



Disability
CDFA Advisory
Committee

**Disability Advisory Committee Meeting Minutes
held on May 17, 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 9:02 a.m. Roll call was taken and there was a quorum of the meeting.

DAC Members:

Members Present:

Peggy Blincoe, Christopher Bock (Alt), David DaSilva, Dominique Degrate-Word, Melinda DeHerrera-Rogers, Ron Nies, Mara Noelle, Thamara Rodgers, Timothy Valles, Niki Weber

Members Absent:

Amanda Brown, Kapua Kahumoku, Christina Mitchell (Alt), Colleen Murphy, Stacie Oswald (Alt), Celeste Payne (Alt), Dave Preciado (Alt)

DAC Advisors: Stephanie Kerr

Approval of Minutes

The April 19, 2018 meeting minutes were reviewed and there were the following changes or corrections:

- Add Niki Weber to the Members Absent section of the minutes.
- In the first paragraph of the Equal Employment Opportunity (EEO) update change the word the, to then.
- Peggy Blincoe took a vote and the minutes were approved as corrected.

EEO Office Update

Stephanie Kerr provided the EEO update.

- EEO is continuing its efforts related to the Upward Mobility Plan.
- Efforts are still underway to complete the workforce analysis requested by the office of Civil Rights with CalHR. The workforce analysis will include information regarding the demographics of persons with disabilities currently employed at CDFFA and information about ethnicities, classifications, female versus male employees with scientific degrees, and CDFFA's Upward Mobility Plan specifically related to persons with disabilities. The analysis is due in June 1, 2018.

Statewide Disability Advisory Council (SDAC) Update

DAC Chair Peggy Blincoe announced that there are no SDAC updates because SDAC did not hold a meeting in April 2018; the next SDAC meeting is May 24, 2018 via webinar.

- Members are encouraged to listen and participate in-person or via telephone or webcast.

Financial Report

DAC Secretary/Treasurer Dominique Degrate-Word reported that there is no change to the current balance of \$297.25 in the DAC Treasury. Chair Peggy Blincoe received an email from Financial Services stating that there is a badge ready to be picked up, that will provide access to the DAC Treasury. DAC Chair Peggy Blincoe and DAC Secretary/Treasurer Dominique Degrate-Word still needs to schedule a date and time to count/verify the balance.

Outreach Updates

DAC Chair Peggy Blincoe provided details about an approved proposal that will allow CDFA employees to attend a 60-minute DAC events even though they may only have a 30-minute lunch without using personal time.

In addition, the event with the Society for the Blind (SFTB), located in Downtown Sacramento, was approved for three dates in June 2018, as follows:

- Tuesday, June 12, 12-1p.m., CDFA Headquarters, Bistro
1220 N Street
- Tuesday, June 19, 12-1p.m., CDFA Plant Lab, Large Conference Room,
3294 Meadowview Road
- Tuesday, June 28, 12-1 p.m., CDFA GWO-North, Room 101
2800 Gateway Oaks Drive

SFTB, at no cost, will send Diane Starin to provide a talk and question and answer session regarding working with colleagues who are blind or have low vision. DAC Chair Peggy Blincoe will transport the Ms. Starin to and from the locations.

DAC Chair Peggy Blincoe will forward both proposals to the DAC Committee. Flyers will also be posted at the locations.

Old Business

Status on Bylaw Amendments

DAC Chair Peggy Blincoe, provided an update on the bylaws amendment project. Currently there are three volunteers – Melinda DeHerrera-Rogers, Kapua Kahumoku, and David DaSilva. The volunteers will review the current changes and comments, make any additional necessary changes, and send the new draft via email. The draft will be brought back to the DAC Committee for review and approval and then sent to EEO who will thereafter, pass it along to CDFA legal office staff. EEO will be responsible for review/edit and CDFA legal office will provide the final approval.

Concern ADA Compliancy with CDFA Headquarters Restroom

Chair Peggy Blincoe is finalizing the proposal to CDFA's Building Property Management Unit (BPMU) that was previously approved by the DAC Committee, in response to a

request from a CDFA employee, to install hand rails in the non-handicap stalls in the women's restrooms on the first floor of CDFA Headquarters.

New Business

No new business was discussed.

Next Meeting

The next DAC meeting will be held from 9:00 – 10:30 a.m. on Thursday, June 21, 2018 at CDFA, Gateway Oaks Drive, 2800 Gateway Oaks Drive, Sacramento, CA 95833.

Teleconference location will be at CDFA, Headquarters, 1220 N Street, Sacramento, CA 95814.

Public Comment

DAC Chair Peggy Blincoe discussed thoughts on ensuring that DAC Committee members stay motivated and see the importance of having an active DAC within the department. She posed the question asking if the DAC Committee members would be interested in presentations from Lance Simmons of BPMU to discuss accessibility issues in restrooms or the workplace; or presentations from other representatives within the state to provide the DAC Committee useful information that could then be shared with the department. For example, at a previous DAC meeting, Michele Dias from CDFA Legal Office provided a talk to the DAC Committee regarding bylaws and the importance of following the Bagley-Keene Open Meeting Act 2004. SDAC members have visited other DAC committees within the state.

Stephanie Kerr, EEO, suggested inviting someone from the Department of Rehabilitation (DOR) to provide a presentation. Stephanie recently attended a Reasonable Accommodation Training and learned that DOR established a new classification titled Support Services Assistant (Limited-Term) to assist employees needing a reasonable accommodation due to the inability to drive or the need for assistance due to physical or mental limitations. The Service Assistance as a part of reasonable accommodation, performs reading services; serves as a messenger; transports and accompanies staff members to places of business where services are otherwise unavailable; performs simple clerical services; and performs other job-related support work.

It was decided that each Committee Member will consider possible future presentations and provide suggestions at future meetings or email the DAC email account.

Adjournment

The meeting was adjourned by DAC Chair Peggy Blincoe at 9:40 a.m.

Submitted by: Dominique Degrate-Word, DAC Secretary/Treasurer