

**CALIFORNIA COMMISSION ON DISABILITY ACCESS
EXECUTIVE COMMITTEE
MEETING MINUTES**

August 28, 2019

1. Call to Order

Acting Chair Michael Paravagna welcomed everyone and called the meeting of the Executive Committee of the California Commission on Disability Access (CCDA) to order at approximately 1:30 p.m. at the CCDA Hearing Room, 400 R Street, 3rd Floor, Conference Room 300, Sacramento, 95811.

Roll Call

Staff Member St. Mary called the roll and announced a quorum was not achieved.

Commissioners Present:

Michael Paravagna, Acting Chair
Chris Downey (NAPL - Teleconference)
Brian Holloway (NAPL – Teleconference)
Betty Wilson

LaCandice Ochoa, Operations Manager
Joshua Morrell, Staff Services Analyst
Taylor St. Mary, Marketing and Outreach
Analyst

Staff Present:

Angela Jemmott, Executive Director

Commissioners Absent:

Guy Leemhuis, Chair
Douglas Wiele, Vice Chair

Also Present:

Brent Jamison, Deputy Director, Interagency Support Division, California Department of General Services (DGS)
Marjorie McWee (Member of the Public)

2. Approval of Meeting Minutes (April 24, 2019) – Action

Acting Chair Paravagna tabled this agenda item to the next Executive Committee meeting due to the lack of a quorum.

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

No members of the public addressed the Committee.

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4. Operations Manager Report – Results of CCDA Commissioner Survey – Discussion

a. Tabulated Survey Results

LaCandice Ochoa, CCDA Operations Manager, reviewed the Results of the CCDA Commissioner Strategic Goal Survey notes, which was included in the meeting packet.

5. Facilitated Presentation on Five-Year Plan, Goals, and Objectives – Discussion and Action

a. Function Hierarchy for CCDA Mission

b. Ongoing Goals from Five-Year Plan Ending 2019

c. Measurable Objectives for Ongoing Goals

Executive Director Jemmott introduced Renee Taylor and asked her to present this agenda item.

Renee Taylor, President, Renee Taylor Consulting, Inc., provided an overview, with a slide presentation, of the function hierarchy based on the CCDA mission; matrix of the 2014-2019 Strategic Goals to functions; and the CCDA Strengths, Opportunities, Aspirations, and Results (SOAR) methodology, based on the CCDA Commissioner Strategic Goal Survey notes. She included an outline of her presentation in the meeting packet. Goals 2, 3, 4, 6, and 8 will continue as part of the new CCDA Strategic Plan. Ms. Taylor asked Commissioners the following questions:

- Are there additional CCDA strengths or opportunities that should be included in the matrix?

Executive Director Jemmott referred to the CCDA checklists targeting specific industries and suggested including opportunities to learn better ways to rapidly penetrate particular industries before moving to the next one.

Executive Director Jemmott stated the bullet for more statewide training and outreach can include ways to outreach that do not require travel such as webinars or penetrating industries to the point where they make the CCDA checklist available at their events, for example.

Acting Chair Paravagna stated tapping into organizations builds an audience. It helps the Commission learn how to help them move forward such as providing webinars, checklists, or model policies.

Executive Director Jemmott suggested including ensuring that data is part of education.

- Are there additional CCDA aspirations or results that should be included in the matrix?

Ms. Taylor stated the Legislative Committee added as Goal 10: to identify solutions in the built and program environments for increasing disability access awareness.

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Acting Chair Paravagna stated those solutions may be a training product posted on the website, a guidance document, or communication to the Legislature through a report about seeing certain kinds of issues.

Ms. Taylor stated another way to say it is to increase awareness through the techniques developed.

- Are there any missing goals or additional goals that are not represented by the list as presented?

Commissioner Holloway stated those two combined seem comprehensive.

Ms. Taylor stated it seems that Commissioners have a consensus on Goals 2, 3, 4, 6, 8, and 10 going forward.

Executive Director Jemmott highlighted one area of legislation that states the CCDA acts as an information resource. She questioned the relation between Goal 3 and Function 3.

Acting Chair Paravagna suggested adding training to the Function 3 so it would read "act as information and training resource for access requirements and compliance." When goals were discussed in a previous meeting, there was a strong sentiment among Commissioners for fewer, more tangible and measurable goals. Adding training to this function might help towards that end.

Ms. Taylor stated the goals may be a little overarching but the performance measures would tie in directly and could be bulleted. She stated serving as a resource is a function. She suggested the goal of "create training tools and programs for targeted constituencies" and listing the number of items and the timeframe for the results or performance measures. This would make it more concrete.

Ms. Taylor also suggested the use of "increase" instead of "create" for Goal 3, since the Commission has done work on this goal for the past five years.

Acting Chair Paravagna stated some goals can be illustrated through and measured by objectives. He used the example of Goal 3, where the objectives may be to develop training programs in the following three subjects and they will be posted on the website for download by end users within a certain timeframe. The number of times the training was downloaded will be a performance measurement.

Ms. Taylor stated the Legislative Committee recommended the additional goal of "strengthen the language of the CCDA's mandate.

Acting Chair Paravagna agreed it needs to be very clear to all parties involved what the Commission's mandate is, what it has the authority to do, and how proposed activities connect with that.

Ms. Taylor asked if this should be Goal 11 or if it is unpinning.

Acting Chair Paravagna stated it could be either way but it is more of an underpinning because it is the context in which the Commission works and is foundational.

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Ms. Taylor stated the next steps at the September meeting will be to look again at this list of goals, focus on the measurable results, and to develop performance measures in more concrete detail.

6. Remaining 2019 Committee Meetings Calendar – Discussion and Action

a. Updated Calendar Dates September through December 2019:

- **September 11 – Legislative Committee Meeting, 10:00 a.m. – 11:30 a.m.**
- **September 11 – Executive Committee Meeting, 1:30 – 3:30 p.m.**
- **September 17 – Education and Outreach Committee, 10:00 a.m. – 11:30 a.m.**
- **October 23 – Full Commission Meeting (Sacramento), 10:00 a.m. – 4:00 p.m.**

Acting Chair Paravagna stated no action can be taken on this agenda item today due to the lack of a quorum.

7. Future Agenda Items

No future agenda items were offered.

8. Adjourn

Acting Chair Paravagna adjourned the meeting at 2:14 p.m.