

California Department of Developmental Services
Disability Advisory Committee (DAC)

Teleconference Meeting Minutes
Wednesday, January 11, 2017
1:30p.m.

Members In Attendance:

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

Guests:

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

Absent:

Cindy White (SDC)
Shawna Gregg (PDC)

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

I. Approval December 2016 Minutes

- Ebenezer noted two items requiring correction in the December minutes. Approval will be tabled until next meeting, once corrections are made.

II. Sub-committee Reports

- **DAC By-Laws** – Ingrid will send out the proposed By-law revisions to all members and OHRAS, and a vote will be taken on the changes next month.
- **Increase Employee Representation and DAC Membership** – No report. Julia will connect with Kerri on how to proceed.
- **Emergency Evacuation** – Alice and George indicate they will mirror the information that Health & Safety Office Mark Williams already has, and add to that.
- **NEO – Advertise DAC** – Robin talked with EEO Coordinators at the DC's and CF about providing information at the New Employee Orientation in February. Robin asked Julie to incorporate a slide on DAC. DAC needs to create a slide that DC's can insert into presentations. Julie inquired if information can be provided at time of hire. Ebenezer expressed this may

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impact the workload of personnel. He suggested information can be spread through Oasis, NEO, and supervisors. Julie suggested a monthly flyer that could go out to all staff.

III. Announcements

None

IV. Old Business

- **DAC By-Laws** – Ingrid will email the proposed By-Law revisions to DAC and OHRAS again. They have been posted with the minutes on the DDS webpage. DAC will vote on the proposed changes next month.
- **DAC Terms of Appointment and Officers** – Ebenezer, Robin and Nicole will follow up on the issue of DAC appointment end dates. Jason and Nancy's terms have expired. Alice will follow up with them to determine if they wish to continue with DAC.
- **New members:**
Cindy White – SDC
Shawna Gregg – PDC
Alice Lee (renewal) - HQ

V. New Business

- **July ADA Picnic** – It was suggested a DAC member join the Social Planning Committee (SPC) meetings to coordinate DAC involvement. SDC does not have an annual event, but can join the event at HQ (along with representatives from the other DC's). Ingrid suggested we promote the ADA aspect of the picnic, and coordinate with SPC. Julia and Ingrid agreed to head up a subcommittee related to the picnic. Alice will contact the Society of the Blind.

VI. Open Agenda

- Regarding the By-laws, Robin mentioned she spoke to Personnel about QAP hiring panels. Personnel stated QAPs are becoming obsolete with the transition of exams being online. OHRAS is waiting on a reply from the State Personnel Board on QAPs and will get back to DAC regarding their involvement in the hiring process.
- Disability Survey – Kerri reported that the housekeeping staff she has approached have not taken the survey. Robin indicated that per Cal HR, the survey cannot be printed out and completed hard copy due to

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confidentiality issues. A new link will be sent out. Kerri offered to put the information out about the survey at SDC and arrange a time/place for staff without typical access to computers at work to take the survey. Per Renee, PDC will have computers available for closure activities, Julie can coordinate using them to take the survey as well. Maxine reported that a computer lab is being created at FDC for closure activities, she can look into the availability to use for survey taking as well.

- Robin requested that Maxine pursue creating a standardized DAC slide for NEO.

Meeting adjourned at 2:11 p.m.

Next Meeting: February 8, 2016

Respectfully submitted: Ingrid Oliver