committee members are not in a central location. Ebenezer related that fundraising has its own associated issues, as there is a conflict in doing so.
- **DAC Membership Application Form** – Dena has some samples of applications other departments use for those interested in DAC membership. She expressed that an application form may increase actual application submissions, as it would be easier to use than typing a letter from scratch. Dena will forward the samples to the DAC for review. Ebenezer stated we could use an application for the next cycle going forward. Dena inquired how often the recruitment letter is sent out. There was discussion regarding the new By-laws allowing DAC to increase membership thus the letter can go out as needed, and if DAC could be advertised. Ebenezer affirmed that a recruitment blurb could be put on Oasis at HQ, and the monthly bulletins at the DC's.
- **DAC Membership Application Sub-committee** – Ingrid related that Julia expressed an interest in being a member of this subcommittee, which will develop an application form and screen applicants for DAC membership. Maxine, Anthony, and Dena all volunteered to join the sub-committee.

**VI. Open Agenda**

- Dena brought up 508 compliance. This is related to accessibility of trainings, presentations, etc that are provided to the public, stakeholders, consumers, etc. She stated that the Department of Rehabilitation is willing to provide trainings to groups of 10 to 20 people, for a fee. Trainings include ADA compliance for Microsoft, PDF, and PowerPoint. Ebenezer related that it pertains to everyone, but as DAC is tasked with assisting to remove barriers in relation to employment at the Department, the committee members may be interested in receiving training on this topic. A request had come into OHRAS,

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- and he is sharing information. Ingrid related that PowerPoint and Word have built in features allowing a user to check for accessibility issues.
- Ingrid brought forth the issue that the terms of appointments to the DAC for both her and Kerri have expired, and possibly Jason's, and inquired how this can be addressed. Ebenezer related that he has an advisory role for DAC. However, OHRAS has been the lead on DAC membership appointments up until now. Ingrid will seek legal input from Jason.
  - Ebenezer reported that per the By-laws, one of the DAC purposes is to advise the Director's Office of plans and processes to enhance employment opportunities for persons with disabilities. This will be placed on the next meeting agenda for discussion. Ebenezer would like to know how OHRAS may help facilitate. He and Anthony will come up with some ideas.

Meeting adjourned at 2:27 p.m.

**Next Meeting:** March 14, 2018

Respectfully submitted: Ingrid Oliver