**State of California**

**Health and Human Services Agency**

**Department of Rehabilitation (DOR)**

**Disability Advisory Committee (DAC)**

Meeting Minutes

August 14, 2023

Department of Rehabilitation, Public Zoom Meeting

1:00 pm – 3:00 pm

**In-person locations**:

Department of Rehabilitation, 721 Capitol Mall, Room 301

Sacramento, CA 95814

Department of Rehabilitation

3556 Delta Fair Blvd.

Antioch, CA 94509

Department of Rehabilitation

50 D Street, Suite 425

Santa Rosa CA 95404

Department of Rehabilitation, Orientation Center for the Blind

400 Adams St.

Albany, CA 94706

Department of Rehabilitation

39155 Liberty Street Ste F630

Fremont, CA 94538

Department of Rehabilitation

509 E. Montecito St. Ste 101

Santa Barbara, CA 93103

Butte County Library, Gridley Branch

299 Spruce S.,

Gridley, CA 95948

Department of Rehabilitation

1701 Pacific Ave., Ste 120

Oxnard, CA 93033

# DAC Members in Attendance:

* Emily Alexander; Deaf/Hard of Hearing
* Lisa Cushman; Mental/Behavioral Disability
* Jonathan De Jesus; Cognitive Impairment
* Jonathan (Jona) Deguzman; Other Disability
* Chelle Ellis; Heart/Circulatory Disorders
* Jennilee Ruggirello; Blind/Visual Impairment
* Bonita Wahl; Traumatic Brain Injury
* Michelle Zavala-Pizano; Learning Disability

# DAC Members Not Present:

* Miguel Castaneda; Physical Disability

## DOR Advisor in Attendance:

* Rosa Gomez

## DAC Subcommittee Members in Attendance

* Robertina Arrellano
* Renee Boyd
* Belinda Boylan
* Monica Casas
* Jim Finken
* Leslie Fuentes
* Rebekah Robinson
* Benjamin Smith
* Susan Torres

## Other DOR Staff in Attendance

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| * La Toya Branche | * Jasdeep Brown | * Tamara Gregg |
| * Spencer Hoke | * Luis Iglesias | * Michele Kaplan |
| * Greg Lang | * Brandon Leyton | * LeNae Liebtrau |
| * Melanie Luttrell | * Jeffrey McKey | * Gregory Ramos |
| * Charlotte Rose | * Pamela Stegall | * Georgeta Tanase |

## Members of the Public in Attendance

* None

# 1) Welcome and Introductions

Chelle Ellis, DAC Chair, reviewed the purpose of the DAC, conducted a roll call, and established a quorum.

# 2) Approval of DAC Meeting Minutes and Review of Action Items

* July 10, 2023, meeting minutes not available. Meeting minutes will be brought forward at the September meeting.
* Action Items: none

Public Comment: none

**3) Pathways to Employment/Hiring People with** **Disabilities** (PWD) Playbook Efforts Report Out

* Regional Specialists (RBS) Spencer Hoke with the Northern Sierra District and Leslie Fuentes with the Greater East Bay District presented on the role of the RBS, and the Pathways to employment and Playbook efforts.
* RBS engage with businesses to:
* Offer trainings to California public and government businesses on topics such as Disability Etiquette and awareness, and the Limited Exam and Appointment Program (LEAP) for hiring PWD into State of California jobs.
* Promote DOR services and the hiring of individuals with disabilities on LinkedIn.
* Collaborate with Local Workforce Development Boards (LWDBs) and state DACs on training and hiring events.
* Work with all State of California departments to promote the CalHHS Playbook guide to hiring individuals with disabilities into state service.
  + - Related events include an ongoing series of events called “Pathways” that prepare for job seekers to apply and interview and hiring managers to interview and hire job seekers with disabilities.
    - The “Pathways to Employment --Next Steps” event is on September 12th for state hiring managers and September 19th for job seekers with a combined hiring event on October 10.
    - Contact [spencer.hoke@dor.ca.gov](mailto:spencer.hoke@dor.ca.gov) for more information.
* Presenters request that DAC members connect and promote these events on their own LinkedIn profile.
  + DOR/DAC requested of the presenters that they forward a list of other the other State of California DACs (approximately 35 contacts) that the Regional Business Specialists and the DOR Business Specialists are working with
  + It was recommended and agreed that presenters should partner with DOR/DAC Subcommittee working on employment for people with disabilities.

Public Comment: none

### **4) Persons With Disabilities (PWD) Affinity Group Exploration Discussion**

* An overview and discussion of affinity groups occurred.
* A review of the difference between an affinity group and the DAC was discussed.
* A disability affinity group provides an opportunity for employees to socialize and connect multiple people with the same disability. An affinity group can be more flexible and serve different purposes that the DAC as it does not fall under Bagley-Keene as is not considered a public meeting.
* Affinity groups are established so that employees within organizations and departments can come together, create a safe place, celebrate culture, educate others, create a welcoming and inclusive culture, provide community service, and share information.
* Current DOR groups include: the LGBTQIA+, LatinX and American Indian/Native American Affinity Groups and the African American and the Asian-American/South Pacific Islander Task Forces.
* It was suggested that DOR employees should be surveyed to identify if there is an interest in a establishing a Disability Affinity Group at DOR.
* There was further discussion that a Disability Affinity Group could be established on LinkedIn. It was clarified it would be unrelated to a DOR-related Disability Affinity Group.
* There was a discussion regarding establishing a statewide Disability Affinity group, further clarification was provided that the affinity group would not be associated with a DAC as they are two different types of groups.

Public Comment: DOR employees in attendance expressed an interest in the establishment of a Disability Affinity Group.

### **5) DAC Subcommittee Report Outs**

Subcommittees: Group 2 – Timely Reasonable Accommodation, Group 4 – Other Events, and Group 6 –Training will provide updates on the status of subcommittee efforts.

* Group 2: Michelle Zavala-Pizano presented for The RA subcommittee. The group is working on updating Reasonable accommodation related efforts within DOR.
* The subcommittee is reviewing and updating the RA request forms and the procedures document.
* There was a discussion and update regarding the electronic workflow concept. Given administrative components to develop the workflow process still in progress, there isn’t a timeframe for the RA electronic workflow to begin yet.
* The subcommittee will connect with Carrie Viarnés Araya, RA Coordinator, to continue collaborating with this DAC Subcommittee on these efforts.

Public Comment: Discussion on RA Coordinator and subcommittee members working together.

* Group 4: Bonita Wahl and Jennilee Ruggirello presented for the Other Events Subcommittee. The group is working on developing DOR ALL communications that highlight disability related recognitions/awareness commemorations.
* The group put together a communication related to back-to-school college resources. It was discussed that this may not be a DORALL, but maybe specific as a resource to the field.
* There was a discussion about DORALLs verses other communications that may be specific to different divisions within DOR and that the group is identifying what will be shared.
* The group mentioned different efforts related to state employment for people with disabilities and how to share the information. The subcommittee will work to collaborate with other DAC subcommittees.
* It was shared that if anyone has ideas/events that can be highlighted to send to Bonita and Jennilee.

Public Comment: None

### Group 6: Chelle Ellis and Jona Deuzman presented for the Training Subcommittee. This subcommittee is working to develop a training on disability etiquette and accessible virtual trainings for people with disabilities for October National Disability Employment Awareness Month (NDEAM).

### It was asked/recommended that the subcommittee work with the Disability Access Section (DAS), that offers similar trainings.

* It was suggested that the Group 3 Events Subcommittee and Group 6, Training Subcommittee work together on a combined NDEAM effort.

Public Comments: None

### **6) Group 3 Subcommittee Report out and Input**

Rosa Gomez, DAC Leadership Liaison, presented on behalf of Group 3, Events subcommittee.

* The July DAC Americans with Disabilities Act (ADA) event took place on July 25. There were about 30 attendees. Though the group practiced and prepared, there were a few technical difficulties, however the event did take place and was well received.
* Proposed plans for the October NDEAM were shared to solicit input.
* The group would like to hold a contest for DOR employees to submit creative entries that signify the 2023 theme of “Advancing Access and Equity”.
* There will be prizes for the top three winners.
* An event will be held to provide a training put together by group 6, share entries, and announce winners.

Public Comment: There was an interest and indication that the event should take place and would be “fun”.

### **7) Round Table**

* A discussion took place regarding the vacant DAC position.
* An announcement will be provided to fill the vacant position.

Public Comment: None

## The meeting adjourned at 2:46 p.m.