# Meeting Minutes [Example]

Wednesday, March 8, 2023, 9:00 a.m. – 4:15 p.m.

Meeting location: Department of Rehabilitation (DOR), 721 Capitol Mall, Room 301, Sacramento, CA, 95814

Virtual and telephone participation options offered via Zoom.

## Attendance

* SRC members (in person): Ivan Guillen (Vice-Chair), Chanel Brisbane,
* La Trena Robinson, Joe Xavier.
* SRC members (by Zoom): Benjamin Aviles (Chair), Kecia Weller (Treasurer), Nicolas Wavrin, Elizabeth Lewis, Theresa Comstock, Jonathan Hasak, Susan Henderson, Lisa Hayes.
* DOR staff (in person): Jessica Grove, Victor Duron, Kate Bjerke, Jake Johnson.
* DOR staff (by Zoom): Alicia Lucas, Cruz Fresquez, Jessie Farrington, Daisy Hughes, Carol Asch, Trung Le, Antoinette Deboisblanc, Alia Kuraishi.
* Members of the public (by Zoom): Connie Chu, Danny Marquez.

## Agenda

### Welcome, Introductions, and New Member Recognition

Benjamin Aviles, SRC Chair, called the meeting to order at 9:00 a.m. and a quorum was established.

### Public Comment

There were no public comments.

### Approval of the November 30 – December 1, 2022, SRC Quarterly

Motion: It was moved/seconded (Comstock/Henderson) to approve the November 30 – December 1, 2022, SRC quarterly meeting minutes with a minor correction on page 13 (change the phrase “community organizers” to “community organizations” (Yes – Aviles, Brisbane, Comstock, Guillen, Hasak, Hayes, Henderson, Lewis); (No – 0); (Absent – Wavrin); (Abstain – Weller).

### Career Pathways for DOR Consumers

Carol Asch and Trung Le, the Assistant Deputy Directors for the DOR VR Employment Division, joined the meeting to provide information on career pathways, education and advanced training opportunities that are available to DOR consumers.

### Oath of Office

Joe Xavier, DOR Director, administered the Oath of Office to new SRC member, La Trena Robinson. Meeting attendees and guests congratulated Robinson.

### Directorate Report

Joe Xavier, DOR Director, and Victor Duron, DOR Chief Deputy Director, joined the SRC to report on leadership and policy topics of interest.

### State Digital Equity Plan

Jake Johnson, Deputy Director, DOR Information Technology Services Division, joined the SRC and shared information on the State Digital Equity Plan.

### Item 9: Fair Hearing and Mediation Decisions

Cruz Fresquez, Appeals Analyst, DOR Office of Legal Affairs, joined the SRC and provided a review of consumer fair hearing and mediation decision summaries from April 2021 – September 2022.

### Client Assistance Program (CAP) Report Out

Connie Chu, Managing Attorney, and Ivan Guillen, Senior Advocate, with Disability Rights California (DRC) provided a report out on trends and issues the CAP has assisted DOR consumers with over the past years (reference [Attachment B](#_Attachment_B:_Disability) for the presentation content).

### Adjourn

The SRC quarterly meeting was adjourned in honor of Judy Heumann, disability rights advocate, who passed away on March 4, 2023. A moment of silence was observed in Heumann’s honor. It was then moved/seconded (Weller/Henderson) to adjourn the March 8 – 9, 2023 SRC quarterly meeting.