

CDFW
Disability Advisory Committee
June 22, 2018, Meeting Minutes

Conference, via Lync / Skype

Call to Order at 10:07 am by Chairperson, Bernadette Fees.

Member Roll Call

Bernadette Fees, Lindsey Malinowski, Jamari McMahan, Mitsuko Grube
Via phone: Angela Barlow, Dawn Otis-Drowne, Jeff Stoddard
Non-voting Members: Tina Cole, Wes Beardsley

Chairperson's Remarks

B. Fees announced that new DAC members are needed for Region 2, Executive Division/Communications and Ecosystem Conservation Division. B. Fees reminds DAC members that participation is important, especially since the meetings are only quarterly.

Approval of Minutes

March 2018 Meeting Minutes will need to be approved at the September 2018 Meeting.

DAC Meetings and Travel Funds

The DAC does not currently have a budget. EEO Officer will participate in a budget meeting with the Acting Deputy Director. Currently, approximately five DAC members travel to the meetings. Quarterly meetings are typically scheduled from 10 – 2 PM to accommodate one-day travel expenses, instead of overnight travel. DAC bylaws recommend in person meeting attendance. DAC goals also include participating in Job Fairs around Sacramento.

Action: B. Fees will email the DAC to request members provide their cost of travel to meetings and fairs. This information will be provided to the EEO Officer for discussion with the Deputy Director.

Department Disability Employee Survey 2017 and Workforce Analysis (Update)

T. Cole has the results of the Survey but still needs to consolidate the results for a DAC presentation.

Action: T. Cole will distribute the results of the Survey before the next meeting so that the DAC can discuss Survey results at the September 2018 Meeting.

Digital Accessibility

A. Barlow: Digital Accessibility (DA) subcommittee met on March 29, 2018. The subcommittee drafted a Charter for DA for the DAC. The goal will be to complete an “issue paper” for the Director regarding DA within the Department.

A. Barlow requested help for the subcommittee, as previous subcommittee members have left the DAC. Subcommittee members would help with reporting on findings about DA research and helping draft policy. J. Stoddard responded that he would participate.

Action: A. Barlow will send an email request to the whole DAC for additional Digital Accessibility subcommittee members.

M. Grube requested information about DA and scientific posters. American Disabilities Act and CDFW Office of Communication Education and Outreach have information regarding printed materials DA. Printer materials should have alternative formats available.

Action: Include DA printed materials topic on September 2018 Agenda.

Recruitment

DAC goal is to expand its participation in the Disabled Community within Department staff and its stakeholders. B. McColgan is on Recruitment subcommittee by himself. He has requested help for additional subcommittee members. The Recruitment subcommittee goal is to reach out to the Disabled Community to raise awareness about obtaining a CDFW job through the LEAP and DOR processes currently in place.

Action: B. McColgan will email the whole DAC to request assistance on the Recruitment subcommittee.

Annual Disability Capitol Action Day: occurred in June 2018. The DAC was unable to attend this Fair this year.

Action: Include participation at this Fair on the December 2018 Meeting agenda to include in the 2019 Goals.

National Disability Employment Awareness Month: October 2018.

- CalHR Disability Survey will be released in October.
- The 3rd Annual CHP Job Fair will occur at the Capitol Mall on October 18, 2018. CHP Fair subcommittee: Lead – J. McMahan and L. Malinowski; B. Fees, M. Grube. A. Barlow and J. Stoddard to help prepare for the Fair. NRVP will be requested to assist at the Fair. A. Barlow suggested having this booth have a theme of “All 5 Senses”: (touch) paw prints, hides, skulls; (visual/auditory) I-PAD

with looping video of pictures; (smell) fish “smelling” activity of following cinnamon/mint scents to their “home” creek or smell native plants.

Action: B. Fees will email CHP that CDFW DAC will participate this year, will request additional table space and request any past Fair pictures.

Action: B. Fees will email the DAC to request additional booth display ideas for the CHP Fair.

Action: All DAC members will request pictures demonstrating various jobs from their programs to send to J. McMahan by August 15th.

Action: T. Cole will request a sign language interpreter be present at the Fair.

New Business

J. Stoddard requested information regarding dogs in the workplace/vehicles for volunteers. Reasonable Accommodation can address this topic. B. Fees stated that CDFW is looking to address this topic soon.

TED Talks Video Link to “I am not your inspiration”: [TED Talks video](#). B. Fees: if any DAC members find relevant media, feel free to share with her.

Fundraising Ideas: Since the DAC does not have a budget, it could be possible to host fundraisers. Fundraiser subcommittee: L. Malinowski and B. Fees to research if there is a CDFW Policy regarding fundraising. The goal will be to communicate findings to the DAC before the September 2018 Meeting.

- Monthly Speaker Series Idea: Host a Lunch at the 8th Floor Cafeteria with disability topics. Speaker ideas: Society for the Blind. This could also raise awareness within Department staff that there is a DAC.

DAC Monthly Emails: L. Malinowski suggested the DAC could send out Monthly emails to the Dept. staff. Topics could include autism, high blood pressure, etc.

Meeting Adjourns

J. Stoddard motions to end the meeting and L. Malinowski seconds the motion.

Meeting ends at 1:28 PM.