**State of California**

**Health and Human Services Agency**

**Department of Rehabilitation (DOR)**

**Disability Advisory Committee (DAC)**

Meeting Minutes

October 10, 2022

1:00 pm – 3:00 pm

Department of Rehabilitation, Central Office

721 Capitol Mall, Sacramento, CA 95814

Conference Room 301 – 3rd Floor

# In Attendance

**DAC Members:**

* Emily Alexander; Deaf/Hard of Hearing
* Cynthia Butler; Intellectual/Developmental Disability
* Miguel Castaneda; Physical Disability
* Lisa Cushman; Mental/Behavioral Disability
* Jonathan De Jesus; Cognitive Impairment
* Chelle Ellis; Heart/Circulatory Disorders
* Subashree “Suba” Krishnamurthy; At Large Member/Ally
* Jordann Nelson; Respiratory Impairments
* Cory Lemings; Neurodivergent Disability
* Jennilee Ruggirello; Blind/Visual Impairment
* Bonita Wahl; Traumatic Brain Injury
* Michelle Zavala-Pizano; Learning Disability

**DAC Members Not in Attendance:**

* Jonathan “Jona” Deguzman; Other Disability

**DOR Advisors**

* Rosa Gomez
* Shannon Coleman

**Other DOR Staff**

* Julissa Barton-Young
* Kate Bjerke
* Lyes Bousseloub
* Lakeisha Chew
* Abel Cosentino
* Makena Hammond
* Maria B. Murillo
* Elise T. Thompson, Interpreter
* Marnee A. Wafer-Hoecker

**Members of the Public:**

* None attending

# Welcome, Introductions

* Jordann Nelson, DAC Chair reviewed the purpose of the DAC, conducted roll call, and established a quorum.

# Approval of DAC Meeting Minutes and Review of Action Items

* September Meeting Minutes brought forward by Jordann, changes requested, to be reviewed again in November Meeting
* Action Items reviewed
	+ No Action item discussed.

Public Comment Invited

# National Disability Employment Awareness Month (NDEAM) Celebration Preparation

* Cynthia Butler, DAC Member and DOR Chief Communications Officer talked about DOR upcoming NDEAM events:
	+ On October 26th, Rosa Gomez will moderate a panel discussion related to the 2022 NDEAM Topic “Disability: Part of the Equity Equation”. DOR Leadership will be joined on the panel by Leadership from the Department of Social Services, the Department of Developmental Services and GovOps, and will focus on The State of California as an equity employer.
* On October 13th, DAC representatives in local area are asked to participate in the “National Disability Employment Awareness Fair” sponsored by the California Highway Patrol at the Capitol on October 13th from 9:00am to 3:00pm.

Public Comment Invited

# DAC Subcommittee Development

* Chelle Ellis, Vice-Chair, reviewed action taken in past meetings and asked for clarification on the Subcommittees.
	+ Discussion on Subcommittees
	+ Review of the twelve strategies for change in CalHHS / DOR Hiring Playbook:
	+ Other possible Subcommittee Topic discussed: Mentorship
* **Employment:** Miguel Castaneda, Lisa Cushman, Cory Lemings, and Michelle Zavala-Pizano. DOR Staff who expressed an interest in serving on subcommittee: Vernard Johnson, Lydia Iacono, and Julisa Barton-Young
* Targeted Employment - Lisa Cushman, Miguel Castaneda
* Timely Reasonable Accommodation - Michelle Zavala-Piano, Cory Lemings
	+ Motion Introduced for two subcommittees under Employment, two strategies from Playbook, Targeted Employment and Timely Reasonable Accommodation, Motion approved by majority, one abstention, none opposed.
	+ **Suggestion** that the Playbook Subcommittee, for example, send out an email giving date & time and inviting DOR Staff to join, with a reminder that DOR Staff should check with manager on time commitment to the DAC Playbook Subcommittee
	+ Chair requested that Secretary reach out to the two DOR Staff members who attended in September, and not present in October meeting, who had expressed an interest in participating on the Employment Committee, to determine which Employment Subcommittee each would like to be on.
* **Events:** Emily Alexander, Subashree Krishnamurthy, Bonita Wahl, Jennilee Ruggirello
	+ Main Events – examples: ADA, NDEAM, Disability Pride Month -Subashree Krishnamurthy, Emily Alexander
	+ Other Events – example: Mental Health Awareness Month, Deaf Awareness Week – Jenilee Ruggirello, Bonita Wahl
* **Outreach:** Cynthia Butler, Chelle Ellis, Jona Deguzman, Jonathan De Jesus
	+ Trainings (internal and external) – Jonathan De Jesus, Jona DeGuzman
	+ Collaboration with other DACs – Cynthia Butler, Chelle Ellis
	+ Rosa reminded the group that managers will have concerns regarding workload, and staff joining subcommittee should choose one topic. A message can be developed to share with mangers.
* A motion brought forward and unanimously approved that DAC members will volunteer for Committee assignments. Some tentative assignments have been made and there will be further discussion at the next meeting.

Public Comment Invited

# Language to be Added to the DOR Duty Statements:

* Cory Lemmings suggests that the DAC work on having all job duty statements/job postings from DOR, add a statement about helping people with disabilities to success in employment – in alignment with our mission-a motion was made and carried that this will be added to the agenda for the next meeting
* Motion for DOR to include language related to serving people with disabilities as a main component of all duty statements posted by DOR. Motion passed.
* Motion to include discussion of the exact language as an agenda item for the next DAC Meeting. Motion approved.

Public Comment Invited

# Roundtable

* Rosa suggested, as the DAC Advisor, the Subcommittee members meet to begin efforts.
* Rosa also recommended that next meeting agenda include a discussion on how to recruit staff subcommittee members. Rosa provided a background on past practices to recruit for staff to serve on committees and workgroups.
* It was discussed and agreed that the Secretary would reach out to staff that attended previously to see if there is still an interest in serving on a subcommittee. If so, a direct communication would be sent to the supervising manager.

Public Comment Invited

* It was asked if operational needs would preclude a staff member from being able to participate on a subcommittee.
* Rosa shared that operational needs would be a consideration for managers not allowing one of their team members to participate, recognizing that there are vacancies which can affect operational needs.

**Meeting adjourned at 2:50 p.m.**