

**CDFW**  
**Director's Disability Advisory Committee**  
**Wednesday, October 12, 2016, Meeting Minutes**

3<sup>rd</sup> Floor Conference Room, 1700 9<sup>th</sup> Street, Sacramento, CA

**Called to order** at 9:30 a.m. by Chairperson, Mark Wheatley, followed by roll call and introductions.

**Present**

- Mark Wheatley, Michelle Hamby, Caren Woodson, Mitsuko Grube, Erin Aquino-Carhart, Glenn Underwood, Dawn Otis-Drowne, Angela Barlow, Terrie Torres and Melissa Carlin. Attending remotely: Maura Leos, Lindsey Malinowski, John Long, Stephen Wertz, Patricia (Trisha) Bratcher and Chris Ladeas.

**Approval of August 18 and September 15, 2016 DAC Meeting Minutes**

- DAC Committee passes unanimously both past meeting minutes.

**Review & Approve of Mission Statement (*Mark Wheatley & Michelle Hamby*)**

- DAC Committee voted to unanimously approve the updated Mission Statement.

**Summary of CDFW participation and lessons learned at the Nation Disability Employment Awareness Month (NDEAM) Job Fair in Sacramento (*Melissa Carlin & Lindsey Malinowski*)**

- October 8<sup>th</sup> Job Fair that was the first of many to come with the new our DAC members. Although DAC was hoping for a much larger turn out, the job fair was a success. Volunteer Lauren Acosta from the Office of Communications and Outreach brought her expertise of services and information to the job fair which was greatly appreciated. Bernadette Fees, CDFW Branch Chief of Office and Spill Prevention and Response, gave excellent advice on how to get a job with CDFW.
- As a committee, we are excited to prepare for next year's job fair and work together with other natural resource agencies.

**Update on CDFW Director's Podcast (*Steve Wertz*)**

- On September 30, 2016, Director Charlton H. Bonham's live podcast gave recognition to the DAC Committee and October being "National Employment Disability Awareness Month".

**Update on Fish and Game Commission Resolution (*Caren Woodson*)**

- The final draft was completed and has been presented to the Fish and Game Commission for approval. On October 19 in Eureka, the Commission will hold a town meeting and sign the "Resolution". Caren Woodson invited Mark Wheatley, DAC's Chairperson to attend and except the signed the Resolution.

## **Presentation by Glenn Underwood (License and Revenue Branch)**

- DAC member Glen Underwood gave an informative presentation on unique fishing and hunting opportunities in California for those with disabilities. We encourage the public to view the CDFW internet webpage and participate in the many of different opportunities offered for the vision/mobility impaired. Veterans with 50% or more service connected disabilities can apply for hunting/fishing license without an application this year by emailing or faxing verification to one of CDFW departments. (Proof of hunter safety or current hunting license is still required prior to approval). Once proof is established, any further verification is not needed and license can be renewed at businesses that sell fishing and hunting license.

## **Angela Barlow (Webmaster)**

- A lengthy discussion was held on ways to improve our writing techniques to assist those with disability challenges. DAC's Chairperson Mark Wheatley suggested Angela Barlow give a 60-90 minute workshop presentation (demo version) for DAC members to learn ways of creating accessible digital documents that will meet American Disability Act (ADA) and Section 508 Rehabilitation Act standards.

## **Discussion of DAC by-laws**

- To be tabled at the next DAC meeting.

## **CDFW 2016 Disability Survey (*Melissa Carlin*)**

- Office of Equal Employment Opportunity (EEO) encourages ALL CDFW employee's to take a moment to complete the Employee Disability Survey that will be sent out in October. All surveys received are ANONYMOUS. Disability is defined in two categories: both physical and mental. Anything that limits a major life activity is considered a disability. In 2015, CDFW has a workforce of 7.5% (219 people) acknowledging that they have a disability. The survey is computer based and no person ever sees the results.

## **LEAP Updates (*Melissa Carlin*)**

- To be tabled at the next DAC meeting.

## **Wrap-up Discussion and Next Meeting**

- Scheduling of regular DAC meetings, discussion of DAC by-laws and LEAP updates.
- The DAC will hold the next meeting on November 10, 2016 at 1pm – 4pm. Director's Conference Room at 1416 9<sup>th</sup> Street 12<sup>th</sup> Floor, Sacramento.

## **Adjournment**

- Meeting was adjourned by Chairperson, Mark Wheatley at 12:00 p.m.

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