



Disability  
**CDF**A Advisory  
Committee

**Disability Advisory Committee Meeting Minutes  
held on August 16, 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**

**DAC MEMBERS:**

Members Present: Amanda Brown, Kathy Diaz-Cretu, David DaSilva, Dominique Degrate-Word, Kapua Kahumoku, Ronald Nies, Stacie Oswald (Alt), Celeste Payne (Alt)\*, Thamara Rodgers, Tim Valles, Niki Weber (Alt)

Members Absent: Peggy Blincoe, Christina Mitchel (Alt), Mara Noelle, Colleen Murphy, Dave Preciado (Alt)

**DAC ADVISORS:** Stephanie Kerr

**OTHER ATTENDEES:** Mike Francesconi

\*Denotes attendance via conference call

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**CALL TO ORDER**

The Disability Advisory Committee (DAC) Vice Chair Kapua Kahumoku called the meeting to order at 9:01 a.m.

**ROLL CALL AND INTRODUCTIONS**

DAC Secretary Dominique Degrate-Word conducted the roll call for the DAC. There was a quorum present.

**APPROVAL OF MINUTES**

DAC Vice Chair Kapua Kahumoku asked the DAC for a motion to approve the minutes from the meeting held on July 19, 2018.

It was moved, seconded, and unanimously passed by the DAC to approve the minutes from the meeting held on July 19, 2018.

## **EQUAL EMPLOYMENT OPPORTUNITY OFFICE UPDATE**

DAC Advisor Stephanie Kerr provided an update on the Equal Employment Opportunity (EEO) Office activities.

## **FINANCIAL REPORT**

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

## **OUTREACH UPDATES**

DAC Vice Chair Kapua Kahumoku provided an update on the second outreach brown bag lunchtime event. The DAC will host Canine Companions for Independence. The dates for the lunchtime event are planned for the following location and days:

- September 11<sup>th</sup>, 2018 12:00 p.m. - 1:00 p.m. CDFA Plant Lab, Meadowview
- September 18<sup>th</sup>, 2018 12:00 p.m. - 1:00 p.m. CDFA Gateway Oaks – North

The poster was approved by the DAC members and are awaiting final approval to be able to distribute the poster.

## **CDFA EMPLOYEE INTEREST IN DISABILITY SURVEY**

DAC Vice Chair Kapua Kahumoku provided a brief update on the status of the survey. The survey is being developed but additional volunteers are still needed to help.

## **OLD BUSINESS**

### **BYLAWS UPDATE**

Subcommittee members Amanda Brown, David DaSilva and Kapua Kahumoku provided an update on the bylaws amendment project. After further discussion, it was moved, seconded, and unanimously passed by the DAC to approve the bylaws. They will be routed to EEO, Legal and the Executive office for final approvals.

### **OCTOBER CHP DISABILITY AWARENESS EVENT**

The California Highway Patrol (CHP) will be hosting their annual 2018 Disability Employment Awareness Fair which will be taking place on the west steps of the State Capitol on October 18, 2018 from 10:00 a.m. until 2:00 p.m. Volunteers will be needed and DAC members are encouraged to attend.

Vice Chair Kapua Kahumoku encouraged members to attend and discussed the idea of doing two-hour shifts for volunteers. She encouraged members to attend even if they could not volunteer to gain the experience of DAC events, to get to know other DAC committees and gain a better understanding of those with disabilities.

### **MEETING REGULARITY**

Vice Chair Kapua Kahumoku discussed the frequency of the DAC meetings. The meetings will remain monthly until the new year where it can be reviewed at that time. Due to the CHP 2018 Disability Employment Awareness Fair there will not be a DAC meeting in October.

## **NEW BUSINESS**

### **DAC MEMBERSHIP AND RESPONSIBILITIES**

DAC Vice Chair Kapua Kahumoku asked members how they are disseminating information from the meetings to their management and staff and how the DAC can help make it easier for information to be distributed to staff in the future. New member Ronald Nies asked if there is a way to learn more about his role within the DAC. EEO Advisor Stephanie Kerr said that she would review member responsibilities with him and is available to other members who may have similar questions or concerns.

Members presented how they were relaying information from DAC meetings to their Division. Thamara Rodger shared that she was providing updates at Animal's Division meeting. Timothy Valles stated that he shared information from DAC during Feed, Fertilizer and Livestock Drugs Regulatory Services program's bi-monthly meetings.

### **NEXT MEETING**

The next DAC meeting will be held at 9:00 a.m. on Thursday, September 20, 2018 at CDFA, Gateway Oaks Drive, 2800 Gateway Oaks Drive, Sacramento, CA 95833.

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

### **PUBLIC COMMENT**

DAC Vice Chair Kapua Kahumoku talked briefly about a letter she received from the National Alliance on Mental Illness (NAMI). NAMI reached out and would like to be a part of the Brown Bag Lunch Events.

In addition, DAC Secretary Dominique Degrate-Word notified those in attendance that her last day with CDFA would be August 31, 2018.

### **ADJOURNMENT**

The meeting was adjourned by DAC Vice Chair Kapua Kahumoku at 9:33 a.m.

Respectfully submitted on September 6, 2018 by

Kapua Kahumoku, DAC Vice Chair  
California Department of Food and Agriculture