

CALIFORNIA COMMISSION ON DISABILITY ACCESS LEGISLATIVE COMMITTEE

Teleconference Meeting Minutes
June 9, 2021

1. Call to Order

Chair Michael Paravagna welcomed everyone and called the meeting of the Legislative Committee of the California Commission on Disability Access (CCDA) to order at 10:02 a.m. Due to the ongoing health emergency, and consistent with Executive Order N-29-20, this meeting was conducted entirely by Zoom and teleconference.

Chair Paravagna reviewed the meeting protocols.

[Note: Agenda Item 5 was taken out of order. These minutes reflect this Agenda Item as listed on the agenda and not as taken in chronological order.]

Roll Call

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

Commissioners Present:

Michael Paravagna, Chair
Tiffany Allen
Jacqueline Jackson
Scott Lillibridge

Other Commissioners Present:

Drake Dillard
Souraya Sue ElHessen
Brian Jones, Senator,
represented by Brixton Layne and
Danielle Parsons
Tom Lackey, Assembly Member,
represented by Mary Maida
Guy Leemhuis, Immediate-Past Chair

Staff Present:

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

Also Present:

Katherine Minnich, Deputy Director of Administration, DGS
Corrina Roy, Legislative Consultant, Office of Administrative Affairs, California
Department of General Services (DGS)
Anna Woodrow, Assistant Chief Counsel, Office of Legal Services, DGS

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2. Approval of Meeting Minutes (February 10, 2021) – Action

Motion: Commissioner Allen moved to approve the February 10, 2021, California Commission on Disability Access Legislative Committee Meeting Minutes as presented. Commissioner Lillibridge seconded. Motion carried unanimously.

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

No members of the public addressed the Committee.

4. Department of General Services (DGS) Memo on Legislative Engagements – Update and Discussion

a. DGS Administrative Order 17-02, Legislative Communications Policy

Executive Director Jemmott reviewed the Administrative Order 17-02, Legislative Communications Policy, which was included in the meeting materials.

Questions and Discussion

Commissioner Lillibridge stated the Administrative Order limits this Committee's abilities to discuss potential legislation. Commissioner Lillibridge indicated interest in understanding how the Legislative Committee will interpret the Administrative Order 17-02's outlined restrictions.

Chair Paravagna directed the Committee's attention to "Legislative Members on Boards and Commissions" located on page 2 of AO 17-02. It states that this policy does not apply to: "Discussions with legislators serving on the State Allocation Board by board staff about board business and second, discussions with legislators serving on the California Commission on Disability Access by commission staff about commission business. However, discussions about current, proposed, or potential legislations shall be referred to the Office of Legislative Affairs." He interpreted this paragraph as limiting discussions that can happen with members of the CCDA.

Chair Paravagna stated the concern that the Committee has historically raised issues regarding pending legislation to the Office of Legislative Affairs and has not heard back from them. He suggested having a discussion with Legislative Members of the Commission and with the Office of Legislative Affairs to create clarifying protocols to receive a report back. He stated the need for some mechanism to make meaningful contributions.

Commissioner Allen agreed. She stated concern that the Administrative Order has tied the Committee's hands to a point where it cannot be effective. Based on the referenced

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component of the policy, Commissioner Allen also affirmed a concern for the Legislative Committee's effectiveness due to potential engagement restrictions.

Chair Paravagna agreed that the Administrative Order affects the Committee's effectiveness. Committee Members donate their time to make positive impacts on legislation being considered by the state. It is concerning that the Committee's effectiveness and accomplishments may be questioned in the future. He stated the need to answer that question robustly with a lot of data.

Commissioner Allen asked if there is an opportunity to discuss modifications to the Administrative Order with the DGS.

Executive Director Jemmott stated Administrative Orders can be amended or updated under the leadership of the Director. The new Administrative Director of the DGS would be helpful to contact because her department drafts language for the DGS.

Executive Director Jemmott stated that Corrina Roy, Legislative Consultant from the Office of Legislative Affairs, conveyed that in the past that Administrative Order 17-02 is for DGS staff only and is not intended to advise individual commissioners. Executive Director Jemmott stated that Ms. Roy asked staff to consider the Legislative Committee's role and responsibilities. Executive Director Jemmott stated the need to also clarify outreach in this Administrative Order. She asked DGS about the steps the Committee should take.

Executive Director Jemmott conveyed that questions have arose, regarding the issue that instruction indicates that commissioners are able to speak with other commissioners, but not regarding legislative matters. Executive Director Jemmott is concerned because there are restrictions in AO 17-02 regarding outreach activities. The CCDA is currently in discussions regarding continual outreach, and these needed clarifications will impact current planning.

Anna Woodrow, Assistant Chief Counsel, Office of Legal Services, DGS, suggested becoming familiar with the duties of the Commission and the complexities with respect to having members of the Legislature not only serving in the Commission but also the need to liaison and have discussions with other individuals outside the Commission with respect to potential legislation or legislation that would impact the Commission.

Ms. Woodrow stated the Administrative Order does have a carve-out for discussions with legislative members of the Commission regarding Commission business. She stated the need to get clarity and understanding with the current administration at DGS about what that entails based on the Commission's unique mission and what it does to see if flexibility is already intended.

Commissioner Jackson stated, as a new Commissioner, she received a letter from Senator Toni Atkins. Part of that letter stated they are very much interested and want to be informed of what the Commission does and how to collectively work together for the people of California. She stated it seems that the Legislature wants it to happen. The Commission needs to find the protocols to work this out.

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Commissioner Allen also confirmed receiving a similar congratulatory letter, several years prior to Commissioner Jackson.

Danielle Parsons from Commissioner Brian Jones office indicated that commission members appointments are different. Based on the agency who appointed the members, there are appointment letter variations.

Chair Paravagna suggested scheduling a discussion with key parties to come to an understanding regarding what the Commission is supposed to do. He suggested including the legal department, a legislative representative, the DGS Deputy Director, and the legislative members of the Commission or their representatives. He suggested putting this roundtable discussion on the agenda for the next Committee meeting.

Commissioner Allen agreed with the list of participants for the discussion. She stated the importance of being in compliance with the CCDA rules and regulations. She affirmed an interest in having a continued discussion that clarifies what is the specific directive for CCDA and the committee's role.

Commissioner Paravagna conveyed a factor that many sitting commissioners are appointed by the Governor's office. There is an understanding of respecting the process of not superseding the Governor's authority by opposing or supporting any legislative concepts. Therefore, the current legislative committee task would be to consult with legislators without supporting or opposing legislation. This provides a robust opportunity to highlight the expertise of the CCDA that deals with understanding the business community, the disability community, etc. and being able to talk with legislators about their proposed concepts and how it impacts these referenced communities. In this manner, the CCDA would still retain a viable role without moving ahead of the Governor.

Action Items

- Follow-up with the appropriate DGS leadership on clarification of the CCDA's supportive role for advising legislators and participating in outreach pursuant to Administrative Order 17-02.

[Note: Agenda Item 5 was taken out of order and was heard after Agenda Item 8.] Representative Corrina Roy from Department of General Services, Office of Legislative Affairs indicated availability to present Item 5 after 11:00 am. Therefore, Chair Commissioner Paravagna changed the order of items on the Meeting Notice and Agenda.

5. Legislative Bill Tracking – Update and Discussion

Executive Director Jemmott initially read notes sent by Corrina Roy, Legislative Consultant, Office of Administrative Affairs, Department of General Services (DGS),

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summarizing the CCDA Legislative Bill Tracking Report on the bills staff is tracking, which was included in the meeting packet.

a. AB 29 State Bodies: Meetings

This bill is currently being held in the Assembly Appropriations Committee on the Suspense File. It will not be moving forward this year.

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

This bill is awaiting assignment to a Policy Committee at a Senate Rules desk. Initially, Executive Director Jemmott read from Ms. Roy's notes. Executive Director Jemmott indicated that the question was discussed regarding underrepresented communities on several occasions. This question was presented to a CCDA consultant who was able to confirm that the bill does not identify individuals with disabilities as an underrepresented community.

Chair Paravagna agreed with Executive Director Jemmott that this issue was a concern that was addressed by the Commission during the February 10, 2021, Legislative Committee Meeting.

Executive Director Jemmott then acknowledged the arrival of representative Corrina Roy from DGS Office of Legislative Affairs and indicated that Ms. Roy would now continue leading the Legislative Bill Tracking discussion.

Commissioner ElHessen asked for an update on her request to add the disability community to the list of underrepresented communities.

Ms. Roy stated the author did not specifically include persons with disabilities as an underrepresented group in AB 105. She noted that amendments are forthcoming, and this may change.

c. AB 580 Emergency Services: Vulnerable Populations

This bill was passed through the Assembly.

This bill is being referred to the Senate Committee on Governmental Organization and has not yet been set for hearing. Corrina Roy conveyed that a majority of the appointees must be representatives from the blind or visually impaired community, sensory and cognitive community, and the physical disability community. This is an existing requirement. Additionally, the name is changing to "Access and Functional Needs Community" to accommodate more inclusive nomenclature. It would also require Office of Emergency Services (OES) to review a political subdivision's emergency plan

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with individual representatives from a variety of function and access needs communities, in order to determine that those plans are consistent with the best practices and provide assistance to local jurisdictions. The goal is help meet the needs of the access and functional needs communities in the event of an emergency.

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

This bill may undergo substantial amendments. In terms of how this would impact the CCDA, based on the bill's language, there is a requirement for the creation of records management training. Providing various aspects of the training under the direction of DGS would be delegated to the Records Management Coordinator (RMC). This individual is located within DGS's Office of Enterprise Development. Currently this bill would only affect the CCDA in terms of staff that deal with public records. The training would be held by any agency's RMC.

6. One-Page Informational Sheet About the CCDA – Update and Discussion

a. Copy of First Draft (Notation: To accommodate Ms. Roy's delayed attendance, Item 6 was discussed after Item 4).

Executive Director Jemmott conveyed that for committee members and stakeholders, based on Chair Paravagna's directive, the CCDA staff has constructed a one-page informational draft sheet about the CCDA.

The importance of this draft was based off the fact that many individuals are unfamiliar with the CCDA. Several years prior, Senator Lackey invited the CCDA for a coffee chat at the capitol, included multiple legislative staff members. It was revealed at the meeting that this was their first introduction to the CCDA. Currently, the one-page informational sheet has been designed as an attempt to let legislators know about the CCDA and that may provide assistance to them.

Staff Member Barsanti reviewed the draft "One-Page Informational Sheet About the CCDA" document, which was included in the meeting materials.

Commissioner Paravagna indicated the anticipatory response for mentioning that the one-page instructional sheet was targeting state and local government and potential opposition regarding the CCDA's role in facilitation. Chair Commissioner Paravagna deferred to Executive Director Jemmott who indicated that in the CCDA mandate there is a directive that CCDA's role is to work with local government.

Chair Paravagna asked for a motion to adopt the "One-Page Information Sheet About the CCDA" and framing the CCDA's next Legislative meeting as an outreach tool with our stakeholders.

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Commissioner ElHessen moved to adopt the One-Page Information Sheet About the CCDA as presented.

Commissioner Jackson seconded.

Commissioner Lillibridge suggested the friendly amendment to include a reference to the government code sections that established the Commission. Commissioners ElHessen and Jackson agreed to accept the friendly amendment.

Motion: Commissioner ElHessen moved to adopt the "One-Page Information Sheet About the CCDA" with the inclusion of a reference to the government code sections that established the Commission. Commissioner Jackson seconded. Motion carried unanimously.

Action Items

- Staff is to include a reference to the government code sections that established the Commission in the One-Page Informational Sheet.

7. Building Relationships with Legislative Commission Members – Update and Discussion

a. Developing a Legislative Roundtable?

b. Coffee Chat Presentation of One-Page Informational Sheet?

Executive Director Jemmott highlighted the opportunity that the CCDA faces in terms of the relationship between legislators and the Administrative Office of DGS. However, the CCDA is aware that it retains 4 commissioners from the Legislative body (two from the Senate and two from the Assembly) that are being extremely generous with their time and attending many of the commission meetings. The CCDA would like to strengthen that relationship.

Currently, there have been conversations regarding this dynamic and as staff, the CCDA would like to introduce two types of opportunities for discussion. This is in the area of a roundtable discussion on the legislative opportunities that are available with those individuals who are submitting case findings through CCDA. This could also be led as a discussion point on how that language could be changed. It is an opportunity to illustrate what the CCDA is faced with in terms of the fact that this is CCDA business as noted in Administrative Order 17-02, but it is also legislation. So, this discussion represents a clear opportunity for discussion of how the CCDA could bring these issues to the legislative body.

The CCDA could talk in general, as was suggested, in having a Roundtable discussion, while presenting the "One-Page Informational Sheet," discuss the meaning behind it,

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how it can be used, and how legislators could possibly distribute it within their organization or structure.

Commissioner Paravagna indicated that this type of discussion would also benefit newer CCDA members. Historically, the CCDA conducted a few meetings in which they were called "Listening Sessions" and a topic of discussion would be selected. For example, one of the topics that was selected was "Accessible Parking." A panel was present that addressed various issues and elements. Additionally, stakeholders attended that retained a diversity of opinions regarding the subject matter. A professional facilitator officiated the discussion to assist in arriving at points of agreement. These dynamics helped provide a service to members of the legislature who were listening in and participating to understand a common ground for resolving problems.

Executive Director Jemmott suggested developing a legislative roundtable or having a coffee chat presentation of the One-Page Informational Sheet as ways to get to know the new and legislative members of the Commission.

Executive Director Jemmott suggested working with the Education and Outreach (E&O) Committee on outreach opportunities with the One-Page Informational Sheet.

Chair Paravagna asked for a motion to support the Executive Director in this effort.

Motion: Commissioner ElHessen moved to work with the E&O Committee on outreach opportunities for the "One-Page Information Sheet About the CCDA." Commissioner Allen seconded. Motion carried unanimously.

After the motion was carried, Commissioner Scott Lillibridge indicated an interest in learning about the format for presenting the "One-Page Informational Sheet" document. Commissioner Lillibridge inquired if the document's promotion would include the CCDA staff sitting down with legislators, entail an open invitation, or would this involve a formal presentation. Commissioner Lillibridge inquired on the type of participation that would be required on behalf of the Commission.

Executive Director Jemmott first conveyed an example of having representative Danielle Parsons from Senator Jones's office share with the Commission a list of legislative directors from the Assembly and the Senate. From this experience, Executive Director Jemmott recommended, as an exercise of outreach, to email each of the individuals referenced on the list with the "One-Page Informational Sheet" communication as an attachment. Executive Director Jemmott indicated that this would be a simple way to begin the process of introduction about the CCDA to the Legislative body.

Secondly, in terms of a discussion point, Executive Director Jemmott suggested the opportunity of meeting with the legislative members in a one-hour session to address potential questions with the "Informational Sheet" as a promotional tool. This would

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also include an outreach opportunity for any of the commissioners that are also available to participate in the meeting's document review.

Action Items

- Staff is to work with the E&O Committee on outreach opportunities for the "One-Page Information Sheet."

8. Future Agenda Items

No future agenda items were offered.

9. Adjourn

Motion: Commissioner Allen moved to adjourn the June 9, 2021, California Commission on Disability Access Legislative Committee meeting. Commissioner Lillibridge seconded. Motion carried unanimously.

There being no further business, the meeting was adjourned at approximately 11:00 a.m.