

California Department of Developmental Services
Disability Advisory Committee (DAC)

Teleconference Meeting Minutes
Wednesday, March 14, 2018
1:32p.m.

Members in Attendance:

Kerri Gavin (SDC), Chairperson
Ingrid Oliver (HQ), Vice-Chairperson
Julia Edwards (HQ), Secretary
Shawna Gregg (PDC)
Cindy White (SDC)
Jason Scott (HQ)

Guests:

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

Absent:

Renee Clark (PDC)
Maxine Tago (FDC)

Kerri Gavin called the meeting to order at 1:32p.m. and welcomed all members and guests. Introductions were made.

I. Approval of December 2017 and February 2018 Minutes

- Julia motioned to approve the December 2017 minutes and Kerri seconded the motion. All approved the December 2017 minutes.
- Review and discussion held about the February 2018 minutes. Language was edited about discussion surrounding the Sonoma Developmental Center evacuation plan. Julia indicated that if the discussion was held then it should be documented in the minutes. DAC discussed that the minutes can be high-level overview vs. a play-by play.

New verbiage for this part of the minutes was discussed and the DAC agreed that Ingrid would revise that section to be high-level and still cover the concerns that were discussed. The February 2018 minutes will be voted on at next month's meeting.

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II. Sub-committee Reports

- **Increase Employee Representation and DAC Membership** – Table until April 2018 DAC meeting.
- **Emergency Evacuation:**
 - **Headquarters:**
 - Tamara reported that there is a training plan in place for HQ now;
 - Marc Williams is working on rolling out a training in April for the Emergency Response Team (ERT);
 - DGS controls the Bateson Buildings' emergency drills;
 - After the first drill is conducted, DDS and DGS can identify the training gaps based on the drill;
 - Based on the training gaps, DDS and DGS can work to train Bateson Building employees and the ERT in areas where gaps were identified.
 - **Sonoma Developmental Center and other Developmental Centers:**
 - Tamara indicated that each DC has their own training plans;
 - Drills should be conducted regularly at the site and workshops per regulations (Department of Public Health or Community Care Licensing, as applicable);
 - Tamara indicated that each DC has a disaster plan. Anyone may request to review the evacuation plans at any time; After the recent evacuation of SDC, a gap in the evacuation plan was identified and subsequently addressed.
- **NEO – Advertise DAC** - Table until April 2018 DAC meeting.
- **DAC – Review Budget Proposal** – Tamara indicated if DAC needs money for any event, speaker, etc. that a soft budget proposal be submitted for that specific event to request money. The money for DAC activities will be approved on a case-by-case basis. This is easier than allocating a budget just for DAC. The funding for DAC expenses will filter through OHRAS for approval.

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- **DAC Membership Application** – Maxine, Dena, Anthony and Julia will be a part of this sub-committee. Julia will send out an invite to discuss and review membership applications in between March and April DAC meetings to begin the review. This sub-committee will provide an update on membership applications at the April 2018 meeting.

III. Announcements

- Cindy indicated that she has received her SRO lay-off letter and will be leaving SDC by the end of June 2018. She is hopeful to get another state job and be able to stay on the DAC. Ebenezer indicated that she can be on DDS DAC if she remains at DDS. If she is hired on with another state agency, she will need to apply to be on that agency's DAC. To be on the DAC, one must be a State of California employee.

IV. Old Business

- **2018 Goals** – Tabled until the April 2018 DAC meeting.
- **Membership Applications** – Refer to discussion under subcommittee reports above and new business below on member recruitment and application forms.

V. New Business

- **2018 Goals Sub-committee** – Tabled until April 2018 DAC meeting. DAC will develop the 2018 Goals Sub-committee once members are reinstated, elections have been held, and officers are in their new positions.
- **DAC Elections** – Elections were tabled until to the next meeting. Some DAC memberships have lapsed. Tamara and Ebenezer will work with the DDS legal and the Director to reinstate members. If membership is reinstated by next month's meeting, DAC will hold nominations as well as elections in the April 2018 DAC meeting.
- **DAC Trainings for DAC Members** – This is tabled until the April 2018 DAC meeting.
- **DAC Membership Application Form** – Dena has agreed to develop the DDS DAC membership form based on the examples provided from other

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state agencies. Once developed, Dena will submit to the DAC for review and approval. Once DAC approves the template, it will be uploaded on the DDS website for applicants to use.

- **Open Agenda**
- Ebenezer indicated that OHRAS is working on their Annual Workforce Analysis. George and Anthony will be spearheading this project. The purpose is to identify gaps and deficiencies within the department that limit the hiring of people with disabilities. This analysis data will be gathered in a survey format and will be rolled out in June 2018. DAC may have a voice in this analysis to assist in identifying hiring gaps. Ebenezer, George and Anthony will keep DAC updated about progress in this project.

Meeting adjourned at 2:30p.m.

Next Meeting: April 11, 2018

Respectfully submitted: Julia Edwards