

Disability Advisory Committee
Meeting Minutes

Prepared by: Nicole Mixon, EDAC Secretary

Meeting Location/Time:

Date: Tuesday, August 22, 2023
Time: 2:00 PM
Location: Emergency Medical Services
11120 International Drive, 2nd Floor
Berryessa Conference Room

| Attendees | Division or Unit | Role |
|------------------|-------------------------------------|-------------|
| Kim Lew | EMS Personnel | Chair |
| Nicole Mixon | EMS Personnel | Secretary |
| Katherine Rice | Paramedic Disciplinary Review Board | Attendee |
| Nirmala Badhan | Disaster Medical Support | Attendee |
| Learance Guidry | Enforcement Unit | Attendee |
| Samantha Gray | EMS Personnel | Attendee |
| Laura Aceves | EMS Personnel | Attendee |
| Aley Gucake | EMS Personnel | Attendee |
| Melinda Cargile | Human Resources | |

| | Topic | By: |
|-----|---------------------------------------------------------------------------------|--------------|
| 1. | Welcome/General Introductions | Lew |
| 1.1 | Called the meeting to order at 2:13 pm | Lew |
| 1.2 | Roll Call | Mixon |
| 1.3 | Background of Bagley Keane Resources: DAC webpage, email inbox | Lew |
| 2. | Call for Quorum | Mixon |
| 2.1 | Time UNK, Rice seconds | Mixon |
| 3. | Approve Minutes | Lew |
| 3.1 | Tabled, pending distribution/review. | Lew |
| 4. | Bylaw Vote | Lew |
| 4.1 | Tabled, pending future review. *KLew Action: to add revision date to Bylaws. | Lew |

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| 5. | Committee Overview: Purpose, Membership, and Bylaws | Lew |
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| 5.1 | <p>Repeated from previous meeting due to number of new attendees:</p> <ul style="list-style-type: none"> • DAC is an advisory committee to the Director. • Review of current Board, need for new members, staff, setting internal initiatives. • Past issue: staff may approach you to discuss HR issues, reasonable accommodations etc. Make clear to them: we are not HR, EEO, etc. and refer them to the appropriate people (supervisor/other options) in department to address any issues. • Bring issues to committee only anonymously. • We are not experts but here to advocate for disabled persons, accessibility, rights, etc. through DAC drafting memos/reports for Director/Dep Directors | Lew |
| 6. | 23/24 Initiatives | All |
| 6.1 | <p>Training for members of group Create department messaging to raise awareness of the group.</p> | Lew, All |
| 6.2 | <p>Need ideas for October – Disability Awareness Month *KLew Action: to provide website link for NDEAM. Examples:</p> <ol style="list-style-type: none"> 1. Display board 2. Skit 3. Fundraiser w/ Engagement Committee 4. Visiting other agencies <p>*MCargile Action: to contact CDPH regarding partnering for any October Disability Awareness Events. *NBadhan Action: to contact CDPH partners for ESF8 to learn of anything they are doing. *LGuidry Action: to contact past coworkers to find out if anything is happening. *NBadhan Action: to send NMixon (Engagement Committee Chair) fundraising ideas.</p> | All |
| 7. | Roundtable Discussion | ALL |
| 7.1 | <p>How to Join EDAC:</p> <ul style="list-style-type: none"> - Draft letter to supervisor <p>Note: We are missing representation from: IT, Systems</p> | Lew |

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| 7.2 | <p>Bylaw Modification:</p> <ul style="list-style-type: none"> - Create letter w/ approval process to join <p>*LGuidry Action: to find flash drive containing sample EDAC application.</p> <p>*LGuidry & MCargile Action: to draft Bylaws by Sept 18, for distribution to group for review.</p> | |
| 7.3 | <p>Membership vs. Leadership</p> <ul style="list-style-type: none"> - Positions are open: Members attend, Officers lead (chair, vice chair, secretary, etc.) - Please consider being an officer. <p>Mixon: Must step back from being Secretary; willing to provide assistance with Webpage as-needed</p> | Lew |
| 8. | Action Items | Lew |
| | <ol style="list-style-type: none"> 1. KLew to add revision date to Bylaws. 2. KLew to provide website link for NDEAM. 3. MCargile to contact CDPH regarding partnering for any October Disability Awareness Events 4. NBadhan to contact CDPH partners for ESF8 to learn of anything they are doing. 5. LGuidry to contact past coworkers to find out if anything is happening. 6. NBadhan to send NMixon (Engagement Committee Chair) fundraising ideas. 7. LGuidry to find flash drive containing sample EDAC application. 8. LGuidry & MCargile: to draft Bylaws by Sept 18, for distribution to group for review 9. ALL: Review By-Laws, provide any feedback 10. ALL: Consider being Chair or other member 11. Lew: Schedule next meeting, October 10 at 2pm | |
| 9. | Adjourn | Lew |
| | Meeting ended at 3:05 pm | |