

California Department of Developmental Services
Disability Advisory Committee (DAC)

Teleconference Meeting Minutes
Wednesday, October 12, 2016
1:30p.m.

Members In Attendance:

Kerri Gavin (SDC), Chair
Alice Lee (HQ- OHRAS), Vice Chair
Ingrid Oliver (HQ), Secretary
Renee Clark (PDC)
Jason Scott (HQ)
Julia Edwards (HQ)
LaDonna Ross (HQ)

Guests:

Ebenezer Ampah, OHRAS (HQ)
George Mabanglo, OHRAS (HQ)
Robin Blackwell, OHRAS (HQ)

Absent:

Nancy Britton (FDC)
Maxine Tago (FDC)
Catherine McCoy (HQ)

Absent (Director's Office Support):

Nicole Patterson, OHRAS Liaison (HQ - Support)

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

I. Approval of August and September 2016 Minutes

- Ingrid made the motion to accept the August meeting minutes, motion to accept seconded by Kerri. Minutes approved with Julia abstaining from vote. Alice made the motion to accept the September meeting minutes, motion to accept seconded by LaDonna. Minutes approved with Julia abstaining from vote. Both sets of minutes will be posted on the DAC web page.

II. Sub-committee Reports

- Subcommittees tabled until further need/notice.

III. Announcements

- DAC has five new members (same as noted last month) and applications from more interested people.

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IV. Old Business

- **Goals** – Robin reported that the OHRAS workforce analysis includes goals for DAC. One is to increase the employment of people with disabilities to 16.6%, and another is to ensure there are emergency evacuation plans in place for employees with disabilities. Robin proposed two more goals. The first is to advertise DAC at the New Employee Orientations. She will do this at orientation tomorrow, and OHRAS will discuss with the EEO Coordinators at the DC's to do this as well. Robin proposed a goal of increasing DAC membership to 1% of employees, which would be about 40 members. A percentage would take into account the declining staff at the DC's due to closures, and potential increase of staff at HQ. Ingrid noted that this would require a change to DAC By-Laws, which require other updates as well. Ingrid will write up the proposed DAC goals and put on the agenda for next month.
- **Chemical Sensitivity** – Kerri has not pursued this issue due to time constraints. Alice forwarded emails that other departments have distributed regarding chemical/fragrance sensitivity. It is an issue at HQ, but there is no policy at DDS. Without a policy, there is nothing to back up action on complaints, etc. DAC discussed having an awareness campaign. The suggestion was made to request IT attach a blurb about sensitivities to meeting notices. LaDonna suggested creating a DAC sponsored gift basket of chemical free items (which we may be able to obtain via donation) that the DDS Social Planning Committee can raffle off. Kerri requested a volunteer to head up a subcommittee on Fragrance/Chemical Sensitivities. No one volunteered. Renee offered to develop a flier. Robin will add in a slide for New Employee Orientation at HQ, and coordinate with the EEO's at the DC's. Robin will also speak with Michelle Edwards at HQ, as she has an interest in the issue and may be willing to assist.
- **October Disability Awareness Month** – Kerri put up posters at SDC. Alice just received the posters and will forward to those who requested them. She will also send Kerri and Renee each a vision simulator she obtained at the CalPERS fair. Ebenezer forwarded information other Departments' October activities to the HQ list, such as the CalPERS and CalVet fairs. Those who were able to attend the various activities put on by other departments gathered information and ideas that DAC may be able to use for future events.

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- **DAC representative for reasonable accommodation policy reviews** – Robin emailed reasonable accommodation policies to Kerri and Ingrid for all sites. Kerri will request to be on the committee for the next policy review at SDC. Robin will ask the EEO coordinators to include DAC when updating policies.

V. New Business

- **DAC Member Photos** – The committee agreed to keep the status quo of posting member photos on the DDS website, leaving it up to individual members to decide for themselves. There is no requirement to post photos. Ingrid will send out an email requesting photos of any member wishing to have theirs posted on the DAC page of the DDS website.
- **CalPERS Disability Awareness Fair** – LaDonna, Alice, and Robin attended. They gathered information and ideas, which DAC may be able to use for our own future events. Alice reported it was well set up. The suggestion was made to consider holding an event in the Bateson Building atrium at HQ, and inviting Department of State Hospitals to join us.

VI. Open Agenda

No Items

Meeting adjourned at 2:17 p.m.

Next Meeting: November 9, 2016

Respectfully submitted: Ingrid Oliver