

# CALIFORNIA COMMISSION ON DISABILITY ACCESS EXECUTIVE COMMITTEE MEETING

Teleconference Meeting Minutes  
October 12, 2022

## 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. at the CCDA Headquarters, 400 R Street, Suite 312, Sacramento, CA 95811.

Staff Member Strother reviewed the meeting protocols.

### Roll Call

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

#### Commissioners Present:

Chris Downey, Chair  
Douglas Wiele, Vice Chair  
Souraya Sue ElHessen  
Brian Holloway  
Guy Leemhuis  
Scott Lillibridge

#### Other Commissioners Present:

Jacqueline Jackson  
Brian Jones, Senator,  
by Emily Miller

#### Staff Present:

April Dawson, Executive Director  
Stephanie Groce, Disability Access  
Technician  
Phil McPhaul, Operations Manager  
Abigail Ridge, Administrative and  
Legislative Analyst  
Presley Strother, Marketing and Outreach  
Analyst

#### Also Present:

No members of the public addressed the Committee.

## 2. Approval of Meeting Minutes (April 6, 2022) – Action

**Motion:** Commissioner Holloway moved to approve the April 6, 2022, California Commission on Disability Access Executive Meeting Minutes as presented. Commissioner ElHessen seconded. Motion carried 4 yes, 0 no, and 1 abstain, per roll call vote as follows:

The following Commissioners voted "Yes": Commissioners ElHessen and Holloway, Vice Chair Wiele, and Chair Downey.

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The following Commissioner abstained: Commissioner Lillibridge.

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

No members of the public addressed the Committee.

**4. 2023 Committee Meeting Calendar – Update and Discussion**

Chair Downey reviewed the CCDA 2023 Committee Meeting Calendar. He asked to correct the time for the Executive Committee meetings to 1:30 p.m. to 3:00 p.m. He questioned the July 14<sup>th</sup> meeting date, which is on a Friday. He stated he will be unable to attend the July Executive Committee meeting and possibly the full Commission meeting on July 26<sup>th</sup>.

Executive Director Dawson stated staff will make those corrections.

There was no Commissioner discussion or comments from the public.

**5. Executive Order N-16-22 – Update and Discussion**

Executive Director Dawson provided a brief overview of Executive Order N-16-22, which was recently signed by the Governor and included in the meeting materials. She stated the Governor's Executive Order explicitly called out intersectionality. This is a great opportunity for the CCDA to consider how to do an assessment of the communities that have not been reached or that can be reached more effectively. She gave the example of ensuring that the Commission's materials and toolkits are produced in languages other than in English and ensuring that programming such as the listening forums include business owners and others who are non-English speaking as ways to lift up equity in compliance with the Governor's Executive Order and as a good way to do business.

Executive Director Dawson stated she has been asked by the Department of General Services (DGS) to represent the CCDA on a committee to craft language for DGS related to disability. This is also a way to highlight the CCDA within the state of California.

Discussion

Commissioner ElHessen asked how expansive the Governor's Executive Order is for Commissioners to support and participate across the state.

Executive Director Dawson stated there is an opportunity for each Commissioner to be leaders and to lift up equity.

Commissioner ElHessen stated there is an underrepresentation of individuals with disabilities in community colleges. She stated Commissioners can be more participatory

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in using this as a vehicle to expand awareness of people with disabilities having access to employment and colleges.

Commissioner Lillibridge asked if there is anything in the Governor's Executive Order that will affect the Commission.

Executive Director Dawson stated there is nothing in the Executive Order that specifically pertains to the CCDA or that would do anything to change basic operations. The order was about including marginalized communities and ensuring that data metrics are inclusive of those marginalized communities.

Public Comment

There was no public comment.

**6. Chaptered Legislation: Addressing CCDA's Role – Update and Discussion**

Executive Director Dawson reviewed the CCDA Legislative Status Report, which was included in the meeting materials, and discussed how Assembly Bill (AB) 2164 and AB 2917 will impact the CCDA.

Discussion

Commissioner ElHessen asked how the Education and Outreach Committee can be more involved in reaching out to chambers of commerce and educating them about the new legislation and what the CCDA does to support that. She asked to be included in future meetings that staff make with the Department of Rehabilitation (DOR) to discuss ways to implement these bills.

Public Comment

There was no public comment.

**7. Revenue Reporting – Update and Discussion**

**a. Potential Uses of Funds**

- **2015-2019 Fiscal Year: \$99,000**
- **2020-2021 Fiscal Year: Approximately \$20,000**
- **Total Amount: Approximately \$120,000**

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

Staff Member McPhaul reviewed the Revenue Reporting document, which was included in the meeting materials. He noted that the high-frequency litigant funds have grown from \$120,000, as listed in the meeting materials, to \$152,000 although this number is not final.

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There was no Commissioner discussion or comments from the public.

**8. Financial Review – Update and Discussion**

**a. Review Summary – Quarterly Review**

Executive Director Dawson provided an overview, with a slide presentation, of the Expenditure Report for Fiscal Year 2021-22. She noted that accounting has not yet closed and that these numbers were pulled on October 7<sup>th</sup>, representing the end of the prior Fiscal Year. It is normal for financials for boards and commissions to be presented a few months in arrears.

Executive Director Dawson stated the CCDA has not overspent its budget and is properly using its funds. She stated the original Budget Act authority was \$1,571,000. Through the normal process that departments go through with the Budget Act, that amount was reduced, which made the CCDA's authority \$1,463,000. She stated the total spent budget was 84 percent of the total spending authority.

Discussion

Vice Chair Wiele thanked staff for their hard work.

Public Comment

There was no public comment.

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

Executive Director Dawson presented her report:

**a. Administrative and Operational**

- The Data and Research Analyst staff position is currently vacant. The position was posted approximately three weeks ago, but, due to an error in the listing, it was pulled. It will be reposted tomorrow with an updated Statement of Qualifications.
- Staff met with the accounting team to cost out a Promotion and Place Model to address the high turnover in CCDA staff. Staff of the CCDA have opportunities for training and learning unique skills not normally available in other areas of state service, but there is no opportunity for promotion. The accounting team is currently analyzing the possibility of allowing the CCDA to promote the Staff Services Analyst level to the Association Governmental Program Analyst level to decrease staff turnover.
- Vice Chair Wiele and Commissioner Paravagna will term out at the end of the calendar year. The Governor will appoint replacements, including an individual from the California Business Properties Association.

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- Commissioners Holloway and Ramirez will also soon be terming out but are interested in being reappointed.
- Staff has biweekly meetings with Deputy Director Brent Jamison, of the DGS Interagency Support Division, to uplift the CCDA's needs to the DGS. A meeting will be held later this week with DGS leadership to discuss how to increase CCDA's social media presence.
- Given the CCDA's unique lens of disability-related work, staff was asked to present at a meeting with the DGS Equal Employment Opportunity and Strategic Partnerships Offices to discuss how the DGS as a department can uplift equity using the CCDA as a model.

Discussion

Chair Downey thanked Vice Chair Wiele and Commissioner Paravagna for their service, incredible insights, and engagement. He stated he will be disappointed to see them move on. They will be missed.

Vice Chair Wiele stated he will move on with great reluctance and noted that being a CCDA Commissioner has been a great experience over the last decade.

Commissioner ElHessen asked Vice Chair Wiele for suggestions for his replacement.

Vice Chair Wiele stated he did not offer his resignation until the Business Properties Association had the opportunity to vet and approve a proposed replacement. He spoke in support of the proposed replacement and stated Executive Director Dawson has been helpful in encouraging the Governor's Office to begin the reappointment process.

Public Comment

There was no public comment.

**10. Legal Portal Upgrades and Data Collection – Update and Discussion**

Staff Member McPhaul provided an overview of the Civil and Government Codes that mandate the CCDA's Legal Portal. He stated AB 2917 includes website violations as a type of alleged construction-related physical access violation. The CCDA Legal Portal was designed to include this data. It is currently being updated to better define some of the definitions in the Legal Portal.

There was no Commissioner discussion or comments from the public.

**11. CCDA Listening Forum – Update and Discussion**

Executive Director Dawson stated the CCDA will be bringing back the in-person listening forums to bring representatives from the disability and business communities together

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to discuss common challenges related to access and to ensure that the business community has the tools needed to create an accessible environment.

Executive Director Dawson stated the majority of the top-10 disability access violations reported in 2021 allegedly took place in the San Jose region. Staff has engaged in a conversation with the Deputy City Manager of the city of San Jose and the Center for Independent Living that represents the San Jose region to partner with the CCDA in hosting these listening forums. Staff will meet with them in November for a planning session.

Executive Director Dawson stated hybrid listening forums will be held in March, May/June, and August/September of 2023 in the San Jose region, locations in the North Bay, and Southern California. A summary session is planned with the full Commission in October of 2023 to review what was learned in the first three sessions.

Executive Director Dawson stated the listening forums will have a facilitator and include panel discussions on different topics, such as employment. Staff has had three planning meetings with Commissioner Paravagna and representatives of the DOR. The DOR has volunteered to present at the listening forums. Next steps are to determine topics, speakers, locations, and dates for the listening forums.

#### Discussion

Chair Downey asked if the data collection has highlighted particular communities that are not native English speakers. Having that data will help meaningfully target those groups for future listening sessions in those communities.

Executive Director Dawson stated that demographic data is not currently being collected. This is an example of what needs to begin being collected as part of the CCDA's equity goals.

Commissioner Dillard stated data tends to be collected from individuals who speak up, which is a good thing, but it is also important to be sensitive to individuals who do not speak up. The Commission represents different voices; it is important to hear all voices.

Commissioner ElHessen asked if the listening sessions will be posted on the website or on YouTube. She volunteered to brainstorm with staff on social media content.

Executive Director Dawson stated she anticipated getting permission to record the sessions so they will be part of the public record. It would be wonderful to put these sessions on YouTube as examples for other groups to follow.

#### Public Comment

There was no public comment.

## **12. Future Agenda Items**

No future agenda items were offered.

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**13. Adjourn**

Chair Downey stated the next full Commission meeting will be held in Los Angeles on Wednesday, October 26, 2022.

**MOTION:** Chair Downey moved to adjourn the October 12, 2022, California Commission on Disability Access Executive Committee meeting. Vice Chair Wiele seconded. Motion carried 6 yes, 0 no, and 0 abstain, per roll call vote as follows:

The following Commissioners voted "Yes": Commissioners ElHessen, Holloway, Leemhuis, and Lillibridge, Vice Chair Wiele, and Chair Downey.

There being no further business, the meeting was adjourned at approximately 3:00 p.m.