

# **CALIFORNIA COMMISSION ON DISABILITY ACCESS CHECKLIST COMMITTEE**

Teleconference Meeting Minutes  
September 29, 2021

## **1. Call to Order**

Chair Brian Holloway welcomed everyone and called the teleconference meeting of the Checklist Committee of the California Commission on Disability Access (CCDA) to order at 1:33 p.m. Due to the ongoing health emergency, and consistent with Executive Order N-29-20, this meeting was conducted entirely by Zoom and teleconference.

Staff Member Barsanti reviewed the meeting protocols.

### **Roll Call**

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

#### Commissioners Present:

Brian Holloway, Chair  
Drake Dillard

#### Other Commissioners Present:

Jacqueline Jackson  
Tom Lackey, Assembly Member, represented by Mary Maida

#### Committee Members Present:

Mark Christian, American Institute of Architects California  
Brandon Estes, California Building Standards Commission  
Bill Zellmer, AIA, CASp, Sutter Health

#### Committee Members Absent:

Erika Frank, California Chamber of Commerce (CalChamber)  
Richard Halloran, Certified Access Specialist (CASp)  
Ike E. Nnaji, Ph.D., Disability Access Specialists, Inc.; Certified Access Specialist (CASp)  
Mehdi Shadyab, Senior Structural Engineer, City of San Diego; Certified Access Specialist (CASp)  
Debbie Wong, Department of General Services (DGS), Division of the State Architect (DSA)

#### Staff Present:

Angela Jemmott, Executive Director  
Kamran Qazi, Legal Counsel  
Adam Barsanti, Associate Governmental Program Analyst  
Theresa Brown, Data and Research Analyst  
Stephanie Groce, Disability Access Technician  
Phil McPhaul, Operations Manager

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Also Present:

Shannon Mulhall, ADA Coordinator, City of Fresno

**2. Approval of Meeting Minutes (June 23, 2021) – Action**

**Motion:** Committee Member Christian moved to approve the June 23, 2021, California Commission on Disability Access Checklist Committee Meeting Minutes as presented. Commissioner Dillard seconded. Motion carried unanimously.

**3. Comments from the Public on Issues Not on This Agenda**

No members of the public addressed the Committee.

**4. Toolkit Revisions and Updates – Update and Discussion**

**a. How to Incorporate the California Building Standards Commission Code Adoption Cycle(s)**

**b. Other Revision Cycles and Processes**

Staff Member Adam Barsanti provided an overview, with a slide presentation, of the California Building Standards Commission 2021 Triennial Code Adoption Cycle, which is one of the proposed tools to help revise and monitor the codes in the CCDA toolkits. He noted that the next effective date of the 2022 California Building Standards Code is January 1, 2023.

Questions and Discussion

Executive Director Jemmott asked about other considerations that staff may need to know about the code cycle, such as emergency regulations.

Committee Member Estes stated the code-adoption cycle timeline is statutorily driven so the dates are fairly static. He stated an emergency regulation is subject to legislation as an urgency bill.

Executive Director Jemmott suggested adding the next expected update time to CCDA checklists and toolkits, such as “this document is subject to revision on January 1, 2023,” to alert users of the expiration dates of the materials, and to alert staff of the materials that require updating.

Committee Member Estes suggested revisiting the toolkits at the effective date of each triennial version of the code or every three years. This is when state agencies typically adopt the model codes. The intervening cycles, which occur at the 18-month interim in

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between the two triennial cycles, can involve code changes, but these are typically smaller code revisions.

Executive Director Jemmott suggested that the Committee recommend that the Commission ensures that all documents are reviewed every three years for updates and to include the date parameters on all documents.

Chair Holloway moved the staff recommendation. Committee Member Estes seconded.

**Motion:** Chair Holloway moved to recommend to the Commission that it ensures that all documents are reviewed every three years for updates and to include the date parameters on all documents. Committee Member Estes seconded. Motion carried unanimously.

**Action Items**

- No action items

**5. CCDA Accessible Parking Campaign – Update and Discussion**

**a. Discussion on Survey Results from Work Group (Business Owners, ADA Coordinators/Local Government, and Construction Specialists) Meetings**

**b. Next Steps Towards Toolkit Development**

Chair Holloway stated there were two meetings with all three working groups to date. He stated, in an effort to generate stakeholder guidance of the development of the CCDA Accessible Parking Campaign, the CCDA sent approximately 20,000 questionnaires to three groups: ADA Coordinators/local governments, business owner/operators, and building/construction specialists. The questionnaires were designed to determine the pertinent information to include in an Accessible Parking Checklist. He asked Commissioner Dillard to share highlights from the business owner/operator working group.

Commissioner Dillard reviewed the CCDA Accessible Parking Campaign Toolkit Goals document, which was included in the meeting materials. He shared the initial results of the survey but stated many more surveys are expected to be submitted to the CCDA. He stated his working group will meet again on November 10<sup>th</sup>.

Chair Holloway asked Michael Jamnetski to share highlights from the building/construction specialists working group.

Michael Jamnetski, Chief of Legislation, Contractors State License Board, stated his working group worked on a bulletin to send to contractors and construction managers to help increase the survey response rate. The survey was sent to approximately 6,000 subscribers to the LISTSERV. The Licensing Examination Testing Division has a list of

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experts who write these exams and are identified by license classification. The survey will also be sent to this unidentified number of experts.

Chair Holloway asked Executive Director Jemmott to share highlights from the ADA Coordinators/local governments working group.

Executive Director Jemmott stated the survey was sent to local government departments and state-level ADA Coordinators. 36 responses were received. She shared the initial results of the survey. She noted a key takeaway was that a large number of respondents wanted the information in both written and digital formats.

Executive Director Jemmott stated the survey will remain open until the date of the Executive Committee meeting in October.

**Action Items**

- No action items

**6. Future Agenda Items**

No future agenda items were offered.

**7. Adjourn**

Executive Director Jemmott stated Shannon Mulhall wrote in the chat section their appreciation for CCDA's great toolkits and resources.

Chair Holloway adjourned the meeting at approximately 2:15 p.m.