

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

May 20, 2020

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 approximately 1:30 p.m. The publicly-accessible teleconference location was at the CCDA Hearing Room, 400 R Street, 3rd Floor, Conference Room 300, Sacramento, 95811.

Chair Holloway reviewed the meeting protocols.

Roll Call

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

Commissioners Present (via teleconference):

Brian Holloway, Chair

Committee Members Present (via teleconference):

Mark Christian, American Institute of Architects California

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

Richard Halloran, Certified Access Specialist (CASP), Consultant, Retired Senior Building Inspector, City and County of San Francisco

Beth Maynard, California Building Standards Commission

Ike E. Nnaji, Ph.D., Principal, Disability Access Specialists, Inc.; CASp

Mehdi Shadyab, Senior Structural Engineer, City of San Diego; CASp

Debbie Wong, Department of General Services (DGS), Division of the State Architect (DSA)

William Zellmer, AIA, CASp. Sutter Health

Committee Members Absent:

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

Matthew Sutton, Senior Legislative Director, California Restaurant Association

Staff Present:

Angela Jemmott, Executive Director

LaCandice Ochoa, Operations Manager

Dave Chung, Data and Research Analyst

Joshua Morrell, Administrative Analyst

Davina Saenz, Marketing and Outreach Analyst

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Also Present (via teleconference):

Terry McLean, Architect, CASp

Miranda Ruiz, Neuro-Communication Solutions, LLC

2. Approval of Meeting Minutes (September 26, 2018, March 27, 2019, June 26, 2019, and September 17, 2019) – Action

Motion: Committee Member Nnaji moved to approve the September 26, 2018, March 27, 2019, June 26, 2019, and September 17, 2019, California Commission on Disability Access Checklist Committee Meeting Minutes as presented. Chair Holloway seconded. Motion carried unanimously with one abstention.

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

No members of the public addressed the Committee.

4. Previous Meeting Follow-Up Request – Update

a. Updating Resources for Businesses on CCDA Website

LaCandice Ochoa, Operations Manager, CCDA, summarized updates made to the CCDA website since the last meeting such as the valuation threshold for alterations, structural repairs, or additions to existing buildings, which is located in the News tab and access compliance resources for businesses and consumers under the Resources tab.

Action Items

- No action items

5. Committee Membership – Update and Discussion

a. Review Current Roster

b. Task Teams/Working Groups versus Membership

Executive Director Jemmott reviewed the differences between Members of the Committee and of a Task Team/Working Group. She asked for input on the makeup of the Committee Members. She suggested either not filling the current Committee vacancies or decreasing the number of Members on the Committee and inviting individuals to be part of Task Teams to work on certain CCDA projects.

Questions and Discussion

Committee Member Halloran suggested including a building official as part of the Committee.

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Chair Holloway stated Committee Member Shadyab's designated role on the Committee is as a CASp but he is also a building official for the city of San Diego. He suggested changing Committee Member Shadyab's designation to include his role as building official.

Chair Holloway asked staff to send an email to Members asking them about preferential language for their title(s) on the Committee and Task Team rosters to allow Members to serve in multiple capacities.

Action Items

- Staff is to send an email to Members asking them about preferential language for their title(s).

6. CCDA 2020 Strategic Goal: Develop Educational Tools for Small Businesses to Promote and Facilitate Disability Access Compliance – Update, Discussion, and Action

a. Deliverables

i. Myths and Misconceptions Mandarin Translation Completed

Executive Director Jemmott highlighted CCDA 2020 Strategic Goal 1, develop educational tools for small businesses to promote and facilitate disability access compliance. She stated the goal of including versions of educational tools in alternative formats has been completed in that the CCDA Myths and Misconceptions document has recently been translated into Mandarin.

ii. Update Accessibility Construction Inspection Checklist 2015 Edition

Executive Director Jemmott suggested that the Committee undertake the updating of the Accessibility Construction Inspection Checklist, which was created in 2015.

Chair Holloway asked for volunteers to help determine the sections that require updating.

Committee Members Halloran, Shadyab, Nnaji and Wong, Terry McLean, and Miranda Ruiz, Speech and Language Pathologist, Neuro-Communication Solutions, LLC, volunteered to work with staff to identify the sections that require updating.

Action Items

- Staff is to work with Committee Members Halloran, Shadyab, Nnaji and Wong, Terry McLean, and Miranda Ruiz to identify sections of the Accessibility Construction Inspection Checklist that require updating.

7. Supporting Education and Outreach Campaign: Accessible Parking – Update, Discussion, and Action

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a. Introductions of the Campaign

Executive Director Jemmott provided an overview of the top ten most frequently-alleged construction-related physical access violations from the complaints and prelitigation letters that have been submitted to the CCDA as required by California Civil Code Section 55.3. She noted that parking barriers are the most frequently encountered violations.

Executive Director Jemmott stated the Education and Outreach (E&O) Committee is developing an outreach campaign to educate businesses on disability laws and policies and to help businesses locate resources for accommodation modifications. The goal of the outreach campaign would be to address the most frequently-encountered barriers, which would increase statewide compliance.

b. Checklist Committee Role

i. Establishing Working Group(s) to Develop a Toolkit

Executive Director Jemmott stated the E&O Committee has asked the Checklist Committee to assist with the outreach campaign by developing a toolkit focusing on the parking issues to assist businesses in this area. She highlighted the parking code regulations, which were included in the meeting packet. She asked Committee Members for suggestions for the toolkit.

Questions and Discussion

Chair Holloway suggested summarizing the parking code regulations in a simplified checklist form.

Committee Member Shadyab stated San Diego used to have a one- to two-page publication titled Information Bulletin – Parking Spaces, which included illustrations. San Diego stopped publishing it due to the continual need to update it as the codes changed. He stated he has been assigned to reinstate that publication since the county often receives requests for it from parking striping companies and contractors in the industry to ensure it is done right.

Committee Member Shadyab suggested illustrations of different types of parking spaces over a checklist style. A picture is worth a thousand words. He suggested looking at what other cities have done such as Los Angeles, San Francisco, and San Jose.

Chair Holloway agreed.

Public Comment

Terry McLean suggested a hybrid illustration/checklist. Sometimes individuals do not know everything on an illustration that should be checked.

Discussion, Continued

Committee Member Halloran agreed. He stated the city of San Francisco discontinued the use of their illustration guide because it was misused due to a lack of

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understanding. He stated individuals would hold up the illustration guide insisting that the parking area was completed just like the picture but the area was out of compliance. He stated diagrams are extremely helpful in conjunction with a checklist.

Executive Director Jemmott stated business owners have asked her where to find and how to select knowledgeable contractors with competitive pricing who can be trusted. It is also important to learn how cities can assist businesses with parking areas.

Committee Member Halloran stated there is a great need for education for both businesses and contractors. It is difficult to recommend contractors because they often do not know what is necessary for compliance.

Executive Director Jemmott stated the toolkit can contain separate sections for business owners and contractors. She suggested including a list of questions that business owners can ask contractors to ensure they select a knowledgeable contractor.

Committee Member Shadyab stated the state has a good publication on the state website on how to hire a contractor, which includes questions to ask.

Committee Member Halloran stated the publication directs individuals to hire a reputable licensed contractor. The problem is that many firms that do this work are reputable licensed contractors but they do not understand how to build an accessible parking area. He agreed with putting together questions to ask about building an accessibility parking area.

Committee Member Shadyab agreed with listing questions specific to parking structures but he cautioned against naming contractors.

Committee Member Nnaji suggested a required CASp inspection after the construction to be agreed to by the business owner.

Committee Member Christian stated the Contractors' State Licensing Board has a variety of informational documents available to the public on their Consumer Information Page such as on how to find the right contractor. He suggested working with the Contractors' State Licensing Board on the right questions for consumers to ask.

Committee Member Shadyab agreed that partnering with the Contractors' State Licensing Board to come up questions to ask will result in an improved publication to benefit consumers.

Committee Member Halloran stated the need to not only post the questions to ask on the website but that the list of questions be made into hard copies to be given to business owners.

Executive Director Jemmott stated the need to create two working groups to work on the format of the document and to gather samples of other counties such as Los Angeles and San Diego, and to work on the questions to ask contractors. She stated staff will contact the Contractors' State Licensing Board to discuss partnering with them.

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Committee Member Halloran suggested sharing questions with the Contractors' State Licensing Board about disability access to include in their licensing examination.

Committee Members Halloran and Shadyab volunteered to be a part of both working groups. Terry McLean and Miranda Ruiz volunteered to be on the working group to work on the questions to ask contractors.

Action Items

- Staff is to share questions with the Contractors' State Licensing Board about disability access to include in their licensing examination.
- Staff is to work with Committee Members Halloran, Shadyab and volunteers Terry McLean and Miranda Ruiz on the items needed for the two working groups.

8. Future Agenda Items

Task force teams to be established.

9. Adjourn

There being no further business, the meeting was adjourned at approximately 2:30 p.m.