



**Disability
CDFA Advisory
Committee**

**Disability Advisory Committee Meeting Minutes – September 27, 2017
2800 Gateway Oaks Drive, Room 262, Sacramento, CA 95833**

Meeting was called to order by the Co-Chair, Peggy Blincoe at 8:35 a.m.

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

Advisors in attendance: Cathy D'Ambrosio (CD) and Justin Hopper (JH), Stephanie Kerr (SK), and Michele Dias (MD)

Approval of Minutes

- JH read an overview of the August 24, 2017 minutes
- Motion to approve August 24, 2017 minutes by PB, Seconded by NW. PB: Approved CC: Approved DD: Approved EM: Approved PF
- Minutes were approved.

Equal Employment Opportunity (EEO) Office Update

- CD announced Sexual Harassment Prevention Policy and Violence, Threats, Hostility and Bullying Policy have been updated and are available on CDFA's web portal.

Statewide Disability Advisory Council (SDAC) Update

- No SDAC update as SDAC meeting is scheduled for September 28th, 2017. SK, PB and JH will be attending.

Treasurer's Report

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

Unfinished Business

- NDEAM
 - CHP Update – CDFA will have table at the event on October 19th, 2017. PB asked for items and info to share.
 - Ad Hoc committee for event- PB & NW
 - Notes from CHP regarding the event plan were not clear.
 - PB 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.
- Ideas to recognize national disability month-if deciding to hold event on behalf of DAC to let EEO know about event and get approval. Event needs to be approved by admin.
- Research "Principles of Accessible Documents" SK states that she will email DOR to find out pricing information and report back to DAC.

- PB asked about committee bio which would give info about the committee and history. PF volunteered to write bio

New Business

- By-laws
 - MD introduced by-laws and states that they will be approved by secretary-by-laws will be voted on at next meeting.
 - MD stated that Secretary and Treasurer should be merged into one position
 - EEO will take minutes if Secretary is absent
 - PB suggested rotating location
 - CD discussed alternates and representatives for each division. Discussed that alternates were mandatory
 - Next meeting planned for October 26, 2017, 9:00am, at 3292 Meadowview Road, Sacramento, CA 95832. The meeting room is still tentative.

Adjournment

The meeting was adjourned at 9:47 a.m.

Submitted by: Justin Hopper, DAC Advisor