

CALIFORNIA COMMISSION ON DISABILITY ACCESS CHECKLIST COMMITTEE

Teleconference Meeting Minutes
September 4, 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, California 95811.

Staff Member McPhaul reviewed the meeting protocols.

Roll Call

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

Committee Members Present:

Drake Dillard, Committee Chair*

Brian Holloway, Commission Vice Chair

Alicia Chavez, DSA representative*

Beth Maynard, Associate Construction Analyst, Department of General Services*

Mehdi Shadyab, Senior Structural Engineer, City of San Diego; Certified Access Specialist*

Committee Members Absent:

Richard Halloran, Certified Access Specialist

Ike Nnaji, Ph.D., Disability Access Specialists, Inc.; Certified Access Specialist

Bill Zellmer, AIA, Certified Access Specialist, Sutter Health

Other Commissioners Present:

Dr. Luciana Profaca*

Hector Ramirez*

*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 (May 15, 2024) – Action

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Motion: Committee Member Shadyab moved to approve the May 15, 2024, California Commission on Disability Access Checklist Committee Meeting Minutes as presented. Committee Member Maynard seconded. There was no public comment on the motion. Motion carried 5 yes, 0 no, and 0 abstain, per roll call vote as follows:

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

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

No members of the public addressed the Committee.

4. CCDA Checklist Committee: Purview and Purpose – Update and Discussion

a. Path Forward and Future Plans

Executive Director Dawson Rawlings stated the Committee is on track for 2024 in its work with the Accessible Parking Campaign toolkit project and outreach, business listing project, website toolkit project, and social media pilot and video projects. She stated the Department of General Services (DGS) legal team determined that the Committee falls under the role of an advisory committee, which provides advice to staff on focus areas as opposed to setting directives.

Discussion

Chair Dillard stated the need to consider the future focus of the Committee.

Committee Member Shadyab stated he has served on this Committee since its inception. He stated there was a suggestion at the last meeting about renaming it since the name Checklist Committee is too vague. He suggested changing the name to the Accessibility Advisory Committee or something that relates to the work of the Commission. He suggested sending out a survey for other suggestions.

Public Comment

There was no public comment.

5. Accessible Parking Campaign (APC) – Update and Discussion

a. Current Project Efforts

b. Outreach Strategies and Collaboration Ideas

Executive Director Dawson Rawlings stated printed and PDF copies of the Guide to Accessible Parking: Business Owners and Operators, and A Guide to Accessible Parking for the Construction Industry are now available in English and will soon be available in the top threshold languages of California in multiple formats. These toolkits were featured in a recent CCDA newsletter and on CCDA’s social media platforms and PDF versions have gone out to the CCDA mailing lists and chambers of commerce. Staff will participate in the next Contractors State License Board (CSLB) meeting to

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brainstorm ideas about how to disseminate the toolkits to their members. She asked for other outreach ideas.

Discussion

Commission Vice Chair Holloway shared how he used the construction industry toolkit today with a land use attorney and an architect to help settle a dispute over the purpose and mode of path of travel. He thanked the CCDA for creating these toolkits that will help solve issues in the real world.

Committee Member Shadyab suggested sending the two toolkits to every building official in every jurisdiction in the state. He stated his plan to ask the city of San Diego to link the toolkits on the accessibility section of the city's website. This will help to reach contractors, architects, and homeowners.

Commissioner Ramirez suggested presenting these toolkits to county commissions and organizations that meet regularly to maximize the dissemination of the information.

Commissioner Ramirez stated the transportation systems in Los Angeles will be updated in anticipation of hosting the Los Angeles 2028 (LA28) Olympic and Paralympic Games. They stated appreciation for the work staff is doing with Los Angeles County and stated the need for the disability community to have ample opportunity to continue accessing the companies and businesses that they want to utilize throughout this event.

Commissioner Dr. Profaca suggested sending the toolkits to the Governor's Committee on Employment of People with Disabilities (GCEPD) and encouraging them to distribute the toolkits to their constituency.

Public Comment

There was no public comment.

6. Educational Materials for Business Owners: Business Listing/Common Construction-Related Accessibility Violations – Update and Discussion

a. Overview of Project

Executive Director Dawson Rawlings updated the Committee on the progress of the creation of a business listing document that highlights the top construction-related disability access violations collected from the CCDA Legal Portal. The business listing document will include simple tips for how business owners can avoid those violations.

Executive Director Dawson Rawlings stated staff prepared a draft in collaboration with a Certified Access Specialist (CAsp) architect at the Real Estate Services Division of the DGS. The draft was shared with Committee Member Chavez and her team at the Division of the State Architect (DSA) for their feedback. DSA's edits were made to the draft.

Executive Director Dawson Rawlings stated it became obvious while working with the DGS and the DSA that the key codes in the CCDA Legal Portal need updating prior to the release of the business listing document, which is still on track for early/mid 2025, to

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ensure that the data being captured in the Legal Portal accurately reflects what the submitting attorney is trying to communicate. The key code update is in progress.

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

7. Website Accessibility – Discussion

a. CCDA's Toolkit Development

Executive Director Dawson Rawlings provided an update on the CCDA's toolkit and modules to comply with Assembly Bill (AB) 2917 that mandated the CCDA to begin collecting information in the CCDA Legal Portal about alleged accessibility claims related to websites and to partner with the DSA and the California Department of Rehabilitation (DOR) to conduct trainings and create a toolkit around this.

The Department of Justice (DOJ) recently put out regulations for Title II website accessibility, which ruled that the Web Content Accessibility Guidelines (WCAG) 2.0 is the standard for website accessibility. This standard would also apply to Title III entities. The DOR has created a website accessibility toolkit for state and local governments. Much of the information in the DOR toolkit is applicable to Title III entities. A working draft of the Title III website accessibility toolkit has been completed and will be sent to accessibility experts, DSA, DOR, and DOJ for review.

Discussion

Commissioner Ramirez stated appreciation for the intentional due diligence around the internet accessibility features. They suggested further expanding in the Generative Artificial Intelligence (AI) space as it is being developed to ensure that new technology is inclusive of the demographics that make up the disability community.

Public Comment

There was no public comment.

8. Webinar Series and Outreach Projects – Discussion

a. Webinar Collaboration Series with Pacific ADA Center

Executive Director Dawson Rawlings stated the CCDA has been hosting Lunch-and-Learn sessions as part of the Americans with Disabilities Act (ADA) Business Webinar Series on ADA Opportunities for Small Businesses in partnership with the Pacific ADA Center, as follows:

- The first webinar in the ADA Business Webinar Series was held on May 30, 2024, and covered the intersection between Title 1 and Title 3 of the ADA, effective communication, service animals, and how to perform reasonable modifications for customers.
- The second webinar in the series was held on July 18, 2024, and covered the ADA and the Olmstead Act Anniversary, how the ADA applies to today's world, website accessibility cases, Affordable Care Act and Website Title II rulemaking, and recent court cases. Members of the disability community shared their

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perspectives on what it was like to grow up with the ADA and civil rights, how it has evolved over time, and how to protect disability rights in the future.

- The third and final webinar in the series will be held on September 5, 2024, and will cover holiday hospitality and how businesses can keep access at the forefront during the busy holiday season.

b. Outreach Projects

CCDA Social Media Pilot and Training Videos

Executive Director Dawson Rawlings stated, as reported at the last Checklist Committee meeting, staff has been collaborating with the DGS Office of Public Affairs (OPA) on a social media pilot that allows greater access to stakeholders. The CCDA will partner with the OPA on a series of training videos that will build on each other. The initial ten videos will be on the topics of effective communication, accessible parking, maintaining accessible features, the CCDA, and more. The CCDA will also work with local businesses and stakeholders to appear in the videos. The videos will be in multiple languages, fully accessible, and posted on the CCDA's YouTube and Facebook channels.

Executive Director Dawson Rawlings stated all ideas for the videos provided at the last Checklist Committee meeting were incorporated into the draft storyboard. Scripts are currently being finalized for the ten videos. Staff has been approached by stakeholders who have volunteered to be actors in those videos.

CCDA Webinars and Trainings

Executive Director Dawson Rawlings stated Committee Member Shadyab asked at the last meeting if continuing education credits or the American Institute of Architects (AIA) credits could be provided for attendees to the webinars and trainings to attract more professionals. Executive Director Dawson Rawlings stated, beginning in 2025, the CCDA will try to meet the continuing education standards such as including a survey that will help ensure that individuals who submit to Continuing Education Unit Providers (CEU) can attend CCDA webinars and trainings for continuing education credits.

CCDA Listening Forum

Executive Director Dawson Rawlings stated, since the last meeting, the CCDA has held a Listening Forum in Orange County. The Dayle McIntosh Center, which is the Center for Independent Living that serves Orange County, and several chambers of commerce in the area have expressed interest in working with the CCDA. A webinar-based mini-Listening Forum will be held soon. More information is forthcoming.

CCDA Strategic Plan

Executive Director Dawson Rawlings stated staff is in the process of procuring a consultant to help guide the Commission's strategic plan next year. She noted that this will have a major outreach component.

Discussion

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Committee Member Maynard suggested including building departments and building inspectors who also must meet required CEUs with the International Code Council (ICC), similar to architects and the AIA.

Executive Director Dawson Rawlings stated staff is still researching this.

Committee Member Maynard offered to assist in the research by contacting the ICC for further information.

Committee Member Shadyab suggested registering with ICC as a preferred provider. He noted that the DSA is a registered ICC preferred provider for their CASp trainings.

Chair Dillard stated architects are always looking for ways to complete their required CEUs. Most go to the AIA Annual Conference but this is cost-prohibitive. He stated opportunities such as CCDA webinars and trainings may be a viable option.

Commission Vice Chair Holloway asked if the webinars will be recorded and uploaded to the CCDA YouTube channel for future use.

Executive Director Dawson Rawlings stated all webinars and trainings are recorded and posted on the YouTube channel.

Commissioner Ramirez stated they are a member of the California Delegation for the LA28 Games and noted that many athletes are also small business owners. They suggested partnering with the LA28 Paralympics.

Commissioner Ramirez stated the CCDA webinars and trainings are great barrier removing tools for the community. Peer certification requires CEUs on accommodation and disability rights and laws. They suggested exploring ways to provide opportunities for the peer and business communities to reach their CEU requirements together.

Public Comment

There was no public comment.

9. Future Agenda Items – Discussion

No future agenda items were offered.

10. Adjourn

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

Motion: Committee Member Shadyab moved to adjourn the September 4, 2024, California Commission on Disability Access Checklist Committee meeting. Commission Vice Chair Holloway seconded. Motion carried 5 yes, 0 no, and 0 abstain, per roll call vote as follows:

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

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