**SACRAMENTO COUNTY DISABILITY ADVISORY COMMISSION (DAC)**

**PROGRAMS & SERVICES ACCESS SUBCOMMITTEE**

**MEETING MINUTES for August 10, 2022**

**Members Present:** Carol Moss, Chair; Bill Fallai, Patty Gainer, Randy Hicks, Gene Lozano, LaTasha Richardson, Angela Talent.

**Members Absent:** None

**Guests:** None

**Staff:** Cori Stillson and Cheryl Bennett, Disability Compliance Office (DCO)

**Call to Order and Introductions**

The Chair called the meeting to order and those present introduced themselves.

**Approval of the Minutes**

The August meeting minutes were approved as submitted.

**Public Comment**

There were no public comments.

**Finalize Draft “Creating Accessible Documents” Guidelines**

Members reviewed changes in the document incorporating their feedback from the previous meeting. They reviewed and finalized the language for the Alt Text examples. Gene Lozano recommended adding a link to free online software that converts scanned images to text. He also suggested adding a resource for how to create large print documents, at some point in the future.

**Unfinished/New Business, Announcements**

Unfinished Business: Online Service Request/Complaint Form and Public Access Web Page – these projects are still pending completion by the DCO.

**Proposed Topics for Next Agenda**

The Cultural Competence team has been invited to return with updated information after receiving input at the May meeting. Members will review the workplan to determine a new topic.

**Subcommittee Member Comments**

Members did not have any additional comments.

**Adjournment**

It was moved and seconded (Hicks/Talent) to adjourn the meeting. Approved, unanimously.