



Disability  
**CDF**A Advisory  
Committee

**Disability Advisory Committee Meeting Minutes  
held on November 15, 2017**

**at the Division of Measurement Standards Facility- Large Conference Room  
6790 Florin-Perkins Road, Sacramento, CA 95828**

The meeting was called to order by Disability Advisory Committee (DAC) Chair, Peggy Blincoe at 9:01 a.m.

**DAC Members:**

Members Present: Peggy Blincoe, Patricia Finch, David DaSilva, Kapua Kahumoku,  
Stacie Oswald (alternate), Niki Weber

Members Absent: Everado Mendes

**DAC Advisors:** Justin Hopper and Stephanie Kerr

**Approval of Minutes**

The October 26, 2017 meeting minutes were read to the members by DAC Advisor Stephanie Kerr. There was a clarification needed in the wording provided in the previous minutes which stated that "\$50 was allocated for four events a year". The minutes were corrected to read "\$50 is reserved for each event; there are four events."

- It was moved, seconded, and unanimously passed by the DAC members to approve the minutes of the October 26, 2017 meeting.

**Details of DAC Vote**

Motion: Niki Weber                      Second: Kapua Kahumoku  
In Favor: Blincoe, DaSilva, Finch, Kahumoku, Weber  
Against: None  
Abstain: None  
Absent: Mendes

**Equal Employment Opportunity (EEO) Office Update**

The EEO office will be moving to the 3<sup>rd</sup> floor at 1220 N Street Sacramento, CA 95814.

**Statewide Disability Advisory Council (SDAC) Update**

- The next State Disability Advisory Council's next meeting is being held on November 16, 2017.

**Treasurer's Report**

- The current balance in the DAC Treasury is \$297.25. There has been no change in the balance since the last meeting.

**Unfinished Business**

- DAC Chair Peggy Blincoe - Americans with Disabilities Act Compliant Documents
  - PB announced that DAC is working on a proposal for accessible documents that are used throughout the Agency.

- Outreach and Education
  - DAC Chair Peggy Blincoe encouraged outreach and education activities. She reminded members that all events must be reviewed by EEO and sent for approval to CDFA's Administrative Services Office.

## **New Business**

- New DAC Members' Commitments and Responsibilities
  - DAC Chair Peggy Blincoe introduced the new DAC Members' Commitments and Responsibilities memo. This memo will be used to help with recruitment efforts for new DAC members. She encouraged members to review the memo and provide any changes at the next meeting.
  - DAC Member Niki Weber suggested making a change to the wording on the current DAC membership application that addressed a time commitment.
- Drafting of Division/Program Commitments to DAC
  - DAC Chair Peggy Blincoe and Vice Chair Kapua Kahumoku are currently working on a draft of Division/Program commitments to DAC.
- Drafting of DAC Officers commitments
  - DAC Chair Peggy Blincoe are also working on a draft of DAC Officers commitments.
- Revision of Mission Statement
  - DAC is planning to revise their mission statement once all membership is filled.
- Future DAC meetings-2018 dates and locations
  - Vice Chair Kapua Kahumoku suggested that EEO reach out to CDFA Division Directors at their next weekly meeting to request the Directors' assistance in helping to fill DAC membership representation by January 18, 2018.
  - DAC Chair Peggy Blincoe suggested that DAC continue to hold meetings every month until DAC can recruit additional members and establish new procedures. It was also suggested that future DAC meetings be held primarily at CDFA Headquarters or Gateway Oaks North facility.
  - Vice Chair Kapua Kahumoku requested that DAC sets up guidelines regarding calling in or skyping meetings.
- Public Comment
  - DAC Member Patricia Finch asked about DAC funding. She asked what will happen once DAC funds are depleted and how will future DAC events be funded.
  - DAC Advisor Justin Hopper stated that EEO does absorb some of the costs for DAC events.
  - Vice Chair Kapua Kahumoku suggested that DAC reach out to private industry for donations for events such as guest speaking, food at events, etc.
  - DAC Chair Peggy Blincoe announced that Patricia Moore had resigned from DAC due to work commitments.

- Vice Chair Kapua Kahumoku asked EEO for clarification on DAC funding. She also asked if it would be possible to have representation from the Divisions/Programs by the January meeting.
- DAC Chair Peggy Blincoe announced that they are passing on a December 2017 meeting to start fresh with full membership at the January 2018 meeting.

**Adjournment**

The meeting was adjourned at 9:57 a.m.

Submitted by: Stephanie Kerr, DAC Advisor