

California Department of Developmental Services
Disability Advisory Committee (DAC)

Teleconference Meeting Minutes
Wednesday, June 13, 2018
1:36p.m.

Members in Attendance:

Kerri Gavin (SDC), Vice-Chairperson
Julia Edwards (HQ), Secretary, SDAC Liaison
Cindy White (SDC)
Maxine Tago (FDC)

Guests:

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

Absent:

Shawna Gregg (PDC)
Jason Scott (HQ)
Ingrid Oliver (HQ), Chairperson

DAC did not have a quorum and were unable to have an official meeting. Present DAC members reviewed the agenda, and discussed some topics informally. We began the meeting at 1:36p.m.

- **Approval of April 2018 Minutes**
 - Tabled until next DAC meeting.
- **Sub-committee Reports:**
 - **Increase Employee Representation and DAC Membership:**
 - All new DAC appointees are in the director's office awaiting approval.
 - DAC renewals for Ingrid, Kerri, and Scott are approved. They have been mailed the director's approval notification.
 - **Emergency Evacuation:**
 - **Headquarters:**
 - None at this time.
 - **Sonoma Developmental Center and other Developmental Centers:**
 - None at this time.

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- **NEO – Advertise DAC:**
 - Ingrid and Julia met this month to discuss points for the NEO. Ingrid will present at the next NEO, and present information to new employees at that time.

- **DAC Goals 2018-2019 & DAC Training:**
 - Tabled until next DAC meeting.
 - At the May 2018 meeting, Ingrid presented the goals that have been developed for the 2018-2019 year.

 - **The goals are as follows:**
 - Increase DAC membership percentage to 0.5 percent of current Department employees.
 - Support increase in hiring of people with disabilities at DDS through LEAP and other processes.
 - Arrange for lunchtime speakers on disability-related topics at HQ and DC's.
 - Ensure program concerns for employees with disabilities are taken into account in relation to move to new HQ building.
 - Seek guidance from DAC's of other departments and agencies to assist with improved outcomes for the DDS DAC.

 - We discussed that we did not have a quorum to vote on the new goals. This will be on the agenda for July 2018's tentative meeting for the DAC to vote on.
 - It was also discussed that these goals will require assistance from the new members coming into the DAC. Once the new membership is oriented we can request for their assistance with carrying out the 2018-2019 DAC goals, DAC training and creation of the new subcommittees that will drive these goals to completion.

- **DAC Membership Application:**
 - Tabled until next DAC meeting.
 - Dena presented the DAC Application that is being created for future DAC applicants. The current version is mostly ready, however, the DAC still needs to determine the best way to abide by the government code that indicates that the DAC must be comprised of two-thirds of members with disabilities.
 - Julia reached out to Eric Nelson, the SDAC Chair, to obtain suggestions on how to account for the members with disabilities

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in the most ethical way possible. Eric indicated that the DAC could appoint one person to survey the DAC and then present the numbers at the meeting, and add it to the minutes or to pass out ballots at the DAC and then count them right then.

- Discussion was held on how to capture the disabilities of the new DAC members coming on board and ensure that current DAC members' disabilities are included in the total. It was discussed that if we go with the ballot method we could do it once a year, in January, when DAC conducts its elections.
- Discussion was held that, at the next meeting, the DAC can vote on the best way to move forward with this process.

- **Announcements:**

- This will be Cindy's last DDS DAC meeting since she is officially leaving Sonoma Developmental Center (SDC) by the end of June. Thank you Cindy for your commitment to the DDS DAC, and being present for meetings and events! DDS DAC wishes you the best in your endeavors.
- Kerri indicated that she will be staying a while longer, and still is unsure when she will be leaving SDC.

- **Old Business:**

- Tabled until next DAC meeting.
 - DAC Elections- Sergeant of Arms position available.

- **ADA Picnic:**

- Delia at Department of Motor Vehicles (DMV) DAC, made a banner for their DAC events through Vista Print for \$30.00. Dena indicated that she will look into this for DDS DAC events.
- We discussed the "raffle" DAC wanted to give to DDS employees for playing the ADA sensitivity activities. Due to the October 2017 audit report, in regards to Department of Corrections and Rehabilitation (CDCR), OHRAS is hesitant to move forward with the raffle. It was discussed that the report made reference to sales of raffle tickets. DAC plans to give away raffle tickets to DDS employees for participating in activities. The main concern is that the raffle may be considered a monetary prize due to its contents. Julia will email Jason, DAC member, to ask if there is any clarifying information about this situation.

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- **New Business:**

- **Bring Your Child to Work Day:**

- Tabled until next DAC meeting.

- It was discussed in April of 2018, that in between DAC meetings, it was brought to the DAC's attention that DDS may be having the "Bring Your Child to Work Day".

- This did not happen. Prior to finding this out, DAC attempted on voting, through Outlook, to use about \$35.00 of DAC funds that Ingrid had from years past. Julia wanted to use this money prior to asking for OHRAS to fund the raffle prizes.

- Julia wanted to vote on this in the event that management decides to have the "Bring your Child to Work Day" in August. Due to a lack of quorum at this point in the meeting, it will be added to next month's agenda.

- **Open Agenda:**

- Dena indicated that DMV has tickets for sale to go to their annual DAC event luncheon. She suggested it would be great if we could all attend the event. We will discuss more at the next DAC meeting.
 - Ebenezer presented information about the 28th annual ADA celebration at the State Capitol on July 26, 2018. He asked if anyone would be able to help represent DDS at the Capitol on this day. Julia indicated that she could assist, and will seek permission from her supervisor.
 - Kerri brought up the question of DAC attendance and if members who are absent frequently should be dismissed. Julia indicated that it would be best to reach out to those members, and ask if they are still able to participate.
 - We discussed if we still want to hold a DAC meeting for July since we will have the ADA celebration at Roosevelt Park for DDS employees. Discussed that we will reach out to Ingrid to discuss.

Meeting adjourned at 2:13p.m.

Next Meeting: **TENATIVE:** July 11, 2018

Respectfully submitted: Julia Edwards