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**MEMBERS of the COMMISSION**

*Guy Leemhuis – Chair  
Douglas Wiele – Vice-Chair  
Tiffany Allen  
Chris Downey  
Souraya Sue ElHessen  
Brian Holloway  
Scott Lillibridge  
Michael Paravagna  
Karla Prieto*

**MEMBERS of the COMMISSION**

*Jim Frazier – Assembly Member  
Tom Lackey – Assembly Member  
Melissa Hurtado – Senator  
Brian Jones – Senator  
Ida Clair, Acting State Architect  
Attorney General Xavier Becerra by Deputy Attorney  
General Anthony Seferian*

**Commission Executive Staff**

*Angela Jemmott – Executive Director*

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## MEETING NOTICE AND AGENDA

### Executive Committee

**October 14, 2020  
1:30 PM – 3:30 PM**

**(The end time is an estimate; the meeting may conclude earlier.)**

**[Join Zoom Meeting:](#)**

<https://zoom.us/j/95761484480?pwd=UlhONjVtSTdlc09zS0JEdDg4by9zUT09>

**Meeting ID: 957 6148 4480**

**Passcode: 010282**

**TELECONFERENCE:**

**(408) 638-0968 OR (669) 900-6833**

**[Live Captioning:](https://www.streamtext.net/player?event=CCDA)** <https://www.streamtext.net/player?event=CCDA>

**CCDA wants to provide the highest level of accessibility for all meetings. We encourage you to look at the detailed information starting on page 4.**

**Notice is hereby given that the California Commission on Disability Access (CCDA) Committee will hear, discuss, deliberate and/or take an action upon the following items listed in this notice. The public is invited to attend and provide their input or comments.**

**ITEMS:**

- 1) Call to Order / Roll Call**
- 2) Approval of Meeting Minutes (July 8, 2020 – Joint Executive & Legislative Committee) – Action**
- 3) Comments from the Public on Issues not on this Agenda** – The Executive Committee will receive comments from the public at this time on matters not on the agenda. Matters raised at this time may be briefly discussed by the Executive Committee and/or placed on a subsequent agenda.
- 4) Old Business** – Update, Discussion, and Action
  - a. Creation of workgroup to update CCDA Bylaws
- 5) AB 3364 Implementation (Committee on Judiciary, Chapter 36, Statutes of 2020)** – Update and Discussion
  - a. Restores a mistakenly-deleted provision of law and correct outdated cross references to reflect the proper procedure for submitting demand letters and other documents related to disability access claims to the California Commission on Disability Access.
- 6) Data Collection Update** – Update and Discussion
  - a. Maintenance of CCDA Online Submission Portal (ServiceNow)
  - b. Historical Data Entry Workload
- 7) Subcommittee Structure and Membership** – Update, Discussion, and Action
  - a. Reconvening Research Committee and Selection of Committee Chair
  - b. Selecting New Co-Chair for Education & Outreach Committee
  - c. Development of Legislative Committee function(s)
- 8) 2021 Full Commission and Committee Meeting Calendar** – Discussion and Action

- 9) **CCDA Executive Director Report** – Update and Discussion
  - a. Customer Service Inquiries
  - b. Administrative and Operational
  - c. Partnering and Outreach Efforts
    - i. External speaking invitation protocols
  
- 10) **CCDA Proposed 2021 One-Year Strategy from the Five-Year Strategic Plan**  
– Update, Discussion, and Action
  - a. Strategy: Evaluate compliance with CCDA's data collection mandate.  
(Goal 4 of Five-year plan: Maintain data on status of access compliance.)
  
- 11) **Future Agenda Items** – The Executive Committee may discuss and set for action on future agendas, procedural and substantive items relating to state buildings regulatory programs, Commission policy and administrative matters.
  
- 12) **Adjourn**

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- ❖ The **CCDA** meeting is operating under the requirements of the Bagley-Keene Open Meeting Act set forth in Government Code Section §11120-11132. The Act generally requires the **CCDA** to publicly notice their meetings, prepare agendas, accept public testimony, and conduct their meeting in public unless specifically authorized by the Act to meet in closed session.
  - ❖ Meetings are subject to cancellation; agenda items are subject to removal or items may be taken out of order.
  - ❖ The Commission meets under the authority of Government Code §14985.
  - ❖ The Commission may hold a closed session on pending or proposed litigation involving the Commission [Govt. Code §11126(e)] and personnel matters and performance review relating to the Commission [Govt. Code §11126(a)].
  - ❖ The meeting facilities and restrooms are accessible to individuals with disabilities.
  - ❖ Each Commission meeting will provide a teleconference line, large print agendas, and captioning.
  - ❖ Requests for accommodations for individuals with disabilities (sign-language interpreter, assistive listening device, Braille, or any other accommodation needed by an individual) should be made to the Commission no later than five (5) working days prior to the day of the meeting.
  - ❖ Technical difficulties with equipment experienced prior to or during the meeting preventing or inhibiting accessibility accommodation is not cause for not holding or for terminating the scheduled meeting.
  - ❖ For the latest information on meeting status, check the [California Commission on Disability Access](https://www.dgs.ca.gov/ccda) website: <https://www.dgs.ca.gov/ccda>.
  - ❖ Questions regarding this notice and agenda may be directed to CCDA at [ccda@dgs.ca.gov](mailto:ccda@dgs.ca.gov) or (916) 319-9974 or mail to: 400 R Street, Suite 310, Sacramento, CA 95811.