

California Department of Developmental Services
Disability Advisory Committee (DAC)
Teleconference Meeting Minutes
Tuesday, July 14, 2020
10:00 a.m.

Members in Attendance:

Julia Edwards: (HQ-Sacramento), DAC Chairperson
Alexandra “Alex” Sanders: (HQ-Sacramento), Vice-Chairperson
Anastacia “Stacie” Reed: (HQ-Sacramento), Secretary
Vacant, SDAC Liaison
Vacant, Sergeant-At-Arms
Hope Beale: (HQ Sacramento)
Jessica Love: (HQ-Sacramento)
Nataki Owino: (HQ-Sacramento)

Representatives and Guests:

Nicole Sanchez: (California Arts Council (CAC), DAC Representative
Jacki Maciel: (HQ-Sacramento)
Claudia Lutz: (HQ Sacramento)
Dena Ruiz: (HQ-Sacramento)
Mario Solis: (HQ-Sacramento)
George Mablango: (HQ-Sacramento)
Ron McCray: (HQ-Sacramento)
Hussain Quettawala: (HQ-Sacramento)
Brandon Marin: (HQ-Sacramento)

Members/Representatives Absent:

Caitlin Fitzwater: (California Arts Council (CAC), DAC Representative
Dianne Robbins, Esq: (HQ-Sacramento)

DDS DAC met quorum at the commencement of the meeting. The meeting began at 10:11a.m.

Julia Edwards welcomed the membership and guests. She informed the membership that she has been designated a contact tracer and will be leaving the Department for six to nine months. Her term is due to expire during that time, but upon her return, she will be joining the DAC again.

Approval of May 2020 Minutes:

Julia motioned to approve the May 2020 minutes, Stacie Reed seconded, and the DAC unanimously approved the May 2020 minutes.

Sub-committee Reports:

Speakers and Trainings Subcommittee:

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- Julia indicated Nadine Burke Harris', California Surgeon General, speaking engagement on Trauma Informed Care is still on hold due to COVID-19 restrictions.
- The Director's Office has requested information from the DAC regarding the "top 5" items about which the DAC is interested in learning more. Once the DAC compiles this information, Mario Solis will forward the information to Carla Castañeda for review.
- The subcommittee will be meeting on July 17, 2020, to review the top five speaking engagements.
- Julia indicated that the subcommittee is currently working on moving the trainings for Stop Stigma and Love Language forward.
- Alex Sanders mentioned that a few meetings will be held to discuss the specifics of these trainings.
- Alex indicated DDS' July 2020 picnic has been cancelled; however, the social committee is planning a possible Zoom event in lieu of this. This event will possibly be held at the end of July or beginning of August 2020. The social committee has asked the DAC for some activity ideas for the event.
- Stacie shared the announcement by the CHP-CDSS DAC committee that the annual Disability Fair has been cancelled due to COVID-19; however, plans for the 2021 picnic are ongoing. Stacie advised that she will share more information on this as it becomes available.
- Dena Ruiz indicated there is no new info on the Windmills Training.
- Nataki Owino shared an article from AbilityNet called "Ten tech hacks to help disabled people working from home" on reasonable accommodations for disabled individuals working at home during COVID-19. Resource includes agencies creating technology for all and encourages employers to find out the specific needs of employees.
- Julia asked Mario about reasonable accommodations (RAs) during this unprecedented time. Has DDS shared the process with employees on reasonable accommodations while working from home?
- Mario indicated that HR sent out information to all DDS employees regarding teleworking that included instructions for addressing existing reasonable accommodations (i.e., the need for equipment at home). Employees should work through their supervisors to communicate their needs.
- Julia asked what is the best way to get RA information out to DDS employees? Information on work equipment, mental health

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services and other disability related concerns would be helpful to employees right now.

- Mario indicated that DDS has information regarding the reasonable accommodation process on its intranet web site, including a copy of the reasonable accommodation request form. There is also a section in DDS' telework agreement for employees to identify resource needs while teleworking, including requesting an accommodation.
- Alex asked if OHRAS could provide a training on RA resources to DDS employees. Virtual trainings could be conducted.
- Mario indicated that OHRAS will explore alternatives for connecting with employees regarding the RA process.

DAC Recruitment and Renewals

- Dena indicated that the membership applications are still awaiting approval from the Director's Office.
- Dena made a suggestion to ask Dianne Robbins about having the DAC membership vote applicants into becoming members as an alternative to waiting for the Director's Office for approval.
- Dena also made a suggestion on proposing a blanket sign off from the Director's Office, or have the Director's Office assign a designee to approve the applications on behalf of the Director.
- Alex discussed human resources (HR) recruitment efforts with Jacki Maciel in HR and further, Mario spoke with Courtney Filkill about this matter. How are the jobs announced?
- Jacki, shared HR's process for posting jobs on a basic version of Indeed. She also indicated that HR already receives a lot of job applications for common positions, such as Office Assistant, Staff Service Analyst, etc.) and warned of the potential for an increase in applications and workload.
- Jacki asked the DAC to provide information when certain jobs and what websites to use for job announcements.
- Julia stated that assisting HR and OHRAS may require the creation of a subcommittee. Julia encouraged the membership to consider joining this and other subcommittees.
- The LEAP process was also brought up during conversations that Alex had with Jacki and Department staff. Alex mentioned that she received input about concerns with the LEAP process and suggested that the DAC work collaboratively with OHRAS and HR to improve the process.

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Signage and Logo Subcommittee:

- On hold due to COVID-19.

ADA Taskforce Subcommittee

- On hold due to COVID-19

DDS DAC Homepage Subcommittee

- DAC did not address this subcommittee update due to time meeting constraints.

Annual By-Law Review Subcommittee:

- DAC did not address this subcommittee update due to meeting time constraints.

DDS CAC DAC Charter Subcommittee:

- DAC did not address this subcommittee update due to time meeting constraints.

Announcements

- The DAC had nothing to report at this time.

Old Business

- The DAC had nothing to report at this time.

New Business

- The DAC had nothing to report at this time.

Open Agenda

- The DAC had nothing to report at this time.

**This meeting adjourned at 11:02a.m.
The next meeting will be held on Tuesday, September 8, 2020, at 10:00a.m.
Respectfully submitted: Anastacia Byrne-Reed**