

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

March 27, 2019

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 Hearing Room, 400 R Street, 3rd Floor, Conference Room 300, Sacramento, 95811.

Roll Call

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

Commissioners Present:

Brian Holloway, Chair

Scott Lillibridge, Vice Chair

Committee Members Present:

Brandon Estes, California Building Standards Commission (CBSC)

Erika Frank, Executive Vice President, Legal Affairs, and General Counsel, California Chamber of Commerce (CalChamber) (via teleconference)

Richard Halloran, Consultant, Retired Senior Building Inspector, City and County of San Francisco (via teleconference)

Ike Nnaji, Ph.D., Certified Access Specialist (CASP), Disability Access Specialists, Inc. (via teleconference)

Debbie Wong, Division of the State Architect (DSA)

William "Bill" Zellmer, Sutter Health (via teleconference)

Committee Members Absent:

Stoyan Bumbalov, District Representative, Division of Codes and Standards, State Housing Law Program, California Department of Housing and Community Development (HCD)

Taylor Collison, California Hotel and Lodging Association

Anthony Goldsmith, Law Offices of Anthony Goldsmith, Owner, Pacific Access Consulting LLC, Californians for Disability Rights

Gary Layman, California Building Officials (CALBO), Standing Director of the Professional Practice Standards at the Certified Access Specialist Institute (CASI), Chief Building Official/ADA Coordinator, City of Oroville

Matthew Sutton, Senior Legislative Director, California Restaurant Association

Mehdi Shadyab, CASp, City of San Diego

Irene Walela, Deputy Director, California Department of Rehabilitation (DOR)

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Staff Present:

Angela Jemmott, Executive Director
LaCandice Ochoa, Operations Manager
Taylor St. Mary, Marketing and Outreach Analyst

Also Present:

Melissa Barton, American Institute of Architects, California

2. Approval of Meeting Minutes (September 26, 2018) – Action

This item was tabled until 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. CCDA Community Gathering Events Toolkit Usage and Feedback – Update and Discussion

a. Central Regional presentation of Toolkit

b. Northern Regional presentation of Toolkit

Executive Director Jemmott reviewed the CCDA Community Gathering events Toolkit Usage and Feedback document, which was included in the meeting packet.

Committee Member Wong referred to feedback suggestion seven and asked about the Accessible City initiative. Executive Director Jemmott stated it is a developing initiative that staff has been partnering with local government to make businesses more accessible, such as paying for the CASp inspections.

Committee Member Estes stated the response to feedback suggestion six about how to make the legal section less daunting is to hire an attorney and the response to feedback suggestion eight about how to make business websites accessible is to hire a consultant.

Vice Chair Lillibridge agreed and stated those are valid concerns but this is an information-only toolkit. He suggested directing business owners to their attorneys and webmasters for answers to their questions.

Committee Member Wong stated the DOR has information to answer questions posted on their website.

Committee Member Halloran referred to feedback suggestion four about reordering the toolkit with stop violations first and suggested adding a link to the Top Ten Alleged Construction-Related Americans with Disabilities Act (ADA) Violations on the CCDA website. He stated feedback suggestion five is a Title I issue; the toolkit deals with Title III issues. He referred to feedback suggestion eight about how to make websites accessible and stated it may be a good idea to make reference to that but there are no current guidelines.

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Committee Member Frank stated website compliance is becoming a larger issue.

Committee Member Zellmer suggested including a one-page executive summary of what businesses need to know that do not require as much detail.

Committee Member Estes agreed with improvement suggestion three about adding tabs to help with navigation.

Chair Holloway asked if committee members liked the long name for the toolkit or if they would prefer that it be shortened.

Vice Chair Lillibridge stated he preferred a shorter name that gets to the point. He asked for verification that the first two improvement suggestions for modification of the toolkit would be in addition to the toolkit and not a replacement.

Chair Holloway verified that they would be in addition to the toolkit.

Committee Member Wong asked why the title reads "California Consumer Toolkit" when the toolkit is geared for individuals in the restaurant industry.

Chair Holloway suggested the title "ADA Information Toolkit for Restaurants."

A committee member suggested using the word "access" in the title.

Staff Member Ochoa suggested the title "Disability Access Toolkit for Restaurants." Committee members agreed with the proposed title.

Committee Member Frank suggested that the information related to website accessibility should not grow too much. It should not take more than one page.

Committee Member Halloran suggested using asterisks to direct individuals to more detailed information or one-pagers.

Committee Member Frank suggested keeping the information bulleted.

Chair Holloway suggested doing both – picking three or four most important bullets and adding good and bad access examples.

Vice Chair Lillibridge suggested making the bullet points more concise and using wider spacing between bullet points to make it easier to read so it is not a page filled with words and keeps the reader interested.

Public Comment

Melissa Barton, American Institute of Architects, California, referred to page 45, the local contact information, and stated it looks like a worksheet. She suggested maximizing that with longer lines and multiple lines, particularly in the areas of the notes section. She also suggested creating another similar sheet titled "Questions to Ask of My CASp."

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Vice Chair Lillibridge stated that is particularly important for the attendees of the next community gathering because, as the panelists are talking, they will have questions and that would be a great place to jot their questions down.

Chair Holloway suggested including blank lines for individuals to fill in with questions that come up during presentations.

Ms. Barton suggested including this worksheet throughout the workbook at each chapter or tab to help make the toolkit interactive to keep participants engaged.

c. Suggested presentation of the Toolkit for Southern Region

Chair Holloway asked about the cost to update the toolkit prior to the next community forum in June.

Executive Director Jemmott stated the idea was to gather feedback from forums held statewide, make all changes at once, and distribute the revised version. She suggested adding a sample of the new one-pagers for feedback at the June event and giving an example of an updated version of one section, including examples of good and bad before-and-after photos. Committee members agreed.

Chair Holloway suggested pages 26 and 27 as the section to provide the updated version examples and the local contacts page, as suggested by Ms. Barton.

5. Follow up delivery of the Toolkit for Key Stakeholders – Update and Discussion

a. Suggested Deliverables for the Key Stakeholders

b. Format presentation of revised Toolkit

Executive Director Jemmott asked about the format of the toolkit and who to include around the table to critique the final result once this effort is completed in June. She asked how to present the goal to stakeholders. She suggested breaking stakeholders up into small groups and giving them a section to provide feedback on, including another group to provide feedback on the new one-pagers, documenting all suggestions, getting their feedback to see if this is what they want, and then coming back to this Committee to move forward and build it.

A committee member asked if the DGS must sign off on the toolkit.

Executive Director Jemmott stated the DGS Office of Public Affairs approves all publications, and this committee makes recommendations to the full Commission.

Chair Holloway suggested that this committee review and discuss the feedback received from the June event as the best way to come to a final product.

Executive Director Jemmott suggested having a sample one-pager prepared to present to cities so they know what a webpage should look like and the example of pages 26 and 27 for the cities' and key stakeholders' endorsement.

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Executive Director Jemmott stated the next Checklist Committee meetings are scheduled for June 26th and October 9th. She suggested targeting these dates for funneling this down. The June 26th Committee could be used to reflect the feedback from the June event. The October 9th Committee meeting staff will present what was agreed to and make subcommittee plans of making the one-pager. The plan is to finalize it by October 9th and distribute it before the end of the year.

Ms. Barton asked if there is a timeline graphic of milestones.

Executive Director Jemmott stated the California Small Business Development Center is extremely interested in this tool. They will also share their timelines with the CCDA to coordinate training sessions, which will help the CCDA create milestones.

Committee Member Halloran stated October 9th is Yom Kippur.

Committee Member Estes stated many individuals take vacations toward the end of the year, which would push the final delivery into the following year.

6. Future Agenda Items

Staff Member Ochoa suggested adding Ms. Barton as a member of the committee.

Executive Director Jemmott stated Ms. Barton has asked to be considered as a member of the committee and Chair Holloway would need to put this recommendation forward at the next full Commission meeting.

Mr. Halloran suggested a discussion on readily-achievable barriers versus non-readily-achievable barriers and the obligations to provide alternate methods of goods and services at the next committee meeting.

7. Adjourn

There being no further business, the meeting was adjourned at approximately 3:30 p.m.