

**CALIFORNIA COMMISSION ON DISABILITY ACCESS
LEGISLATIVE COMMITTEE
MEETING MINUTES**

January 15, 2020

1. Call to Order

Chair Michael Paravagna welcomed everyone and called the meeting of the Legislative Committee of the California Commission on Disability Access (CCDA) to order at approximately 10:00 a.m. at the CCDA Hearing Room, 400 R Street, Conference Room 300, 3rd Floor, Sacramento, 95811.

Chair Paravagna reviewed the meeting protocols.

Roll Call

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

Commissioners Present:

Michael Paravagna, Chair

Tiffany Allen

Scott Lillibridge

Staff Present:

Angela Jemmott, Executive Director

LaCandice Ochoa, Operations Manager

Joshua Morrell, Staff Services Analyst

Also Present:

Allison, Chancellor's Office (teleconference)

Corrina Roy, DGS Office of Legislative Affairs

2. Approval of Meeting Minutes (August 28, 2019) – Action

Motion: Commissioner Lillibridge moved to approve the August 28, 2019, California Commission on Disability Access Legislative Committee Meeting Minutes as presented. Chair Paravagna seconded. Motion carried unanimously.

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

No members of the public addressed the Committee.

4. External Legislative Projects – Update and Discussion

a. Overview Results (ADA Coordination Survey)

b. Discussion with Commissioner Paravagna

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Executive Director Jemmott provided an overview, with a slide presentation, of the background, methodology, questions, and results of the ADA Coordination Survey.

Questions and Discussion

Commissioner Lillibridge asked about the number of responses to the survey. Executive Director Jemmott stated 38 out of 148 ADA Coordinators responded, which is a 26 percent response rate.

Chair Paravagna referred to Survey Question #3 and stated individuals who have an ADA Coordinator role should know the ADA Notice of Grievance, even if they do not manage that portion of the workload. The fact that 15.79 percent of the survey respondents indicated that they were unsure if their agency has a published plan for ADA Notice and Grievance is a problem.

Chair Paravagna referred to Survey Question #4 and stated the self-evaluation is a cornerstone to Title II ADA compliance. The high percentage of respondents indicating that they are either unaware or are unsure of the existence of a self-evaluation in their place of work is concerning.

Commissioner Lillibridge asked if ADA Coordinator duties are added onto current job descriptions. Chair Paravagna stated some large departments employ a full-time ADA Coordinator. Most often, the ADA Coordinator role is added onto current job descriptions.

Commissioner Potter stated the City of San Diego has a full-time ADA Coordinator with a staff of two or three. She stated her understanding that this is the exception and not the rule. Chair Paravagna agreed and stated that exception is more frequently found in city and county governments. He stated the problem is that California has a large government structure with many departments but each department is operating independently, where continuity and dedication to this issue is uneven.

Commissioner Lillibridge questioned the expertise of ADA Coordinators when the number of hours they dedicate to this issue is unknown due to split roles.

Chair Paravagna noted that a majority of departments did not even respond to the survey. Executive Director Jemmott stated the university stated the low response rate indicates that the survey was perceived as being from an external source, even though the CCDA sent out preliminary communications to all ADA Coordinators to expect the survey.

Chair Paravagna referred to the last slide, Recommendations for CCDA, and suggested ada.gov as a resource to help ADA Coordinators better understand their role. He stated there are few, if any, academic programs that prepare individuals to become an ADA Coordinator.

Commissioner Lillibridge stated he was not surprised at the survey results now that he better understands who and how individuals become ADA Coordinators and that it most often is not a full-time job.

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Commissioner Allen stated there are no guidelines on the federal level on how to do the job and how to do it well. She stated she loved the idea of providing training or sending out resources. She suggested sending out a CCDA monthly newsletter including resources and legislation that has passed pertaining to the ADA to all identified ADA Coordinators to use as a reference, especially for individuals who are not primarily ADA Coordinators.

Chair Paravagna stated, in preparation for speaking with the students at the university who were helping with the survey to give them context, he prepared a handout of resources, regulations, and the fundamental elements of Title II ADA. He suggested posting this handout on the website. He suggested combining the handout with the glossary of terms that is posted on the website.

Commissioner Allen agreed and suggested putting something together monthly or quarterly and to use that platform to speak to the actions and functional needs of emergency planning as well. She volunteered to put information together and to continue to push out messaging of personal preparedness.

Chair Paravagna agreed and volunteered to contribute information and resource options for personal preparedness.

Chair Paravagna stated the original Strategic Goal 6 was to look into whether there is a need for a statewide ADA office. He asked the Committee to discuss this goal in order to bring a recommendation at the next full Commission meeting.

Commissioner Allen spoke in support of a state-level independent ADA office. The office will answer questions and offer guidance to ADA Coordinators across the state.

Chair Paravagna stated the next question becomes what to do with the current information – whether it should be developed more, folded into the annual legislative report, or discussed in meetings with legislators.

Commissioner Allen requested clear direction on policies and procedures to begin something like this or historical data on how to create an independent office that would serve all constituents in the state.

Commissioner Lillibridge stated he has mixed feelings. He stated he is not in favor of creating more state government. The survey results indicate a craving for more information, resources, and training. He noted that there is already information available to help ADA Coordinators learn their job and suggested, instead of creating a department or state office, making the ADA Coordinator position important to department heads and supervisors who manage the ADA Coordinators, such as making it a part of the evaluation process.

Commissioner Lillibridge stated he was more in favor of coordinating efforts to ensure that all ADA Coordinators are pointed in the direction where they will have resources and training to do that position, rather than a supervisor checking the box that there is an ADA Coordinator in the organization.

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Executive Director Jemmott suggested contacting organizations with siloed ADA Coordinators, pulling them together, and looking at functionality, overlaps, and gaps to better understand the need.

Chair Paravagna stated the underlying question under Strategic Goal 6 was who is to be held responsible. He stated the need to educate current ADA Coordinators about their role by guiding them to existing resources. He suggested creating guidelines for the self-evaluation process to be included in resources such as the State Administrative Manual. He suggested that the State Training Center be tasked with providing coursework for new ADA Coordinators and continuing education because case law, regulations, and programs change over time. He suggested weighing the options available to state government, writing a decision memo with the advantages and disadvantages of each option, and providing it to the Legislature.

Commissioner Allen stated the California Office of Emergency Services (Cal OES) has the California Specialized Training Institute, which has emergency management classes. She suggested that the Institute put together half- or full-day trainings for ADA Coordinators.

Public Comment

Allison, Chancellor's Office, stated she is on the email list and completed the survey but is unsure that she is the right person to have completed it. She stated today's conversation was about physical barriers and emergency preparedness. She asked if the ADA Coordinators target digital website barriers as well.

Chair Paravagna stated it would. He explained the self-evaluation process.

Allison stated she initially stopped taking the survey because she did not feel that some of the questions applied to her role. She noted that there may be a different ADA Coordinator for physical barriers in her office. She stated she will ask for clarification on that.

Chair Paravagna stated many entities use a team of ADA Coordinators because of the workload and the variety of expertise the team brings.

Questions and Discussion, continued

Chair Paravagna asked if it is the consensus of the Committee to explore resources in government and gaps to eventually work toward a decision document for the legislature.

Commissioner Allen agreed. She suggested creating a formal proposal or project scope to present to the full Commission.

Executive Director Jemmott stated the goal of the January Full Commission meeting is to adapt the 2020 Strategic Plan, including Goal 4, the continuation of researching this topic. She suggested that the Committee also recommend, based on the survey, that there should be a job description and formal training for ADA Coordinators and that the

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ADA Coordinators will be in a location where they can be reached and where they can receive resources and contacts. She stated Agency should have an ADA Coordinator or Coordinators that cover all aspects of the job.

Chair Paravagna suggested reviewing and presenting model duty statements and structures so entities can find the system that fits them best.

5. Future Agenda Items

Chair Paravagna asked Committee members to email possible goals for the Legislative Committee for 2020.

6. Adjourn

Motion: Commissioner Lillibridge moved to adjourn the January 15, 2020, California Commission on Disability Access Legislative Committee meeting. Commissioner Allen seconded. Motion carried unanimously.

Chair Paravagna thanked everyone for their participation and adjourned the meeting at approximately 11:15 a.m.