

**MEETING NOTICE AND AGENDA**  
**FULL COMMISSION MEETING**  
**Wednesday, January 25, 2023**

**10:00 a.m. – 4:00 p.m.**

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

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**MEMBERS of the COMMISSION**

Chris Downey – Chair  
Brian Holloway – Vice Chair  
Guy Leemhuis – Immediate Past Chair  
Drake Dillard  
Dr. Souraya Sue ElHessen  
Jacqueline Jackson  
Scott Lillibridge  
Ashley Leon-Vazquez  
Héctor Ramírez

**MEMBERS of the COMMISSION**

Brian Maienschein – Assembly Member  
VACANT – Assembly Member  
Melissa Hurtado – Senator  
Brian Jones – Senator  
Ida Clair – State Architect  
Attorney General Rob Bonta by  
Deputy Attorney General Ben Conway

**MEMBERS of the STAFF**

April Marie Dawson – Executive Director  
Phil McPhaul – Operations Manager  
Abigail Ridge – Administrative & Legislative Analyst  
Stephanie Groce – Data & Research Analyst  
Presley Strother – Marketing & Research Analyst

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**MEETING LINK:**

**PASSWORD: 585387**

**MEETING ID: 818 6078 5761**

**TELECONFERENCE: 1 (215) 446-3656 or US Toll Free: 1 (888) 363-4734**

**Conference Code: 799634**

**LIVE CAPTIONING**

This commission meeting will be on Zoom, via teleconference, and held at the **California Commission on Disability Access Headquarters, located at 400 R Street, Suite 312, Sacramento, California 95811**. Per [Senate Bill 189](#), the Bagley-Keene teleconferencing restrictions have been suspended through July 1, 2023. Therefore, commission members are not required to list their remote locations. Members of the public may participate by Zoom or teleconference from any location.

California Commission on Disability Access (CCDA) would like to provide the highest level of accessibility for all meetings. We encourage you to look at the detailed information starting on page 4 and 5.

Notice is hereby given that the California Commission on Disability Access 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.

**AGENDA ITEMS:**

1. **Call to Order / Roll Call / Housekeeping / Pledge of Allegiance**
2. **Approval of Meeting Minutes (October 26, 2022) – Action**
3. **Comments from the Public on Issues not on this Agenda – Discussion**  
The Full Commission meeting 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 Full Commission and/or placed on a subsequent agenda.
4. **CCDA’s New Vice Chair Brian Holloway – Update and Discussion**
5. **CCDA’s New Attorney General Representative Deputy Attorney General Ben Conway – Update and Discussion**
6. **CCDA’s New Checklist Committee Chair Drake Dillard – Update and Discussion**
7. **Accessible Parking Campaign: Toolkit Review – Update and Discussion**
8. **CCDA Strategic Goal – Update and Discussion**
  - a. Data Migration
  - b. Accessible Parking Campaign
9. **Committee’s Focus for 2023 – Update and Discussion**
  - a. Discuss the focus of CCDA’s standing committees
10. **Presentation: Bagley-Keene Open Meeting Act, Robert’s Rule of Order, and CCDA Bylaws – Update and Discussion**
  - **Presenter #1:** Ben Conway, Deputy Attorney General, Civil Rights Enforcement Section California, Department of Justice; CCDA Commissioner
  - **Presenter #2:** April Marie Dawson, CCDA Executive Director

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Notice to Deaf and Hard of Hearing Individuals: TTY users can use the California Relay Service at 711 in state or 1-800-855-7100 outside California.

## **LUNCH BREAK**

### **11. CCDA Executive Director Report – Update and Discussion**

- a. Administrative and Operational

### **12. 2023 Projects – Update and Discussion**

- a. Current Projects
- b. Future Projects

### **13. Revenue Reporting – Update and Discussion**

- a. Potential Uses of Funds

### **14. Financial Review – Update and Discussion**

- a. Review Summary – Quarterly Review

### **15. Presentation: Overview of the CCDA Legal Portal – Update and Discussion**

- **Presenter #1:** Phil McPhaul, CCDA Operations Manager

### **16. Future Agenda Items – Discussion**

The Full Commission may discuss and set for action future agendas, procedural and substantive items relating to state buildings regulatory programs, Commission policy and administrative matters.

### **17. Adjourn**

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❖ **CCDA's Contact information is as follows:**

- 400 R Street, Suite 310 | Sacramento, CA 95811  
Office: (916) 319-9974 | eFax:(916) 376-4216 | TDD/TTY: (800) 735-2929  
<https://www.dgs.ca.gov/ccda>

- ❖ CCDA meetings are operating under the requirements of the Bagley-Keene Open Meeting Act set forth in Government Code Section §11120-11132. The Act generally requires CCDA to publicly notice their meetings, prepare agendas, accept public testimony, and conduct their meetings 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.
- ❖ If you require public accommodation services for CCDA meetings, please contact CCDA Operations Manager Phil McPhaul at (916) 319-9610, email: [Phil.McPhaul@dgs.ca.gov](mailto:Phil.McPhaul@dgs.ca.gov), or [ccda@dgs.ca.gov](mailto:ccda@dgs.ca.gov), two weeks before the scheduled meetings, to assure appropriate resources will be reserved.

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- ❖ Public participants can use the “raise hand” function to alert the committee of when they would like to speak, and we will also give an opportunity for public members who have called in to the meeting, at which time they can unmute themselves.
  - ❖ To use the “raise hand\* function, please follow these steps:
  - ❖ Using Zoom via Web Browser
    1. First, click on the icon labeled "Reactions" in the toolbar on the bottom center of your screen.
    2. After clicking "Reactions," a new window will show on your screen.
    3. At the bottom right of the screen, there will be button labeled "Raise Hand"
  - ❖ Using Zoom via Mobile Device
    1. Click on the three sideways dots, labeled "More." The “More” option is in the toolbar on the bottom right corner of the screen.
    2. After clicking “More” a new window will pop-up at the bottom of your screen
    3. Press "Raise Hand.

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