

# CALIFORNIA COMMISSION ON DISABILITY ACCESS EXECUTIVE COMMITTEE

Meeting Minutes  
October 1, 2025

## 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 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 Mahoney reviewed the meeting protocols.

### Roll Call

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

#### Commissioners Present:

Chris Downey, Chair  
Drake Dillard  
Scott Lillibridge  
Dr. Luciana Profaca

#### Commissioner Absent:

Brian Holloway, Vice Chair

#### Other Commissioner Present:

Dr. Catherine Campisi

#### Staff Present:

April Dawson Rawlings, Executive Director  
Russell Bradley, Education and Outreach Coordinator  
Brandon Dam, Data and Research Analyst  
Maeve Mahoney, Administrative Analyst  
Sabina Nakarmi, Program Technician  
Abigail Ridge, Operations Manager

#### Also Present:

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

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

**Motion:** Commissioner Dillard moved to approve the October 2, 2024, California Commission on Disability Access Executive Committee Meeting Minutes as presented. Commissioner Lillibridge seconded. There was no public comment on the motion. Motion carried 3 yes, 0 no, and 1 abstain, per roll call vote as follows:

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

The following Commissioner abstained: Commissioner Dr. Profaca.

**3. Approval of Meeting Minutes (June 4, 2025) – Action**

**Motion:** Commissioner Dr. Profaca moved to approve the June 4, 2025, California Commission on Disability Access Executive Committee Meeting Minutes as presented. Commissioner Lillibridge seconded. There was no public comment on the motion. Motion carried 3 yes, 0 no, and 1 abstain, per roll call vote as follows:

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

The following Commissioner abstained: Chair Downey.

**4. Approval of CCDA Committee Meeting Calendar 2026 – Action**

Chair Downey stated the meeting calendar does not read well with a screen reader. He stated he will work with staff to find a system that will read better.

**Motion:** Commissioner Lillibridge moved to approve the CCDA Committee Meeting Calendar for 2026. Commissioner Dr. Profaca seconded. There was 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 Chair Downey.

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

No members of the public addressed the Committee.

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

Executive Director Dawson Rawlings presented her report:

**a. Administrative and Operational**

Commissioner Vacancies

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

Reappointments

Commissioner Leon-Vazquez, a Speaker of the Assembly appointee, was reappointed.

Staffing Updates

The CCDA has two vacant positions: Marketing and Outreach Analyst and Program Technician.

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Two staff members have been hired since the last Executive Committee meeting: Russell Bradley is the new Education and Outreach Coordinator, and Brandon Dam is the new Data and Research Analyst.

Financial/Operational Highlights

CCDA management continues to meet with the DGS budget team monthly. Q3 financials will be presented during this meeting.

Program and Outreach Highlights

- Strategic Plan:

The CCDA is working with the DGS contracts unit to work with a third-party consultant firm to conduct the outreach phase of the strategic planning process. This will involve facilitating work sessions with Commissioners and the community in both public meeting and listening forum style formats.

- Annual Report:

The 2024 CCDA Annual Report to the Legislature is posted to the website.

- Outreach Events:

Chair Downey and staff participated in the Kern County Americans with Disabilities Act (ADA) Conference in July. Chair Downey served on a panel about accessible kiosks, Operations Manager Ridge staffed the outreach table, and Executive Director Dawson Rawlings served on a panel with the Division of the State Architect (DSA) about the Accessibility Compliance Fund. There were 250 attendees including local businesses.

The CCDA hosted a virtual Sacramento County listening forum on August 1st. Commissioner Lillibridge moderated and Vice Chair Holloway served on the panel. Speakers included the CEO of the Sacramento Metro Chamber and the Executive Director of Resources for Independent Living.

Staff met with Eli Gelardin, Director of the San Francisco Office on Disability and Accessibility, on August 6th to discuss collaboration opportunities.

Staff participated in a business accessibility webinar for the California Association for Local Economic Development on September 10th.

The CCDA is co-hosting a webinar with the Pacific ADA Center on business resilience during disasters on October 16th.

Meetings Attended

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

**b. Financial Review**

Executive Director Dawson Rawlings reviewed the Third Quarter Financial Report, which was included in the meeting materials.

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- The CCDA's Total Budget Spending Authority for fiscal year (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.

**c. Projects and Outreach**

The 2025 Webinar Collaboration Series Online Lunch and Learn will be held on October 16<sup>th</sup> on the topic of emergency preparedness: integrating access into business resiliency and adaptation plans.

**d. CCDA Biannual and Quarterly Data 2025**

Executive Director Dawson Rawlings reviewed the new CCDA Biannual and Quarterly Data Report for January through June of 2025, which was included in the meeting materials.

Discussion

Commissioner Lillibridge suggested giving year-to-year comparisons to show trends.

Commissioner Dillard suggested including regional and county data in the new data report.

Commissioner Dr. Profaca asked that future presentations include three top examples of how the new data report will inform the work of the Commission.

Public Comment

There was no public comment.

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

Viet Vo, Legislative Consultant, Office of Legislative Affairs, Department of General Services (DGS), reviewed the Legislative Calendar and summarized the CCDA

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Legislative Status Report on the bills staff is tracking, which were 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 a two-year bill that will not be moving forward in 2025.

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

This bill is a two-year bill that will not be moving forward in 2025.

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

This bill was signed into law by the Governor on October 1, 2025, and will go into effect on January 1, 2026.

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

This bill is a two-year bill and is held in the Senate Judiciary Committee.

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

This bill has been submitted to the Governor's desk.

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

This bill is similar to SB 84 and is less likely to progress through the process.

There were no questions from Commissioners and no public comment.

**8. CCDA Strategic Goals 2024-2025 – Discussion**

**a. Strategic Goal One: Five Year Plan (2025-2030)**

**b. Strategic Goal Two: Increase Technical Assistance Outreach**

**c. Strategic Goal Three: Increase Engagement with BIPOC Business Owners**

Executive Director Dawson Rawlings reviewed strategies and activities done to meet the 2024-25 goals, including conducting a series of six listening forums across diverse regions that match with the data, collaborating in an ADA business webinar series with the Pacific ADA Center, and reaching out to business owners who come from regions outside of the United States.

Executive Director Dawson Rawlings asked for input on the Commission's equity lens about who should be at the table and who is missing, and on how to gear outreach strategies, toolkits, one-pagers, and other materials to various groups. She read the draft equity definition from page 2 of Strategic Goal 1, which was included in the meeting materials.

Discussion

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Commissioner Dillard stated the need for correct and updated data. Data is critical to decision-making. He stated concern about business owners who are not informed about disability access. It is important for the Commission to provide informational resources to the business community.

Chair Downey agreed with the need to have searchable, real-time data available to help communities. He stated the need for the Commission to hear the voices from the disability community and to share those voices with the business community, and to hear the voices from the business community about what they are confused about or are hearing. It is important that the Commission keep a balanced equity lens while working together to increase accessibility across the state.

Commissioner Dr. Profaca stated the need to work with community organizations that have already done this work.

Commissioner Lillibridge agreed with the need for better data so the Commission can be more intentional about helping communities who need help the most.

Public Comment

There was no public comment.

**9. CCDA's Strategic Goal Development – Discussion**

**a. CCDA 2025-2030 Strategic Goal Development**

Executive Director Dawson Rawlings stated the Commission is embarking on a strategic planning process for the next five years. A consulting firm helped with the first phase of the strategic planning goals. A second consulting firm is forthcoming that will help with the community outreach phase of the strategic planning process. She reviewed emerging themes that have been seen, such as addressing misconceptions on disability access compliance in order to foster a culture of proactive responsibility on both sides.

Discussion

Commissioner Dr. Profaca suggested clarifying the strategic planning process timeline, putting greater focus on web accessibility, and continuing to allocate funding to projects, such as the CCDA Myth Busting Video Series.

Public Comment

A member of the public stated there are 1,049 days before the Paralympic Games in Los Angeles. The speaker questioned the fact that the 2028 Olympics were not discussed at this meeting. California will be encouraging tourism within the state. Businesses are important. Impressions are important. The speaker stated the need for ADA accessibility issues to be encouraged for businesses. The speaker suggested sharing ADA information when businesses renew their licenses.

**10. Future Agenda Items – Discussion**

Chair Downey asked Commissioners for suggestions for the next agenda.

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Commissioner Dr. Campisi suggested examining the issue of businesses filling up their aisles and blocking paths of travel more and more.

Commissioner Dr. Profaca agreed and stated it is an issue of great concern within the community.

**11. Adjourn**

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

**Motion:** Commissioner Lillibridge moved to adjourn the October 1, 2025, California Commission on Disability Access Executive Committee meeting. Commissioner Dillard 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 Chair Downey.

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