



Disability Advisory Committee

Meeting Notes

Action Items

Date: Thursday, January 18, 2024

Time: 1:00 P.M – 2:00 P.M.

Location: Microsoft Teams

Team Members in Attendance: Suzanne Hemphill, Leeann Maxwell, Jenny Geminder, Juan Anzada, Kelly Albrecht

Absent: April Partington, Pamela Hoyt

| Time | Topic | Notes/Action |
|-------------|--|---|
| 1:00 – 1:15 | Welcome / Introductions Jenny Geminder | |
| 1:15 – 1:20 | Review & Approve November 2023 Meeting Minutes | Motion to approve by Kelly Albrecht. Second by Suzanne Hemphill. Approved by committee. No Abstaining. No no votes. |
| 1:20 – 1:40 | DAC Charter, SDAC Participation, Survey Findings | <p>The committee discussed the that the DAC charter was last updated in 2018 and needs to be revised. Jenny to revise and send around for edit suggestions. Reviewed DAC purpose and need for quorum.</p> <p>Juan attends SDAC as one of his duties for DEI and can begin representing our DAC. Jenny may also begin attending. Today the SDAC discussed the upcoming CalHR civil rights courses coming soon that may interest DAC members.</p> |

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|-------------|--|--|
| 1:20 – 1:40 | DAC Charter, SDAC Participation, Survey Findings (Continued) | <p>The LEAP recruitments were discussed. Kelly stated that her department is working to make the application packages more anonymous, to make sure there is less bias in selection of candidates for interviews. Suzanne asked about mandatory background checks and their potential to limit diversity, and Kelly explained that the checks are only done after a tentative offer and should be less likely to present a problem with equity.</p> <p>The survey findings showed that employees are interested in having more information on stress relief and mental health/EAP resources and reasonable accommodation. The committee discussed putting information in the DEI Newsletter as well as the new Supervisory Newsletter. Follow up will be done with Kim Borden in HR to see if we can include information to make supervisors more aware of these topics, and also seeing if we can submit an article on LEAP.</p> <p>Melissa Hoge will present a short educational review of RA for DAC during the next meeting in March. Also, the committee needs to change the day of regular meetings now that two members of HR have joined the committee as HRB holds its regular meeting on the 3rd Tuesday of every month.</p> |
| 1:40-1:45 | Public Comments | No public comments. |
| 1:45 | Adjourn | |