



CDFW Disability Advisory Committee Meeting Minutes for April 22, 2020 Meeting

Meeting time: 1 p.m. - 3 p.m.
Skype / Conference Call

AGENDA ITEMS

- Call to order (*Chairperson*), Roll Call (*Secretary*)
 - Attendees – Brad Burkholder, Bob Hawkins, Heather Conn, Andre Klein, Steve Parmenter, Lindsey Malinowski, Steve Miyamoto, Mitsuko Grube, Angela Brewer, Jon Snellstrom, Sandra Hill, Nadya Swanson.
 - Non-voting members – Tina Cole, Rena Cordova, Julian Garcia.
- Chairperson's remarks (*B. Burkholder*)
 - Brad welcomed the group, presented an outline of the meeting and moved to the January 2020 minutes.
- Approval of 1/15/2020 Meeting Minutes (*All*)
 - Minutes approved.
- Review of the roster/participants/welcome new member(s)
 - Group discussed the current roster, Bernadette Fees has retired. Remaining roster list is current. Brad provided new Roster to officers.
- Discuss outreach events
 - Discussion is included with 2019 Goals below.
- Discuss and Finalize 2020 Goals
 - 2020 goals will be consistent with 2019 goals: internal communication and community outreach. Tina stated these goals are good but need to be flexible.
 - Review 2019 Goals:
 - Recruitment
 - Tina stated that the new recruitment manager (Monique Jones) may be a good resource, potentially a guest speaker at a future DAC meeting to provide ideas.
 - We need to follow up with Maria on HR discussion regarding expanding LEAP efforts and use of different classifications (Environmental Scientist).
 - Community Outreach

- Group discussed different potential methods of outreach with most discussion focused on job fairs.
- Brad has been contacted by different state groups; we need to develop a process to work with them.
- Lindsey started a discussion regarding outreach kits that can be ready for use anywhere at any time. She is familiar with the information that is desired at job fairs and could help lead this effort.
- Tina was asked about our budget, can we purchase pamphlets or other outreach material, money is available for travel and expenses and likely for materials. We need to assess costs and options for outreach materials.
- Internal Awareness
 - October is National Disability Employment Awareness Month.
 - Internal Awareness = CDFW Employee Awareness.
 - Tina and Lindsey both asked - how can the DAC raise internal awareness? Possibly an internal tool every other month and throughout October?
 - Steve M mentioned that how the information is released is important, need a process that emphasizes reaching everyone.
 - Bob mentioned a process could be a memo to supervisors and managers that would be distributed to staff.
 - Tina will contact other agency DACs to determine what they are currently doing. Brad will discuss with Tina for guidance of how to move forward. A subcommittee will be formed once Brad discusses with Tina.
 - Tina discussed current status of website, not all documents are on internal webpage, but should be on public page. Tina will send by laws to Steve M and Brad.
 - Tina mentioned that Jeff and others from previous DAC assessed hires of LEAP lists, should this group continue this?
- Form subcommittees
 - Lindsey volunteered to lead a subcommittee focused on outreach/recruitment, including the assessment of outreach kit needs/resources and the development of kits. Angela volunteered to join this subcommittee, she has Hunter Ed equipment (handouts and giveaways) which can be used for recruitment, equipment is located throughout state, she will determine what is available.
 - Internal Awareness subcommittee will be formed after Brad receives guidance from Tina.
 - Steve P volunteered to lead a subcommittee to develop a short narrative for each goal, to provide clarity to the new group. Brad has volunteered to help with this. Once Steve P and Brad complete the narrative they will send to Tina for review and to place on the website.
- Wrap-up Discussion

- Next Meeting: May 20, 2020; July 15; September 16; November 18
 - Tina encouraged the group to either move the September meeting or schedule an additional meeting to prepare for October.
 - Finalize January minutes and send to Tina.
 - Send draft minutes to group for review, then to Tina and Rena.
- Adjournment
 - Meeting adjourned at 1417 hrs.