

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

January 7, 2015

1. CALL TO ORDER

Chair Steve Dolim welcomed everyone and called the meeting of the Checklist Committee of the California Commission on Disability Access (CCDA or Commission) to order at 10:00 a.m. at the Department of Rehabilitation, 721 Capitol Mall, Room 242, 2nd Floor, Sacramento, California 95814.

Chair Dolim reviewed the meeting protocols.

ROLL CALL

Committee Members Present:

Mike Brinkman
Stoyan Bumbalov
Ida Clair
Gary Layman
Mia Marvelli
Sue Moe
Ewa O'Neal (Teleconference)

Committee Members Absent:

Kurt Cooknick
Dennis Corelis

Commissioners Present:

Steve Dolim, Chair
Michael Paravagna

Staff Present:

Stephan Castellanos, Executive Director
Angela Jemmott, Program Analyst

Also Present:

No members of the public were present.

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

2. APPROVAL OF MEETING MINUTES (DECEMBER 16, 2014) – ACTION

MOTION: Committee Member Clair moved to approve the December 16, 2014, California Commission on Disability Access Checklist Committee

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Meeting Minutes as presented. Commissioner Paravagna seconded. Motion carried unanimously.

3. COMMENTS FROM THE PUBLIC ON ISSUES NOT ON THIS AGENDA

There were no questions or comments from the public.

4. SECOND ROUND OF MELDING OF CONTENT FROM DECEMBER 16TH SUBGROUP PRESENTATION

a. Group One

Committee Member Marvelli summarized the work done on the accessibility inspection checklist that was assigned to Group One.

Committee Member Clair stated the need to make it clear who the checklist is not intended for. Committee Member Moe suggested adding the sentence, "This checklist is intended for use by trained building code officials," at the end of the second paragraph.

Committee Member Layman suggested adding the current edition of the California Building Code (CBC) to the last sentence of the second paragraph. Executive Director Castellanos suggested adding the edition as a footnote at the bottom of every page.

Committee Member Marvelli suggested presenting the draft checklist to the Commission with the caveat that legal counsel needs to look at the opening statement and that there may be more clarification required. Executive Director Castellanos agreed that there are a number of questions to ask of legal counsel.

b. Group Two

Committee Member Layman summarized the work done on the form, foundation, and four way sections that were assigned to Group Two.

Committee Member Brinkman suggested eliminating the term "verify" in the headers for consistency.

Chair Dolim suggested moving "Rough Site and Concrete Form" to page 1.

Committee Member Clair suggested the optional inspection on page 2 be directive rather than restating what is to be inspected.

Committee Member Layman suggested leaving it on page 2 and changing the title from "Rough Site and Concrete" to "Pre-Concrete/Asphalt" as an optional inspection that refers inspectors back to the form requirements on page 1.

c. Group Three

Committee Member Moe summarized the work done on the first half of the final inspection section that was assigned to Group Three.

d. Group Four

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Committee Member Clair summarized the work done on the last half of the final inspection section that was assigned to Group Four.

Chair Dolim suggested eliminating specialty items from the list and grouping them in a note stating the checklist is not an exhaustive list. Committee Member O'Neal stated swimming pools, although a specialty item, should be listed on the checklist.

Action Items:

- The groups are to send their revisions to staff before January 14th.

5. REVIEW OF CALBO SURVEY RESULTS - DISCUSSION

- a. What are Takeaways from the CALBO Survey Results to Enhance the Collective Efforts?**
- b. How Do We Best Build Upon CALBO Efforts?**

Staff Member Jemmott stated staff emailed further details on the California Building Officials (CALBO) survey results from Committee Member Brinkman to Committee Members, as requested at the September 30, 2014, Checklist Committee meeting. Committee Member Brinkman added that the majority of responses were favorable.

Committee Member Layman stated the intent and purpose of the checklist will be presented in the upcoming CALBO annual business meeting the first week of March.

Action Items:

- No action items

6. PRESENTATION TO CCDA - DISCUSSION

- a. Summary of Format**
- b. Summary of Content**
- c. Summary of Needs for Implementation**

Chair Dolim requested that staff prepare the checklist into a four-page, 11x17, single-fold document with uniform margins and font for presentation on the 14th.

Executive Director Castellanos stated the need to emphasize the consensus nature of the checklist, to note who was involved, and to summarize the process leading to the draft. Chair Dolim will present this living document to the Commission for approval and agreement to take on the responsibility of updating it every 1½ years.

Committee Member Moe suggested reviewing the July 2015 supplement and comparing it to the draft checklist. She suggested adding the new section "destination-oriented elevators" under the Vertical Access heading and adding the new section "variable message system" under the Miscellaneous Elements heading.

Commissioner Paravagna suggested having the checklist field-tested before publishing it to learn if field inspectors find it beneficial. Committee Member Layman stated he has field-tested it and has received favorable feedback. Executive Director Castellanos stated the CALBO surveys generated feedback and made inspectors aware that

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something was coming. He suggested getting the checklist out to inspectors now, and encouraging feedback from inspectors as they use it.

Committee Member Layman stated he has shown the checklist in progress, explained the use and purpose of it, and suggested how to utilize and expand on it at trainings with the International Code Council (ICC). Ninety-five percent of the attendees were building officials and building inspectors, and they provided positive feedback.

Committee Member Clair suggested assessing the way the checklist is implemented in each jurisdiction to determine its overall efficacy.

Committee Member Marvelli stated the California Building Standards Commission (CBSC) sends an information bulletin to building officials and state agencies when they have information to get out to the public. She suggested this Committee be tasked with surveying the end-users.

Executive Director Castellanos stated using the CBSC interested-parties list would be the best way of getting the word to every building official in the state, along with the CCDA website and others. He stated he will work with the CBSC to coordinate that.

Executive Director Castellanos offered to help with the cover letter to the full Commission to accompany the checklist presentation.

Action Items:

- Staff is to prepare the checklist into a four-page, 11x17, single-fold document with uniform margins and font for presentation on the 14th.
- Committee Member Marvelli is to work with staff to get the word out about the checklist on the CBSC interested-parties list.
- Staff is to work with Chair Dolim on drafting a cover letter to accompany the checklist presentation on the 14th.

7. FUTURE AGENDA ITEMS

The agenda item was not discussed.

8. ADJOURN

There being no further business, the meeting was adjourned at 12:00 p.m.