

# CALIFORNIA COMMISSION ON DISABILITY ACCESS CHECKLIST COMMITTEE

Teleconference Meeting Minutes  
March 22, 2023

## 1. Call to Order

Chair Drake Dillard 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.

Staff Member Strother reviewed the meeting protocols.

### Roll Call

Staff Member Strother called the roll and announced a quorum was not yet present. A quorum was achieved after Committee Member Zellmer arrived.

#### Commissioners Present:

Drake Dillard, Committee Chair\*  
Brian Holloway, Commission Vice Chair

#### Committee Members Present:

Mehdi Shadyab, Senior Structural Engineer, City of San Diego; Certified Access Specialist (CASp)\*  
Bill Zellmer, AIA, CASp, Sutter Health\*

#### Committee Members Absent:

Brandon Estes, California Building Standards Commission  
Richard Halloran, CASp, Consultant, Retired Senior Building Inspector, City and County of San Francisco  
Ike E. Nnaji, Ph.D., Disability Access Specialists, Inc.; CASp

#### Other Commissioners Present:

Rosilicie Ochoa Bogh, Senator, by Nicki Taylor\*  
Rob Bonta, Attorney General, by Deputy Attorney General Ben Conway\*  
Hector Ramirez\*

\*Participated remotely.

#### Staff Present:

April Dawson, Executive Director  
Stephanie Groce, Data and Research Analyst  
Phil McPhaul, Operations Manager  
Abigail Ridge, Administrative and Legislative Analyst  
Presley Strother, Marketing and Outreach Analyst

#### Also Present:

Liz Barris

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A.J. Rossito

**2. Approval of Meeting Minutes (September 28, 2023) – Action**

**Motion:** Commission Vice Chair Holloway moved to approve the September 28, 2023, California Commission on Disability Access Checklist Committee Meeting Minutes as presented. Committee Member Zellmer seconded. Motion carried 4 yes, 0 no, and 0 abstain, per roll call vote as follows:

The following Committee Members voted “Yes”: Shadyab, Zellmer, and Commission Vice Chair Holloway and Committee Chair Dillard.

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

Liz Barris stated the Chair rejected their request to give a PowerPoint presentation on wireless electromagnetic radiation (WER). WER disables thousands of individuals across the state. The speaker asked for assistance in bringing attention to this issue.

A.J. Rossito, California Hotel and Lodging Association, thanked the Commission for its work.

**4. Accessible Parking Campaign – Update and Discussion**

Executive Director Dawson provided a brief update on the progress on the Accessible Parking Campaign Toolkit:

- The two workgroups convened over the better part of 2022 and into 2023 and produced a draft toolkit.
- Staff submitted the draft toolkit to the Department of General Services (DGS) Office of Public Affairs (OPA) and Interagency Support Division (ISD) and the Division of the State Architect (DSA) for their review.
- Edits were received from these entities in late December/early January.
  - Staff is in the process of incorporating those edits.
  - The DSA and the Real Estate Services Division has offered interdepartmental assistance with incorporating technical edits.
- The state printer has given a quote on graphic design work.
- The goal is to finalize the edits just prior to summer, the workgroups will then review it to ensure the edits reflect the voice of the workgroups, and will submit the final draft to the Commission for approval at the July meeting.

There was no Commissioner discussion and no public comment.

**5. Committee’s Focus for 2023 – Update and Discussion**

**a. Discuss the Checklist Committee’s Focus**

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Executive Director Dawson the Committee has been focused on the Accessible Parking Campaign since late last year and, once the toolkit is approved, will be instrumental in monitoring the outreach phase. The next project for the Committee will be to begin development of a website accessibility toolkit for businesses. Staff is doing preliminary work laying the groundwork for creating the education module and toolkit for that project.

Discussion

Committee Member Zellmer stated developing these toolkits is a challenge. It is a struggle to include all detail necessary to educate and yet to keep the document small since most business owners do not have the time to read through a many-page document.

Public Comment

No public comment.

**6. CCDA Response to Assembly Bill 2917: Checklist's Role – Update and Discussion**

**a. Website Accessibility**

**1. Attorney Compliance**

**• Upgrades to the CCDA Legal Portal**

Executive Director Dawson provided an overview of Assembly Bill (AB) 2917, Disability Access: Internet Websites, Parking Lots, and Exterior Paths of Travel. She highlighted that the bill mandates the CCDA to expand the data collected in the CCDA Legal Portal to include alleged access violation data related to websites. Staff has contacted the Bar Association to discuss how this information can be shared with attorneys so they understand their obligation under law. Also, the process of upgrading the CCDA Legal Portal to add several subcategories will begin soon.

**2. Business Compliance**

**3. Accessible Parking Campaign Toolkit**

Executive Director Dawson stated staff has been working on how to create a toolkit for website accessibility for businesses. The Department of Rehabilitation (DOR) has an excellent website accessibility toolkit for state and local government. Some of the DOR materials can be adapted to target businesses.

Discussion

Chair Dillard asked if this work has affected staff capacity.

Executive Director Dawson stated staff knew this was coming due to legislative bill tracking activities. She stated she anticipates that there are staffing and partners in place to be able to do the necessary work.

Public Comment

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No public comment.

**7. 2023 Listening Forums – Update and Discussion**

**a. Location**

**b. Checklist’s Role**

Executive Director Dawson stated now that some of the COVID-19 restrictions have been lifted, staff is planning to have several regional Listening Forums throughout the state in 2023. The first Listening Forum will be held on August 30<sup>th</sup> in the city of San Jose. Staff is working with the San Jose Disability Officer and other community members from the city of San Jose and Santa Clara County. A panel discussion and breakout sessions are planned. Members of the disability community will have the opportunity to discuss challenges to access and local jurisdictions and business owners will have the opportunity to discuss challenges, successes, and ideas to improve disability access and to share resources that are available to businesses on accessibility compliance.

Executive Director Dawson stated staff is in conversation with community partners in Sacramento, Santa Rosa, the Los Angeles Area, and the Central Valley about holding Listening Forums in those areas. A tribal component will be included at one of the forums.

Discussion

Chair Dillard suggested that the member of the public who spoke earlier may benefit from participating in a Listening Session.

Commission Vice Chair Holloway stated the Listening Sessions are helpful for all participants.

Public Comment

No public comment.

**8. Future Agenda Items – Discussion**

No future agenda items were offered.

**9. Adjourn**

Chair Dillard stated the next Checklist Committee meeting will be held at 1:30 p.m. on Wednesday, June 21, 2023.

**Motion:** Chair Dillard moved to adjourn the March 22, 2023, California Commission on Disability Access Checklist Committee meeting. Commission Vice Chair Holloway seconded. Motion carried 4 yes, 0 no, and 0 abstain, per roll call vote as follows:

The following Committee Members voted “Yes”: Shadyab, Zellmer, and Commission Vice Chair Holloway and Committee Chair Dillard.

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Chair Dillard adjourned the meeting at approximately 2:30 p.m.