

Interagency Advisory Committee on Apprenticeship (IACA)
People with Disabilities Liaison Subcommittee Charter

NAME AND BACKGROUND

The People with Disabilities Liaison Subcommittee of the Interagency Advisory Committee on Apprenticeship (IACA).

The Interagency Advisory Committee on Apprenticeship (IACA) created the People with Disabilities Liaison Subcommittee with the passage of [Assembly Bill 1019 \(2019\)](#).

GOALS OF THE SUBCOMMITTEE

To advise the Chief of the Division of Apprenticeship Standards and Interagency Advisory Committee on Apprenticeship (IACA) on supporting the development of inclusive apprenticeships in all fields and ensuring newly formed apprenticeships include people with disabilities by doing the following:

- Create disability awareness and inclusion of accommodations practices to create inclusive apprenticeships in all fields, including model accommodation plans or other guidance.
- Create models and practices for apprenticeships to help bolster people with disabilities participating in apprenticeships.
- Support apprenticeships within the fields serving people with disabilities.
- Develop a crosswalk between disability programs and apprenticeships to create bridges between systems to ensure people with disabilities participate fully in apprenticeships.
- Provide a platform to share individual success stories, case studies of inclusive apprenticeships, and highlight inclusive apprenticeship employer participation.

DISABILITY ACCOMMODATION NOTICE: Disability accommodation is available upon request. Any person with a disability requiring an accommodation, auxiliary aid or service, or a modification of policies or procedures to ensure effective communication and access to the public hearings/meetings of the Department of Industrial Relations) should contact the Diversity and Inclusion Office at DIO@dir.ca.gov or (916) 559-6999. The state-wide Disability Accommodation Coordinator can also be reached through the California Relay Service, by dialing 711 or (800) 735-2929 (TTY) or (800) 855-3000 (TTY-Spanish). Accommodation requests should be submitted as early as possible, but no later than five days before the hearing or meeting.

MEMBERS

CHAIR AND CO-CHAIRS

The Chair or Co-Chairs will collaborate to accomplish the following:

1. Shall call to order full meetings
2. Shall develop and or approve the agenda in coordination with DAS staff
3. Shall coordinate the completion of the Subcommittee proposals and recommendations to IACA and DAS
4. Liaise with DAS and other stakeholders to advise on practices and guidelines, and crosswalk
5. Liaise with other Subcommittee Chairs
6. Coordinate with stakeholders to advise on apprenticeships for disability-related services and programs.

SELECTION OF MEMBERS

Members of the subcommittee shall be chosen for their expertise, experience, and interest in advancing apprenticeship for disabled people and should demonstrate their commitment prior to being nominated. People who have lived experience with a disability or those who are family advocates are encouraged to participate.

The number of committee members will not exceed more than nine members.

A member may be nominated by at least 1 member of the IACA People with Disabilities Subcommittee and given a majority vote by the subcommittee members and approved by the DAS before being formally appointed as a member of the committee.

Self-nominations are accepted by the committee. To be considered, the person must email the DAS Advisor prior to the next public meeting expressing their interest to be a voting member and their experience.

The Subcommittee Chairperson/Co-Chairs: The DAS Chief approves the selection of the Chair of the IACA subcommittees with support from sitting subcommittee members.

DEFINITIONS:

“Subcommittee” hereinafter shall mean the People with Disabilities Subcommittee of the Interagency Advisory Committee on Apprenticeship.

“Charter” hereinafter shall mean this Charter of the People with Disabilities Subcommittee of the Interagency Advisory Committee on Apprenticeship.

“Co-Chair” hereinafter shall mean the Chairpersons of the People with Disabilities Subcommittee of the Interagency Advisory Committee on Apprenticeship; as selected consistent with this Charter.

"Quorum" hereinafter shall be a Quorum of the People with Disabilities of the Interagency Advisory Committee on Apprenticeship as defined herein. A quorum shall be when more than 50% of committee members are present. No quorum-no meeting.

TERM OF MEMBERSHIP

1. All members of Subcommittee shall serve at least a two-year term with a maximum of two additional consecutive full terms.
2. A member is defined as a representative of their respective company, educational institution or community-based organization or organization serving people with disabilities who serves on the Subcommittee. These are seats for named individuals. No proxy designees.
3. All Co-Chairs of the People with Disabilities Subcommittee of the Interagency Advisory Committee on Apprenticeship shall serve two-year terms of office with a maximum of three additional full terms.

REMOVAL FROM OFFICE

1. Any member of the Subcommittee can be removed from office if they have three consecutive unexcused absences from full meetings of the People with Disabilities Subcommittee.

MEMBERS

The composition of the members may be from education, apprenticeships, disability organizations or people with disabilities in apprenticeship field, Department of Rehabilitation or Department of Developmental Services or community-based organizations serving people with disabilities. People with disabilities or family advocates are encouraged to participate and become members of the Subcommittee.

Members are responsible for informing the DAS Advisor or Chairperson of their intention to attend the meeting. Unexcused/uncommunicated absences - 3 of the 4 unexcused are grounds for review of ongoing membership. Extenuating circumstances can be considered.

MEETING SCHEDULE

1. Meetings of the Subcommittee shall be concurrent with the quarterly Interagency Advisory Committee on Apprenticeship, but in no case shall occur less than once every three months.
2. Subcommittees of the People with Disabilities Subcommittee of the Interagency Advisory Committee on Apprenticeship shall meet at the direction of any of the following:

- a. Meeting requested by the Chief of the Division of Apprenticeship Standards
- b. Meeting requested by the Co-Chairs of the Subcommittee
3. In all cases meetings shall be held consistent with the requirements of the Bagley-Keene Open Meeting Act.

QUORUM

A quorum of the Subcommittee shall consist of more than 50% of the full subcommittee.

CHARTER ADOPTION

This Charter shall be adopted by no less than an affirmative vote of majority of the members present at a meeting of the People with Disabilities Subcommittee of the Interagency Advisory Committee on Apprenticeship.

AMENDMENTS TO THIS CHARTER

1. Once adopted, this Charter may be amended annually or as needed.