

**MEETING NOTICE AND AGENDA**  
**CHECKLIST COMMITTEE MEETING**  
**Wednesday, May 14, 2025**

**1:30 p.m. – 3:00 p.m.**

**(The end time is an estimate; the meeting may conclude earlier.)**

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**MEMBERS of the COMMISSION**

Chris Downey – Chair  
Brian Holloway – Vice Chair  
Dr. Catherine Campisi  
Drake Dillard  
Jacqueline Jackson  
Ashley Leon-Vazquez  
Scott Lillibridge  
Dr. Luciana Profaca  
Héctor Ramírez  
Sarahann Shapiro

**MEMBERS of the COMMISSION**

Juan Alanis – Assembly Member  
Matt Haney – Assembly Member  
Melissa Hurtado – Senator  
Rosilicie Ochoa Bogh – Senator  
Ida Clair – State Architect  
Attorney General Rob Bonta by  
Deputy Attorney General Ben Conway

**MEMBERS of the STAFF**

April Marie Dawson Rawlings – Executive Director  
Abigail Ridge – Operations Manager  
Stephanie Groce – Data & Research Analyst  
Sabina Nakarmi – Program Technician

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**MEETING LINK:**

**PASSWORD: 462100**

**MEETING ID: 820 2564 3281**

**TELECONFERENCE: 1 (215) 446-3656 or US Toll Free: 1 (888) 363-4734**

**Conference Code: 799634**

**LIVE CAPTIONING LINK**

This committee meeting will be on Zoom, via teleconference, and held at the **California Commission on Disability Access (CCDA) Headquarters, located at 400 R Street, Suite 312, in Sacramento, California 95811**. Quorum requirements shall be consistent with the Bagley-Keene Open Meeting Act [[California Government Code, Article 9 \(commencing with Section 11120\) of Chapter 1 of Part 1 of Division 3 of Title 2](#)], including, if applicable, any quorum requirements pertaining to teleconferences.

California Commission on Disability Access (CCDA) would like to provide the highest level of accessibility for all meetings. We encourage you to look at the detailed information starting on page 3 and 4.

Notice is hereby given that the California Commission on Disability Access will hear, discuss, deliberate and/or take an action upon the following items listed in this notice. The public is invited to attend and provide their input or comments.

All times indicated and the order of business are approximate and subject to change.

**AGENDA ITEMS:**

**1. Call to Order / Roll Call / Housekeeping**

**2. Approval of Meeting Minutes (September 4, 2024) – Action**

**3. Comments from the Public on Issues not on this Agenda – Discussion**

The Checklist Committee meeting will receive comments from the public at this time on matters not on the agenda. Public comments are limited to three (3) minutes. Speakers who utilize translators to make public comment will be allotted no more than six (6) minutes unless they utilize simultaneous translation equipment. CCDA is precluded from discussing matters not on the agenda; however, CCDA members may ask questions for clarification purposes.

**4. CCDA Listening Forums – Update and Discussion**

- a. Prior Listening Forums
- b. Future Plans and Collaboration Ideas

**5. CCDA Educational Materials – Update and Discussion**

- a. Updating Previous Publications
- b. Committee Input

**6. Current Project Docket – Update and Discussion**

- a. Website Accessibility
- b. Updating Previous Publications

**7. CCDA Strategic Planning Conversation – Discussion**

- a. CCDA Strategic Planning Consultant

**8. Future Agenda Items – Discussion**

The Checklist Committee may discuss and set for action future agendas, procedural and substantive items relating to state buildings regulatory programs, Commission policy and administrative matters.

**9. Adjourn**

Wednesday, May 14, 2025 - CCDA Checklist Committee Meeting Agenda

Notice to Deaf and Hard of Hearing Individuals: TTY users can use the California Relay Service at 711 in state or 1-800-855-7100 outside California.

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❖ **CCDA's Contact information is as follows:**

- 400 R Street, Suite 310 | Sacramento, CA 95811  
Office: (916) 319-9974 | eFax:(916) 376-4216 | TDD/TTY: (800) 735-2929  
<https://www.dgs.ca.gov/ccda>

- ❖ CCDA meetings are operating under the requirements of the Bagley-Keene Open Meeting Act set forth in Government Code Section §11120-11132. The Act generally requires CCDA to publicly notice their meetings, prepare agendas, accept public testimony, and conduct their meetings in public unless specifically authorized by the Act to meet in closed session.
- ❖ Public comment on matters not on the agenda is taken at the beginning of the meeting. Public comment on matters on the agenda will be heard as the Commission takes up agenda items for discussion. Public comments are limited to three (3) minutes. Speakers who utilize translators to make public comment will be allotted no more than six (6) minutes unless they utilize simultaneous translation equipment. CCDA is precluded from discussing matters not on the agenda; however, CCDA members may ask questions for clarification purposes.
- ❖ Meetings are subject to cancellation; agenda items are subject to removal or items may be taken out of order.
- ❖ The Commission meets under the authority of Government Code §14985.
- ❖ The Commission may hold a closed session on pending or proposed litigation involving the Commission [Govt. Code §11126(e)] and personnel matters and performance review relating to the Commission [Govt. Code §11126(a)].
- ❖ The meeting facilities and restrooms are accessible to individuals with disabilities.
- ❖ Each Commission meeting will provide a teleconference line, large print agendas, and captioning.
- ❖ Requests for accommodations for individuals with disabilities (sign-language interpreter, assistive listening device, Braille, or any other accommodation needed by an individual) should be made to the Commission no later than five (5) working days prior to the day of the meeting.
- ❖ If you require a disability-related accommodation, materials in alternate format or auxiliary aids/services, please contact CCDA Operations Manager Abigail Ridge at (916) 319-9975, email: [Abigail.Ridge@dgs.ca.gov](mailto:Abigail.Ridge@dgs.ca.gov), or [ccda@dgs.ca.gov](mailto:ccda@dgs.ca.gov), at least five (5) business days before the meeting to help ensure availability of the requested accommodation.
- ❖ Technical difficulties with equipment experienced prior to or during the meeting preventing or inhibiting accessibility accommodation is not cause for not holding or for terminating the scheduled meeting.

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- ❖ For the latest information on meeting status, check the [California Commission on Disability Access](https://www.dgs.ca.gov/ccda) website: <https://www.dgs.ca.gov/ccda>.
  - ❖ Questions regarding this notice and agenda may be directed to CCDA at [ccda@dgs.ca.gov](mailto:ccda@dgs.ca.gov) or (916) 319-9974 or mail to: 400 R Street, Suite 310, Sacramento, CA 95811.
  - ❖ Public participants can use the “raise hand” function to alert the committee of when they would like to speak, and we will also give an opportunity for public members who have called in to the meeting, at which time they can unmute themselves.
  - ❖ To use the “Raise Hand” function, please follow these steps:
  - ❖ Using Zoom via Web Browser
    1. First, click on the icon labeled "Reactions" in the toolbar on the bottom center of your screen.
    2. After clicking "Reactions," a new window will show on your screen.
    3. At the bottom right of the screen, there will be button labeled "Raise Hand"
  - ❖ Using Zoom via Mobile Device
    1. Click on the three sideways dots, labeled "More." The “More” option is in the toolbar on the bottom right corner of the screen.
    2. After clicking “More” a new window will pop-up at the bottom of your screen
    3. Press "Raise Hand."
  - ❖ Virtual Participation:
    1. Commissioner Drake Dillard
    2. Commissioner Brian Holloway
    3. Committee Member Michelle Davis
    4. Committee Member Beth Maynard
    5. Committee Member Mehdi Shadyab
    6. Committee Member Bill Zellmer

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