

CALIFORNIA COMMISSION ON DISABILITY ACCESS CHECKLIST COMMITTEE

Hybrid Meeting Minutes
June 22, 2022

1. Call to Order

Chair Brian Holloway welcomed everyone and called the meeting of the Checklist Committee of the California Commission on Disability Access (CCDA) to order at approximately 1:30 p.m. at the CCDA Headquarters, 400 R Street, Suite 312, Sacramento, CA 95811.

Additional public location included 4248 Don Mariano Drive, Los Angeles, CA 90008.
Staff Member Strother reviewed the meeting protocols.

Roll Call

Staff Member Strother called the roll and announced a quorum was not achieved.

Commissioners Present:

Brian Holloway, Chair
Drake Dillard*

Other Commissioners Present:

Brian Jones, Senator, represented by Emily Miller*

Committee Members Present:

Brandon Estes, California Building Standards Commission*
Bill Zellmer, AIA, Certified Access Specialist (CASP), Sutter Health*

*Participation via Zoom or teleconference

Committee Members Absent:

Mark Christian, American Institute of Architects California
Richard Halloran, CASp, Consultant, Retired Senior Building Inspector, City and County of San Francisco
Ike E. Nnaji, Ph.D., Disability Access Specialists, Inc.; CASp
Mehdi Shadyab, Senior Structural Engineer, City of San Diego; CASp

Staff Present:

Theresa Brown, Data and Research Analyst
Stephanie Groce, Disability Access Technician
Phil McPhaul, Operations Manager
Abigail Ridge, Administrative and Legislative Analyst
Presley Strother, Marketing and Outreach Analyst

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Also Present:

Regina Dick-Endrizzi, Office of Small Business, City and County of San Francisco
Eric Driever, Division of the State Architect

2. Approval of Meeting Minutes (March 23, 2022) – Action

Chair Holloway tabled this Agenda Item to the next Checklist Committee meeting.

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

No members of the public addressed the Committee.

4. Assembly Bill 2917: State Law: Disability Access – Update and Discussion

Staff Member Brown reviewed a summary of Assembly Bill (AB) 2917, which was provided in the meeting materials, and stated, in addition to obligations related to Civil Code Section 55.32, AB 2917 requires the CCDA to include information regarding inaccessible internet websites to be reported from attorneys and also to include that data in the CCDA Annual Report to the Legislature. AB 2917 also requires that the CCDA work with other agencies including the Division of the State Architect (DSA) and the Department of Rehabilitation (DOR) to develop educational materials, toolkits, and information for businesses to better understand their obligation to provide disability access and facilitate compliance with construction-related accessibility standards and accessibility standards for internet websites.

Discussion

Chair Holloway noted the lack of power provided in the law for the enforcement for noncompliance of Civil Code Section 55.32 and AB 2917.

Committee Member Zellmer asked for additional information on the “other related provisions and other existing laws,” as stated in the last sentence of the bill summary.

Staff Member McPhaul stated “other provisions” include the accessibility standards for the website checklist. Toolkits and educational modules will be developed to educate businesses on accessibility requirements, including accessibility standards for internet websites and to facilitate compliance with those requirements. The CCDA will potentially partner with the DSA and the DOR to use the DOR’s website accessibility toolkit. The CCDA will create educational modules or a toolkit for businesses focused on facilitating compliance for websites. He asked Committee Members for input on the development of the toolkit.

Chair Holloway suggested securing a website designer to review technical issues.

Staff Member McPhaul stated the DOR has already designed the website. The CCDA is looking to partner with the DOR as a way to meet its obligations under the law.

Public Comment

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Regina Dick-Endrizzi, Former Executive Director, Office of Small Business, City and County of San Francisco, suggested that the Commission ask the Legislature to clarify whether it is the website or the eCommerce site because many small businesses purchase third-party platforms, which may not be compliant.

Regina Dick-Endrizzi suggested including as part of the toolkit a recommendation on when businesses are purchasing a third-party platform, questions to ask the third-party vendor about their level of compliance, and what the recommendation is for businesses to look for.

5. Disability Access and Education Revolving Fund – Update and Discussion

Staff Member McPhaul stated staff has continued to reach out to city public works and accounting departments. He noted that, in general, cities are not aware of the purpose of the Disability Access and Education Revolving Fund (Fund), which is to increase disability access and compliance by increasing CASp services, establishing and maintaining oversight of the CASp program, increasing outreach efforts, and developing educational resources. To help educate cities, staff is preparing a quick reference guide to be sent to all cities in California. The next step will be to provide outreach trainings by webinar and in-person meetings. He asked Committee Members for suggestions on moving forward with this action plan over the next few months.

6. Accessible Parking Campaign – Update and Discussion

Staff Member Ridge provided an update on the Accessible Parking Campaign toolkits – one for Americans with Disabilities Act (ADA) Coordinators and business owners and operators, and one for the construction industry. The two Accessible Parking Campaign Work Groups are working on paragraphs that will ultimately be the content that will make up these toolkits. The Work Groups are on track to complete the draft toolkits by the end of September.

Discussion

Commissioner Dillard stated the need for each Work Group to review the other Work Group's draft to coordinate efforts for consistency.

Staff Member McPhaul agreed that a cross-review strategy is important.

7. Future Agenda Items – Discussion

No future agenda items were offered.

8. Adjourn

Chair Holloway stated the next Checklist Committee meeting is scheduled for Wednesday, September 28th. He adjourned the meeting at approximately 2:00 p.m.