

# **CALIFORNIA COMMISSION ON DISABILITY ACCESS EXECUTIVE COMMITTEE**

Meeting Minutes  
June 4, 2025

## **1. Call to Order**

Vice Chair Brian Holloway 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 Ridge reviewed the meeting protocols.

### **Roll Call**

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

#### Commissioners Present:

Brian Holloway, Vice Chair\*

Drake Dillard

Scott Lillibridge

Dr. Luciana Profaca

#### Commissioner Absent:

Chris Downey, Chair

#### Other Commissioner(s) Present:

Hector Ramirez\*

\*Participated remotely

#### Staff Present:

April Dawson Rawlings, Executive Director

Stephanie Groce, Data and Research Analyst

Sabina Nakarmi, Program Technician

Abigail Ridge, Operations Manager

#### Also Present:

Viet Vo, Legislative Consultant, Office of Legislative Affairs, California Department of General Services

Bill Zellmer, AIA, Certified Access Specialist, Sutter Health, and CCDA Checklist Committee Member

## **2. Approval of Meeting Minutes (March 5, 2025) – Action**

**Motion:** Commissioner Dillard moved to approve the March 5, 2025, California Commission on Disability Access Executive Committee Meeting Minutes as presented. Commissioner Dr. Profaca seconded. There was

**California Commission on Disability Access  
Executive Committee  
June 4, 2025, Meeting Minutes**

no public comment on the motion. Motion carried 4 yes, 0 no, and 0 abstain, per roll call vote as follows:

The following Commissioners voted “Yes”: Commissioners Dillard, Lillibridge, and Dr. Profaca, and Vice Chair Holloway.

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

No members of the public addressed the Committee.

**4. CCDA Executive Director Report – Discussion**

Executive Director Dawson Rawlings presented her report:

**a. Administrative and Operational**

Program Highlights

Executive Director Dawson Rawlings will be presenting on website accessibility, maintaining accessible features, and customer service at a webinar hosted by the California Hotel and Lodging Association on June 5th.

The CCDA’s strategic planning process is underway. Staff met with new Strategic Planning Consultant Kevin Christophe, Ph.D., for a kickoff meeting in late April to discuss the deliverables. Dr. Christophe will be updating the Committee later in today’s agenda.

New Commissioner

Commissioner Dr. Catherine Campisi was appointed by the Senate Rules committee.

Commissioner Vacancies

The CCDA has one vacancy for a Governor appointee representing the interests of the disability community.

Reappointments

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

Commissioner Leon-Vazquez, a Speaker of the Assembly appointee, is awaiting reappointment.

Staffing Updates

Maeve Mahoney has been hired as the new Administrative Analyst.

The CCDA has two additional vacant positions due to turnover and promotions. The Education and Outreach Analyst and Marketing and Outreach Analyst positions are posted.

Financial/Operational Highlights

CCDA management continues to meet with the California Department of General Services (DGS) budget team monthly.

**California Commission on Disability Access  
Executive Committee  
June 4, 2025, Meeting Minutes**

Presentations/Conferences/Meetings Attended

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

**b. Financial Review**

Executive Director Dawson Rawlings reviewed the Third Quarter Financial Report.

- The CCDA's Total Budget Spending Authority for FY 2024-25 ending June 30, 2025, was \$1,562,000.
- The total budget authority for Personal Services for FY 2024-25 ending June 30, 2025, was \$834,000.
  - As of the end of the Third Quarter, \$576,851 was spent, due to salary savings.
- The total budget authority for Operating Expenditures and Equipment for FY 2024-25 ending June 30, 2025, was \$728,000.
  - As of the end of the Third Quarter, \$282,642 was spent, due to not having as much expected travel.
- 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 \$1,023,000 as of the end of June of 2025.
  - As of the end of the Third Quarter, \$111,357 has been spent. This amount does not account for what has been spent in prior years or current or future Listening Forums scheduled for this year.

Discussion

Commissioner Lillibridge stated the HFL Fund is labeled as a separate budget item but is a pot of money that continues to grow as more fees are collected. Unlike the regular operating budget, these fees will not decrease in future years if not spent down each year.

Executive Director Dawson Rawlings agreed but stated the CCDA has two years to spend the HFL Funds down from date of appropriation.

Public Comment

There was no public comment.

**5. CCDA Projects – Update and Discussion**

**a. Prior Publications, Listening Forums, and Website Accessibility**

Executive Director Dawson Rawlings stated the need to update the CCDA Accessible Parking Toolkit, the CCDA Construction Checklist, and the key codes related to the CCDA Legal Portal. Due to staff vacancies, these projects have been put on hold. The CCDA Checklist Committee has offered to help update these prior publications.

**California Commission on Disability Access  
Executive Committee  
June 4, 2025, Meeting Minutes**

Executive Director Dawson Rawlings stated a virtual Listening Forum will be held in Sacramento on August 1, 2025, from noon to 2:00 p.m. Commissioner Lillibridge will be the moderator and Vice Chair Holloway and representatives from Resources for Independent Living and the Metro Chamber of Commerce will participate as members of the panel.

Executive Director Dawson Rawlings stated feedback from state partners on the draft Website Accessibility Toolkit is currently being gathered. The draft toolkit will be presented at the next Executive Committee meeting for feedback.

**b. CCDA's Annual Report to State Legislature**

Executive Director Dawson Rawlings stated the 2024 Annual Report to the Legislature has been sent out to the required Offices, Departments, and CCDA's legislative representatives for review and approval. After it has been approved, the report will be posted on the website.

There were no questions from Commissioners and no public comment.

**6. Legislative Bill Tracking – Update and Discussion**

Viet Vo, Legislative Consultant, Office of Legislative Affairs (OLA), DGS, reviewed the CCDA Legislative Status Report on the bills staff is tracking, which was included in the meeting materials.

**a. Senate Bill 84: Disability access: construction-related accessibility claims: notice of violation and opportunity to correct.**

This bill was passed by the Senate today and is now pending Assembly referral.

**b. Senate Bill 470: Bagley-Keene Open Meeting Act: teleconferencing.**

This bill has had its third reading in the Senate on May 23, 2025.

**c. Assembly Bill 649: Disability access: construction-related accessibility claim.**

This bill was passed by the Assembly on Monday and is now pending Senate referral.

**d. Assembly Bill 780: Disability access: construction-related accessibility claims: notice of violation and opportunity to correct.**

This bill failed the Policy Committee deadline and is now a two-year bill.

Mr. Vo reviewed **Assembly Bill 395: Holidays** (Gabriel), a bill that was not included in the meeting materials. This bill was passed by the Assembly on June 2<sup>nd</sup> and is now pending Senate referral.

Discussion

Commissioner Dillard asked what the Senate expects from the CCDA in term of how these bills are reviewed. He asked if bills should be followed more closely to learn which attorneys and types of businesses are impacted by them.

**California Commission on Disability Access**  
**Executive Committee**  
**June 4, 2025, Meeting Minutes**

Mr. Vo stated part of the OLA bill analysis process is to receive department and division feedback and recommendations on the impacts of these bills, which are then forwarded to the Governor's Office.

Executive Director Dawson Rawlings stated Commission staff are part of the OLA process and provide input and analyses on bills. Staff have also been invited to meet directly with legislators to provide input and recommendations on bills.

Commissioner Dr. Profaca asked for additional detail on the impacts staff shared with legislators.

Executive Director Dawson Rawlings stated legislators often ask staff about their perspectives when meeting with them. Examples include educating legislators on the CCDA Legal Portal, the CCDA data collection process, input on statutory damages, and other statistics.

Public Comment

There was no public comment.

**7. CCDA Strategic Planning Conversation – Discussion**

**a. CCDA Strategic Planning Consultant**

Executive Director Dawson Rawlings stated the CCDA's current five-year strategic plan expired on December 31, 2024. The bidding process for a new consultant recently closed. She welcomed new Strategic Planning Consultant Kevin Christophe, Ph.D., Principle at Progress Consulting, and asked him to introduce himself.

Dr. Christophe provided an overview, with a slide presentation, of the strategic planning process, including the Balanced Scorecard, a strategic framework that aligns CCDA's vision with goals, targets, and initiatives. He stated the deliverables for the strategic planning process are a strategic design and stakeholder assessment, design and facilitation of strategic planning key groups and events, drafting of strategic plan, and project management. He asked a series of questions to facilitate the discussion. Committee Members provided feedback as follows:

What do you like about the CCDA?

- The fact that the CCDA exists is important. It makes equity a reality within the community.
- The CCDA has a commitment to ensure that people with disabilities have equal access to businesses and holds businesses accountable to ensure that access.
- The mission of the CCDA is to help especially small business to have more accessibility to their businesses.
- The CCDA tries to make a more accessible California for everyone.
- The CCDA was formed as a joint effort of both business and state officials.

**California Commission on Disability Access  
Executive Committee  
June 4, 2025, Meeting Minutes**

- The CCDA is the most efficient and effective state organization with an extremely limited budget. What they are able to get done is amazing.
- The collaboration between the CCDA and the Department of the State Architect (DSA) Office is important to ensuring access.

What needs to be improved in the CCDA?

- All the things the CCDA is doing to ensure that it provides tools, opportunities, and education through forums and other avenues to ensure that business owners know not only what their legal obligations are, but what the benefits are to them to have the broader network of individuals who can enjoy the services that those businesses offer.
- Efforts need to result in more voluntary compliance by the business community to ensure that their employees and the public have adequate and appropriate access to those businesses. The more voluntary it becomes, the better.

What needs to be in CCDA's strategic plan now and in the future to realize its vision?

- To highlight those efforts the CCDA does – to ensure that it provides tools, opportunities, and education through forums and other avenues and to ensure that business owners know not only what their legal obligations are, but what the benefits are to them to have the broader network of individuals who can enjoy the services that those businesses offer -- and to clarify the goals that need to be identified to ensure that the CCDA fulfills its obligations for that access.

Dr. Christophe stated one of the Executive Committee's tasks will be to evaluate and validate strategic initiatives recommended by the other CCDA Committees with robust stakeholder input such as an initiative to increase business owners' awards for grant funding for accessibility projects. The Executive Committee will present its recommendations to the full Commission for review and approval.

Dr. Christophe asked for feedback on the proposed Validation Checklist for the goals and objectives that will come out of the Balanced Scorecard.

Commissioner Ramirez asked how are the interests of the disability community, particularly those who are participating in this exercise, balanced with the other stakeholders. It seems the strategic plan is one-sided to the business community.

Dr. Christophe stated the disability community can participate in a survey, listening forums, and education and outreach activities to share their needs. External agencies that serve the disability community will also be surveyed to learn their needs.

Dr. Christophe asked Commissioner Dillard to reach out to a certain small business in Los Angeles to discuss seeking reimbursement from the IRS for making their business accessible.

Public Comment

There was no public comment.

**California Commission on Disability Access  
Executive Committee  
June 4, 2025, Meeting Minutes**

**8. Future Agenda Items – Discussion**

Vice Chair Holloway asked Committee Members for suggestions for the next agenda.

Commissioner Dillard suggested reviewing the data collected in the CCDA Legal Portal at a future meeting.

**9. Adjourn**

Vice Chair Holloway thanked everyone for participating and asked for a motion to adjourn the meeting.

**Motion:** Commissioner Lillibridge moved to adjourn the June 4, 2025, California Commission on Disability Access Executive Committee meeting. Commissioner Dr. Profaca seconded. Motion carried 4 yes, 0 no, and 0 abstain, per roll call vote as follows:

The following Commissioners voted “Yes”: Commissioners Dillard, Lillibridge, and Dr. Profaca, and Vice Chair Holloway.

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