

CALIFORNIA COMMISSION ON DISABILITY ACCESS CHECKLIST COMMITTEE

Meeting Minutes
May 13, 2026

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
Dr. Catherine Campisi
Michelle Davis
Beth Maynard
Mehdi Shadyab

*All Committee Members participated remotely

Committee Member(s) Absent:

Brian Holloway
Richard Halloran
Ike Nnaji, Ph.D.
Bill Zellmer

Staff Present:

April Dawson Rawlings, Executive Director
Russell Bradley, Education and Outreach Analyst
Brandon Dam, Data and Research Analyst
Maeve Mahoney, Administrative Analyst
Abigail Ridge, Operations Manager
Roy Rodriguez, Marketing and Outreach Analyst
Elias Williams, Disability Access Technician

Also Present:

Christy Clay, CPS HR Consulting

**California Commission on Disability Access
Checklist Committee
May 13, 2026, Meeting Minutes**

Sara Randazzo, CPS HR Consulting

2. Approval of Meeting Minutes (May 14, 2025) – Action

Motion: Committee Member Shadyab moved to approve the May 14, 2025, California Commission on Disability Access Checklist Committee Meeting Minutes. Committee Member Davis seconded. There was no public comment on the motion. Motion carried 5 yes, 0 no, and 0 abstain, per roll call vote as follows:

The following Committee Members voted “Yes”: Committee Members Campisi, Davis, Maynard, and Shadyab, and Chair Dillard.

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

No members of the public addressed the Committee.

4. 2026 Checklist Committee Action Plan – Update and Discussion

Executive Director Dawson Rawlings announced that Bill Zellmer will be retiring and will no longer be a part of the CCDA Checklist Committee. She thanked him for his contributions over the years and wished him well in his retirement.

a. Project Docket

Executive Director Dawson Rawlings reviewed projects underway:

- Edits were received from the legal department on the Draft CCDA Web Accessibility Toolkit to comply with Assembly Bill (AB) 2917. The updated draft Web Accessibility Toolkit will be presented at a future Checklist meeting.
- Staff is working with the Division of the State Architect (DSA) on updating prior publications to reflect recent building code changes.
- The CCDA is partnering with the DSA in using the Disability Access Education and Revolving (DAER) Fund for language translations of toolkits and brochures, including the recent DSA Certified Access Specialist (CASP) brochure, which are made available at CCDA Listening Forums and other public events.
- The CCDA has been partnering with the Pacific ADA Center on a series of webinars focused on accessibility violation data to connect community with data and information.

**California Commission on Disability Access
Checklist Committee
May 13, 2026, Meeting Minutes**

Discussion

Committee Member Maynard asked for a written list of the projects underway.

Commissioner Dr. Campisi suggested including guidance on accessible clearance requirements in retail store aisles.

Public Comment

Kendra Muller, Disability Rights California and CCDA Education and Outreach Committee Member, asked about the timeline for future projects and events.

Executive Director Dawson Rawlings stated the next Commission to Community event will follow the June 24, 2026, full Commission meeting at the Disability Cultural Center in San Francisco. The next Lunch and Learn Webinar Series event will focus on Santa Clara County.

5. CCDA Strategic Goal Development – Discussion

a. CCDA 2025-2030 Strategic Goal Development

Executive Director Dawson Rawlings introduced the speakers and asked them to give their presentation.

Sara Randazzo, Organizational Strategy Unit Manager, CPS HR Consulting, and Christy Clay, Senior Project Consultant, CPS HR Consulting, provided an overview, with a slide presentation, of the updates made to the draft strategic plan mission, vision, and core values since the last Committee meeting. They asked for feedback on the updated draft strategic plan.

Discussion

Chair Dillard stated the 2030 Target is more focused on the business community.

Ms. Randazzo stated feedback received from the community summit was a high level of empathy and the desire from all sides to support businesses in being in compliance.

Chair Dillard stated Commissioner Dr. Campisi's suggestion about the need for guidance on accessible clearance requirements in retail store aisles impacts the business community, but it is also something that the disability community would be more sensitive to. The current 2030 Target does not include public sensitivity.

**California Commission on Disability Access
Checklist Committee
May 13, 2026, Meeting Minutes**

Commissioner Dr. Campisi agreed that both communities need to be reflected in the 2030 Target. The target should be balanced between the business and disability communities. The business community needs to take responsibility to act in an interactive way, but the disability community makes the business community aware of access issues that the business community would otherwise not know.

Committee Member Shadyab referred to the Mission Statement and suggested including “in the non-residential built environment” so it would read “to promote disability access in the non-residential built environment through education, dialogue, and collaboration with stakeholders including the disability and business communities, and all levels of government.”

Committee Member Shadyab referred to the 2030 Target and suggested adding “disabled accessibility” or “ADA” to “prevent violations” and adding “for all” at the end so it would read “prevent ADA violations, and promote inclusion for all.”

b. Potential Committee Name Change

Ms. Randazzo reviewed the purpose of the CCDA Standing Committees, which was included in the meeting materials. She highlighted that the Checklist Committee was created to work on technical documents and special projects related to the Commission. It functions as an advisory body, offering recommendations to the Commission.

Executive Director Dawson Rawlings provided an overview of the history of the Committee and why it was originally named the Checklist Committee.

Ms. Randazzo reviewed the six name suggestions that were submitted to staff for the Checklist Committee, which were included in the meeting materials.

Discussion

Chair Dillard stated the Committee focused on developing and publishing toolkits. The Committee has since branched out to include other projects and technical documents.

Committee Member Shadyab stated the Committee has been working on toolkits and checklists from its inception. Checklists were a product developed by this Committee but it was not meant to be the Committee name. The wealth of knowledge in this group is not reflected in that restrictive name. He suggested that the Committee be named “Technical Advisory Committee.” The technical aspect includes the laws, standards, and requirements that go into the built environment.

The Committee agreed to recommend the following possible names of the Committee for full Commission review:

- Technical Resources Committee

**California Commission on Disability Access
Checklist Committee
May 13, 2026, Meeting Minutes**

- Technical Advisory Committee
- Accessibility Advisory Committee

Public Comment

There was no public comment.

6. Future Agenda Items – Discussion

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

Commissioner Dr. Campisi suggested a discussion on the issue of maintaining accessible features such as accessible clearance requirements in retail store aisles.

7. Adjourn

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

Motion: Committee Member Shadyab moved to adjourn the May 13, 2026, California Commission on Disability Access Checklist Committee meeting. Commissioner Dr. Campisi seconded. Motion carried 5 yes, 0 no, and 0 abstain, per roll call vote as follows:

The following Committee Members voted “Yes”: Committee Members Campisi, Davis, Maynard, and Shadyab, and Chair Dillard.

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