



Disability
CDFFA Advisory
Committee

**Disability Advisory Committee Meeting Minutes
held on March 15, 2018
at the California Department of Food and Agriculture- Room. 261
2800 Gateway Oaks Drive, Sacramento, CA 95833**

**Teleconference location:
California Department of Food and Agriculture
1220 N Street, Conference Room 114
Sacramento, CA 95814**

The meeting was called to order by Disability Advisory Committee (DAC) Chair, Peggy Blincoe at 9:04 a.m. Roll call was taken and there was a quorum of the meeting.

DAC Members:

Members Present:

Peggy Blincoe, David DaSilva, Dominique Degrate-Word (Alt), Melinda DeHerrera, Pamela Fitch, Mara Noelle, Stacie Oswald (Alt), Celeste Payne (Alt), David Dillabo, Mara Noelle (Alt), Dave Preciado, Timothy Valles, Niki Weber

Members Absent:

Amanda Brown, Kapua Kahumoku, Christina Mitchell, Colleen Murphy,

DAC Advisors: Cathy D' Ambrosio, Stephanie Kerr

Approval of Minutes

The February 15, 2018 meeting minutes were reviewed and Timothy Valles stated that the change be made to remove one of his names which was listed twice under DAC members- the minutes were passed as corrected.

Equal Employment Opportunity (EEO) Office Update

No new update.

Statewide Disability Advisory Council (SDAC) Update

No update- SDAC meeting is scheduled for March 22, 2018. Members are encouraged to listen and participate via telephone or webcast.

Treasurer's Report

DAC Chair Peggy Blincoe gave the Treasurer's report since the office of treasurer is currently vacant. The current balance in the DAC Treasury is \$297.25. There has been

no change in the balance since the last meeting. It was asked where the funds DAC had originated from, and it was answered that it was money donated by members.

Old Business

Offices of Secretary and Treasurer

Pamela Fitch, the current Secretary, is retiring on May 1, 2018. Nominations and voting were open for the office of Secretary.

Dominique Degrate-Word volunteered for the position. DAC Chair Peggy Blincoe nominated and Pamela Finch seconded.

Roll call vote was taken- unanimously approved by committee.

Review of CDFA website videos

DAC members are encouraged to continue to review their Division videos on YouTube for accuracy. Reviews, questions and concerns can be sent to DAC Chair, Peggy Blincoe.

ADA Compliance for Distributed Documents

Cathy D'Ambrosio with EEO stated that the EEO Office is still working on bringing CDFA's website to be ADA compliant, it is a project that multiple departments within CDFA are working on.

By-laws Amendments

The By-laws were emailed to Peggy Blincoe on Wednesday, March 14th to be reviewed before the meeting. Peggy was unable to review before the March 15th meeting, the revised by-laws will be discussed during the April meeting.

Concern ADA Compliancy with DMS's Restroom

Proposal is being sent to CDFA's Building Property Management Unit for review.

New Business

Ad Hoc Committee for Outreach

Committee has been trying to reach out to the Mind Institute to see if they can attain a speaker for a small event. Communication has been unsuccessful in securing a speaker.

Committee chair Mara Noelle stated that the committee would like to have an event with a service dog group. It was also suggested to have a wheelchair event where employees can test wheelchairs and see the challenges people face when navigating the work place in a wheelchair. Additionally, Mara proposed to have American sign language classes for employees to volunteer and join.

It was suggested to research if fundraisers can be held for events since even though DAC has funds, there is a general concern on how to replenish once they are depleted.

Chair Peggy Blincoe asked EEO if there was a way for CDFA staff not part of DAC to participate in lunch time events that might be longer than a 30 minute lunch break. EEO advisor to DAC, Cathy D'Ambrosio suggested that Peggy draft an email to send to management which would allow CDFA employees to participate in the event.

Mara Noelle would like to send an email blast in May regarding mental health. Cathy D'Ambrosio suggested to have an event that included speakers from CalPERS and Employee Assistance Program-Magellen.

Next Meeting

The next DAC meeting will be held Thursday, April 15, 2018 at California Department of Food and Agriculture, Gateway Oaks Drive, Sacramento, CA 95833. Teleconference location will be at California Department of Food and Agriculture 1220 N Street, Sacramento, CA 95814.

Public Comment

An email was sent by CDFA employee, Robin Yurkovic asking if DAC could submit a proposal to BPMU to look into getting handrails in the non-handicap restroom on the first floor of CDFA Headquarters located on 1220 N Street. David Dillabo stated to include on April's meeting agenda to discuss the proposal.

Adjournment

The meeting was adjourned by DAC Chair Peggy Blincoe at 9:47 a.m.

Submitted by: Stephanie Kerr (EEO Advisor) standing in for DAC Secretary