



Disability
CDFA Advisory
Committee

Disability Advisory Committee Meeting Minutes
held on January 18, 2018
at the California Department of Food and Agriculture- Room. 101
2800 Gateway Oaks Drive, Sacramento, CA 95833

The meeting was called to order by Disability Advisory Committee (DAC) Chair, Peggy Blincoe at 9:02 a.m.

DAC Members:

Members Present: Peggy Blincoe, Pamela Fitch, David DaSilva, Kapua Kahumoku, Stacie Oswald (alternate), Amanda Brown, Melinda DeHerrera, David Dillabo, Mara Noelle (alternate), Celeste Payne (alternate), Timothy Valles, Dave Preciado

Members Absent: Niki Weber, Dominique Degrate-Word, Christina Mitchell, Colleen Murphy

DAC Advisors: Stephanie Kerr

Approval of Minutes

The November 15, 2017 meeting minutes were read to the members by DAC Advisor Stephanie Kerr.

- It was moved, seconded, and unanimously passed by the DAC members to approve the minutes of the October 26, 2017 meeting.

Details of DAC Vote

Motion: Peggy Blincoe Second: Kapua Kahumoku
In Favor: Fitch, DaSilva, Brown, DeHerrera, Dillabo, Valles
Against: None
Abstain: None
Absent: Preciado

Vice Chair Kahumoku suggested that if copy of minutes are provided, reading of minutes are not required. President Peggy Blincoe agreed and advised that minutes will be provided and not required to be read.

Equal Employment Opportunity (EEO) Office Update

EEO is working on ADA document accessibility and ADA website accessibility.

Statewide Disability Advisory Council (SDAC) Update

- The next State Disability Advisory Council's next meeting is being held on January 25, 2017.

Treasurer's Report

- The current balance in the DAC Treasury is \$297.25. There has been no change in the balance since the last meeting.

Unfinished Business

- DAC Chair Peggy Blincoe – Opened nominations for secretary- nominated Pamela Fitch. Fitch accepted nomination, however informed committee that she might retire in the upcoming months.
Second: Kahumoku
In Favor: DaSilva, Brown, DeHerrera, Dillabo, Valles, DeHerrera
Against:
Abstain:
Absent: Preciado
- ADA Accessible documents- meeting on 1/23 with EEO, IT and Admin.
PB offered insight that if member's have the correct version of Adobe Acrobat that they are able to check their documents for accessibility.

New Business

- DAC Chair Peggy Blincoe suggested all new members and alternates read over responsibilities of DAC.
- Restrooms at Division of Measurement Standards Florin-Perkins facility
 - Pamela Fitch stated that the paper towel dispensers are not ADA compliant. Building is leased through DGS (Department of General Services) and it is required that all restrooms be ADA compliant. Paper towel dispensers currently violate rule.307- protruding access.
 - DAC Chair Peggy Blincoe asked that Fitch compose an email explaining situation and attach evidence. DAC will work with EEO to make restrooms ADA compliant.
- DAC money
 - DAC Chair Peggy Blincoe asked the committee for input if the committee wanted to change the use of money from a vote in May 2017 to be used for refreshments at DAC events and changing it to be used for costs related to DAC events-not specifically for refreshments.
 - Dave Preciado stated that the money would be best used to push DAC's mission.
 - Kapua Kahumoku moved to move funds allocated for refreshments to be used for the best interest of the committee.
Seconded: Melinda DeHerrera.
In Favor: Fitch, DaSilva, Brown, DeHerrera, Dillabo, Valles, Preciado
Against: None
Abstain: None
Absent: None
- Revision of Mission Statement
DAC is planning to revise their mission statement once all membership is filled.

- Ad Hoc Committees
 - Peggy Blincoe stated that the by-laws need to be revised for clarification and requested an ad hoc committee be formed.
 - Amanda Brown and Melinda DeHerrera agreed to work on by-laws project
 - Peggy Blincoe offered that an ad hoc committee if formed for education and events at CDFA locations
 - Mara Noelle volunteered, other members were encouraged to volunteer.
 - Peggy Blincoe introduced video assignments for members, stating that most captioned video provided by CDFA divisions are not compliant and she encourages members to volunteer to watch videos for closed caption accuracy. Blincoe explained the project would be part of CDFA's website compliancy project to make CDFA's public website ADA accessible.
 - Peggy Blincoe passed around a sign-in sheet and allowed members to volunteer for videos to decipher.
 - Dave Dillabo suggested that closed captioning should also be in required training videos and allow the required training videos be viewed in bilingual languages as well.
 - Kapua Kahumoku introduced the rules of Teleconference- on pages 17-18 of The Bagley-Keene Open Meeting Act, it states the rules of teleconference for open meetings. Members are not to use cell phones and must use landline telephones to call in. The space which the member is calling from must be accessible by the public and ADA compliant. The teleconference line number must be on the agenda when it is posted and the agenda must be posted to the public wherever the member is calling in from. Any handouts given during the meeting must also be present for all attending the teleconference meeting. If members attend by teleconference, votes will be performed by a roll-call vote.
 - Mara Noelle asked how the public has knowledge of the meetings
 - Peggy Blincoe responded that although it is advertised on CDFA's website, there has been little to no public interest in CDFA's DAC meetings.
 - Kapua Kahumoku offered the idea that the DAC meetings be massed email throughout the division so it allows more employees to attend as part of the public.
 - Next Meeting will be held Thursday, February 15, 2018 at Gateway Oaks.

Public Comment

- No public comment

Adjournment

The meeting was adjourned at 10:16 a.m.

Submitted by: Stephanie Kerr, DAC Advisor