

CALIFORNIA COMMISSION ON DISABILITY ACCESS EXECUTIVE COMMITTEE

Meeting Minutes
March 4, 2026

1. Call to Order

Chair Chris Downey welcomed everyone and called the meeting of the Executive Committee of the California Commission on Disability Access (CCDA) to order at 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 Dam reviewed the meeting protocols.

Roll Call

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

Commissioners Present:

Chris Downey, Chair
Scott Lillibridge, Vice Chair
Drake Dillard
Dr. Luciana Profaca
Sarahann Shapiro*

Other Commissioner Present:

Dr. Catherine Campisi*

*Participated remotely

Staff Present:

April Dawson Rawlings, Executive Director
Russell Bradley, Education and Outreach Coordinator
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:

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

2. Approval of Meeting Minutes (October 1, 2025) – Action

Motion: Commissioner Dillard moved to approve the October 1, 2025, California Commission on Disability Access Executive Committee Meeting Minutes as presented. Commissioner Dr. Profaca seconded. There was

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no public comment on the motion. Motion carried 5 yes, 0 no, and 0 abstain, per roll call vote as follows:

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

The following Commissioner abstained: Commissioner Shapiro.

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

No members of the public addressed the Committee.

4. CCDA’s New Executive Committee Members – Update and Discussion

a. CCDA Vice Chair

Chair Downey welcomed Commissioner Scott Lillibridge to the Executive Committee in his new role as Vice Chair of the Commission.

b. CCDA Legislative Committee Chair

Chair Downey welcomed Commissioner Sarahann Shapiro to the Executive Committee as the new Chair of the CCDA Legislative Committee.

Commissioners congratulated Vice Chair Lillibridge and Commissioner Shapiro on their new roles.

Public Comment

There was no public comment.

5. 2026 Executive Committee’s Action Plan – Update and Discussion

a. Project Docket

Executive Director Dawson Rawlings stated the Executive Committee is charged with reviewing the CCDA Bylaws every two years. Commissioners will be asked to identify items in the bylaws that need to be changed or updated at a future Executive Committee meeting.

b. CCDA Legal Portal Overview

Executive Director Dawson Rawlings stated the next full Commission meeting will include a deep dive into the CCDA Legal Portal. Commissioners will be asked for feedback and ideas to improve the portal at a future Executive Committee meeting.

There were no questions from Commissioners and no public comment.

6. Legislative Bill Reporting – Update and Discussion

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Viet Vo, Legislative Consultant, Office of Legislative Affairs, California Department of General Services (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 is similar to AB 649. No movement has been seen on this bill yet but it is technically active.

b. **Assembly Bill 395: Holidays.**

No movement has been seen on this bill yet but it is technically active.

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

This bill was signed into law by the Governor on October 1, 2025.

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

This bill is similar to SB 84. No movement has been seen on this bill yet but it is technically active.

e. **Assembly Bill 766: State agencies and departments: strategic plans: diversity, equity, and inclusion**

This bill was vetoed by the Governor on October 13, 2025.

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

This bill missed the deadline to pass the first house.

There were no questions from Commissioners and no public comment.

7. Executive Director Report –Discussion

Executive Director Dawson Rawlings presented her report:

a. **Administrative and Operational**

Program Highlights

The Executive Director attended the California Hotel and Lodging Association Hotel Trade Show in San Ramon in November 2025.

Commissioner Vacancies

The CCDA has no Commissioner vacancies.

Reappointments

Commissioner Dr. Profaca and Commissioner Shapiro were recently reappointed by the Governor and are awaiting their Senate confirmation hearings.

Staffing Updates

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Roy Rodriguez, Marketing and Outreach Analyst, and Elias Williams, Disability Access Technician, have joined the Commission staff since the last Executive Committee meeting. The CCDA is now fully staffed.

Financial/Operational Highlights

CCDA management continues to meet with the DGS budget team monthly.

Presentations/Conferences/Meetings Attended

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

b. Financial Review

Executive Director Dawson Rawlings reviewed the Second Quarter Financial Report.

- The CCDA's Total Budget Spending Authority for FY 2025-26 ending June 30, 2026, was \$1,646,000.
- The total budget authority for Personal Services for FY 2025-26 ending June 30, 2026, was \$735,000.
 - As of the end of the Second Quarter, \$317,648 was spent, including expenditures and encumbrances.
- The total budget authority for Operating Expenditures and Equipment for FY 2025-26 ending June 30, 2026, was \$911,000.
 - As of the end of the Second Quarter, \$333,592 was spent.
- The High Frequency Litigant (HFL) Fund expenditures will be reported at the next Committee meeting.

c. Projects and Outreach

Program Highlights

The 2026 CCDA Commission to Community Event will be held at the Bakersfield Marriott on March 26, 2026, the day after the upcoming full Commission meeting. The meeting will be facilitated by Commission Dillard and members of the panel will include Commissioner Clair and representatives from the Kern County community and the Kern County Center for Independent Living.

The next Lunch and Learn Webinar Series events, hosted by the Pacific ADA Center and the CCDA, will be held on April 14, 2026, July 15, 2026, and October 7, 2026. Each of these events will have a different geographic and violation focus.

d. CCDA Biannual and Quarterly Data 2025

Executive Director Dawson Rawlings did not review the CCDA Biannual and Quarterly Data Report, but noted that it was included in the meeting materials.

Discussion

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Commissioner Dr. Profaca stated she has heard concerns about grocery aisles being blocked for people with access needs. She asked how to get that issue on the agenda.

Executive Director Dawson Rawlings agreed that the topics that continue to trend are retail store aisle accessibility, maintaining accessible features, and parking. Access aisles will be included in one or several of the upcoming Lunch and Learn Webinars with technical presentations by the Pacific ADA Center as well as how to address this issue.

Public Comment

There was no public comment.

8. CCDA Strategic Goal Development – Discussion

a. CCDA 2025-2030 Strategic Goal Development

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

Sara Randazzo, Organizational Strategy Unit Manager, CPS HR Consulting, reviewed the strategic planning process and asked for feedback on the five-year target for success. She stated the need to refresh and evaluate the Strengths, Weaknesses, Opportunities, and Threats (SWOT) Analysis and how it informs the Commission's focus over the next five years.

Christy Clay, Senior Project Consultant, CPS HR Consulting, provided an overview, with a slide presentation, of the progress to date, themes gathered, and emerging patterns across the system. She stated the key themes heard during Commissioner interviews and the two stakeholder summits were as follows:

- Fear of litigation is the primary barrier to compliance.
- The need for simple, more accessible communication and resources, such as concise single-topic fact sheets, quick reference guides, simplified language, and more toolkits in the digital space.
- Increased visibility of the CCDA and awareness of gaps.
- Expanding reach through new partnerships.
- Mutual empathy between communities.

Ms. Clay reviewed the SWOT Analysis draft report, which was included in the meeting materials.

Discussion

Chair Downey referred to the first key theme that the fear of litigation is a primary barrier to compliance. He stated the willingness for small business owners to have a Certified Access Specialist (CASp) report, especially at the time of signing a lease, is vital for

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accessibility. Fear that it would trigger litigation is counterproductive. He suggested developing guidance and strategies to help everyone overcome this fear.

Commissioner Shapiro agreed that landlords are often reluctant to obtain a CASp report, which requires that they disclose issues to tenants and, when high-frequency litigants learn of issues outlined in the CASp report, landlords are sued to get money for corrections that the landlords are in the process of doing or budgeting to address in the near future. How to address those concerns needs to be built into the strategic plan.

Commissioner Dr. Profaca stated her understanding that having a CASp review offers some protections for the business owner while making corrections. She asked about the number of individuals who are voicing these fears of retaliation.

Ms. Randazzo stated this issue will be revisited during the section about defining the goals for the strategic plan.

Presentation, continued

Ms. Randazzo continued the slide presentation and discussed the five-year target, the North Star, a unifying goal that will galvanize the team.

Ms. Clay asked a series of questions for facilitate the discussion. Committee Members provided feedback as follows:

1. What is our North Star?
 2. What does the Press Release say we achieved in 2030?
 3. What is the single most important outcome in 2030?
 4. What is the biggest thing that could "move the needle" on your mission?
 5. What does success look like in 5 years?
- Have one centralized area for services, resources, toolkits, one-pagers, etc., to increase awareness of the CCDA and its services and resources.
 - The Press Release could say through the CCDA's outreach and education efforts, the number of alleged violations were reduced 10 percent year-over-year.
 - Make it quantifiable by showing a similar level of increased reliance and use in taking advantage of CASp reports, especially related to new leases. Also, the execution of those CASp reports – not just getting a report, but executing on the guidance of that report.
 - A future pertaining to accessibility where the CCDA would automatically be thought about as a source for services and resources.
 - It would be a quantifiable success when every new piece of legislation in the Americans with Disabilities Act (ADA) arena includes legislator consultation with a Commissioner or Commission staff before it goes to the floor.
 - Use HFL funds within communities to correct deficiencies.

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- Identify the number of dollars that have been expended and the types of corrections that were made in that process.
- Change of perception about obtaining a CASp report so it is viewed as important, valuable, necessary, and automatic. This change in perception could markedly change the number of individuals who participate and the number of violations that are corrected.
- Use a careful approach. Do not chase concerns, fears, or threats that may not be true.
- A large part of the Commission's mission, through education and outreach, is demonstrating that there is no reality to the perceived fears.

Ms. Randazzo stated a survey will soon be going out to the business and disability communities about priorities and perceptions with the goal of receiving at least 100 responses. The plan is to finalize the CCDA Strategic Plan by the end of June 2026.

Discussion

Chair Downey stated regarding the concern about CASp reports in the physical space, there is no equivalent for a CASp report in the digital space. A major element that the Commission is now tracking is access violations in the digital space. He suggested that the Commission identify that additional legislation might be required or at least a conversation to address the comparable goal of a CASp report in the digital space. This is a good goal for the Commission.

Commissioner Dillard suggested that feedback should be separated by group so the Commission knows where concerns come from.

Ms. Randazzo stated the survey includes an option for participants to self-identify.

Public Comment

There was no public comment.

9. Future Agenda Items – Discussion

Chair Downey asked for suggestions for future agenda items.

Vice Chair Lillibridge suggested having a discussion at a future meeting about website accessibility and how that topic is gaining more alleged violations on the top-ten list. He suggested hearing a presentation on what it takes to be certified as a web developer, and whether CASPs are qualified to assess website accessibility compliance.

Commissioner Dr. Profaca suggested having a discussion at a future meeting about retail aiseways and access. She suggested bringing in representatives from the retail business community to discuss how they manage this issue, and representatives from the disability community to discuss how this affects their opportunities.

Public Comment

There was no public comment.

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10. Adjourn

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

Motion: Commissioner Shapiro moved to adjourn the March 4, 2026, California Commission on Disability Access Executive Committee meeting. Vice Chair Lillibridge seconded. Motion carried 5 yes, 0 no, and 0 abstain, per roll call vote as follows:

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

There being no further business, the meeting was adjourned at 3:06 p.m.