

CALIFORNIA COMMISSION ON DISABILITY ACCESS EXECUTIVE COMMITTEE

Meeting Minutes
June 3, 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 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 Dam reviewed the meeting protocols.

Roll Call

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

Commissioners Present:

Chris Downey, Commission Chair
Scott Lillibridge, Commission Vice Chair
Drake Dillard, Checklist Committee Chair
Dr. Luciana Profaca, Education and Outreach Committee Chair*
Sarahann Shapiro, Legislative Committee Chair*

* participated remotely

Commissioner(s) Absent:

None.

Other Commissioner(s) Present:

None.

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

**California Commission on Disability Access
Executive Committee
June 3, 2026, Meeting Minutes**

Also Present:

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

Christy Clay, CPS HR consultant*

Sara Randazzo, CPS HR consultant*

Ugomma Mwin, CCDA Legal Counsel*

Michai Freeman, Advocate, Center for Independent Living, Berkeley*

2. Approval of Meeting Minutes (March 4, 2026) - Action

There were no questions from Commissioners and no public comment.

Motion: Vice Chair Lillibridge moved to approve the March 4, 2026, California Commission on Disability Access Executive Committee Meeting Minutes. Commissioner Dillard seconded. Motion carried unanimously with 0 abstentions.

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

Michai Freeman, Advocate, Berkeley Center for Independent Living, raised the issue of reductions of disabled parking due to protected bike lane and transit oriented development. She will be bringing information to the Committee on a future date. She stated this is increasingly becoming an issue for disabled owners and business owners who have an obligation to provide disabled parking.

4. CCDA Subcommittee Reports – Update and Discussion

a. Executive Committee

Chair Downey, Chair of the Executive Committee, provided a brief update on the work of the Committee since the last Commission meeting:

- The Committee's main focus has been on continued development and review of the strategic plan, as well as the Committee's bylaws.
- Chair Downey revealed his intention to step down as Chair at the end of 2026 and discussed the need for a succession plan.

b. Education and Outreach

Commissioner Dr. Profaca, Chair of the Education and Outreach (E&O) Committee, provided a brief update on the work of the Committee since the last Commission meeting:

California Commission on Disability Access
Executive Committee
June 3, 2026, Meeting Minutes

- The E&O committee had a successful first meeting, where the members discussed their project docket and had a discussion with consultants from CPS HR on their strategic plan.
- The committee plans to provide feedback on outreach strategies for the Pacific ADA collaboration webinar series, future toolkits, and the CASP informational brochures.
- Commissioner Dr. Profaca discussed her personal interest in educating businesses about providing accessible paths through retail stores.

c. Legislative Committee

Commissioner Shapiro, Chair of the Legislative Committee, provided a brief update on the work of the Committee since the last Commission meeting:

- At its first meeting of the year, the Legislative Committee welcomed Commissioner Shapiro as the new Committee Chair.
- The committee discussed its purview and participated in a strategic planning brainstorming session led by its consultants.
- The committee is currently working with CCDA staff on an “About CCDA” document to circulate to legislators and legislative staff. Its goal for the document is to educate legislators and staff about the resources and information that CCDA offers and the process for legislators and staff to get in touch with CCDA regarding legislation they might be considering.

d. Checklist Committee

Commissioner Dillard, Chair of the Checklist Committee, provided a brief update on the work of the Committee since the last Commission meeting:

- At its first meeting on May 13, 2026, the Checklist Committee brainstormed several ideas for a new name to better reflect its purpose. Four ideas were selected, with voting on the new name scheduled for the next committee meeting.

There were no comments from Commissioners and no public comment.

5. Executive Committee’s Project Docket - Update and Discussion

a. Strategic Plan for 2025-2030

April Dawson Rawlings, Executive Director, reported that there will be a separate agenda item to discuss the Strategic Plan. Today, she plans to ask the Executive Committee to move the Strategic Plan draft forward to the full Commission.

California Commission on Disability Access
Executive Committee
June 3, 2026, Meeting Minutes

b. CCDA Bylaw Revision

Executive Director Dawson Rawlings reported that she met with Operations Manager Ridge regarding the CCDA bylaw revision. She noted that the bylaws are reviewed every two years to ensure all legislation is up to date, to determine whether anything should be added, and to ensure that all sections reflect the Committee's current work projects. Ms. Dawson Rawlings and Ms. Ridge will bring proposed bylaw modifications to the next Executive Committee meeting.

Executive Director Dawson Rawlings encouraged Committee members to review the bylaws for any edits they would like to bring to staff's attention today. She reported that she has received a request to clarify the role of *ex officios*.

c. CCDA Data Aggregation, Legislative Reporting, and Outreach

Executive Director Dawson Rawlings reported that the Committee will continue to review data reports, legislative reports, and outreach reports. These reports will be covered later in today's meeting.

Discussion

Commissioner Lillibridge stated he believed the text of Article 6.6 is missing a word. The article currently reads "A standing committee shall..." rather than "A standing committee **chair** shall..."

Commissioner Lillibridge further noted a perceived conflict between the second sentence of Section 8.1 ("The CCDA Chair may dissolve standing committees...") and the first sentence of Section 8.2 ("Standing committees are considered a permanent part of the organization."). He requested clarification.

Public Comment

There was no public comment.

6. CCDA Strategic Goal Development – Action

a. CCDA 2025-2030 Strategic Goal Development: Strategic Plan for 2025-2030

April Dawson Rawlings, Executive Director, reported that at the last meeting, CCDA wanted to place more emphasis on the education piece of its mission and so added the word "education" to its mission statement. The Vision was not changed. The Committee also drafted several core values, including resourceful, strategic, integrity, uplifting, and community engagement.

California Commission on Disability Access
Executive Committee
June 3, 2026, Meeting Minutes

Executive Director Dawson Rawlings reported that the 2030 target is for CCDA to be the bridge which connects stakeholders to high quality tools and the guidance needed to navigate accessibility law, prevent violations, and promote inclusion. She identified four strategic pillars to achieve this target: outreach, education, and public awareness; compliance resource innovation; partnerships, ambassadors, and community engagement; and operational excellence and data. She discussed baselines and goals for each pillar.

Sara Randazzo, CPS HR consultant, noted with approval the use of quantifiable goals and metrics.

Christy Clay, CPS HR consultant, emphasized the need for a focus on the organization's most impactful work and noted that she felt this came through "loud and proud" in the presentation.

Discussion

Commissioner Chair Downey felt that the phrase "prevent noncompliance" in the Goals section did not properly reflect CCDA's role and should be modified.

Commissioner Shapiro felt that there should be interim goals and measures set within the five year period, perhaps at two year intervals. She opined that a long range plan without intermittent reinforcement will foster a "we'll get there when we get there" mindset. She stated her desire for a "rolling" plan rather than a static deadline of 2030. Commissioner Dr. Profaca spoke in support of Commissioner Shapiro's suggestion.

Ms. Randazzo stated that there is a plan for more granular engagement and that supporting and tracking metrics will be put in place. She stated that once the plan is finalized and approved by the Commission, CPS HR will use Power BI to look at the actual metrics that will show progress.

Executive Director Dawson Rawlings reiterated that this presentation is only an overview of the plan and that CPS HR will work with the Commission throughout the plan to build a Power BI dashboard. She stated that she plans to give continuing updates on each goal. Ms. Randazzo added that while the basic pieces of the plan will remain the same, the work plan is intended to be dynamic and "feed up" to the foundations.

Chair Commissioner Downey asked whether the concept and strategy of the work plan is embodied in the documentation or only in the contract. Executive Director Dawson Rawlings responded that the document contains benchmarks and metrics which will later inform the work plan. Ms. Randazzo reiterated that the work plan will be separate and that the Commission will use Power BI to track metrics.

California Commission on Disability Access
Executive Committee
June 3, 2026, Meeting Minutes

Commissioner Shapiro requested more information on how current numbers were developed into goals. Executive Director Dawson Rawlings stated that she and Operations Manager Abigail Ridge examined existing baselines and tiers together before having Ms. Ridge develop new ones. Ms. Ridge gave an example using the Partnerships, Ambassadors, and Community Engagement pillar.

Commissioner Shapiro further asked how CPS HR determined that the new goals are reasonable, realistic, and achievable. Executive Director Dawson Rawlings stated that 2025 data was used as the baseline for new goals. Ms. Randazzo added that she examined current baseline data, extrapolated what should be possible five years from now, and divided that into one-year increments, anticipating a 10% annual increase.

Vice Chair Commissioner Lillibridge expressed concern that there are too many goals to be reasonably achieved within five years. He further stated that CCDA prepares an annual report to the Legislature and these goals do not directly address the data in the report. He suggested that the goals be modified to show tangible results which can be presented to the Legislature.

Executive Director Dawson Rawlings responded that several of the goals are already in progress or fit within goals already in progress. She added that several of the goals have been carried over from the 2024/2025 two year plan. She added that nothing in the Strategic Plan will change what is given in the annual Legislative report. Ms. Randazzo emphasized that the Strategic Plan is a way to organize work which is already being done.

Public Comment

There was no public comment.

Motion: Commissioner Shapiro moved to approve the General Strategic Plan. Commissioner Dr. Profaca seconded. Chair Commissioner Downey asked whether this motion applies to the Strategic Plan as written or as amended/discussed within the meeting. Commissioner Shapiro clarified that her motion applies to the Plan as amended with relation to removing the “prevention” language and substituting the proposed language.

Motion carried unanimously with no abstentions.

7. Legislative Bill Reporting – Update and Discussion

Viet Vo, Legislative Consultant, Office of Legislative Affairs, California Department of General Services (DGS), began his remarks by reporting on current Legislative deadlines. Legislative Consultant Vo reported that May 1, 2026 was the final day for passing bills within the 1st House Policy Committee. May 20, 2026 was the final day for

**California Commission on Disability Access
Executive Committee
June 3, 2026, Meeting Minutes**

passing bills within the 1st House Fiscal Committee. May 29, 2026 was the final day for passing bills to pass the house of origin. Bills still within their house of origin after May 29 are effectively dead for this year.

Legislative Consultant Vo further reported that July 2, 2026 will be the final day for policy committees to pass bills in the second house. August 14, 2026 is the final day for fiscal committees to pass bills in the second house. August 31, 2026 is the final day for each house to pass bills.

Legislative Consultant Vo then reviewed the CCDA Legislative Status Report on the bills staff is tracking, which was included in the meeting materials.

a. Assembly Bill 1823: State government: State Government Strategic Planning and Performance and Review Act: strategic plans: equity.

This bill is still in the Assembly Appropriations Committee and is effectively dead for this year.

b. Assembly Bill 2190: Internet website accessibility.

This bill is still in the Assembly third reading and is effectively dead for this year.

c. Assembly Bill 2360: State agencies: government linguistics.

This bill, recently amended on May 18th, is currently in the Senate Rules Committee and is still active.

d. Assembly Bill 2607: California Americans with Disabilities Act Small Business Capital Access Loan Program

This bill is still in the Assembly Appropriations Committee suspense file and has failed its fiscal deadline.

Discussion

Commissioner Lillibridge asked whether bills described as “effectively dead” are two-year bills that may be picked up within the next session. Legislative Consultant Vo replied that this is the second year of the Legislative session, meaning that those bills are not two-year bills and may be reintroduced, likely with a new number.

Public Comment

There was no public comment.

**California Commission on Disability Access
Executive Committee
June 3, 2026, Meeting Minutes**

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. Projects and Outreach

On June 24, 2026, there will be a Commission to Community event at the Disability Cultural Center in San Francisco following the full Commission meeting. The event will consist of a presentation from Office of Disability and Accessibility on their Beyond the Front Door program, followed by a panel of business and disability community leaders of San Francisco, to be moderated by Commissioner Ascunión.

Executive Director Dawson Rawlings discussed upcoming Lunch and Learn webinars on July 29, 2026 and October 21, 2026. The July 29 webinar will focus on the data sets from Santa Clara County. Discussion topics will include maintaining accessible features related to lavatories, counter heights, and aisles in retail establishments.

There will also be a hybrid Commission to Community event in Salinas on September 16, 2026, in partnership with Monterey County.

b. Administrative and Operational

Executive Director Dawson Rawlings congratulated Commissioner Ramirez on being reappointed by the Speaker of the Assembly.

c. Financial Review

Executive Director Dawson Rawlings then moved on to the third quarter financial report.

- CCDA's total budget authority is just over \$1.6 million.
- For personal services (salaries, wages, benefits), the budget authority is \$735,000, \$502,767 of which was spent or encumbered as of the end of March.
- The operational budget authority (general expenses, postage, travel, contracts) is \$911,000. Total year to date expenditures and encumbrances through the end of March was \$393,658.
- Total spend as of the end of March was \$896,425.

d. CCDA Biannual and Quarterly Data 2025

Executive Director Dawson Rawlings did not review the CCDA Biannual and Quarterly Data Report.

There were no questions from Commissioners and no public comment.

**California Commission on Disability Access
Executive Committee
June 3, 2026, Meeting Minutes**

9. Future Agenda Items – Discussion

Chair Downey asked Commissioners for suggestions for the next agenda.

Discussion

Commissioner Lillibridge suggested a presentation on preparations for the upcoming Olympics and how accessibility is being accounted for in and around Los Angeles. Chair Commissioner Downey noted the Paralympics are also upcoming.

Public Comment

There was no public comment.

10. Adjourn

Chair Downey asked for a motion to adjourn the meeting.

Motion: Commissioner Lillibridge moved to adjourn the June 3, 2026, California Commission on Disability Access Executive Committee meeting. Commissioner Shapiro seconded. Motion carried unanimously with no abstentions.

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