



Disability
CDFFA Advisory
Committee

Disability Advisory Committee (DAC) February 15, 2018, Meeting Minutes

The DAC meeting was held at the California Department of Food and Agriculture, 2800 Gateway Oaks Drive Room. 267, Sacramento, CA 95833, and was called to order by DAC Chair, Peggy Blincoe, at 9:00 a.m. Roll call was taken and a quorum was met.

DAC Members:

Members Present:

Peggy Blincoe, Amanda Brown, David DaSilva, Dominique Degrate-Word (Alt), Pamela Fitch, Kathy Diaz, Kapua Kahumoku, Christina Mitchell (Alt), Mara Noelle (Alt), Timothy Valles(Alt), Dave Preciado, Timothy Valles, Niki Weber

Members Absent:

David Dillabo, Melinda DeHerrera, Colleen Murphy (Alt), Celeste Payne (Alt), Stacie Oswald (Alt)

DAC Advisors: Cathy D' Ambrosio, Stephanie Kerr

Approval of Minutes

The January 18, 2018, meeting minutes were reviewed and unanimously approved by the DAC members.

Equal Employment Opportunity (EEO) Office Update

The EEO office is continuing to work on the update to the DAC website.

Statewide Disability Advisory Council (SDAC) Update

Ms. Blincoe attended the SDAC's meeting via webinar. She reported that some agencies have chosen not to establish a DAC. CDFFA's DAC is following the recommendations of the SDAC in its organizational structure and committee procedures.

Treasurer's Report

Ms. Blincoe gave the Treasurer's report since the Office of Treasurer is currently vacant. The current balance in the DAC Treasury is \$297.25 with no changes since the last meeting.

Old Business

Offices of Secretary and Treasurer

Pamela Fitch, DAC Secretary, will be retiring on May 1, 2018. Therefore, the Office of Secretary will become vacant. Ms. Finch will continue as Secretary through March. Nominations and voting for the Office of Secretary will take place at the next DAC meeting in March.

DAC members discussed ideas on ways to record DAC meetings to efficiently expedite the meeting minutes. Suggestions such as a special tablet and Live Scribe were discussed.

Pride Industry Internship

Vice Chair, Kapua Kahumoku, reported that consideration of working with Pride Industry to establish an internship program at CDFA is on hold as funding concluded for the Pride Industry Internship Program. A discussion of alternative opportunities such as seasonal or LEAP positions to increase opportunities for persons with disabilities.

Review of CDFA website videos

DAC members are encouraged to complete their review of their Division videos on YouTube for accuracy of the close captioning. Corrections can be sent to Ms. Blincoe, who is authorized to edit the captioning.

ADA Compliance for Distributed Documents

DAC is working with CDFA's Division of Information Technology on compliance of the CDFA external website and documents with ADA requirements. Documents can be checked for accessibility using a version of Adobe Acrobat. A CDFA policy for ADA compliancy will be issued in about two months. Each division will be responsible for ensuring that its videos are in compliance.

By-laws Amendments

The By-laws have been reviewed by DAC members Amanda Brown and Melinda DeHerrera and minor changes are suggested. The model language recommended by the SDAC will be checked. The Legal Office will review any changes prior to a vote.

ADA Compliance of a Restroom at the Division of Measurement Standards (DMS)

The concern regarding the paper towel dispensers in the DMS restroom has been referred to DGS for follow-up.

Call-in to meetings for Members

Being able to call in to the meeting would make it easier for some members to participate. A call-in location must be planned well in advance since such locations must be open to the public and posted for at least 10 days.

New Business

Ad Hoc Committee for Outreach

Suggestions for outreach activities in the coming year were presented and discussed. Material to be included in the Health and Safety Office's email blasts are planned for topics such as wheelchair etiquette.

The EEO Office has suggested that the DAC develop its own email newsletter. Two weeks would be required for the review of each issue.

A few low-key events will be planned for this year. Brown-bag lunchtime events with outside speakers are one possibility. The Mind Institute has been contacted for a speaker on autism. Because of the challenges of parking downtown, it would be difficult for employees outside of headquarters to attend any events downtown. With advanced planning, rooms could be reserved at Gateway Oaks, where parking is not an issue.

Next Meeting

The next DAC meeting will be held Thursday, March 15, 2018, at Gateway Oaks.

Public Comment

There was no public comment.

Adjournment

The meeting was adjourned by Ms. Blincoe at 9:55 a.m.

Submitted by: Pamela Fitch, Secretary