

California Department of Developmental Services
Disability Advisory Committee (DAC)

Teleconference Meeting Minutes
Wednesday, May 9, 2018
1:34p.m.

Members in Attendance:

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

Guests:

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

Absent:

Shawna Gregg (PDC)
Jason Scott (HQ)

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

- **Approval of April 2018 Minutes**
 - Maxine motioned to approve the April 2018 minutes and Kerri seconded the motion. All approved the April 2018 minutes.

- **Sub-committee Reports:**
 - **Increase Employee Representation and DAC Membership:**
 - Julia indicated that all the nomination letters are with OHRAS (Office of Human Rights and Advocacy Services) and are ready to be sent to the Director's office for review and approval. Once appointed, the new membership can begin participate as members at the DAC meetings. At that point we will be able to assign some of the sub-committee projects.
 - Patty Jamal at PDC (Porterville Developmental Center) is the only person Julia has not received a response back on whether or not her supervisor will approve her to be on the DAC. Renee Clark at PDC will reach out to her and see if she is still interested. All of the other letters were approved by the DDS DAC and will be sent for appointment by the DDS Director, Nancy Bargmann.

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- **Emergency Evacuation:**
 - **Headquarters:**
 - None at this time.
 - **Sonoma Developmental Center and other Developmental Centers:**
 - None at this time.
- **NEO – Advertise DAC:**
 - Maxine indicated that she has not heard of any NEO's at FDC as of late. This may be due to DC closure and not hiring new staff. Maxine indicated that she tried to reach out to the EEO coordinators at FDC, but does not believe that NEO is operational at this time. Maxine indicated that she has added a slide onto the PowerPoint about DAC for the NEO at FDC.
 - Renee indicated that PDC has been involved with the NEO through the EEO Coordinator.
 - Renee indicated that she has shared this info with Mike McGrath at SDC, and is not sure if he is sharing it at NEO at SDC.
 - Dena indicated that she is having a meeting soon with the DDS EEO coordinators. She will send them copies of the new DAC brochure and ask them to talk about it in their NEO, if and/or when it occurs.
- **DAC Goals 2018-2019 & DAC Training:**
 - 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 related 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.

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- We discussed that we did not have a quorum to vote on the new goals since several DAC members had to leave early during this meeting. This will be on the agenda for June 2018 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:**
 - Dena presented the DAC Application that is being created for future DAC applicants. The current version is mostly ready to go, 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 2/3rds of members with disabilities.
 - Julia reached out to Eric Nelson, the SDAC Chair to obtain suggestions on how to do this 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 into the minutes or to pass out ballots at the DAC and then count them right then.
 - Discussion was held on how to do this and how to count the current DAC members into the total. It was discussed 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**
 - Cindy indicated that she has an interview with Napa State Hospital and is hopeful she will be able to transfer to work there.

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- **Old Business:**
 - DAC Elections- Sergeant of Arms position available – Tabled until June 2018 since we need new members to assist with this.

- **New Business:**
 - **ADA Picnic:**
 - Ingrid will reach out to the Social Committee to request that we get two tables, four chairs and one pop-up for the DAC.
 - Ingrid will also find out the official date, theme and any info pertaining to the ADA picnic.
 - Discussion was held about last year and that DC DAC members attended. In order to obtain approval for DC DAC members to attend last year we set up DAC training in the morning and Ed Flores from DOR came to speak to the DAC and provide training. Since DAC is late getting a DAC training in place and approval for DC DAC members to come to DDS this year, we may not have time to organize this.
 - We discussed that we did a raffle last year and since we did not have a budget, Ingrid obtained samples of scent-free items to add to the raffle basket. DDS staff were allowed to enter if they completed all of the DAC activities. It was discussed that we will do the same activities as last year due to time constraints as well. This year, however, DAC can purchase items to create a raffle prize for people who participate.
 - Dena also mentioned that DAC could get a permanent banner made for DAC functions and she will look into having one made.
 - **Bring Your Child to Work Day:**
 - It was discussed that last month, 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 on using DAC funds, about \$35.00, 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 if 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.

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- **Open Agenda-** None at this time.

Meeting adjourned at 2:20p.m.

Next Meeting: June 13, 2018

Respectfully submitted: Julia Edwards