

**CDFW**  
**Disability Advisory Committee**  
**January 10, 2017, Meeting Minutes**

**Call to Order** at 11:03 am by Chair Person, Michelle Hamby, followed by roll call.

**Present**

Michelle Hamby, Melissa Carlin, Angela Barlow, Mitsuko Grube, Chris Ladeas, Bernadette Fees, Erin Aquino-Carhart, Dawn Otis-Drowne. Attending by phone was Caren Woodson, Trisha Bratcher, Lindsey Malinowski, Terri Lindsey, Stephen Wertz and Tina Cole.

**Approval of Minutes**

The December minutes were approved as corrected at 11:09 a.m. Erin Aquino-Carhart and Bernadette Fees abstained for voting.

**Chairperson Remarks (*Mark Wheatley*)**

Due to Mark being absent, we will table this item until next meeting.

**Update on Website (*Angela Barlow*)**

Legal advocates for the disabled report that the U.S. Judicial Branch continues to issue the message that the Americans with Disabilities Act covers websites and requires that they be accessible unless that would cause an undue burden or fundamental alteration. Further, there are continued rulings that establish the “Web Content Accessibility Guidelines (WCAG) 2.0, Level AA,” should be used as the standard for digital accessibility.

**Discussion of DAC by-Laws (*All*)**

- Caren will be leaving state service and will have to withdraw from her position as Bylaw Committee Chair and the committee. Bernadette Fees offered to replace Caren. Michelle Hamby appointed Bernadette at 11:18 a.m.
- Valerie Termini or Deputy Director will name a representative for Caren’s replacement for the DAC committee.
- Since the sub-committee hasn’t been fully staffed, no movement forward.

**First Year Accomplishments (*All*)**

- Launched a public web page
- Speaking points in the Director’s Podcast
- Directory of Public Resources
- Fish and Game Commission endorsed in their October 2016 meeting. Passed a resolution for the NDEAM and committed to drafting a more formalized policy next year

- Adopted a mission statement
- Participated in the CHP outreach in October.

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

- Are we going to do CHP fair every year? The Fred Hall show is in Southern California?
- Fred Hall Show is: Long Beach, March 1-5, 2017. Bakersfield is March 10-12, 2017, and Del Mar is March 23-26, 2017.
- Sportsman Expo is January 19-21. Can we get handouts with the Wardens table? Talk to Carrie Wilson.
- Michelle to scan Glenn's document (Services and Opportunities for People with Disabilities) and put near the license counter.
- What is the purpose of participating -- recruitment? Melissa indicates it is more to bring awareness to the public. We are more specific with our employees. We can also show the public with what we are doing.
- Training for LEAP Coordinator is January 24, 2017. If not enough time next meeting, Melissa will provide how the training went at the March meeting.
- Tina did say that monthly DAC meetings until May are justifiable. Keep in mind, after end of May or June, to go to quarterly meeting.
- Our next meeting will be on February 14, 2017, 10 a.m.–noon. There will be a 30-minute meeting followed by 1.5 hour training.
- When will the disability survey reports be in? Waiting on CalHR.
- How to accept a meeting:
  - Open the email from Angie.
  - Accept > Edit response (indicate whether in-person or calling in)
  - Send

**Adjournment:**

- Meeting was adjourned by Vice Chair, Michelle Hamby at 11:45 a.m.

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