

CALIFORNIA COMMISSION ON DISABILITY ACCESS EXECUTIVE COMMITTEE MEETING

Meeting Minutes
March 5, 2025

1. Call to Order

Commissioner Scott Lillibridge welcomed everyone and called the meeting of the Executive Committee of the California Commission on Disability Access (CCDA) to order at approximately 1:30 p.m. The meeting was on Zoom, via teleconference, and held at the CCDA Headquarters, 400 R Street, Suite 312, Sacramento, California 95811.

Staff Member Groce reviewed the meeting protocols.

Roll Call

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

Commissioners Present:

Drake Dillard, Checklist Committee Chair

Scott Lillibridge, Legislative Committee Chair

Dr. Luciana Profaca, Education and Outreach Committee Chair

Commissioner(s) Absent:

Chris Downey, Commission Chair

Brian Holloway, Commission Vice Chair

Other Commissioner Present:

Hector Ramirez*

*Participated remotely

Staff Present:

April Dawson Rawlings, Executive Director

Presley Baker-Strother, Marketing and Research Analyst

Stephanie Groce, Data and Research Analyst

Sabina Nakarmi, Program Technician

Abigail Ridge, Operations Manager

Also Present:

No members of the public addressed the Committee.

2. Approval of Meeting Minutes (October 2, 2024) – Action

Chair Lillibridge tabled this agenda item to the next meeting.

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

No members of the public addressed the Committee.

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4. Executive Director Report and Financial Report – Update and Discussion

Executive Director Dawson Rawlings presented her report:

Program Highlights

Commissioner Lillibridge and Staff Member Baker-Strother worked with DGS Office of Public Affairs to film the first of ten videos for the Busting Barriers series. The video is in the editing phase.

Commissioner Vacancies

There are two vacancies, both representing the interests of the disability community. The appointing authorities are the Governor and Senate Rules Committee, respectively.

Reappointments

Commissioners Dillard and Jackson were reappointed by the Governor. They are awaiting Senate confirmation.

Term Expirations

Commissioner Dr. ElHessen's term expired at the end of 2024. Executive Director Rawson Rawlings thanked her for her years of service to the CCDA.

Staffing Updates

Abigail Ridge, formerly CCDA's Administrative and Legislative Analyst, has been promoted to Operations Manager. CCDA's prior Operations Manager, Phil McPhaul, left CCDA in November for another opportunity.

CCDA has two vacant SSA positions due to turnover and promotions. The Education and Outreach Analyst and Administrative Analyst positions will be posted in the coming weeks. Management is actively working with DGS HR to fill those positions as quickly as possible.

Presentations/Conferences/Meetings Attended

Executive Director Dawson Rawlings reviewed her list of conferences and meetings attended since the last Committee meeting.

Financial Highlights

Executive Director Dawson Rawlings reviewed the Second Quarter Financial Report.

- The CCDA's Total Budget Spending Authority for FY 2024-25 is \$1,562,000.
- The total budget authority for Personal Services for FY 2024-25 is \$834,000.
 - As the end of the Second Quarter, approximately \$407,000 was spent.
- The total budget authority for Operating Expenditures and Equipment for FY 2024-25 is approximately \$728,000.
 - As the end of the Second Quarter, approximately \$240,000 was spent.

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- The CCDA has started to expend funds from the High Frequency Litigant (HFL) Fund, which comes from court fees paid by those who are statutorily designated as high frequency litigants. The HFL Fund contained approximately \$1, 023,000 as of the end of the second quarter.
 - To date, approximately \$131,000 has been spent. The Budget team asked staff to create a new plan for now to spend down the funds. Staff is considering a campaign around how to help people who have been faced with high-frequency litigation.

Discussion

Commissioner Dr. Profaca asked for more detail on the campaign to help businesses.

Executive Director Dawson Rawlings stated the campaign will educate businesses through a webinar or one-pager on what to do if they receive a demand letter, information about the accessible parking campaign, or hiring a retired annuitant who can help the CCDA build relationships across the state between the chambers of commerce and small businesses.

Commissioner Lillibridge suggested using the HFL Fund to help get information out about the CCDA's Listening Forums.

Public Comment

There was no public comment.

5. CCDA Strategic Plan – Update and Discussion

Executive Director Dawson Rawlings stated the current strategic plan expired on December 31, 2024. She provided an overview of the work staff has been doing to prepare for the new strategic planning process. The consultant will attend the upcoming full Commission meeting.

Discussion

Commissioner Dr. Profaca asked to review past strategic plans and the scope of work that was sent to the consultant for reference.

Public Comment

There was no public comment.

6. Current Projects – Update and Discussion

Executive Director Dawson Rawlings provided an overview of CCDA projects and activities, including the draft website toolkit, partnership with the Pacific ADA Center on webinars, and the 2024 Annual Report to the Legislature.

Commissioners asked clarifying questions.

Public Comment

There was no public comment.

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7. Listening Forums – Update and Discussion

Executive Director Dawson Rawlings provided an overview of the upcoming in-person only Listening Forum in San Mateo County with the theme “Disability Compliance at Places of Business to Improve Access for All,” to be held after the full Commission meeting on March 26, 2025. The CCDA is partnering with the Center for Independent Living in San Mateo County. The Listening Forum will be moderated by Commissioner Dr. Profaca.

There were no questions from Commissioners and no public comment.

8 Full Commission Meeting: Wednesday, March 26, 2025 - Update and Discussion

Executive Director Dawson Rawlings provided an overview of the upcoming full Commission meeting location and agenda.

There were no questions from Commissioners and no public comment.

9. Future Agenda Items - Discussion

Commissioner Dr. Profaca encouraged the Commission to include an update on activities relative to website accessibility.

10. Adjourn

Commissioner Lillibridge thanked everyone for participating and asked for a motion to adjourn the meeting.

Motion: Commissioner Dr. Profaca moved to adjourn the March 5, 2025, California Commission on Disability Access Executive Committee meeting. Commissioner Dillard seconded. Motion carried 3 yes, 0 no, and 0 abstain, per roll call vote as follows:

The following Commissioners voted “Yes”: Commissioners Dillard, Lillibridge. And Dr. Profaca.

There being no further business, the meeting was adjourned at approximately 2:30 p.m.