

CDFW
Disability Advisory Committee
December 5, 2017, Meeting Minutes

Call to Order at 10:05 a.m. by Chairperson, Angela Barlow, followed by roll call.

Members Present

Angela Barlow, Mitsuko Grube, Penny Gould, Glen Underwood, Lindsey Malinowski, Michael Flores, Erin Aquino-Carhart, Trisha Bratcher, Bernadette Fees and Terrie Lindsey.

EEO Office Representatives Present

Tina Cole, and Chelsea Schauer, CDFW Equal Employment Opportunity.

Chairperson's Remarks

No opening remarks.

Introduction of new DAC Members for the 2018-2019 Term

The new DAC members are:

Voting Members

- Jamari McMahan, License Revenue Branch (LRB)
- Rachael Klopfenstein, Ecosystem Conservation Division (ECD)
- Carmen (Monica) Henby, Human Resources Branch (HRB)
- Jeffrey Stoddard, Region 1 (R1)
- Bryan McColgan, Region 7 (R7)
- Hardeep Kaur, Wildlife Conservation Board (WCB)

Non-Voting Members

- Julian Garcia, Exec-Office of General Counsel
- Wes Beardsley, Health and Safety Unit

All New Members will officially join the DAC on January 1, 2018.

Approval of Minutes

9/26/2017 meeting minutes approved.

Accessing DAC's Intranet and Internet Pages

Intranet (employees only): from Home page > Director's Office tab > "Disability Advisory Committee" link under Additional Links in the sidebar
(<http://dfgintranet/portal/tabid/200/Default.aspx>)

Internet (public): from the bottom of any page > "Accessibility" link > "CDFW

Disability Advisory Committee” link under Related Information in sidebar (<https://www.wildlife.ca.gov/Accessibility/DAC>); has all recent minutes and agendas

Amended DAC Bylaws

DAC voting members approved with no objections the updated Bylaws after Glen Underwood moved to approve and Bernadette Fees seconded.

Bylaw Recap on Members' Votes

As stated in Article 9 – Amendments to Bylaws, amendments must be approved by two-thirds of the total voting membership.

Any changes to the Bylaws after December 5, 2017, will be presented to the DAC members and discussed at the following meeting.

National Disability Employment Awareness Month (NDEAM) Activities

- **Disability Employment Awareness Fair (Job Fair), sponsored by California Highway Patrol on October 19, 2017 at the State Capitol**

L. Malinowski provided a recap. This was our DAC's second year participating in the Job Fair, and it was a definite success. Everything went as planned and the turnout was amazing, especially for such a windy day. Having the job fair on a weekday seemed to attract many more attendees and those who were in the targeted audience sector. The new hiring process flowchart handouts were popular with attendees and other agencies.

Volunteers included subcommittee members (L. Malinowski, A. Barlow, T. Lindsey), Maria Luna, P. Gould, Tanya Bell and Natural Resource Program Volunteers.

Thank you all for helping make this a successful event!

- **Hiring Process Flowchart Infographic**

A. Barlow collaborated with CDFW's Human Resource Branch in developing a flowchart infographic for the current hiring processes (with and without LEAP certification). The graphic was printed poster-size for display and handout size for distribution at the October Job Fair, and will be available for future events. The graphic will be made available as a [PDF file](#) on the DAC intranet page.

- **NDEAM Posters**

NDEAM promotional posters were late to arrive this year, but were hung in CDFW facilities statewide.

FI\$Cal Accessibility Issues Update

P. Gould advised there are still many issues within the FI\$Cal System that are not understood or have not been explained properly. Penny states the system inadequately meets accessibility requirements.

J. Garcia mentioned that the Office of Training and Development (OTD) offers classes every Friday in Sacramento that give FI\$Cal users hands-on support (not for convenient for employees who are far from Sacramento. Julian also volunteered to interact with other departments that are fully functioning in FI\$Cal so he can get some insight of how they learned to operate successfully.

Tina Cole suggested that all CDFW FI\$Cal users list any issues that are challenging so we can be able to add some direction to the failing process of learning how to utilize FI\$Cal.

Bernadette Fees stated that CDFW's primary use of FI\$Cal is not fully developed. We use it only for procurement and invoice payment at this time. For example, it is not possible to run expenditure reports or save requisitions yet.

A. Barlow expressed that she understands it is hard to tease apart the functionality issues from accessibility in FI\$Cal, however, accessibility is best addressed in the conception and development stages of an online application. Presenting accessibility issues as early as possible will save overall effort. As the DAC's liaison for the Data and Technology Division, she will bring these issues to the attention of IT developers involved with the project. A. Barlow will coordinate with Penny Gould to compile a list of issues. In addition, Angela will contact Department of Rehabilitation and speak with colleagues who may have already submitted questions and accessibility to issues to FI\$Cal.

Election of New DAC Officers for 2018

2018 officers were elected as follows:

- Chairperson: Bernadette Fees
- Vice Chairperson: Terrie Lindsey
- Secretary: Mitsuko Grube
- Backup Secretary: Erin Aquino-Carhart

Recap of officer responsibilities:

- The **Chairperson** shall conduct meetings, develop and distribute an agenda with input from the DAC members and other interested parties. The Chairperson will be a nonvoting member with the exception of the votes when the Chairperson will cast the deciding vote.
- The **Vice Chairperson** shall act in the absence of the Chairperson and shall coordinate the activities of the subcommittees.
- The **Secretary** shall take and prepare minutes of the DAC meetings.

Wrap Up Discussion:

- C. Schauer will prepare an updated DAC roster
- C. Schauer and B. McColgan will research opportunities and organizations to leverage recruitment of disabled employees

- A. Barlow will prepare and distribute a list of resources that provide guidance for making digital documents/media accessible to people of all abilities, as required by law (Section 508 of the Rehabilitation Act, ADA). This will include: Introduction to Web Accessibility, Web Content Accessibility Guidelines (WCAG) 2.0 AA Requirement (applies to all digital media, including web pages, applications, documents and audio/video files), and a checklist for PDF, Word, Excel, PowerPoint, HTML and Multimedia files.
- DAC members will do their best to increase distribution of information about Section 508 / ADA requirements to colleagues in their region/office/division.

Suggested Agenda Items for Next DAC Meeting in March

- Follow up on recruitment research (C. Schauer, B. McColgan)
- Update on Disability Employee Survey 2017 (T. Cole)
- Review summary of 2017 accomplishments
- Travel funds for DAC members (T. Cole)
- Workforce updates (T. Cole)
- Future DAC meeting format, timing
- 2018 DAC goals
- Follow up on FI\$Cal issues (P. Gould)

Meeting Adjourned at 12:02pm

Minutes submitted by DAC Secretary, T. Lindsey