

# **CALIFORNIA COMMISSION ON DISABILITY ACCESS EXECUTIVE COMMITTEE**

Teleconference Meeting Minutes  
July 14, 2021

## **1. Call to Order**

Chair Chris Downey welcomed everyone and called the teleconference meeting of the Executive Committee of the California Commission on Disability Access (CCDA) to order at approximately 1:30 p.m.

Staff Member Brown reviewed the meeting protocols.

### **Roll Call**

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

#### Commissioners Present:

Chris Downey, Chair  
Souraya Sue ElHessen  
Guy Leemhuis  
Michael Paravagna

#### Commissioners Absent:

Douglas Wiele, Vice Chair  
Brian Holloway

#### Other Commissioners Present:

Brian Jones, Senator, represented by  
Brixton Layne  
Tom Lackey, Assembly Member,  
represented by Mary Maida

#### Staff Present:

Angela Jemmott, Executive Director  
Kamran Qazi, Legal Counsel  
Adam Barsanti, Associate Governmental  
Program Analyst  
Theresa Brown, Data and Research Analyst  
Stephanie Groce, Disability Access  
Technician  
Phil McPhaul, Operations Manager  
Davina Saenz, Marketing and Outreach  
Analyst

#### Also Present:

Corrina Roy, DGS, Office of Legislative Affairs

## **2. Approval of Meeting Minutes (April 7, 2021) – Action**

**Motion:** Commissioner Paravagna moved to approve the April 7, 2021, California Commission on Disability Access Executive Meeting Minutes as presented. Commissioner ElHessen seconded. Motion carried unanimously.

## **3. Comments from the Public on Issues Not on This Agenda**

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No members of the public addressed the Committee.

**4. Introduction of DGS Legal Counsel – Update and Discussion**

Executive Director Jemmott introduced DGS Assistant Chief Counsel Anna Woodrow and Kamran Qasi, DGS Legal Counsel who has been assigned to provide legal assistance to the CCDA.

DGS Assistant Chief Counsel Woodrow provided an overview of the background, staff, and role of the DGS Office of Legal Services.

**5. Legislative Bill Tracking – Update**

Corrina Roy, DGS, Office of Legislative Affairs, reviewed the CCDA Legislative Status Report on the bills staff is tracking, which was included in the meeting materials.

**a. AB 29 State Bodies: Meetings**

This bill has been held in the Assembly Appropriations on suspense.

**b. AB 105 The Upward Mobility Act of 2021: Boards and Commissions: Civil Service: Examination: Classifications**

This bill is awaiting hearing in the Senate Judiciary Committee.

**c. AB 580 Emergency Services: Vulnerable Populations**

This bill is awaiting hearing in the Senate Appropriations Committee.

**d. AB 1429 State Agency Records: Management Coordinator Duties: Personnel Training**

This bill is awaiting hearing in the Senate Appropriations Committee.

**e. AB 1291 State Bodies: Open Meetings**

This bill has been passed and signed by the Governor. It will go into effect on January 1, 2022.

Questions and Discussion

Commissioner Paravagna asked what happens to the feedback given to the Office of Legal Services, such as the suggestion at the last meeting to add persons with disabilities to the list of underrepresented populations.

Ms. Roy stated permission must be granted from the Governor's Office in order to make suggestions to the author.

Commissioner Paravagna stated this is an example of areas of frustration that the Legislative Committee has had while providing feedback they feel would be beneficial to all parties involved.

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**Action Items**

- No action items.

**6. Commissioner Subcommittee Reports - Update**

**a. Legislative Committee**

Commissioner Paravagna, Chair of the Legislative Committee, stated the Legislative and Education and Outreach (E&O) Committees continue to work together to look at partnerships within the legal community and the Legislature. He provided an overview of the Committee activities since the last Executive Committee meeting:

- The Committee continued to discuss the one-page information sheet to be posted on the website and to be used when communicating with legislative offices. The final draft will be reviewed at the next meeting.
- The Committee discussed Administrative Order 17-02 issued by the DGS, which controls interactions with members of the Legislature. The Committee wants to open the door with members of the Legislature to be a resource for members trying to draft legislation or outreach to their communities. The Order talks about the Commission's ability to speak to Commissioners who are also members of the Legislature regarding Commission business.
- The Committee continued to discuss necessary action to ensure that all pre-litigation letter and complaint data related to access violations is submitted to the CCDA to be included in the reports to the Legislature.

**b. Education and Outreach Committee**

Commissioner ElHessen, Chair of the Education and Outreach Committee, provided an overview of the Committee activities since the last Executive Committee meeting:

- The Committee directed staff to send invitations to individuals, organizations, and associations throughout California for membership on the E&O Committee in an effort to provide a balance of voices between the business and disability communities.
- The Committee continues to promote CCDA tools.
  - Staff sent letters to cities regarding access compliance of outdoor operations.
  - Staff is working on a letter to city offices to request that CCDA educational tools be available to businesses during licensing processes.

**c. Checklist Committee**

Executive Director Jemmott provided an overview of the Committee activities since the last Executive Committee meeting:

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- The Committee created small task teams to develop a toolkit for the Accessible Parking Campaign to be led by Consultant William Herald, who was hired to support the Checklist Committee on the technical details of this toolkit.

**Action Items**

- No action items.

**7. CCDA Executive Director Report – Update and Discussion**

Executive Director Jemmott presented her report:

**a. Administrative and Operational**

- The CCDA received the budget requested in the Budget Change Proposal (BCP).
- Due to the increased effort of the CCDA, there has been an increase in the information submitted to the CCDA Data Collection Portal.
  - The DGS and another consulting contractor will help build the portal to accept the increased volume of cases.

**b. Revenue Reporting**

- Due to the work of the Department of Finance, the CCDA has been granted access to revenues that have been collected over the years for litigant court fees that was granted in law in 2015. A total of \$99,000 was in the CCDA's revenue stream, gathered since 2015. This amount will not reduce the regular budget but will add to the CCDA's revenue.

**c. Partnership and Outreach**

- Staff is working with the Governor's Office of Business and Economic Development (GO-Biz) Small Business Advocate Program.
- Staff was invited to be on a panel to help the State Council Association understand the CCDA's Parking Campaign.

Questions and Discussion

Commissioner Paravagna suggested that this windfall funding is a unique opportunity to do something meaningful for the state of California that the Commission could not have done before.

Commissioner ElHessen suggested measuring the increase in data submittals and how influential the Education and Outreach Committee's campaign has been on that increase.

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- Staff is to measure the increase in data submittals and how influential the E&O Committee's campaign has been on that increase.

**8. 2021 Strategic Goal – Update and Discussion**

Executive Director Jemmott deferred to Staff Member Brown to present this agenda item.

Staff Member Brown provided an overview of the 2021 Strategic Goal, project description, and the steps to reach this goal.

Questions and Discussion

Commissioner ElHessen asked if the steps will be completed sequentially.

Executive Director Jemmott stated the five steps can be completed simultaneously with the goal to be completed by the end of the year.

**Action Items**

- No action items.

**9. Current Budget – Update and Discussion**

**a. Year-end Contract Renewals**

**b. Expenditure Report**

Executive Director Jemmott deferred to Staff Member McPhaul to present this agenda item.

Staff Member McPhaul provided an overview of the Fiscal Year 2020-21 3<sup>rd</sup> Quarter Budget Highlights report, which was included in the meeting materials.

**Action Items**

- No action items.

**10. Future Agenda Items**

No future agenda items were offered.

**11. Adjourn**

Chair Downey stated the next full Commission meeting is scheduled for July 28<sup>th</sup> at 10:00 a.m. The next Executive Committee meeting is scheduled for October 13<sup>th</sup>.

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**MOTION:** Chair Downey moved to adjourn the July 14, 2021, California Commission on Disability Access Executive Committee meeting. Commissioner Leemhuis seconded. Motion carried unanimously.

Chair Downey adjourned the meeting at approximately 2:30 p.m.