

California Department of Developmental Services  
Disability Advisory Committee (DAC)

Teleconference Meeting Minutes  
Wednesday, September 13, 2017  
1:30p.m.

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**Members In Attendance:**

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

**Guests:**

Ebenezer Ampah (OHRAS)  
Nicole Patterson (OHRAS)  
Tamara Rodriguez  
Jana Chapman-Plon

**Absent:**

Shawna Gregg (PDC)  
Jason Scott (HQ)  
Maxine Tago (FDC)

Kerri Gavin called the meeting to order at 1:33 p.m. and welcomed all members and guests. Introductions were made.

**I. Approval of August 2017 Minutes**

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

**II. Sub-committee Reports**

- **DAC By-Laws** – No subcommittee report, refer to Old Business below for update.
- **Increase Employee Representation and DAC Membership** – No report, table until By-laws approved.
- **Emergency Evacuation** – Tamara reported that she met with George and Alice Lee (former DAC member). They reviewed the facility plans and discussed the history of evacuations at HQ and the various sites. Stairwell monitors were removed at the request of the Fire Marshall. Kerri will talk with Tamara separately to discuss evacuation plan and issues at SDC. Julia inquired if the evacuation plan at HQ had been updated following the

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physical relocation of Sections within the building. Tamara reported that she is waiting on DDS Customer Support for the new plans.

- **NEO – Advertise DAC** – In Maxine’s absence, Ebenezer explained the purpose of this sub-committee for Tamara’s benefit. Information regarding DAC is presented at NEO, but we are awaiting approval of the updated By-laws to include additional information regarding DAC into the presentations.
- **ADA Picnic** – No further picnic follow up is needed. All agreed to table the committee until next year.

### III. Announcements

Tamara has been assigned to oversee OHRAS. She is learning about what DAC does, what they expect from HQ. Tamara is involved with emergency preparation and the DDS social committee as well. She requested a “wish list” from DAC. Tamara stated she may not attend the monthly meetings regularly, but will be present as needed. Kerri inquired if Tamara is considered a committee member or guest. She is a guest.

### IV. Old Business

- **DAC By-Laws** – Ingrid made updates to the By-laws based on DAC’s input from the previous meeting. It was agreed that Ingrid should have direct conversations with Jason to further edit the By-laws, and present a final draft to DAC for review and approval.
- **Membership** – Ebenezer will draft a letter regarding DAC membership opportunities for Director Nancy Bargmann’s signature. As there are openings for HQ staff under the current By-law limitations, it can be sent out prior to approval of the revised By-laws.
- **Board Positions/Nominations** – The Vice Chair position has been vacant and Ingrid’s term as Secretary has ended. Kerri nominated Julia as Secretary and Ingrid as Vice Chair. Both accepted the nominations. Nominations were seconded by Cindy, and approved by vote. To get the officer terms back on track with the By-laws, the terms for these two positions will only run through January 2018. Then, nominations for all positions will be held in January, and elections in February. Ingrid suggested putting a provision in the By-laws to allow for a second term in a previously held office. For the position of SDAC representative, a

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specific person is not required (any DAC member may attend the SDAC meetings), but Julia offered to be the primary.

**V. New Business**

- **DAC Budget** – Julia asked Ebenezer if he had looked into DAC having a budget. Tamara wanted background to understand the history of the request. Julia explained that it stemmed from the ADA picnic. We are not allowed to solicit for donations. How can we do activities without money? The SDAC by-laws allow for DAC's to have a budget. Money could be used for raffle items, speakers, training, and attending events/meetings. DAC cannot fundraise nor accept donations. Tamara encouraged DAC to look at what activities they may wish to participate in, travel needs, etc for 2018. Nicole expressed that DAC is overseen by the EEO office, and in past funds have come out of the EEO budget. Ebenezer relayed that Tamara has the contact for DMV's DAC, which is reported to be very organized. The idea was expressed to reach out to DAC's from other departments for input.

**VI. Open Agenda**

- Nicole is doing research on the possibility of a DDS DAC table at a disability awareness fair scheduled on October 19 at the State Capitol. Tamara expressed there are three upcoming events; a Fall Fair at CDSS on September 27, which Nicole and Jana are attending, an Association of California State Employees with Disabilities (ACSED) symposium on October 11 at DGS, and the disability awareness fair. Ingrid will email out the fliers. Anyone interested in attending should let Ebenezer know. Nicole believes DDS Human Resources personnel man a table at the ACSED event. Tamara will check on that. Tamara inquired if these events are the type of activities DAC would like to be involved in. DAC members expressed that they are. Various members expressed interest in attending the different events. Nicole reminded everyone to obtain their supervisor's approval prior to making attendance arrangements.

Kerri related that for Disability Awareness Month, she plans to put up a table at SDC with information as she has in the past.

Meeting adjourned at 2:40 p.m.

**Next Meeting:** October 11, 2017

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Respectfully submitted: Ingrid Oliver