

**CDFW**  
**Disability Advisory Committee**  
**September 1, 2016 Meeting Minutes**

(Conference Call)

**Call to Order** at 9:00 a.m. by Chair Person, Mark Wheatley

**Roll call** conducted by Melissa Carlin:

**Present**

- Melissa Carlin, Mark Wheatley, Michelle Hamby, Angela Barlow, Chris Ladeas, Michael Flores, Maura Leos, Dawne Otis-Drowne, Erin Aquino-Carhart, Mitsuko Grube, Lindsey Malinowski, Tina (Clementine) Cole, Terrie Torres

**Not Present:**

- Marcella Rojas, Stephen Wertz, Eric Hornbaker, Patricia (Tricia) Bratcher, Bernadette Fees, John Long, Caren Woodson, Maria Luna.

**Approval of Minutes**

- 8/18/2016 minutes to be distributed on 9/15/2016 to DAC Committee Liaisons.

**Committee Secretary**

- Terrie Torres of Region 4 took meeting minutes on September 1, 2016. Dawn Otis-Drowne and Terrie Torres will discuss how the minutes will be distributed between the two Co-Secretaries at next DAC meeting on 9/15/2016.

**Review/Approve “Draft” Mission Statement**

- Examples to be presented at next DAC meeting by: (Mark Wheatley / Michelle Hamby)

**Update on Website (Internet)**

- Angela Barlow from our Data and Technology Division has created a webpage for the public at <https://www.wildlife.ca.gov/Accessibility/DAC> . Angela will discuss the (intranet webpage at our next meeting).

**Discussion of CDFW Participation in National Disability Employment Awareness Month (NDEAM) – October 8, 2016**

- Melissa Carlin and Lindsey Malinowski to represent CDFW’s booth from 7:00 a.m. to 5:30 p.m.. We still need volunteers who live close by Sacramento to help

assist for 1-2 hours. Melissa Carlin will provide some pamphlets for the event. Michelle Hamby will check with OCEO for table and chairs and LED for canopy. Angela Barlow to check with director's office to see if can post event on our CDFW's public webpage.

- Mitsuko Grube spoke with Michelle Reynold, from Department of Rehabilitation (DOR) regarding the availability of brochures which could be distributed to all regional offices and field offices. Melissa Carlin to receive email from Mitsuko with that information for the committee.
- Pending Information: Posting of article in Outdoors California
- Podcast (Steve Wertz to outline broadcast or blog).
- Fish and Game Code research (John Long and Caren Woodson)

### **Results for the Disabled Employee Survey**

- Tina Cole provided us with information regarding the Survey Rate and Percentages. We will receive a copy of the results at the next DAC meeting or by email prior to that date. Information gathered from the 2015 survey report, was reported that our department has 109 males or (3.7%), 110 females or (3.8%) in short, it represented at least 219, or 7/5% of CDFW. These numbers reflect there are at least 483.89 persons with disabilities in CDFW's workforce. We are hopeful that in the future to come we can establish more information to gear towards our website so that we can increase the pull. Also we understand some employees may possibly be reluctant on giving out this type of information.

### **Closing discussion: New and Continuing Goals**

- Raising Awareness Month "October" Goals for each region
- New DAC webpage Intranet—Angela Barlow
- LEAP Memo (Melissa Carlin and Maria Luna)
- Receiving copies regarding the Disabled Employee Survey Rate/Percentages (Tina Cole)

### **Agenda for Next Meeting**

- Next DAC meeting to be held on 9/15/2016, 10:30 a.m. - 2:30 p.m., Director's Conference Room (1416 9<sup>th</sup> Street, Sacramento, CA).

### **Adjournment:**

- Meeting was adjourned by Chairperson, Mark Wheetley at 9:40 a.m.

*Minutes submitted by DAC Co-Secretary, Terrie Torres (Lindsey)*