

CALIFORNIA COMMISSION ON DISABILITY ACCESS CHECKLIST COMMITTEE

Teleconference Meeting Minutes
May 14, 2025

1. Call to Order

Chair Drake Dillard welcomed everyone and called the meeting of the Checklist 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.

Committee Members Present:

Drake Dillard, Committee Chair

Brian Holloway, Commission Vice Chair

Dr. Catherine Campisi

Michelle Davis

Beth Maynard, Associate Construction Analyst, Department of General Services

Ike Nnaji, Ph.D., Disability Access Specialists, Inc.; Certified Access Specialist

Mehdi Shadyab, Senior Structural Engineer, City of San Diego; Certified Access Specialist

Bill Zellmer, AIA, Certified Access Specialist, Sutter Health

*All Committee Members participated remotely

Committee Member Absent:

Richard Halloran, Certified Access Specialist

Staff Present:

April Dawson Rawlings, Executive Director

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 (September 4, 2024) – Action

Motion: Committee Member Shadyab moved to approve the September 4, 2024, California Commission on Disability Access Checklist Committee Meeting Minutes as presented. Vice Chair Holloway seconded. There was no public comment on the motion. Motion carried with Commissioner Dr. Campisi abstaining.

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

No members of the public addressed the Committee.

4. CCDA Listening Forums – Update and Discussion

a. Prior Listening Forums

Executive Director Dawson Rawlings stated the Commission has been intentional in directing staff to ensure that the Commission is living its mission in the community. One of the ways the Commission is doing that is by sponsoring regional forums in the communities that tend to trend high on the high frequency litigant list in the CCDA Annual Report to the Legislature. She reviewed the Listening Forum that was held after the March full Commission meeting in partnership with the Center for Independence of People with Disabilities and the San Mateo Area Chamber of Commerce. The theme of the Listening Forum was Disability Compliance at Places of Business to Improve Access for All. She noted that strong dialogue, engagement, and collaboration happened at this event.

b. Future Plans and Collaboration Ideas

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.

There were no questions from Committee Members and no public comment.

5. CCDA Educational Materials – Update and Discussion

a. Updating Previous Publications

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 plan is to be fully staffed by this summer or fall.

b. Committee Input

Chair Dillard asked for additional detail on the projects underway.

Executive Director Dawson Rawlings stated the Accessible Parking Toolkit is in the outreach phase. She stated she will provide updates at future meetings on projects prior to finalization for Committee Member feedback. The updates on previous publications include adding an addendum, switching paragraphs, or changing PDFs.

Public Comment

There was no public comment.

6. Current Project Docket – Update and Discussion

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a. Website Accessibility

b. Updating Previous Publications

Executive Director Dawson Rawlings stated she 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.

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 Checklist Committee meeting for feedback.

There were no questions from Committee Members and 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 CCDA has a relatively small staff compared to the enormity of the task.
- The CCDA brings together various communities to develop understanding.
- The CCDA represents those with disabilities, not architects, building owners, etc.
- The CCDA welcomes all voices to the table.
- The CCDA is available to help building owners.
- The CCDA educates business owners and the public.
- The good relationship between the CCDA and the Division of the State Architect (DSA).

What needs to be improved in the CCDA?

- Focus on significant barriers over spending time on trivial details. For example, make doors accessible over moving a paper dispenser an inch one way or another.

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- Making requirements for accessibility tighter does not change the fact that a large number of existing buildings are out of compliance. This issue needs to be resolved.
- Push an agenda to get things done to move the needle for those with disabilities.
- The CCDA needs a knowledgeable code staff person.
- Education needs to be part of the core strategy of the CCDA on how to maintain accessibility in business establishments for continued compliance.
- Education should include information put out on social media platforms.
- Education should include information that is not required on permits.
- Address resistance.

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

- Focus on the future and rebuild correctly and safely from earthquake, fire, and other catastrophes in California.
- The strategic plan should include measurable goals.
- Learn the top ten things that the disability community wants to fix.

Dr. Christophe asked for suggestions on renaming the Checklist Committee. Suggestions included the following:

- Quality Control Committee
- Think Tank Committee
- Thought Leadership Committee
- Accessibility Advisory Committee
- Built Environment Committee
- Technical Compliance Committee
- California Disabled Access Compliance Strategic Planning Committee
- Strategic Plan Committee that updates the strategic plan and evaluates the performance and actions of the Committee between updates.

Public Comment

There was no public comment.

8. Future Agenda Items – Discussion

Chair Dillard asked Committee Members for suggestions for the next agenda.

No future agenda items were offered.

9. Adjourn

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

Motion: Committee Member Shadyab moved to adjourn the May 14, 2025, California Commission on Disability Access Checklist Committee meeting. Committee Member Zellmer seconded. There was no public comment on the motion. Motion carried unanimously.

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