

California Department of Developmental Services
Disability Advisory Committee (DAC)

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

Members In Attendance:

Kerri Gavin (SDC), Chair
Ingrid Oliver (HQ), Secretary
Julia Edwards (HQ)
Renee Clark (PDC)
Shawna Gregg (PDC)

Guests:

Ebenezer Ampah (OHRAS)
Robin Blackwell (OHRAS)
George Mabanglo (OHRAS)
Julie Mendoza (EEO, PDC)
LaDonna Ross (Public)

Absent:

Alice Lee (HQ- OHRAS), Vice Chair
Jason Scott (HQ)
Maxine Tago (FDC)
Cindy White (SDC)

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

I. Approval February 2017 Minutes

- Kerri made the motion to accept the February meeting minutes, motion to accept seconded by Julia. Minutes approved by unanimous vote. The minutes will be posted on the DAC web page.

II. Sub-committee Reports

- **DAC By-Laws** – The proposed updated By-laws are at the Director's Office for review. Per Ebenezer, Director Nancy Bargmann has passed them to Chief Deputy Director John Doyle to review, and is considering sending them to Office of Legal Affairs as well.
- **Increase Employee Representation and DAC Membership** – Julie and Renee have been working on a recruitment brochure. Julia will have more time to dedicate to the project once she transitions into her new work position. OHRAS is already receiving membership inquiries, and will forward to Kerri for review.

California Department of Developmental Services
Disability Advisory Committee (DAC)

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

- **Emergency Evacuation** – George reported that he and Alice met with Tamara Rodriguez, Emergency Preparedness and Response Officer (HQ). They have received copies of the plans for FDC and Canyon springs. All locations have emergency evacuation plans in place, with the Health & Safety Officers. Tamara informed them that transportation is the biggest challenge. Tamara is available to speak with DAC if requested. The plan binders are available for committee member review.
- **NEO – Advertise DAC** – Kerri reported that slides are being put together. Robin reported that Michael McGrath at SDC agreed to incorporate slides into their NEO, and that the DC's and Canyon springs are all on board to add them in. Julie commented that she has not seen the new slides. Robin reported that Maxine has come up with slides for the NEO, and is awaiting approval of the By-laws as some of the new language is incorporated onto the slides. Robin will send them out, once the by-laws updates are approved and slides updated.
- **ADA Picnic** – No report.

III. Announcements
None

IV. Old Business

- **DAC By-Laws** –As reported above, the By-laws are under review by the Director's Office.
- **July ADA Picnic** – No update. Julia and Ingrid will meet prior to the next meeting.
- **CalHR Statewide Employee Survey Campaign** – Robin has been in contact with CalHR, and the survey has been pushed back until late Spring. They are addressing technical difficulties, in an effort to ensure everyone from all departments has access to take the survey. For instance, ensuring staff at the prisons have access to computers. Kerri reminded Robin about staff such as janitors. Robin related that a computer room could be utilized; we just will not have our own separate survey.
- **Bring Your Child to Work Event at Headquarters** – A planning meeting is scheduled for March 15, from 2 to 3 pm in Room 331. Robin will get a copy of the agenda and notes.

California Department of Developmental Services
Disability Advisory Committee (DAC)

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

V. New Business

- **Fundraising** – Kerri was contacted by a DAC member from the Department of General Services inquiring into our fundraising efforts. We have not participated in fundraising activities for several years, as there has not been a need. Kerri inquired if DAC would need to pay to have the new brochures printed. OHRAS feels that may depend on how many will be printed. The DC's report they can print their own. Ingrid reported that the last batch was printed by Customer Support. Robin suggested that monies raised through fundraising could be used to purchase gift cards as incentives for DDS staff to complete the CalHR survey. The current \$30+ funds could be used for the Bring Your Child to Work event. Robin expressed that if we don't really have a need for petty cash, why fundraise? DAC would be required to justify the need. If needed in the future, DAC can readdress the subject. Kerri expressed that as DAC is a mandated committee, we should be provided any funds needed to operate.

VI. Open Agenda
No items

Meeting adjourned at 1:49 p.m.

Next Meeting: April 12, 2017

Respectfully submitted: Ingrid Oliver