

EMERGENCY MEDICAL SERVICES AUTHORITY

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**Emergency Medical Services Authority
Disability Advisory Committee (EDAC)
Meeting Minutes**

CALL TO ORDER:

Date/Time of Meeting: October 8, 2019

Location: EMSA in Rancho Cordova

The meeting began at 10:30 am and was presided-over by Kim Lew, DAC Chair.

ATTENDEES:

Kim Lew
Nicole Mixon
Lucy Chaidez
Kevin Rollins
Sergy El-Morsheidy

Not present: Farid Nasr

Nicole acknowledges quorum attendance.

READING AND APPROVAL OF MINUTES:

Motion by Kim Lew for the following:

- > Bypass reading of previous meeting minutes. Mixon to send minutes electronically via email for review and approval.
- > Updates or changes to current meeting's minutes to be sent to Nicole Mixon.
- > Once updates are made, minutes will be sent electronically for approval.

Motion seconded by Lucy Chaidez.

Members present voted to adopt the motion.

RESOURCES:

- Quarterly EDAC Meeting Agenda, provided by Kim Lew

OFFICERS' REPORTS:

Chair Lew requested a 30-minute meeting with the new Director, Dr. Dave Duncan to introduce herself and the purpose of this committee.

Lew requested all members read the EDAC bylaws in preparation for revisions.

SUBCOMMITTEE/OTHER REPORTS:

Not applicable; no current subcommittees.

OLD BUSINESS:

Agenda Item: October- National Disability Employment Awareness Month (NDEAM)

Kim Lew reported the committee has been unable to plan for the Disability Awareness month due to EDAC member departures and State disaster responses. In honor of this month's celebration, the following actions were taken:

- Lew printed NDEAM posters and placed them on the EDAC bulletin board.
- Mixon distributed NDEAM flyer via EMSA All staff group email.
- Rollins posted NDEAM poster and October Disability month content on the EDAC webpage.
- El-Morsheidy suggested placing October Disability month information in the EMSA Newsletter. Chaidez and Lew will provide Newsletter content to El-Morsheidy.

Lew noted intent to start planning for next year, 2020, October Disability month beginning in July or August. Lucy Chaidez volunteered to lead the planning for the 2020 event.

Agenda Item: EMSA Document Accessibility Project Update

Lew reported the department IT division is now required to lead 503 compliancy efforts for statewide web accessibility due to AB434, State Web Accessibility: Standards and Reports. As such, Kevin Rollins will be the EDAC liaison with the department in reaching this goal.

Rollins reported there are 6,000 + documents in need of accessibility features. The department will be reviewing its website compliancy and working with at one representative from each unit to meet AB434 criteria. Lew suggested at least two representatives to ensure continued progress in the event one representative becomes unavailable. Rollins stated that IT will look at additional accessibility tools (such as page-readers) for staff after the initial AB434 project is complete. The two greatest challenges EMSA face are lack of funding and personnel to accomplish this goal. EMSA is looking at a possible outside vendor to assist. The IT Chief Information Officer will keep EDAC informed of this projects activities.

NEW BUSINESS:

Agenda Item: EMSA Document Accessibility Policy

Lew reported the department Chief Deputy Director, Smiley, request EDAC develop a draft Accessible Documents policy for the EEO and executives to review. Lew will reach out to SDAC for sample policies and share with EDAC members.

Agenda Item: EDAC logo

Lew asked the committee if there was interest in developing an EDAC logo. Several DAC's are initiating similar. Per El-Morsheidy, this would require executive approval. Lew to provide more information at a later date.

Flu-Shot Clinic

Chaidez advised that the department flu shots are not egg-free. As a result, some staff may not be able to take advantage of this service. Mixon and Chaidez will research further and provide an update at the next meeting.

Committee Membership

Member discussion regarding lack of DMS and Administration division representation. Rollins suggested inviting EMSA employees to the next meeting. El-Morsheidy suggested we provide an EDAC slide at the All-staff meeting in January. Lew will share upcoming EDAC meetings with all staff to encourage participation and possible officer membership.

ACTION ITEMS FOR NEXT MEETING:

- Lew to share EDAC bylaw revisions via email for EDAC member input.
- Chaidez to provide an article about her EMSA experience w/a disability for the upcoming department newsletter.
- Lew to provide an article about NDEAM for the upcoming department newsletter.
- Mixon and Chaidez to research department flu-shot clinic possibility to include egg-free services.

ANNOUNCEMENTS:

None.

CLOSING:

The meeting adjourned at 11:32 am.

Minutes prepared by Kim Lew at (916) 431-3702.