

CDFW
Disability Advisory Committee
March 15, 2018, Meeting Minutes

Conference, via Lync / Skype

Call to Order at 10:03 am by Chairperson, Bernadette Fees.

Member Roll Call

Angela Barlow, Michelle Hamby, Bernadette Fees, Lindsey Malinowski, Monica Henby, Jon Snellstrom, Jamari McMahan, Rachael Klopfenstein, Mitsuko Grube

Via phone: Penny Gould, Terrie Lindsey, Jeff Stoddard

Non-voting Members: Tina Cole, Wes Beardsley, Julian Garcia

Chairperson's Remarks

B. Fees welcomed new 2018 DAC members: Monica Henby, Jon Snellstrom, Jamari McMahan, Rachael Klopfenstein, Jeff Stoddard, and non-voting members Julian Garcia and Wes Beardsley. All new members introduced themselves and presented their interest with the DAC.

Approval of Minutes

December 5, 2017 Meeting Minutes approved. L. Malinowski motioned to approve and A. Barlow seconds the motion.

Recruitment

B. McColgan sent an email to T. Lindsey (who forwarded the email to the DAC) with a link about entities with resources to connect with the disabled community.

[Link to Workforce Investment Associations](#)

B. McColgan also suggested asking HR to check with CalHR to see if there is an active LEAP list for Environmental Scientist, since it is a LEAP classification. If one does not exist, then perhaps one could be created.

[Link to CalCareers](#)

B. Fees suggested looking at Duty Statements and the Essential and Non-Essential Functions for a job. Job announcements could be written to entice the disabled community to review Department vacancies. Jobs could be listed so they aren't buried

under many links, which can discourage disabled people from looking for job announcements.

Department Disability Employee Survey 2017 and Workforce Analysis (Update)

T. Cole reported the Disability Employee Survey preliminary data show that 316 employees (11.2%) identified themselves as having a disability. Approximately 45% of the Department staff participated in the survey.

The survey results will lead to recommendations of where the DAC and the Department can focus efforts in recruiting disabled people.

The Department Workforce Analysis Report is due June 1, 2018 to CalHR.

DAC Meetings and Travel Funds

Quarterly Meetings are the preferred meeting frequency.

Travel funds will be requested for DAC members by T. Cole. The DAC Bylaws recommend attendance in person, if possible.

Digital Accessibility

A. Barlow requested feedback about the Digital Accessibility Resources information that she sent out to the DAC in January 2018. Most reported back that staff were concerned with the amount of time it takes to make documents digitally accessible.

Action: A. Barlow will resend the documents to the DAC members. A. Barlow will add the Digital Accessibility Word document to the Intranet.

A. Barlow suggests that the DAC send reminders to their respective Programs about the Digital Accessibility Resources and the legal requirements regarding accessibility.

T. Cole advised Digital Accessibility compliance is a category that the USFWS Audit would review. The Audits occur every six years.

Digital Accessibility requirements should be included on all Contracts that the Department produces.

Agreement was made to form a Digital Accessibility Subcommittee comprised of DAC members P. Gould, A. Barlow, and L. Malinowski, with coordination by T. Lindsey .

Action: Subcommittee will determine 1) what is the issue?; 2) what should be done to address the issue?; and, 3) how can the Department address the issue?

Review of 2017 Goals

The DAC accomplished its 2017 goals:

- Updated and approved DAC Bylaws
- Participated in the National Disabled Employee Awareness Month (NDEAM), and the CHP Job Fair in Sacramento, October 2017
- Increased Department Staff participation in the Disabled Employee Survey
- Welcomed new DAC members

2018 Goals

The DAC identified goals for 2018:

- Raise employee awareness of the DAC; revise the DAC webpage
- Digital Accessibility awareness within the Department; establish Digital Accessibility subcommittee
- Increase NDEAM participation, "Ideas of the Week" during October 2018
- Increase recruitment of the disabled community to the Department; re-establish Recruitment subcommittee

New Business

J. Snellstrom, former member of Emergency Response Team of 1416 9th Street Building, alerted the DAC to the change in procedure of where disabled employees are to report during an emergency. Disabled employees are to no longer meet at the freight elevators but are to use the carriers that are located on every 3rd floor. Has this information been relayed to current Emergency Response Team members and disabled employees? Bryan Landis, Health & Safety Officer, should be contacted regarding this issue.

A. Barlow updated the online DAC membership list.

Chairperson B. Fees will submit Meeting Agenda to webmaster A. Barlow 10 days prior to meeting. Send any Agenda requests to B. Fees.

Secretary M. Grube will send Meeting Minutes to DAC within 10 days of the meeting for DAC review.

Meeting Adjourns

A. Barlow motions to end the meeting and L. Malinowski seconds the motion.

Meeting ends at 12:51pm.