

California Department of Developmental Services
Disability Advisory Committee (DAC)
Teleconference Meeting Minutes
Wednesday, August 14, 2019
1:30 p.m.

Members in Attendance:

Hope Beale: (HQ-Sacramento)
Renee Clark: (Porterville DC)
Jessica Love: (HQ-Sacramento)
Elizabeth "Liz" Mard: (HQ-Sacramento), SDAC Liaison
Ronald McCray: (HQ-Sacramento)
Anastacia "Stacie" Reed: (HQ-Sacramento), Secretary
Alex Sanders: (HQ-Sacramento), Co-Chairperson
Maxine Tago: (Fairview DC)

Guests:

Debra Waltman: (California Arts Council)
Caitlin Fitzwater: (California Arts Council)

Members Absent:

Patty Jamal: (*Approved Leave*): (Porterville DC)
Julia Edwards: (HQ-Sacramento), Chairperson

Alex introduced Debra Waltman from the California Arts Council (CAC) to the DAC members and the purpose of CAC's attendance. The CAC recently had an audit conducted by the State Personnel Board (SPB); as a result, they were found not to have their own DAC. Debra stated that, being a small state agency, CAC was unaware of the requirement and is pleased for the potential to partner with DDS's DAC.

DDS DAC met quorum ratio and began the meeting at 1:35p.m.

- **Approval of June 2019 Notes and July 2019 Minutes:**
 - Motion passed unanimously.
- **Sub-committee Reports:**
 - **Speakers and Trainings:**
 - Alex informed the members that "Stop Stigma Sacramento", a program funded through Sacramento County to eradicate mental health stigma, has an open calendar the first week in October 2019 to participate in a speaking event for DDS employees.
 - Alex talked about activities for the October 2019 event, which could include a brown bag lunch, Stop Stigma speaker, and a collaborative art project in the atrium.
 - The collaborative art project would focus on silent disabilities.
 - The members had concerns about the volume of the various activities and asked for more details. Alex stated that the event is still in the development phase and that's some of the activities can be considered/abled for future DAC activities.

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- Alex shared a thank you from the Chairperson, Julia Edwards, on the efforts the members put into the July 2019 ADA Event. The DAC did a great job!
 - The event was successful that Nancy wants several of the speakers to return for DDS' All Staff meeting in November 2019.
 - The main concern was the amount of time for planning the event; however, the DAC received positive feedback.
 - A DAC Action Item Log was developed to include timeline criteria for DAC projects and events. This document is in progress and will be shared with members for approval.
- **DAC Recruitment and Renewals:**
 - Alex stated there are no recruitment or renewal efforts presently; however, possible efforts can be discussed at the September 2019 meeting.
 - **Signage and Logo:**
 - None.
 - **ADA Taskforce:**
 - Alex attended the Bateson Building monthly meeting on August 13, 2019.
 - Alex reported that the Bateson Building manager; Stephanie Frum, indicated that 3 of the 4 doors reported to be malfunctioning, have been repaired.
 - Ronald, Alex and Julia conducted a building walk through on August 9, 2019 and noticed similar concerns as previously reported.
 - These were reported to Ms. Frum at the building meeting on August 13, 2019.
 - Update on DDS staff, who has requested that the toilet paper dispenser be moved above the hand rail, to accommodate their knees as they on the commode.
 - Alex reported that the request for the toilet paper holder to be moved up the wall is going to require a reasonable accommodation in order for the move to happen per Ms. Frum. The toilet paper holder appears to be compliant with ADA regulations.
 - At the building meeting, it was mentioned that DGS had made the adjustment on the second floor when the DDS staff had asked it to be moved before.
 - ADA Taskforce is waiting on documentation from DDS staff about the previous adjustment made to provide to Ms. Frum.
 - **DDS DAC Homepage:**
 - Alex shared that the DAC home page is in progress for revisions.
 - Julia and Ingrid had created a list of possible changes and recommended changes will be shared in September 2019.
 - **Announcements:**

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- Alex shared that Julia created an Executive Approval Criteria Checklist with Mario Solis which will be used when presenting possible projects to the executive staff. Changes are ongoing.

- **Old Business:**
 - None.

- **New Business:**
 - Alex announced that JoAnn Alex has retired and will be missed!
 - The Sergeant at Arms DAC position is vacant. Liz volunteered to step into the role. The motion passed unanimously.
 - The CAC is interested in partnering with DDS' DAC until they can establish their own DAC and currently need to meet requirements. Starting their own DAC is difficult because the CAC is a small agency. Alex announced a closed session at the end of this meeting to vote on a DAC partnership with CAC.
 - Alex shared that 30 out of approximately 400 DDS employees completed the DAC survey. The survey asked employees to choose up to three topics of interest to learn about. Topics employees were most interested in learning about were: 1) Silent Disabilities at 70.00%; 2) Disability Etiquette at 66.67%; and, 3) Learning about Community Resources at 50.00%.
 - Alex shared that survey topics could be developed into trainings over time. Members inquired if the results would be posted on the DAC webpage. This information could be posted under resources; however, is intended for internal purposes.
 - Alex indicated that for future activities and trainings, post surveys should be conducted in order to gather data.
 - Alex addressed the fact that there is no guidance in the DAC by-laws for when the DAC must post the agendas for meetings. She shared the draft language for the by-laws with the membership. Debra inquired on which committee model DDS' DAC follows (i.e. Brown Act, Bagely-Keene, etc.).

- **DAC Vote and Approval on the following action items:**
 - Language for by-law's related to agendas. The motion passed unanimously.
 - Creation of an Annual By-Law Review Committee. The motion passed unanimously.

- **Closed Session**

This closed session was called to discuss and vote on DDS' DAC partnership with CAC. After discussion, members decided that they could not vote at this time until additional information and a legal opinion was obtained. Alex explained that the DDS DAC would inform the CAC of their decision as soon as possible.

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- **Open Agenda:**
 - None

Meeting adjourned at 2:30p.m.
Next Meeting: September 11, 2019
Respectfully submitted: Anastacia Byrne-Reed