



**Disability
CDFFA Advisory
Committee**

**Disability Advisory Committee Meeting Minutes – August 24, 2017
2800 Gateway Oaks Drive, Room 262, Sacramento, CA 95833**

Meeting was called to order by the Co-Chair, Peggy Blincoe at 8:36 a.m.

Members in attendance: Peggy Blincoe (PB), Niki Weber (NW), Patricia Moore (PM), Christine Castillo (CC), Dave Dillaboo (DD), Everado Medes (EM), and Pam Fitch (PF)

Advisors in attendance: Cathy D'Ambrosio (CD) and Justin Hopper (JH)

Approval of Minutes

- PB read an overview of the May 18, 2017 minutes
- Motion to approve May 18, 2017 minutes by PM, Seconded by NW. PB: Approved CC: Approved DD: Approved EM: Approved PF: Not present during vote
- Minutes were approved.

Equal Employment Opportunity (EEO) Office Update

- JH reported that the EEO Office hired a new Staff Service Analyst (SSA), Stephanie Kerr. Stephanie will be the lead liaison between the EEO Office and the DAC.
- JH reported that EEO Policies are being updated to include the District Agricultural Associations (DAA).
- CD stated that DAC activities needs to be relayed in writing to the DAAs for the purposes of the Workforce Planning report.
- The EEO Office and DAC now have a webpage on the CDFFA public website. PB showed the members where the pages can be found.

Statewide Disability Advisory Council (SDAC) Update

- PB attended the SDAC meeting in person and discussed the talking points:
 - SDAC had a motivational speaker that discussed the state Limited Examination and Appointment Program (LEAP).
 - Approved their new bylaws.
 - New members were nominated for Co-Chair and Secretary.
 - Reviewed options for new SDAC logo.
 - Discussed parenting with disabilities.
 - No mention of the National Disability Employment Awareness Month (NDEAM) Event.
 - Department DACs to do a biography for SDAC. PB asked for volunteers. No volunteers, PB volunteered to write the biography and route it through the EEO Office for approval.
 - DOR can do presentations for departments on disability topics.

Treasurer's Report

- NW reported that there is \$297.25 in the DAC Treasury, no change.

Unfinished Business

- NDEAM
 - CHP Update – PB and PM were not included in emails about the event

- Notes from CHP regarding the event plan were not clear.
- PM stated she would email Sean Coyle, CHP, about the DAC events. Will there be collaboration? Are the departments participating going to be independent? Will report back at the next meeting.
- NW looked for national days – researching information
 - September – American Heart Association
 - October – Many disabilities are represented. Invisible disabilities have a recognized week.
- PB stated that she believed the goal of the DAC should be to focus less on providing awareness only in October, but to provide awareness all year long. Possibly reach out to groups that want to present to the public at no cost. Mini Events to be a way to provide awareness all year at each CDFA office.
- PM stated that when organizing the mini events, to keep in mind the workflow of themselves and the other members who may be willing to help.
- NW stated she wants to organize a walking tour of the Meadowview Facility (Chemistry Lab, Warehouse, and Plant Lab). NW will research a date and get back to the DAC.
- CC reached out to Lance Simmons, Departmental Services Chief, and confirmed that they can do a mini event at Gateway Oaks. DD volunteered to assist when date is chosen.
- CD suggested that DD send a newsletter or incorporate information from the DAC into an existing newsletter for the DAAs regarding DAC business and the NDEAM. DD stated he would look into putting it in the quarterly newsletter the DAAs already receive.
- CD and JH explained that accessibility standards for forms and the internet for CDFA are going to be developed as a policy with standards all forms need to adhere to.
- PB to share email from SDAC regarding training pods and management involvement.

New Business

- By-laws
 - PB is working with EEO and legal on DAC by-laws.
 - SDAC advised that departmental DACs follow department guidance regarding by-law format and implementation.
 - CDFA prefers to use the Bagley Keene (BK) format for the DAC.
 - Members discussed keeping teleconferencing to a minimum so that it would be easier for BK standards to be met.
 - Members discussed the importance of having alternate members in the event a primary member is not able to attend DAC meetings.
- Position questions – Treasurer
 - As a general standard, money should not be kept in the committee.
 - PM stated that there is no departmental financial support for events or honorariums. How would the committee provide snacks and incentives?
 - CD to research whether a public committee can keep a fund.
- Position questions – Secretary
 - With the new format, the EEO representative(s) will take notes for the meeting and compile the minutes.
 - PB and the committee will consider the position and responsibilities for the position of Secretary before the by-laws are finalized.
- Public Meeting
 - PB said that the DAC should consider looking into making public actions to provide service to CDFA and CDFA constituents.
 - DD discussed the ramifications of BK and being public. DD volunteered to help the DAC adjust to the new rules.

- Alternate Members/Bylaws
 - PB stated that the DAC is having difficulty meeting quorum and having alternate members would help with that requirement.
 - CD stated that the DAC needs to be composed of members from each division. Any alternate should be from that member's respective division. EEO will research the actual number of divisions and how many members the DAC should have.
 - DD suggested changes in the DAC by-laws.
 - PF discussed language in the by-laws relating to the alternate members.
 - PM made the motion to table the by-law discussion until the next meeting and to establish a by-law sub-committee. CC seconded the motion. PB: Approved NW: Approved DD: Approved EM: Approved PF: Approved
- Next DAC meeting, dates and locations
 - PB asked if members preferred a different meeting time or place to meet.
 - Members stated to keep the meeting early so they can attend the meeting first then return to their office.
 - Members agreed to keep the meetings on Thursday
 - Next meeting planned for September 28, 2017, 8:30am, at 2800 Gateway Oaks Drive, Sacramento, CA 95833. The meeting room is still tentative.

Adjournment

The meeting was adjourned at 9:45 a.m.

Submitted by: Justin Hopper, DAC Advisor