

CDFW
Disability Advisory Committee
December 13, 2016, Meeting Minutes

Call to Order at 11:09 am by Chair Person, Michelle Hamby, followed by roll call.

Present

- Mark Wheatley, Melissa Carlin, Michelle Hamby, Angela Barlow, Maria Luna, Glenn Underwood, Mitsuko Grube, Caren Woodson, Trisha Brascher, Tina Cole and Dawn Otis-Drowne. Also, attending remotely: Lindsey Malinowski, Terrie Torres, Steven Wertz and Maura Leos.

Approval of Minutes

- The minutes of the previous meeting were unanimously approved as distributed at 1:47 p.m.

Chairperson Remarks (*Mark Wheatley*)

- Mark will add accomplish report and send to Director's Office.

Update on Website (*Angela Barlow*)

- We will add link(s) on DAC intranet page referencing disability resources on White House website, which include federal guidelines (unsure if they pertain to state government). Angie was trying to find a link to add, however, at the end of the discussion, Angie and Mark will find the more specific resources that they want to add. We could possible add Department of Labor links. Stephen suggested that this could help with coming up with our agenda for the upcoming year.
- Do we need to have a full approval to adding items to the DAC intranet page? Or should we be able to add without approval? We decided it was up to Angie to decide if links should be added. If unsure, she will bring the decision to our next DAC meeting for discussion.
- Angie discussed digital accessibility and how it relates to websites, documents and how to prepare documents, and will provide digital document accessibility training for this group on February 14, 2017, 10:30 a.m. - 12:00 p.m., after a short meeting (10:00 - 10:30 a.m.)
- Mark asked Angie to add a link to the DAC Intranet page referencing a video presentation on current legal cases pertaining to digital accessibility.
- Results of the poll we took for the best DAC meeting time decided that future meetings would be held on the second Tuesday of each month, 11:00-2:00. Michelle Hamby motions, Caren Woodson seconds motion. All in favor, yes.

State Disability Advisory Council Meeting Report (*Melissa Carlin*)

- Promoting upward mobility for people with disabilities:
We need to promote hiring with disabilities prior to upward mobility. We need to be aware of all disabilities.
- Goals for 2017 are how we address disabilities without invading the person's privacy. What do we do with employees who do not have a state issued email? We can get it to the regions to see if they will post the information or email to employees. We can send the DAC information via USPS to regions / wildlife areas and hatcheries. They can post on a public board for employees to see.
- If a branch is making a new policy, they need to consult someone from the DAC because the state requires that we are looking out for people with disabilities.
- Melissa has a meeting with Raymond Sanchez (Dept. of Water Resources). They have a form that they hand out to employees to address disabilities. Hopefully hidden disabilities won't be so hidden. They are going to work together with both safety teams. Melissa will have more information at our next meeting.

Discussion of DAC Bylaws (*All*)

- Melissa created a generic version of CDFW Bylaws as a template. We can alter what we want, use as a guide. After the bylaws are completed, they must be approved by executive.
- Elections for DAC members when term is up would only be DAC Chair and co-chair.
- Travel is an issue. Is there any way to get the Director's office support for travel costs for the DAC meetings? Tina can address and provide information at the next meeting.
- Provision regarding changing the calendar of meetings? Example of Attachments "Bylaw adopts our annual calendar meetings, Attachment A. We would only have to revise Amendment A."
- Melissa is thinking a subcommittee for the bylaws then it might make less time for meetings.
- Bylaw committee nominations would be John Long (Legal) (possible, haven't asked him) and Caren Woodson (Chair).
- Automatic Attachments are: Mission statement, Membership roster, and meeting calendar.

Wrap-up Discussion: brainstorming, DAC goals for 2017, dates of future meetings (*All*)

- CHP Job Fair: are we going to do that every year? Are there any opportunities where DAC can participate in outreach with what is going on with recruitment? Job fairs do have fees and may determine if CDFW will participate.
- Maria could possibly attend recruitment roundtable because they talk about job fairs. She would ask if they know of any or have input that could help DAC.
- What are our goals?

- Recruit and attract people with disabilities
- Supporting HR
- Increasing our workforce... How do we do that? We partner with a few agencies that assist with vocational training.
- Our next meeting will be January 10, 2017, 11:00 a.m. - 2:00 p.m. at the 2nd Floor Conference Room, 1812 9th Street, Sacramento.

Adjournment:

- Meeting was adjourned by Vice Chair, Michelle Hamby at 1:48 p.m.

Minutes submitted by DAC Liaison Co-Secretary, Dawn Otis-Drowne