

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

October 2, 2019

1. Call to Order

Chair Guy Leemhuis welcomed everyone and called the meeting of the Executive Committee of the California Commission on Disability Access (CCDA) to order at approximately 10:00 a.m. at the CCDA Hearing Room, 400 R Street, 3rd Floor, Conference Room 300, Sacramento, 95811.

The off-site meeting locations for teleconference were the Law Offices of Guy A. Leemhuis, 7121 Magnolia Avenue, Riverside, 92504, and 4040 Via Marisol #121, Los Angeles, 90042.

Chair Leemhuis reviewed the meeting protocols.

Roll Call

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

Commissioners Present:

Guy Leemhuis, Chair (via teleconference)
Douglas Wiele, Vice Chair
Brian Holloway
Betty Wilson (via teleconference)

Commissioners Absent:

Chris Downey
Michael Paravagna

Staff Present:

Angela Jemmott, Executive Director
LaCandice Ochoa, Operations Manager
Taylor St. Mary, Marketing and Outreach

Also Present:

Brent Jamison, Department of General Services (DGS)
Renee Taylor, PMP, Renee Taylor Consulting, Inc.
Bill Zellmer, Sutter Health

2. Approval of Meeting Minutes (April 24, 2019, and August 28, 2019) – Action

Motion: Commissioner Holloway moved to approve the April 24, 2019, and August 28, 2019, California Commission on Disability Access Executive Committee Meeting Minutes as presented. Vice Chair Wiele seconded. Motion carried unanimously.

**California Commission on Disability Access
Executive Committee
October 2, 2019, Meeting Minutes**

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

No members of the public addressed the Committee.

4. CCDA Executive Director Report – Update and Discussion

Executive Director Jemmott presented her report as follows:

a. Administrative and Operational

The CCDA moved into its current facility last year “as is” in terms of cubicles, fixtures, and room accommodations. Walls adjoining other facilities were closed off this past month. Staff break rooms and other amenities are currently being designed for the CCDA suite.

Close-out for fiscal year 2018-2019 is anticipated in mid-October. The CCDA budget remains dependent upon assistance from the DGS General Fund.

The need for volunteer services and interns continues. Students from UC Davis and a local high school interned this summer but have now returned to school. New volunteers are being sought to help with data collection efforts.

The data collection automation project is anticipated to launch this calendar year. Members of the disability community and several law firms will help test the system for errors.

The CCDA Americans with Disabilities Act (ADA)-accessible website has been a model for many agencies throughout the state of California, including legislative websites. The CCDA website continues to be refined for even greater accessibility.

b. Partnering and Outreach Efforts

The City of Oakland hosted a workshop event on October 1st on behalf of the CCDA.

The Latino Chamber of Commerce has offered to share grant funding with the CCDA for the mentoring program.

The City and County of San Francisco has offered to share grant funding to help fund a Certified Access Specialist (CAsp) program and partner with the mentoring program.

The City of Oakland has invited the CCDA to participate in their Small Business Week event in May.

The California Chamber of Commerce (CalChamber) is interested in partnering with the CCDA to host webinars on service animals and making podcasts next year.

Questions and Discussion

Commissioner Wilson stated she has been asked by many members of the Los Angeles community for more notice of CCDA meetings. She suggested announcing meetings on PBS to live audiences.

Executive Director Jemmott stated the CCDA was invited to distribute materials to participants of the SAFE Conference, which was hosted by the California Hotel and

**California Commission on Disability Access
Executive Committee
October 2, 2019, Meeting Minutes**

Lodging Association (CHLA) and was held last month. The CCDA's materials were put into a newsletter that was distributed to over 5,000 members. She stated the desire to be added to other entities' lists to reach a wider audience with announcements and materials.

Action Items:

- No action items.

5. Committee Updates – Update and Discussion

a. Checklist Committee

i. One-Page Educational Tool for Small Businesses

Commissioner Holloway, Chair of the Checklist Committee, stated the Committee met two weeks ago to work on the language of the one-page Accessibility for Small Businesses – a Path to Compliance, an educational tool for small businesses, which was included in the meeting packet. The document was finished yesterday, was presented at the Oakland event, and was well-received.

Executive Director Jemmott stated the document is out for publication. She noted that the costs of producing the document will be covered by the Small Business Development Center of Northern California.

b. Legislative Committee

i. ADA Coordination Research Project

This item was tabled to the next Committee meeting.

c. Education and Outreach Committee

i. Finalizing Public Service Announcement (PSA) Projects

Executive Director Jemmott stated the PSA is being put into an accessible format. The PSA was completed by the Art Institute of San Francisco, captioning is being managed by the DGS Office of Public Affairs, and the audio description has yet to be completed. She stated Commissioner Downey is looking into who could provide assistance in this area. The goal is for the PSA to be completed by October 23rd for presentation at the full Commission meeting.

ii. 10-Year Anniversary Event: October 23, 2019

Executive Director Jemmott asked Commissioners to seek sponsorship for the CCDA 10-Year Anniversary Event to be held on October 23rd after the full Commission meeting.

Questions and Discussion

**California Commission on Disability Access
Executive Committee
October 2, 2019, Meeting Minutes**

Commissioner Holloway stated the importance that all Commissioners attend both the meeting and the event.

Vice Chair Wiele agreed and stated the event was scheduled after the full Commission meeting with the intention that everyone attending the event will have also attended the meeting during the day.

Commissioner Wilson asked Executive Director Jemmott to announce the details of the meeting for everyone in attendance. Executive Director Jemmott stated the full Commission meeting is scheduled for October 23rd, from 10:00 a.m. to 4:00 p.m. at CalChamber, and the 10-Year Anniversary Event is scheduled for 5:30 p.m. to 7:30 p.m. in the same location.

Vice Chair Wiele stated the Sheraton Hotel is next door to CalChamber and the Hyatt is across the street in the opposite direction.

Action Items

- Commissioners are to seek sponsorship for the anniversary event.

6. Facilitated Discussion on Draft 2020 – 2024 Goals and Objectives – Discussion and Action

- a. Summary Feedback Received from Commissioner Interviews**
- b. Proposed Goals for 2020 – 2024**
- c. Proposed Objectives for 2020 – 2024**

Presenter:

- Renee Taylor, PMP, President, Renee Taylor Consulting, Inc.

Renee Taylor, PMP, President, Renee Taylor Consulting, Inc, provided an overview of the background and current status of the strategic planning process. She summarized feedback received from Commissioners and reviewed the Draft 2020-2024 Goals and Objectives, which was included in the meeting packet. She stated there was a strong sentiment among Commissioners to more clearly state the focus of the goals and objectives on the business community as a core mission of the CCDA, create the header of the goals to reflect the objectives underneath them, and create objectives that are more measurable and specific to allow them to be driven deeper.

Questions and Discussion

Vice Chair Wiele asked for a redlined copy of the Draft 2020-2024 Goals and Objectives document so Commissioners can see the original text along with the proposed changes.

Chair Leemhuis agreed that the document presented is not helpful. He asked staff to make recommendations, based on Commissioner input, in a redlined document, and give Commissioners time to review it before giving their feedback. He suggested

**California Commission on Disability Access
Executive Committee
October 2, 2019, Meeting Minutes**

perhaps holding a special meeting prior to the October 23rd full Commission meeting for Commissioners to provide feedback on the redlined version of the document.

Commissioner Holloway suggested that Ms. Taylor briefly summarize the proposed changes to the objects and strategies today so Commissioners will better understand the redlined document when they receive it.

Goal 1

Ms. Taylor highlighted changes to Goal 1 as follows:

- A key phrase has been woven into the document that rephrases the scope of the CCDA's mission as "entities in the planning, design, property, and construction sectors and those maintaining places of public accommodation."
- Objective 3 has been changed to "support the Department of General Services (DGS)' Division of the State Architect (DSA) in encouraging collaboration between Certified Access Specialist Program (CAsp) inspectors, the disability community, and the small business community, and in coordinating partnerships."

Ms. Taylor stated awareness also needs to be increased for elected officials. This is not included in the objectives to Goal 1 but is touched upon in Goal 2.

Vice Chair Wiele referred to Objective 3, which speaks of CAsp inspectors, the disability community, and the small business community. He stated it is significant who this does not speak of. He stated most small businesses that occupy space are in leased space and most of them are in buildings with other tenants. There are often shared areas where small business tenants have no rights to make changes and, typically, the lease for the space itself gives the tenant no rights to make physical improvements to the space they occupy.

Vice Chair Wiele stated the need to speak about the party who is ultimately responsible for compliance in the built environment – the building owners. He stated there are contractual relationships between landlords and tenants that, in the context of state law, regulate who may do what. Landlords are arguably the most important player; this needs to be acknowledged.

Chair Leemhuis agreed and thanked Vice Chair Wiele for bringing this to the Commission's attention six years ago. Property owners are a unique party who bring some of the inaccessibility to the small business situation because they have the control over the space. Property owners are separate and distinct from small business owners. He suggested using the term "stakeholders" and adding the definition of what is meant by the term, possibly as a footnote. Property owners are clearly one of the stakeholders that should be included.

Vice Chair Wiele agreed. He suggested creating a list of definitions and to include the term "stakeholder" in that list. He suggested the term Parties of Interest or Stakeholders with a capital "S."

**California Commission on Disability Access
Executive Committee
October 2, 2019, Meeting Minutes**

Goal 2

Ms. Taylor highlighted changes to Goal 2 as follows:

- The header now reads “continue to provide training programs and toolkits for targeted stakeholders.”
- The following objectives were added:
 - Ensure outreach events focus on latest published data and are data-informed.
 - Ensure a statewide regional reach for training and awareness programs.
 - Develop training videos on several subjects and post on the website.

Executive Director Jemmott suggested the term “webinars/online toolkits” rather than “videos.”

Ms. Taylor suggested “develop online training vehicles.”

Goal 3

Ms. Taylor highlighted changes to Goal 3 as follows:

- Objective 1 has been changed to “identify funding sources for small businesses and other organizations that have validated funding needs for access compliance support.”
- Objective 2 has been changed to “research methods to budget and adequately fund the Commission’s accessibility efforts, including appropriate state funding.”
- Objective 3 has been changed to read “examine existing state and local programs for opportunities to create funding allocations for access compliance.”
- Objective 4 has been changed to “promote designated funding streams for access programs that have been created through legislation.”
- Objective 5 was added to read “establish continuous appropriation of non-General Fund sources of revenue.”

Executive Director Jemmott referred to Objective 3 and suggested removing the words “existing state and” so it would read “examine local programs for opportunities to create funding allocations for access compliance.”

Vice Chair Wiele asked how adding “local” to the original language adds value.

Executive Director Jemmott stated the Commission will get added traction knowing that local programs are the focus.

Vice Chair Wiele stated every time a list is created, it creates exclusions. He suggested keeping the original language of “examine programs for opportunities to create funding allocations for access compliance” so it will not exclude other opportunities.

Vice Chair Wiele asked about the intent of the new Objective 5. Executive Director Jemmott stated the Commission has collected non-General Fund support money for one-time events, but not as a continuous appropriation. An objective could be, as the

**California Commission on Disability Access
Executive Committee
October 2, 2019, Meeting Minutes**

Commission creates the education depository account for outreach, to look for an individual, entity, or grant as a continuous funding source for education and outreach.

Chair Leemhuis asked to begin Objective 5 with a word other than "establish" to better capture what Executive Director Jemmott just explained.

Goal 4

Ms. Taylor highlighted changes to Goal 4 as follows:

- The word "access" was removed from the header because Commissioners felt the access was the Commission.
- The objectives were tightened and three objectives were rolled into one. The last objective remained the same.

Goal 5

Ms. Taylor highlighted changes to Goal 5 as follows:

- The goal largely remained the same.
- Objective 3 is new and will be clearly stated in the redlined version.
- Objective 5 was added to read "report to the Legislature by the annual deadline for the preceding year's data."

Ms. Taylor stated other changes will be seen in the redlined version.

Action Items:

- Staff is to provide a redlined copy of the goals and objectives to Commissioners.

7. Future Agenda Items

No future agenda items were offered.

8. Adjourn

There being no further business, the meeting was adjourned at approximately 11:30 a.m.