



**Disability
CDFA Advisory
Committee**

**Disability Advisory Committee Meeting Minutes – October 26, 2017
CDFA Center for Analytical Chemistry, Library
3292 Meadowview Rd, Sacramento, CA 95832**

Meeting was called to order by the Chair, Peggy Blincoe at 9:00 a.m.

Members in attendance: Peggy Blincoe (PB), Niki Weber (NW), Patricia Moore (PM) and Kapua Kahumoku (KK)

Advisors in attendance: Stephanie Kerr (SK) and Justin Hopper (JH)

Approval of Minutes

- SK read an overview of the September 27, 2017 minutes
- PB corrected minutes stating that the DAC by-laws were passed during the September 27th meeting and were needing approval from Secretary.
- NW corrected minutes stating that national days of awareness were left from August meeting and were not discussed during September's meeting.
- Motion to approve September 27, 2017 minutes by PB, Seconded by KK. Approved by NW and PM
- Minutes were approved.

Equal Employment Opportunity (EEO) Office Update

- SK discussed LEAP process and upward mobility.

Statewide Disability Advisory Council (SDAC) Update

- PB discussed SDAC meeting, no new information: SDAC had presenters from American River College's workability program.

Treasurer's Report

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

Unfinished Business

- CHP Hiring Event
 - JH stated that the knowledge of members that participated in the event allowed CDFA's booth to be a success.
 - PM stated that the table could have had more handouts and information related to CDFA specific classifications
 - JH stated that the instructions from CHP regarding the event plan were vague as to whether it was a hiring or awareness event.
- DAC Biography
 - PB announced that the CDFA's DAC biography would be put on hold until DAC membership increases.

New Business

- Nominations
 - Chair: PM nominated PB. Seconded by NW and KK.
 - Vice Chair: PM nominated KK. Seconded by NW. PM declined nomination.

- Secretary/Treasurer position to remain open until next meeting with more members present.
- PB motioned to vote on nominations- NW, PM and KK unanimously approved.
- Funds
 - PM suggested that the funds be held by the committee for events that DAC participates in. PM stated that funds should be used for events- 4 events each year with \$50 going to each event.
- Accessible Documents
 - PB suggested to form a proposal to Division Directors that all divisions are supplied training on making all CDFA documents ADA accessible. KK proposes proposal PB seconded.
 - Division Directors would send a representative to Department of Rehabilitation's training on "Principles of Accessible Documents."
- Open Discussion
 - SDAC is being held on November 16, 2017. Members are encouraged to attend.
 - CDFA was approached by PRIDE Industries at CHP event to see if they have 3 month positions open for interns.
 - Next meeting planned for November 15, 2017 at Division of Measurement Standards Facility- 6790 Florin-Perkins Road, Sacramento, CA 95828 at 9:00 am.

Adjournment

The meeting was adjourned at 10:28 a.m.

Submitted by: Stephanie Kerr, DAC Advisor