

# CALIFORNIA COMMISSION ON DISABILITY ACCESS CHECKLIST COMMITTEE

Teleconference Meeting Minutes  
May 15, 2024

## 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. The meeting was on Zoom, via teleconference, and held 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 confirmed the presence of a quorum.

#### Committee Members Present:

Drake Dillard, Committee Chair  
Brian Holloway, Commission Vice Chair  
Alicia Chavez\*  
Beth Maynard\*  
Mehdi Shadyab\*  
Bill Zellmer\*

#### Committee Member Absent:

Richard Halloran  
Ike Nnaji, Ph.D.

\*Participated remotely

#### Staff Present:

April Dawson-Rawlings, Executive Director  
Stephanie Groce, Data and Research Analyst  
Phil McPhaul, Operations Manager  
Sabina Nakarmi, Program Technician  
Abigail Ridge, Administrative and Legislative Analyst  
Presley Strother, Marketing and Outreach Analyst

#### Also Present:

No members of the public addressed the Committee.

## 2. Approval of Meeting Minutes (March 22, 2023) – Action

**Motion:** Committee Members voted to approve the March 22, 2023, California Commission on Disability Access Checklist Committee Meeting Minutes as presented. There was no public comment on the motion. Motion carried 5 yes, 0 no, and 1 abstain, per roll call vote as follows:

**California Commission on Disability Access  
Checklist Committee  
May 15, 2024, Teleconference Meeting Minutes**

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

The following Committee Member abstained: Committee Member Chavez.

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

No members of the public addressed the Committee.

**4. New Committee Member and DSA Representative Alicia Chavez – Update and Discussion**

Executive Director Dawson-Rawlings introduced new Committee Member Alicia Chavez, representing the Division of the State Architect (DSA), and asked her to say a few words.

Chair Dillard welcomed Committee Member Chavez on behalf of the Committee.

**5. Committee’s Focus for 2024 – Update and Discussion**

Executive Director Dawson-Rawlings stated the purpose of the Checklist Committee is to advise the Commission on ideas for technical training and materials to disseminate to stakeholders on accessibility to individuals with disabilities, such as the Accessible Parking Campaign Toolkits, the Construction Checklist, and other one-pagers, toolkits, and trainings.

Executive Director Dawson-Rawlings discussed the staff’s vision on the work to be brought to this Committee for feedback and advice this upcoming year:

- The Committee will continue to monitor and update the Accessible Parking Toolkit, particularly in the outreach phase.
- Staff is currently working on the business listing the Commission approved to be created on the top ten disability access violations according to recent data and suggestions on accessibility for businesses.
- Staff is in the early stages of developing a toolkit for businesses on how to make their websites accessible for individuals with disabilities.
- The Committee will provide input on the CCDA Social Media Pilot Program and videos.

There were no questions from Committee Members and no public comment.

**6. Accessible Parking Campaign Toolkit – Update and Discussion**

**a. Review Commission-Approved Draft**

Executive Director Dawson-Rawlings stated Assembly Bill (AB) 2917 mandated the Commission to create an accessible parking toolkit that includes exterior paths of travel, to collect alleged accessibility claim data on website accessibility in the CCDA Legal Portal, and to partner with the DSA and the California Department of Rehabilitation (DOR), which is now Employment First Office (EFO), to educate businesses on how to

**California Commission on Disability Access  
Checklist Committee  
May 15, 2024, Teleconference Meeting Minutes**

be accessible to individuals with disabilities related to their websites. It was determined that two accessible parking toolkits should be developed due to the different needs and focuses of the target audiences. The Commission formed two working groups to develop these toolkits. The toolkits were sent to the DSA and others for feedback and edits, which were then incorporated.

Executive Director Dawson-Rawlings stated the Commission approved the Guide to Accessible Parking for Business Owners and Operators and Guide to Accessible Parking for the Construction Industry at the March Commission meeting with the caveat that staff continue to solicit feedback from the Education and Outreach (E&O) and Checklist Committees to ensure that these toolkits continue to be accurate. She asked Committee Members to send any edits to staff.

Executive Director Dawson-Rawlings stated the plan is to post the toolkits on the website, translate them into multiple languages, and showcase them at upcoming Listening Forums. Webinars and modules will be created from these toolkits in the future.

Executive Director Dawson-Rawlings stated the Contractors State License Board and the California Building Officials (CALBO) have offered to partner with the CCDA to distribute the Construction Industry Toolkit to their members. Staff will be contacting the California Chamber of Commerce (CalChamber), the California Business Properties Association, and disability rights advocates to discuss how to best disseminate the Business Owners and Operators toolkit to their members. The E&O Committee suggested engaging with cities and counties about these toolkits.

Discussion

Chair Dillard stated the toolkits are fantastic. He thanked everyone for their work on putting them together. He asked about a cutoff date for feedback.

Executive Director Dawson-Rawlings asked that comments be sent to staff by early next week.

Chair Dillard suggested providing Commissioners and Committee Members with copies of the toolkits to distribute.

Committee Member Chavez agreed that the toolkits are fantastic. She suggested that the two toolkit titles be in the same format for consistency. She also described a small edit on a graphic, a change in the diagram for the parallel curb ramp to align with an upcoming amendment, and noted that text has been cut off on page 3. She stated she will send her edits to staff.

Committee Member Zellmer stated the topics of accessibility and building code and legal requirements are enormous. He stated the toolkits could continue to be tweaked to perfection, but it is a great document and is good enough as is. It is more important to disseminate it. He stated the need to put things concisely in two paragraphs or less so that there is a better chance that it is read.

Committee Member Shadyab agreed that no document can be 100 percent perfect. He stated he is proud of the toolkit his work group put out. These need to be disseminated

**California Commission on Disability Access  
Checklist Committee  
May 15, 2024, Teleconference Meeting Minutes**

and put into use as quickly as possible. He suggested revisiting the toolkits in six months to a year for updates.

Vice Chair Holloway thanked staff for the great job in putting the toolkits together. He suggested providing hard copies of the toolkits at Commission meetings for Commissioners to take to distribute to other organizations, businesses, and the public.

Public Comment

No public comment.

**7. Multilingual Educational Materials – Update and Discussion**

**a. Current Projects**

**b. Prior Educational Materials**

Executive Director Dawson-Rawlings stated the CCDA is moving toward the goal that all education materials are translated into California’s top threshold languages and the threshold languages in the regions where each Listening Forum will be held. One of the CCDA’s commitments to equity is to contract with a language access vendor that does translation in over 200 languages and multilingual interpretation.

Discussion

Committee Member Maynard suggested adding barcodes to resources in brochures and other materials.

Executive Director Dawson-Rawlings agreed and stated quick-response (QR) codes are beginning to be added to materials such as the Quick Reference Guide for the Disability Access and Education Revolving (DAER) Fund.

Public Comment

No public comment.

**8. 2024 Webinars and Future Plans – Update and Discussion**

**a. Upcoming Events**

**b. Committee Member Engagement**

Executive Director Dawson-Rawlings stated the CCDA partnered with the Pacific ADA Center last year on a webinar on Disability 101 for businesses and a private training for the city of Sunnyvale. The partners worked well together and determined to partner on a webinar series. She reviewed the flyer on the 2024 Americans with Disabilities (ADA) Business Webinar Series CCDA and Pacific ADA Center Collaboration, a series of one-hour lunch-and-learns:

- May 30<sup>th</sup> on the topics of Service Animals and the Intersection of Title 1 and Title 3 of the ADA.
- July 18<sup>th</sup> on the topics of the ADA in Today’s World and the 34<sup>th</sup> Anniversary of the ADA.

**California Commission on Disability Access  
Checklist Committee  
May 15, 2024, Teleconference Meeting Minutes**

- September 5<sup>th</sup> on the topics of How to be Disability Friendly During the Holidays to Attract more Disability Community Customers.

Discussion

Committee Member Shadyab asked if continuing education credits or American Institute of Architect credits will be provided for attendees to the webinars to attract more professionals.

Executive Director Dawson-Rawlings stated the CCDA is not an approved vendor to provide continuing education credits but she stated she will investigate partnering with other entities that do.

Public Comment

No public comment.

**9. CCDA Facebook and YouTube Channel – Update and Discussion**

Executive Director Dawson-Rawlings provided an overview of the postings and number of followers on the CCDA's Facebook and YouTube Channels, which are part of the six-month CCDA Social Media Pilot Project to inform the Department of General Services (DGS) if entities like the CCDA can establish their own social media profiles. She stated the hope that YouTube will be used as a library of CCDA educational materials, including a series of three- to five-minute educational videos that build on one another. Staff plans to meet with the DGS Office of Public Affairs (OPA) on producing those videos and securing a vendor to help translate the videos into multiple languages, including audio description and American Sign Language (ASL). She asked for suggestions on the topics for the future video series.

Discussion

Chair Dillard suggested organizing a meeting with Commissioners and Committee Members to discuss topics for videos. He suggested videos on parking and how individuals move through the paths of travel.

Vice Chair Holloway suggested summarizing videos of the information in the toolkits.

Chair Dillard asked Committee Members to email suggestions to staff.

Public Comment

No public comment.

**10. 2024 CCDA Listening Forums – Update and Discussion**

Executive Director Dawson-Rawlings stated several regional Listening Forums are being planned throughout California as part of a three-year initiative launched last August. The first Listening Forum was in the city of San Jose, which was followed by a webinar. A Listening Forum was then held online via Zoom and in person at the County of Monterey Board of Supervisors chambers on April 11<sup>th</sup> in Salinas. The idea is to bring municipal governments and members of the disability and business communities in each region together.

**California Commission on Disability Access  
Checklist Committee  
May 15, 2024, Teleconference Meeting Minutes**

Executive Director Dawson-Rawlings stated municipalities to approach are targeted for this programming by using data from the top ten alleged disability access violations; however, Listening Forums are also held in areas that request it, such as the city of Sunnyvale, which attended the Listening Forum in San Jose and asked the CCDA to hold a forum in their city. That mini Listening Forum was held on April 17<sup>th</sup>.

Executive Director Dawson-Rawlings stated ASL, captioning, and language interpretation are provided at the Listening Forums. The Listening Forums include a training component, usually taught by a local Certified Access Specialist (CAsp) or a representative of the DSA, and a panel discussion. The panels, made up of members of the disability community, small business owners, representatives from the chambers of commerce, a representative from the DSA, and city officials, are available to share local resources and answer questions.

Executive Director Dawson-Rawlings stated the next Listening Forum will be held on June 26<sup>th</sup> in Orange County with partners from the Dale McIntosh Center, which is the local Center for Independent Living, the Newport Beach Chamber of Commerce, and other chambers of commerce. A representative from the DSA will give a training.

Executive Director Dawson-Rawlings stated the Orange County Listening Forum will coincide with the CCDA full Commission meeting at the Hilton Orange County Airport Hotel. The first half the day will be the full Commission meeting followed by the Listening Forum. Like the San Jose Listening Forum, a follow-up online webinar will be held in the coming months following the Listening Session.

There were no questions from Committee Members and no public comment.

### **11. Future Agenda Items**

Chair Dillard asked Committee Members for suggestions for the next agenda.

Executive Director Dawson-Rawlings suggested having a discussion on rebranding the Checklist Committee.

### **12. Adjourn**

Chair Dillard thanked everyone for participating and asked for a motion to adjourn the meeting.

**Motion:** Vice Chair Holloway moved to adjourn the May 15, 2024, California Commission on Disability Access Checklist Committee meeting. Committee Member Shadyab seconded. Motion carried 6 yes, 0 no, and 0 abstain, per roll call vote as follows:

The following Committee Members voted "Yes": Committee Members Chavez, Maynard, Shadyab, and Zellmer, Vice Chair Holloway and Chair Dillard.

There being no further business, the meeting was adjourned at approximately 3:00 p.m.