

CALIFORNIA COMMISSION ON DISABILITY ACCESS EDUCATION AND OUTREACH COMMITTEE

Teleconference Meeting Minutes
May 19, 2021

1. Call to Order

Chair Souraya Sue ElHessen welcomed everyone and called the meeting of the Education and Outreach (E&O) Committee of the California Commission on Disability Access (CCDA) to order at approximately 1:30 p.m. Due to the ongoing health emergency, and consistent with Executive Order N-29-20, this meeting was conducted entirely by Zoom and teleconference.

Staff Member Saenz reviewed the meeting protocols.

Roll Call

Staff Member Saenz called the roll and confirmed the presence of a quorum.

Committee Members Present:

Zeenat Hassan
Arnie Lerner
Stephen David Simon

Commissioners Present:

Souraya Sue ElHessen, Chair
Michael Paravagna
Ashley Leon-Vazquez

Staff Present:

Angela Jemmott, Executive Director
Phil McPhaul, Operations Manager
Adam Barsanti, Education and Outreach
Coordinator
Theresa Brown, Data and Research Analyst
Stephanie Groce, Disability Access
Technician
Davina Saenz, Marketing and Outreach
Analyst

Other Commissioners Present:

Jacqueline Jackson
Brian Jones, Senator
represented by Brixton Layne

Also Present:

No members of the public addressed the Committee.

2. Approval of Meeting Minutes (February 24, 2021) – Action

MOTION: Commissioner Paravagna moved to approve the February 24, 2021, California Commission on Disability Access Education and Outreach Committee Meeting Minutes as presented. Committee Member Simon seconded. Motion carried unanimously with no abstentions.

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3. Comments from the Public on Issues Not on this Agenda

No members of the public addressed the Committee.

4. Committee Membership Development – Update and Discussion

**a. Recommendations for Committee Membership and Subcommittees
Task Force**

Chair ElHessen stated, as discussed at the last meeting, the E&O Committee membership is increasing members and cohorts are being identified to work on certain topics or projects.

Executive Director Jemmott reviewed the Suggested Committee Membership Composition document, which was included in the meeting materials. She stated the idea is to include more members of the business community on the Committee. Upon Committee Member agreement, staff will contact the individuals and organizations on the list to assess their interest in being a Committee Member or a CCDA partner.

Questions and Discussion

Chair ElHessen suggested including the League of California Cities in the Southern Region. She suggested extending an invitation to staff's recommended list of potential Committee Members identified in the meeting materials.

Commissioner Paravagna suggested including the Central Coast and Far Northern Regions in the list. He also suggested reaching out to the chambers of commerce in Redding and Eureka.

Executive Director Jemmott asked for suggestions of names and organizations for the Central Coast Region.

Action Items

- Staff is to contact the discussed organizations/chambers to assess their interest in being a committee member or CCDA partner.

5. CCDA Public Service Announcement (PSA) Remediation – Update

a. Status of PSA Audio Captioning

Executive Director Jemmott stated she and Chair Downey partnered with a San Francisco Institute in 2019, which produced two student-led PSAs for the Commission as part of the graduate program. The students did an outstanding job. She suggested contracting with a small business through a bidding process to add audio captioning to these PSAs.

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6. Committee Roundtable: Promotion of Existing Educational Tools – Update and Discussion

Executive Director Jemmott stated this agenda item is the first in a series to review and update past work of the Commission.

Committee Member Saenz reviewed the following educational tools, which were included in the meeting materials, and highlighted distribution and marketing strategies. Committee Members provided the following feedback:

a. Accessibility Compliance for Businesses: Myths and Misconceptions

- The information is good, but the way it is presented is not clearly readable for individuals with visual impairments.
- It is important to publish information that is quick, easy to read, and actionable for the business community.
- Update the date and dollar amount in Myth 12.
- Add a notice that documents are available in alternative formats upon request.
- Incorporate information about the Disability Access and Education Revolving Fund and the State Treasurer’s Loan Program and how to access them and links for resources and next steps. Perhaps add this information in the Summary section of the document.

b. Accessibility Construction Inspection Checklist

- Create an application so the city public works or public safety can access this information on their cell phones while making inspections in the field.

Staff member Saenz stated there is an online format of the checklist that can be accessed by any mobile device. The web form is available on the CCDA website.

- Do a pilot project with a random sampling of local building, safety, or public works departments on using the online checklist in the field.
- Follow up with CALBO and building jurisdictions to see how it is being used in the field.

Executive Director Jemmott stated there are applications available for a charge but Chair Downey has been searching for an application that is free.

- Create a marketing strategy to get the word out about the online checklist.

c. Open-Air Dining and Curbside Pickup Disability Access Considerations

- Many cities are planning to make their COVID-19 open-air dining areas permanent.

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- Not only are some of the open-air dining and curbside pickup areas not accessible, but they have gone backwards on accessibility. They block curb ramps and sidewalks and are taking up parking spaces.
- The City of Los Angeles Department on Disability used this document even when it was in draft form to work internally to get many city regulations around the permitting process for open-air dining based on recommendations in this document. It is very helpful.
- This document needs to get to businesses not just to city departments.
 - Formally send a letter to the mayor of Los Angeles to request that the city of Los Angeles distribute this document to everyone who receives a permit to do or extend open-air dining. This will help expedite the process and will demand a formal response. Sending letters to mayors will help many other cities as well.
- Revisions may be required for this document now that open-air dining and curbside pickup areas are becoming permanent, since it was originally created as a temporary COVID-19-related response.

Executive Director Jemmott suggested that the Checklist Committee review this document for possible updates and draw inspiration from similar documents from other organizations.

- Make reference to the need for businesses to at least be cognizant of the requirements under the ADA to ensure that their services, including websites and other digital platforms for takeout, are fully accessible.

Questions and Discussion

Commissioner Leon-Vazquez asked if this packet of information flyers will be part of the building packet for permits and business start-up. She stated the concern that information material is given to contractors rather than business owners. She asked how business owners will get this information packet.

Chair ElHessen stated these information materials should be provided by the city as part of the information given to business owners when pulling a permit or license.

Commissioner Leon-Vazquez asked how building departments sign off on buildings and permits when access is mandated in the law.

Committee Member Simon stated there is consensus among this Committee and the Commission around ensuring building departments and other public works entities know the law and provide information to business owners seeking to do construction, but how that is implemented is inconsistent across the state. He suggested that the CCDA formally do an all-city and -county letter asking to ensure that documents such as the Myths and Misconceptions and Checklist are included in packets that are given to every person or entity that comes to the city seeking to do construction. The CCDA may be

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referenced but document distribution is not currently done fully. He asked the legislative members of the Commission to take that issue up in statewide legislation.

Committee Member Simon stated the person who comes into a building department is often the contractor and not the business owner. He stated the need to ensure that business owners receive the material as well. He stated the best way to do this is by working with the chambers of commerce throughout the state to more effectively get this information into business owners' hands.

Committee Member Lerner stated grandfathering provisions are in effect if the improvements are consistent with the 1991 ADA Standards. This is known as the ADA Safe Harbor Provisions.

Action Items

- Staff is to send a letter to cities and/or counties to request distribution of the open-air dining document to everyone who receives a permit for al fresco dining.
- Staff is to send a letter to cities and/or counties asking for CCDA educational tools be included in packets that are given to every person or entity is seeking to obtain a business license.

7. Developing Tools from other Subcommittees – Update

Staff Member Barsanti provided an update on two toolkits that staff is currently working on that were suggested in other Committee meetings, as follows:

a. Legislative Committee "One Page Info Promotion"

This marketing one-pager provides an introduction to the work of the CCDA for members of the Legislature. It is part of the work of the Checklist and Legislative Committees.

b. Checklist Committee "Accessible Parking Campaign"

The Accessible Parking Campaign is part of the work of the Checklist Committee and will be directed toward parking spaces and any structure that is part of public accommodation. A task force is being developed to work on this project and report back to the Checklist Committee.

Questions and Discussion

Commissioner Paravagna suggested that the Legislative Committee review a draft of the one-pager at its next meeting to provide feedback.

Chair ElHessen and Committee Member Lerner volunteered to be a part of the task force for the Accessible Parking Campaign.

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- Staff is to provide a CCDA one page informational sheet to the Legislative Committee for review.

8. Future Agenda Items

Committee Member Simon suggested discussing how to ensure the proper use of the funding that is coming to cities and counties from infrastructure plans and other federal programs that will be moving from Title 2 to Title 3 spaces to support local businesses to ensure that they are accessible.

9. Adjourn

There being no further business, the meeting was adjourned at approximately 3:00 p.m.