# Frequently Asked Questions

# Department of Rehabilitation (DOR)

# Disability Advisory Committee (DAC)

## Q) What is the purpose of the DAC?

### A) First and foremost it is a legal requirement for state departments to have an active DAC which is established pursuant to the requirements of California Government Code Section 19795 (b) (1)[[1]](#endnote-1), requiring all state agencies to establish a committee of employees who are individuals with a disability, or individuals with an interest in disability issues to advise the head of the agency on matters relating to the formation and implementation of a plan to overcome and correct any underrepresentation determined pursuant to Section 19234[[2]](#endnote-2). The DAC is to advise the Director on matters relating to Section 19795 (b) (1) as a means to enhance employment and promotional opportunities for individuals with disabilities and to provide a vehicle for consultation related to effective implementation of the ADA[[3]](#endnote-3) and Section 504[[4]](#endnote-4) by the Department. Specific activities include:

### 1) Advising the Director regarding Equal Employment Opportunity and Affirmative Action programs for employees with disabilities, including DOR's Reasonable Accommodation policies and procedures.

### 2) Advising the Director regarding policies that will improve DOR personnel practices and employment opportunities for persons with disabilities, the timely procurement of user-friendly technology required by employees with disabilities and the consideration of emerging employment policies and practices.

### 3) Establishing liaisons with groups and organizations that promote opportunities for persons with disabilities in DOR's workforce.

### 4) Advising on issues related to DOR's Self-Evaluation and Transition Plans as required by the ADA.

### 5) Maintaining representation and participation on the State Disability Advisory Council.

Moving beyond the legal requirement, having an active DAC promotes inclusion, equity and access for all employees with disabilities at DOR. 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.

Historically, DOR is one of the leaders in the hiring, retention and advancement in employment of people with disabilities. DOR further leads and partners with other state departments to hold Americans With Disabilities (ADA) and National Disability Employment Awareness Month (NDEAM) events to recognize and celebrate the contributions of people with disabilities in the workplace.

## Q) Who is eligible to serve on the DAC?

### **A)** Members of the public welcome to attend DAC meetings, membership is reserved for DOR employees. DOR employees with a disability(s) or DOR employees who identify as an ally who are interested in advocacy for employees with disabilities are eligible and encouraged to serve on the DAC. The DAC is comprised of 13 members which represent individuals, or allies, of the various disability groups, with emphasis on the intersectionality of DOR employees. Statute requires that fifty-one percent (51%) of the members are required to be persons with a disability (7 members). Additionally, consideration is given to employees from various position classifications, geographical locations and/or division representation throughout the state within the DOR. The membership seats are as follows: Blind/Visual Impairment, Cognitive Impairment, Deaf Hard of Hearing Disability, Heart/ Circulatory Disorders, Intellectual Developmental Disability, Learning Disability, Mental Behavioral Disability, Neurodivergent Disability, Physical Disability, Respiratory Impairments, Traumatic Brain Injury, Member at Large/Ally (individual without a disability who is sensitive to, interested in, and knowledgeable of issues relating to employees with disabilities) and Other Disability

## Q) How does one become a DAC member?

### A) All interested DOR employees with a disability or allies of people with disabilities are encouraged to apply. If you would like to be considered to serve as a DAC member, you will need to complete the DOR DAC Employee Membership application, obtain needed approval signatures, and submit your completed application to the identified point of contact, by the indicated deadline.

### Once your application is received, it will be reviewed to ensure there is full representation. Applicants selected for consideration to serve on the DAC will be submitted to the Director for final approval. Applicants will be notified in writing of their appointment.

### With the number of applications received, it is not possible to appoint everyone. Applications will be kept on file for consideration when future vacancies that meet the vacancy(s) criteria become available. Applicants will be notified in writing that they were not selected to serve.

## Q) As a DAC member, what is my commitment to serving on the DAC?

### A) Appointments to the DAC will be for a two-year term. The program year for the committee is July 1 through June 30. Any DAC member may reapply for and be appointed to the DAC for an additional two-year term.

Serving on the DAC is a commitment to share ideas, collaborate with fellow DAC members and colleagues, and advocate for fellow employees with disabilities. All Membership Seats are responsible for active participation in meetings, subcommittees, voting and events. The DAC focuses on topics such as; promoting disability employment awareness, providing ideas and feedback related to DOR efforts to recruit, retain, and provide upward mobility employment, advising the department regarding the provision of reasonable accommodations, and enhancing health and safety for employees with disabilities.

## Q) What are my responsibilities serving on the DAC?

A) DAC members serve as advisors to the director. DAC members have the opportunity to hold a leadership role by serving as a DAC officer and engaging with other state department DAC committees and members within state service.

### It is anticipated that members will need approximately 8 to 16 hours per month to contribute to the efforts of the DAC depending on the projects at hand. The DAC meets monthly, and members will have related work responsibilities between meetings such as; reading, reviewing and analyzing information, providing recommendations, serving on project workgroups to perform related tasks, and presenting and/or facilitating training and events.

### Subcommittees may be established to carry out the activities and responsibilities of the DAC. Subcommittees shall consist of at least one member of the DAC and members may be appointed as necessary to serve as leads. Subcommittees may also include DOR employees, (non-committee members) as needed.

## Q) How many meetings are there per year?

### A) The DAC holds regular meetings monthly. DAC meetings are subject to the [Bagley-Keene Open Meeting Act](https://oag.ca.gov/open-meetings) and all DOR Employees and members of the public are welcome to attend. For the most up-to-date meeting announcements, visit the [DAC webpage](https://www.dor.ca.gov/Home/DAC). Additional Special meetings may be called as needed by the Chairperson requiring prior approval and posting a notice of the meeting ten (10) days in advance of the meeting including posting on the DOR Internet website.

## Q) Where are the meetings held?

### **A)** The principal meeting place is DOR Central Office in Sacramento. DAC members may call in via a call-in option or an internet-based service option. All meeting locations will be accessible to persons with disabilities and conform to state policy regarding state-sponsored meeting locations as per the [Bagley-Keene Open Meeting Act](https://oag.ca.gov/open-meetings). For the most up-to-date meeting announcements, visit the [DAC webpage](https://www.dor.ca.gov/Home/DAC).

## Q) How do I request a reasonable accommodation to participate in a DAC meeting?

### **A)** ASL interpretation services will be available at each DAC meeting. If you need a reasonable accommodation (RA) to participate in DAC meetings, contact DOR’s Office of Civil Rights via email at civilrights@dor.ca.gov or telephone at (916) 558-5850. Please list limitation(s) related to a mental/physical disability/ medical condition and what RA is being requested, if known, and provide an email or telephone number where you can be reached.

## Q) How are the meetings run?

### **A)** DAC operates its meeting using Robert’s Rules of Order.

## Q) Who can attend the DAC meetings?

### **A)** In accordance with the Bagley-Keene Open Meeting Act DAC meetings are open to all DOR employees and members of the public. Please note; topics and efforts of the DAC pertain to matters related to DOR employees with disabilities.

## Q) **Is travel needed to support the efforts of the DAC?**

### A) In most instances, meetings and events are able to be held via call-in option or an internet-based service option. For any events that require in-person attendance, travel must be preapproved by the DAC Leadership Designee, and the committee member’s direct supervisor and submitted via the approved travel request process.

## Q) If I have personal grievances or am aware of colleagues who are experiencing disability related concerns, can these matters be brought to the DAC to address?

### **A)** The DAC does not address individual grievances, or matters pertaining to an individual’s working conditions. DOR has established avenues to address concerns related to working conditions, reasonable accommodations and/or civil right matters. The first point of contact for an employee to address their concern is their manager. Employees are able to utilize the support of their bargaining union to address matters relating to hours, wages and working conditions. Utilize [CalHR’s Bargaining Unit Resource Directory](https://www.calhr.ca.gov/state-hr-professionals/Pages/bargaining-contracts.aspx) to identify the specific union contact information. DOR’s Office of Civil Rights (OCR), Equal Employment Opportunity (EEO) program serves to educate our workforce on discrimination prevention, responsibility, awareness, inclusion, and equal access to all applicants, employees, and consumers, and investigates allegations of discrimination violations. For employees with disabilities, DOR’s Reasonable Accommodation (RA) Program provides the necessary tools, equipment, and/or services to support successful employment for persons with disabilities. Both DOR’s OCR, EEO and DOR’s RA Program can be contacted at OCR@dor.ca.gov.

1. California Code, Government Code Section 19790 through 19799 (Equal Employment Opportunity) [↑](#endnote-ref-1)
2. California Code, Government Code Section 19230 through 19799 (Affirmative Action) [↑](#endnote-ref-2)
3. Americans with Disabilities Act of 1990 [↑](#endnote-ref-3)
4. Rehabilitation Act of 1973 [↑](#endnote-ref-4)