



Disability
CDFFA Advisory
Committee

**Disability Advisory Committee Meeting Minutes
Held on Thursday, June 13, 2019
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 333
Sacramento, CA 95814**

DAC MEMBERS:

Members Present: David Bott, David DaSilva, Mike Francesconi, Kapua Kahumoku, Ronald Nies, Mara Noelle, Stacie Oswald, Timothy Valles, Niki Weber

Members Absent: Amanda Brown, Kathy Diaz-Cretu, Christina Mitchell, Colleen Murphy-Vierra (Alt), Mara Noelle (Alt), Stacie Oswald (Alt), Dave Preciado (Alt), Thamara Rogers, Athar Tariq, ~~Tim Valles~~, Niki Weber

DAC ADVISORS: Cathy D'Ambrosio

CALL TO ORDER

The Disability Advisory Committee (DAC) Chair Kapua Kahumoku called the meeting to order at 9:02 a.m.

ROLL CALL AND INTRODUCTIONS

DAC Chair Kapua Kahumoku conducted the roll call for the DAC. There was a quorum present. No attendees were present via teleconference.

APPROVAL OF MINUTES

DAC Chair Kapua Kahumoku asked the DAC for a motion to approve the minutes from the meeting held on May 9, 2019.

It was moved, seconded, and unanimously passed by the DAC to approve the minutes from the meeting held on May 9, 2019.

EQUAL EMPLOYMENT OPPORTUNITY OFFICE UPDATE

DAC Advisor Cathy D'Ambrosio provided an update on the annual workforce analysis, stating it was completed, but it reflected that the Department was deficient in employees with disabilities. Ms. D'Ambrosio asked DAC to document efforts to improve how they are announcing hiring opportunities for those with disabilities. Ms. D'Ambrosio also provided

that she submitted an annual update to the Secretary of DAC activities and asked DAC to compile their accomplishments, goals, etc. for next year.

FINANCIAL REPORT

There was no change to the balance in the DAC Treasury. The current balance is \$297.25.

AD-HOC COMMITTEE FOR OUTREACH UPDATES

DAC Advisor Cathy D'Ambrosio asked the Committee for deliverables, not only events but outreach activities which target existing employees, encouraging family members to apply for LEAP, and circulating information about invisible disabilities. Other ideas included:

- Disability fairs near CDFA offices
- National Disability Awareness Month (October)
- Leave flyers where disabled persons may do business, shops, etc. to raise awareness about CDFA hiring activities
- Posters in break rooms
- Focus on making employee know that persons with disabilities are not different from us, but have different abilities
- Target large field offices (i.e. Los Alamitos, San Diego etc.) to inform them of DAC events
- Partner with SDAC and other state agencies to see how they are providing outreach opportunities.
- Flyers in paystubs (preferably the October 1 paystub in advance of the October 10 disability event)

DAC is participating in the CHP Disability Fair on October 10th at the State Capitol. It was suggested that DAC members volunteer to work in two-hour shifts to help cover the booth. EEO Advisor, Cathy D'Ambrosio asked for a roster ahead of the event, around the beginning of September, so she can notify the Secretary who would be attending.

Other outreach ideas included:

- Mental health contact (NAMI)
- Brian Terhorst, KVMR broadcaster in Nevada City with MS offered to speak (Mara Noelle can be contacted for additional details.)
- Therapy horses from Clovis
- Sacramento Mayor, Darrell Steinberg who is active in disability awareness (Peggy Blincoe can be contacted for additional details)
- Outreach to DAAs- Mike Fransconi offered to generate ideas and report back to EEO Advisor, Cathy D'Ambrosio

BYLAWS COMMITTEE UPDATE

EEO Advisor, Cathy D'Ambrosio explained that the DAC bylaws were rejected by the Legal Office because they did not accurately state why the existing bylaws were not working. Ms. D'Ambrosio asked for specific reasons why DAC wanted to revise the bylaws. The Bylaws Committee stated that they would put reasons together and resubmit with a DRAFT watermark.

Niki Weber stated that the bylaws needed to be revised because they were not clear to new members and that there needed to be clarity on what the bylaws were stating.

NEW BUSINESS

DAC MEETING FREQUENCIES

The Committee discussed meeting frequency and agreed to go back to monthly meetings. The motion was put before the Committee to go back to monthly meetings, it was seconded and unanimously passed.

Chair Kapua Kahumoku announced that she is leaving CDFA on June 28th, 2019. EEO Advisor Cathy D'Ambrosio thanked past chair Peggy Blincoe and current (outgoing) Chair, Kapua Kahumoku for all their efforts on behalf of CDFA and the Secretary.

Chair Kapua Kahumoku requested that the DAC Members bring at least one idea to the next meeting related to how the Committee can disseminate the Committee's deliverables.

ADA WEB COMPLIANCE

Peggy Blincoe is working on ADA compliance with the webpage. She wanted the committee to encourage employees to use the DAC webpage, including links to LEAP, reasonable accommodation, organizations, and events.

PUBLIC COMMENT

No public comment

NEXT MEETING

The next DAC meeting will be held Thursday, July 18, 2019 at 9:00 a.m. at the CDFA Gateway Oaks North Facility located at: 2750 Gateway Oaks Drive, Suite 200, Conference Room B, Sacramento, CA 95833.

Teleconference Location: CDFA, Headquarters, 1220 N Street, Sacramento, CA 95814

ADJOURNMENT

The meeting was adjourned by DAC Chairperson Kapua Kahumoku at 10:13 a.m.

Submitted by: Stephanie Kerr, EEO Advisor