**State of California**

**Health and Human Services Agency**

**Department of Rehabilitation (DOR)**

**Disability Advisory Committee (DAC)**

Meeting Minutes

December 11, 2023

Department of Rehabilitation, Public Zoom Meeting

1:00 pm – 3:00 pm

**In-person location**:

Department of Rehabilitation, 721 Capitol Mall, Room 301

Sacramento, CA 95814

# DAC Members in Attendance:

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

# DAC Members Not Present:

* Michelle Zavala-Pizano; Learning Disability

# DOR Advisor in Attendance:

* Carrie Viarnés Araya

## DAC Subcommittee Members in Attendance

* Belinda Boylan
* Benjamin Smith
* Bryan Drum
* Robertina Arrellano

## Other DOR Staff in Attendance:

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| Brandon Leyton | Jeffrey McKey | Melanie Luttrell |
| Deyanire Villachica | Kathleen Cross | Robertina Arrellano |
| Georgeta Tanase | LaToya Branch | Tara Celli |
| Gregory Ramos | Makena Hammond |  |
| Jasdeep Brown | Matthew Morgan |  |

## 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

* November 2023 meeting minutes forwarded to next meeting
* Action Items: none

Public Comment: none

**3) DAC Subcommittee Final Report Outs**

* Group 1 – Targeted Employment
* Subcommittee met as a group of six members from April 2023 until today. Learned about how state employees are hired through the Limited Examination and Appointment Program (LEAP), a DOR partnership with LinkedIn, through DOR Business Specialists building relationships with state hiring managers and through state internships
* DOR Human Resources has optional tools that can hasten the process of application to start date
* DOR is in the process of hiring a recruiter who may be able to proactively target the hiring of people with disabilities at DOR
* DOR is using social media and other recruitment tools to ensure that jobs at DOR get posted in disability-specific spaces
* Targeted Employment will be moving to a work group in January
* Group 2 – Timely Reasonable Accommodations
	+ Have started planning what the automated workflow might look like and will submit that in January
	+ DOR/OCR is updating the internal website, adding a page just for Reasonable Accommodation with links to information for employees and links to email for employees to notify their supervisor with a request for reasonable accommodation
* Group 3 – Main Events
	+ Delivered a presentation on 10/25 on unique jobs that people with disabilities hold
	+ Timely Reasonable Accommodations will be moving to work groups in January
* Group 4 – Other Events
	+ Worked on Playbook/Pathways to State Employment Events
		- With vents for state hiring managers to gather information and support to hire individuals with disabilities, events for job seekers to learn more about the state hiring program for individuals with disabilities and hiring events bringing job seekers together with state hiring managers in an online setting
* Compiled information and wrote for DOR All messaging
* Selected topics included Brain Injury Awareness Month, National Service Dog Awareness Month, Suicide Prevention, White Cane Awareness Day, Breast Cancer Awareness Month, ADHD Awareness, International Day of Persons with Disabilities and Seasonal Affective Disorder, among others
	+ Other Events be moving to a work group in January

**4) DAC Subcommittees to Workgroups: Discussion**

Understanding that having an active DAC promotes inclusion, equity and access for all employees with disabilities at DOR; and that DAC members assist DOR in its efforts to enhance employment and promotional opportunities, as well as equal treatment and physical and programmatic access for persons with disabilities; Bonita Wahl, DAC Secretary led a discussion to identify topics of interest that supports DOR employees with disabilities. Members will confirm which efforts will transition to workgroup topics and identify additional topics to focus on.

* How DAC can play a role in ensuring that individuals with disabilities are given complete access to federal and all state jobs--how to be certain that rules in place are equably applied, and how to assist them in the application process
* Also, how DAC can help make more state job classifications available through the LEAP process, such as Senior Vocational Rehabilitation Counselor position and the Support Services Assistant position
* How can DAC help expedite the hiring process to DOR jobs
* How the DAC can assist with career development for employees with disabilities
* How to recruit new DAC members who can help us work on these issues
* Topics such as hostile work environment and prejudice against older workers in the workplace were brought forward- the Chair intervened to suggest that these are topics better dealt with through the supervisor and the existing chain of command.
* Some discussion on the possibility of sponsoring a training on bullying
* How can we as DOR DAC be a beacon to other DACs and all state employees with disabilities
* Exploring the topic of internalized and unconscious oppression on your own disability group (internalized ableism)

Staff Comment:

* A DOR staff member mentioned that she is interested in learning more about different ways of serving on DAC initiatives and of serving on work groups with topics that would help her in her position as VR Counselor at DOR
* DOR could benefit from further training on how to interact with people in the workplace in an appropriate manner and how to support them as a coworker or a supervisor
* The discussion of Indivisible disabilities and a suggestion to offer training on how to work with individuals with invisible disabilities
* Suggestion to contact NAMI for training on mental health and neurological health disabilities
* Sensitivity training to help employees focus on how to support individuals with disabilities that they themselves do not have—to support each other more effectively in the workplace
* How to create a culture where no one is left feeling like they are “other”
	+ Review a Video on non-visible disabilities from Mental Health America/National Organization on Disability for self-reflection
* The intersectionality between different identities and how this can impact the way people treat you at work
* Trainings on such as microaggressions, internalized ableism, non-apparent disabilities and/or form work groups on a topic and share findings

### **5) Round Table**

* Question about the status of the DAC recruitment – to be reported at the January meeting

Public Comment:

* How do business specialists work with consumers and with hiring managers to help people with disabilities get jobs throughout the state. Lisa Cushman explained how the business specialists work with consumers and hiring managers.

## The meeting adjourned at 2:38 p.m.