

# CALIFORNIA COMMISSION ON DISABILITY ACCESS FULL COMMISSION

Meeting Minutes  
October 22, 2025

## 1. Call to Order

Chair Chris Downey welcomed everyone and called the meeting of the California Commission on Disability Access (CCDA or Commission) to order at 10:00 a.m. The meeting was on Zoom, via teleconference, and held at the California Commission on Disability Access Headquarters, located at 400 R Street, Suite 312, Sacramento, California 95811.

### Housekeeping

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  
Brian Holloway, Vice Chair\*  
Olivia Mae Asuncion  
Rob Bonta, Attorney General, by Deputy Attorney General Ben Conway\*  
Dr. Catherine Campisi  
Ida Clair, State Architect  
Drake Dillard  
Jacqueline Jackson  
Ashley Leon-Vazquez\*  
Dr. Luciana Profaca  
Sarahann Shapiro

\*Participated remotely

#### Commissioners Absent:

Juan Alanis, Assembly Member  
Rosilicie Ochoa Bogh, Senator  
Matt Haney, Assembly Member  
Melissa Hurtado, Senator  
Scott Lillibridge  
Hector Ramirez

#### Staff Present:

April Dawson Rawlings, Executive Director  
Viana Barbu, Legal Counsel  
Russell Bradley, Education and Outreach Coordinator  
Brandon Dam, Data and Research Analyst

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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

**Pledge of Allegiance**

Chair Downey led the Commission in the Pledge of Allegiance.

**2. Approval of Meeting Minutes (June 25, 2025) – Action**

**Motion:** Commissioner Dillard moved to approve the June 25, 2025, California Commission on Disability Access Full Commission Meeting Minutes as presented. Commissioner Shapiro seconded. There was no public comment on the motion. Motion carried 8 yes, 0 no, and 1 abstain, per roll call vote as follows:

The following Commissioners voted “Yes”: Commissioners Campisi, Dillard, Jackson, Leon-Vazquez, Profaca, and Shapiro, Vice Chair Holloway, and Chair Downey.

The following Commissioner abstained: Commissioner Asuncion.

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

No members of the public addressed the Commission.

**4. CCDA’s New Commissioner Olivia Mae Asuncion – Discussion**

**a. Pinning Ceremony**

Executive Director Dawson Rawlings welcomed Olivia Mae Asuncion to the Commission and read her biography, which was included in the meeting materials.

Executive Director Dawson Rawlings led the swearing-in of office for Olivia Mae Asuncion. She presented Commissioner Asuncion with a CCDA pin with the CCDA logo and banner, “Creating an accessible and barrier-free California.”

Chair Downey and Commissioners welcomed Commissioner Asuncion to the Commission.

**5. CCDA Elections – Action**

**a. Chair**

Chair Downey asked for nominations for Chair of the Commission for 2026. Vice Chair Holloway nominated Commissioner Chris Downey as Chair of the Commission for 2026. Chair Downey accepted the nomination. No other nominations for Chair were given.

**Motion:** Commissioner Shapiro moved to re-elect Chris Downey as Chair of the California Commission on Disability Access for 2026. Commissioner

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Dr. Profaca seconded. There was no public comment on the motion. Motion carried 9 yes, 0 no, and 0 abstain, per roll call vote as follows:

The following Commissioners voted “Yes”: Commissioners Asuncion, Campisi, Dillard, Jackson, Leon-Vazquez, Profaca, and Shapiro, Vice Chair Holloway, and Chair Downey.

**b. Vice Chair**

Chair Downey stated Vice Chair Holloway cannot be nominated for re-election as he will be unable to serve as Vice Chair for 2026. He nominated Commissioner Scott Lillibridge as Vice Chair of the Commission for 2026. Commissioner Lillibridge was unable to be in attendance but submitted an email to staff accepting the nomination for Vice Chair of the Commission for 2026. No other nominations for Vice Chair were given.

**Motion:** Commissioner Dr. Profaca moved to elect Scott Lillibridge as Vice Chair of the California Commission on Disability Access for 2026. Commissioner Dr. Campisi seconded. There was no public comment on the motion. Motion carried 8 yes, 0 no, and 0 abstain, per roll call vote as follows:

The following Commissioners voted “Yes”: Commissioners Asuncion, Campisi, Dillard, Jackson, Leon-Vazquez, Profaca, and Shapiro, and Chair Downey.

Chair Downey congratulated Vice Chair Lillibridge on his new leadership role.

**6. 2026 CCDA Meeting Calendar – Action**

Commissioner Shapiro asked about tentative meeting locations.

Executive Director Dawson Rawlings stated locations are still being finalized. Staff will confirm with Commissioners as soon as information is received.

**Motion:** Commissioner Shapiro moved to approve the 2026 CCDA Meeting Calendar as presented. Commissioner Dillard seconded. There was no public comment on the motion. Motion carried 8 yes, 0 no, and 0 abstain, per roll call vote as follows:

The following Commissioners voted “Yes”: Commissioners Asuncion, Campisi, Dillard, Jackson, Leon-Vazquez, Profaca, and Shapiro, and Chair Downey.

**7. Commission Tributes – Discussion**

**a. CCDA Commissioners**

Executive Director Dawson Rawlings stated every Commissioner has played a role in making the Commission effective. She highlighted several Commissioners who played a unique role in advancing the goals of increasing disability access across California this year. Staff presented Chair Downey, Vice Chair Lillibridge, former Vice Chair Holloway,

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and Commissioners Dr. Profaca and Clair with a certificate of thanks for their exemplary service in 2025.

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

Executive Director Dawson Rawlings provided a brief update on the work of the Commission since the last Commission meeting:

**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.

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 Lillibrige moderated and Vice Chair Holloway served on the panel.

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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.

- 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.

**c. Projects and Outreach**

Executive Director Dawson Rawlings showed the first in a ten-video "Busting Barriers" series.

The 2025 Webinar Collaboration Series Online Lunch and Learn that was to be held on October 16<sup>th</sup> on the topic of emergency preparedness: integrating access into business resiliency and adaptation plans was temporarily canceled due to vendor issues. Those issues have now been resolved and the webinar has been rescheduled for mid-

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November. The 400 individuals who registered for the webinar will be receiving information on next steps.

**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.

There were no questions from Commissioners and no public comment.

**9. 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, who is missing, and 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.

**10. 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 stated past listening forums were informative and helpful. She suggested continuing those educational forums based on topics of interest to the business and disability communities.

Commissioner Dillard stated the goals are many and broad but Committees, where much of the work is done, only meet twice per year. He suggested increasing the number of Committee meetings to at least three.

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Commissioner Dr. Campisi stated the need to get the word out about what the Commission does and the resources it has developed to increase participation in the listening forums.

Commissioner Shapiro agreed that listening forums are important. She suggested partnering with trade associations with regional meetings that can help inform about myths in the CCDA Busting Barriers video series.

Commissioner Dillard stated data is important but more detail is needed in terms of location and who most needs the information. The numbers will show where to hold informational listening forums.

Commissioner Shapiro suggested the goal of being recognized as an educational resource to the Legislature and business and disability communities.

Commissioner Asuncion stated she was unaware of the Commission's listening forums prior to today. She noted that it is important, as part of being recognized as an educational resource, to ensure that the word gets out about listening forums. She suggested leveraging Commissioners' connections and networks to help get the word out.

Commissioner Dr. Profaca agreed and suggested, along with inviting trade organizations to attend listening forums, spending time and resources to go to those trade organizations to reach hundreds of individuals rather than the few that may attend a listening forum.

Chair Downey agreed and stated joining existing industry events that have longevity and a built-in community will magnify the number of individuals reached and will increase community awareness. He noted that there is a misconception in the community that the Commission exists to reduce litigation. This is misleading. The CCDA is not about reducing regulation or relieving the burden but is about increasing compliance and awareness of the regulations, which then reduces litigation.

Chair Downey agreed with going to industries in business communities to help them serve the state of California in a better way.

Chair Downey stated the need for the strategic planning consultant to engage in a robust community engagement process to help in developing the strategic plan.

Commissioner Leon-Vazquez agreed that there is a challenge between reaching business owners and having them do the work that is needed for full accessibility. She suggested contacting city chambers of commerce to get information to business owners, although it is not mandatory for businesses to belong to a chamber of commerce.

**Public Comment**

Kholood Rashid, Systems Change Advocate in the Central Valley, and Regional Deputy Director of The Disability Organizing Network (DOnetwork), stated they attended a listening forum and loved the resources provided. The speaker suggested connecting

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with the California Foundation for Independent Living and The DOnetwork Systems Change Advocates.

**Break**

The Commission took a one-hour lunch break.

Chair Downey reconvened the meeting at 1:03 p.m. and re-established quorum.

**11. CCDA Annual Report – Update and Discussion**

**a. 2024 Annual Report**

**b. 2025 Annual Report**

Executive Director Dawson Rawlings stated the 2024 CCDA Annual Report to the Legislature is posted on the website. She reviewed the reports and highlighted the data, what is trending, and the top ten violations for website and accessibility claims.

Discussion

Chair Downey asked if data is looked at per capita.

Chair Downey asked if digital accessibility complaints may be hosted out of state and if there are safeguards in place to monitor the digital space.

Commissioner Dr. Campisi asked if areas with multiple complaints are made up of one entity or several entities.

Executive Director Dawson Rawlings stated data on the top-ten law firms are collected but their names are not published in the reports.

Staff Member Ridge added that the data only includes attorneys that are in compliance with the Civil Code.

Commissioner Shapiro asked if the top ZIP Codes are skewed by high-frequency litigants who often file several complaints in one area.

Staff Member Ridge stated the data is aggregated based on the ZIP Code of where complaints or violations occur. ZIP Codes are tied to census data.

Commissioner Shapiro stated high-frequency litigants often hit one area hard and then move to another area. She asked if resources are provided to areas that have undergone these complaints.

Staff Member Ridge stated sometimes it looks like high-frequency litigation has focused on one area but the data is only representative of those law firms that are complying with the Civil Code.

Commissioner Dr. Profaca stated, other than Solano County, there are no ZIP Codes represented in Northern California.

Public Comment

There was no public comment.

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**12. 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 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 being held in the Senate Judiciary Committee.

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

Discussion

Commissioner Dillard asked for a summary at the end of the presentation of what action is coming.

Mr. Vo stated, although it is difficult to predict what the Legislature will do, he will try to add additional detail in his future reports.

Commissioner Shapiro asked about the process for greater enforcement or incentive to encourage compliance.

Mr. Vo stated the DGS selects its ideas from its various programs for legislative proposals that go through an internal executive process and ultimately the Governor's Office to see if ideas are worth pursuing in next year's session. He encouraged Commissioners to submit ideas for potential future legislation to staff.

Public Comment

There was no public comment.

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**13. Presentation: San Francisco Office on Disability and Accessibility (ODA) – Discussion**

**Presenter:**

- Eli Gelardin – Director of San Francisco ODA

Executive Director Dawson Rawlings introduced the guest speaker and asked him to give his presentation.

Eli Gelardin, Director, San Francisco ODA, stated his office aligns with the work of the Commission and noted that there is opportunity for deeper collaboration and potentially a regional event in the future. He provided an overview, with a slide presentation, of the purpose, programs, initiatives, and events of the ODA. He stated the ADA Grievance Pilot Program will begin next week and capital planning for FY 2026 will begin later this month. He stated he looks forward to learning how the ODA can work together with the Commission.

Mr. Gelardin showed videos on the Beyond the Front Door project called “Behind the Build: Ensuring Accessibility,” a San Francisco Department of Building Inspection video on improving accessibility in small businesses, and an interview after Mr. Gelardin’s roundtable discussion on disability access with the Mayor of San Francisco.

Discussion

Commissioner Clair thanked Mr. Gelardin for his presentation. She stated the resources are valuable. She agreed that the CCDA should collaborate with the ODA. Providing as much information as possible benefits everyone across the state.

Commissioner Dr. Profaca stated it is exciting to see the progress being made in San Francisco. She stated the unhoused individuals along Market Street from 7th to 9th Streets make sidewalk access difficult, especially for members of the disability community.

Mr. Gelardin stated his department works closely with homelessness and supportive housing organizations. He agreed that supporting the unhoused community while providing safe and accessible public access to sidewalks is an ongoing issue.

Commissioner Dr. Campisi stated she wished that Sacramento and other counties would have ADA Coordinators who could have the full scope of services that Mr. Gelardin is providing in San Francisco. She asked how better to connect with cities to share what the CCDA is doing.

Mr. Gelardin stated there is not one organization to connect with, but suggested mapping out the various trade conferences and association meetings in California. He gave examples of the Government and Disability Summit that was held in Ventura last month, the ADA Conference that was held in the Central Valley, the Annual Conference of the California Association of Areas on Aging, Ability Expos that are held in different parts of the state, the National ADA Symposium, and the ADA Coordinators Roundtable held monthly by the Pacific ADA Center. He suggested connecting with Independent Living Centers for Disability Capitol Action Day.

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Mr. Gelardin invited staff to join in his monthly meeting with other states that have offices on disability. He stated he hopes to hold a large multifaceted event in San Francisco, including a space for a policy discussion around accessibility.

Chair Downey asked about outreach to the San Francisco business community and how businesses are responding to Beyond the Front Door and other programs.

Mr. Gelardin stated it is too early to project the effectiveness of the programs. He stated his department is putting on an event in November in partnership with the Small Business Disability Alliance to support entrepreneurs and is connecting and building trust with leaders in the older adult, Asian Pacific Islander (API), and immigrant communities. He stated he participates in the Mid-Autumn Moon Harvest Festival to listen and learn from communities.

Commissioner Dillard asked if Mr. Gelardin's department works with the city of Oakland.

Mr. Gelardin stated Oakland is not in his jurisdiction, but he works through the monthly ADA Coordinators Roundtable to reach out to other municipalities.

Commissioner Jackson suggested that the CCDA coordinate with Mr. Gelardin to develop a "blueprint for action" that puts these wonderful opportunities in writing for others to follow.

Commissioner Asuncion thanked Mr. Gelardin for all he does and for his presentation today.

Public Comment

There was no public comment.

**14. Next Full Commission Meeting – Update and Discussion**

**a. Wednesday, March 25, 2026**

Executive Director Dawson Rawlings stated additional details about the logistics of the March 2026 meeting are forthcoming. She stated the goal is for the consultant to present an update on the strategic plan.

There were no questions from Commissioners and no public comment.

**15. Future Agenda Items – Discussion**

Chair Downey asked Commissioners for suggestions for the next agenda.

No future agenda items were offered.

**16. Adjourn**

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

**Motion:** Commissioner Shapiro moved to adjourn the October 22, 2025, California Commission on Disability Access Full Commission Meeting.

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Commissioner Dr. Profaca seconded. Motion carried 9 yes, 0 no, and 0 abstain, per roll call vote as follows:

The following Commissioners voted "Yes": Commissioners Asuncion, Campisi, Dillard, Jackson, Leon-Vazquez, Profaca, and Shapiro, Vice Chair Holloway, and Chair Downey.

There being no further business, the meeting was adjourned at 2:52 p.m.