

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

April 14, 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 1:30 p.m. at the Department of Rehabilitation Building, 721 Capitol Mall, Room 607, Sacramento, California 95814.

Chair Dolim reviewed the meeting protocols.

ROLL CALL

Committee Members Present:

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

Committee Members Absent:

Bob Chase
Dennis Corelis
Sue Moe

Commissioners Present:

Steve Dolim, Chair

Commissioners Absent:

Michael Paravagna

Other Commissioners Present:

Chris Downey (Teleconference)
Betty Wilson (Teleconference)

Staff Present:

Angela Jemmott, Executive Director
Brandon Estes, Program Analyst

Also Present:

Rick Halloran, Senior Building Inspector, City of San Francisco

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

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

**CALIFORNIA COMMISSION ON DISABILITY ACCESS
CHECKLIST COMMITTEE
APRIL 14, 2015, MEETING MINUTES**

There were no questions or comments from the public.

3. STATUS OF CHECKLIST - UPDATES

a. Current Website Locations

Executive Director Jemmott reported on websites where the checklist has been posted. She asked Committee Members to inform staff of organizations willing to post the checklist on their websites.

Committee Member Layman stated the Certified Assess Specialist Institute (CASI) plans to post the checklist on their website.

Commissioner Wilson requested staff to forward the checklist to the City of Los Angeles Department on Disability.

b. Printed Prototype Presentation

Chair Dolim asked for ideas on a strategy for the future of the checklist and how to disseminate it to the public. He stated the Education and Outreach (E&O) Committee will help with the strategy to launch the checklist statewide.

Committee Member Clair asked for clarification that there are two ways to obtain the checklist: by purchase of a laminated version and by download on the website. Executive Director Jemmott stated the main access to the checklist will be as a download from websites.

Chair Dolim reviewed the cost estimates to put out a printed, laminated tri-fold version.

Committee Member Layman stated, before undergoing the cost of printing, to consider the audience, the building inspectors. He stated building officials will not purchase a printed version because the California Building Officials (CALBO) will be posting it on their website at no cost. He also stated a member of the California Building Standards Commission (CBSC) indicated the CBSC will post it to their website when CALBO does. He noted that the checklist is easily accessible for users to download and print. He suggested sending email as outreach as all CALBO members have received.

Action Items:

- Staff is to forward the checklist to the City of Los Angeles Department on Disability.
- Committee Members are to inform staff of organizations willing to post the checklist on their websites.

4. PROPOSED STATEWIDE LAUNCHING - DISCUSSION, ACTION ITEMS

Committee Member Cooknick stated there is value in publishing the checklist for design professionals yet to be credentialed. The schools of architecture may benefit from having the checklist for their programs. He noted that the International Code Council (ICC) has an annual business meeting (ABM) coming up in Long Beach in September, where much of the program will be devoted to accessibility. This may be an opportunity

**CALIFORNIA COMMISSION ON DISABILITY ACCESS
CHECKLIST COMMITTEE
APRIL 14, 2015, MEETING MINUTES**

for the CCDA to present the checklist, which will advertise the Commission, disability access, and the checklist itself.

Commissioner Downey agreed but added that the checklist was meant to target California inspectors first.

Committee Member Layman stated he plans to attend the ICC ABM, representing the City of Oroville and the CALBO.

Committee Member O'Neal stated the checklist has been well-received by over one hundred jurisdictions in the state of California. She stated her support of posting it on the CALBO website and presenting it at the ICC conference.

Executive Director Jemmott stated the current bland format was not meant to be the final graphic. Committee Member Cooknick suggested, since it is a companion to the California Building Code (CBC), giving it a similar graphic design.

Committee Member Clair stated it is also important to address the applicability of the checklist. She cautioned that the checklist may be misconstrued. She suggested that whoever is designated to disseminate it, whether on a website or hard copy, be responsible to relay the checklist's intended use.

Public Comment:

Rick Halloran, a Senior Building Inspector with the city of San Francisco, stated every time the city of San Francisco puts something out they must be careful of how it is distributed. He suggested that the CALBO offer a hard copy as an incentive for registration in October. He stated the city of San Francisco has sent out laminated documents with good success.

Committee Member Questions and Discussion:

Committee Member Marvelli stated the CBSC publishes information bulletins on behalf of other state agencies. The CBSC is willing to work collaboratively with the CCDA to publish an information bulletin explaining the intent, reiterating the process to date, and providing a link to the CCDA and CBSC websites. The CBSC's database has access to 240 building official offices via email. The only charge would be for the additional 186 building official offices that indicated in the survey that they prefer a hard copy.

Committee Member Cooknick suggested contacting the city manager or city attorney for the building officials that did not provide contact information as a way to reach them.

Chair Dolim asked how many building officials there are in the state of California. Committee Member Marvelli stated the CBSC only has a record of individuals and departments who have signed their interested parties list. She estimated the number to be 543, but stated there may not be contact information for all of them.

Committee Member Cooknick stated, while he understands that the checklist is for California, by broadening the scope and taking it to the ICC conference, it will spread the word and give credence to the checklist to building officials in California and

**CALIFORNIA COMMISSION ON DISABILITY ACCESS
CHECKLIST COMMITTEE
APRIL 14, 2015, MEETING MINUTES**

throughout the United States. He stated his organization will assist in printing the hard copies of the checklist for the event. He stated there is an economy of scale that cannot be ignored.

Executive Director Jemmott agreed that the ICC conference is a good opportunity to present the checklist on a broader scale. She added the importance of first ensuring that all building officials in California have been reached, as mandated by the Legislature, and that the building officials provide feedback. Posting it on websites is one way of accomplishing that task, but necessitates waiting for feedback. Another way is through access air-time.

a. Access Air-Time

Executive Director Jemmott stated access air-time is a potential CALBO training tool where experts on a panel present the checklist, talk about its origins and details, and answer questions from building officials.

b. Tele-Forum

Executive Director Jemmott stated a tele-forum allows building officials to call in and ask questions. She stated Mr. Halloran has coordinated with the chair of the San Francisco Access Committee to offer the opportunity for the CCDA to use the San Francisco City Hall. DVDs would be made of the televised presentation. She suggested having an ongoing training tool with this as a starting point. She asked Mr. Halloran to share his discussion with the city of San Francisco.

Mr. Halloran stated the directors of the building department and public relations are excited to have the CCDA come to San Francisco. He stated Arnie Lerner, who is on the E&O Committee, also extended his invitation to the CCDA. The room is set up for televising, recording, and streaming. There are telephone and computer set-ups available. He suggested televising it as an Access Appeals Commission meeting, which meets the 2nd and 4th Wednesdays of every month.

Chair Dolim accepted Mr. Halloran's offer and stated updating the graphics should happen before pursuing any outreach.

Mr. Halloran suggested making a recording that explains how to use the checklist, putting it on the CALBO website, and applying continuing education credits to it for building inspectors to access.

Committee Member Marvelli asked if the recording could be used on YouTube. Other informational seminars are included on the CBSC website. She asked what audience the televised San Francisco program would target on the day of filming. Mr. Halloran stated it can be live streamed with captioning onto any venue.

Executive Director Jemmott suggested putting out an Information Bulletin announcing the upcoming televised program where people can attend via teleconference.

**CALIFORNIA COMMISSION ON DISABILITY ACCESS
CHECKLIST COMMITTEE
APRIL 14, 2015, MEETING MINUTES**

Chair Dolim suggested picking a few of the aforementioned events to see what needs to be accomplished.

- San Francisco City Hall - 2nd and 4th Wednesdays
- CBSC Information Bulletin - written and distributed anytime
- ICC Accessibility Workshop - April or May
- AIA State Government Network meeting - June
- Quarterly CASp Newsletter - July
- CALBO Week - September
- ICC Annual Business Meeting - September

Commissioner Downey asked when the material can be ready so the E&O Committee can commit to a date for the city of San Francisco and make announcements.

Chair Dolim suggested a June 24th target date for the tele-forum.

Commissioner Downey asked how aggressive this date is in terms of getting the graphics updated and a presentation prepared to deliver and determine how the program will be facilitated.

Committee Member Cooknick suggested forming a graphics subcommittee. He made suggestions for updating the graphics, moving the mission to the inside, putting the section on how to use the checklist in red, bold type, and emphasizing who the checklist is for.

Committee Member Clair stated her issue with the graphic is not so much aesthetics, but what it says. First, these requirements are for a building under construction and the accessible path of travel does not have any relation to what is inside. Second, the ICC has a copyright on the graphics that require permission to use. Third, "this checklist is intended for trained building code officials" needs to be in larger type.

An unidentified Committee Member suggested including photos of the items being inspected as visual cues. Chair Dolim suggested adding photos of a single building during the different stages of construction: grading, framing, rough-ins, and final. Committee Member Layman stated he will provide the photos of a building in the four stages of construction.

An unidentified Committee Member suggested adding ADA blue and piping all the way around it.

Mr. Halloran suggested keeping the checklist as simple, clear, and concise as possible because building inspectors do not have much time. He also suggested including the Seal of the state of California on the outside of the checklist.

Commissioner Downey agreed that a series of photographs may be too involved and suggested a single photograph. He suggested using a graphic of a hard hat.

An unidentified Committee Member agreed and suggested other graphics, such as a level and tape measure.

**CALIFORNIA COMMISSION ON DISABILITY ACCESS
CHECKLIST COMMITTEE
APRIL 14, 2015, MEETING MINUTES**

Committee Member Clair noted that the font size varies in the draft checklist and suggested it all be the same. She asked how often the checklist will be updated. Committee Member Layman stated the checklist will be updated according to Division of the State Architect (DSA) updates to the code. He stated the importance of keeping a copy of each edition archived.

C. Press Releases

This item was not discussed.

Action Items:

- Committee Member Layman is to send staff construction photos.
- Committee Member Cooknick's office will work with staff to developing graphics.

5. TIMELINE AND COSTS OF PRODUCTION - DISCUSSION, ACTION ITEMS

- a. Create Database of Recipients**
- b. Costs for Making Prototypes and the Launch**
- c. Timeline for Various Marketing Commitments**

Chair Dolim estimated the update to the graphics should be back from the designer within the next week or two.

Action Items:

- Staff is to prepare an outline of the announcement schedule for the June 24th event, develop the quantity of handouts, and outline a budget to present to the full Commission meeting next week.

6. INTRODUCTION OF CONSUMER GUIDE - DISCUSSION

- a. Background**
- b. Goals and Objectives**
- c. Needs Assessment**

Executive Director Jemmott stated the E&O Committee approved Richard Skaff's Restaurant Accessibility Field Guide as a foundation to create a consumer guide. She asked for input on the practicality of keeping it updated.

Chair Dolim stated the field guide is a 55-page checklist created to the 2010 California Building Code (CBC) and 2010 Americans with Disabilities Act (ADA) standards.

Committee Member Clair stated, since the DSA writes the code, it is problematic to be a part of updating a checklist that interprets that code.

Committee Member Cooknick suggested that the DSA maintain this document and make it available to the public. He stated the document is well-presented.

Executive Director Jemmott stated it has been suggested to pull in individuals from the Restaurant and Hotel/Motel Associations to be a part of updating it. Rather than designing the checklist, she clarified her request for this Committee to vet what the

**CALIFORNIA COMMISSION ON DISABILITY ACCESS
CHECKLIST COMMITTEE
APRIL 14, 2015, MEETING MINUTES**

issues are for this document and its format for it to eventually be a business guide. She stated there has been a request to have something for anyone who is interested in learning about accessible buildings.

Chair Dolim stated there are three targets: the professionals that are working with it, the businesses that have to put forward accessible environments, and the public.

Committee Member Bumbalov stated it is a similar format to what the California Department of Housing and Community Development (HCD) did for housing accessibility. The difference is this is more of a guide compared to HCD's document, which is based on code language.

Committee Member Clair stated the CBC is written in a way that explains that accessibility applies to every space. The DSA asks the public not to self-evaluate, but to hire Certified Access Specialists (CASp).

Commissioner Downey asked what the Commission is specifically mandated to do and stated his concern of whether this field guide is an appropriate checklist for the consumer when trained professionals have difficulty deciphering the code.

Executive Director Jemmott stated the CCDA was mandated to provide educational tools and a consumer guide can be part of that. The consumer guide is meant to help the public understand why they need a CASp and what the CASp will ask them to do. The consumer guide will clearly state it is not to be used in place of a CASp, but is to provide education and understanding of the process.

Committee Member Clair stated consumer education should provide general information, not the details, because then it becomes interpretive. Consumer education should explain their responsibility to provide access, what they should know about their building, and the process required to be in compliance.

Committee Member Marvelli stated, due to the complexity of the various local jurisdictions, types of structures, exceptions, and nuances to each site, one checklist cannot be developed for consumer purposes. Consumer education is directing them to legislation, federal code, and state code.

Commissioner Downey suggested a flowchart, as opposed to a consumer checklist, sequencing things, raising the right questions, and following the answers to those questions that go off in different directions. Chair Dolim agreed.

Committee Member Cooknick stated compensation for time put into the creation of the restaurant guide and the question of responsibility for funding the continued updates are issues. He stated a flowchart makes sense and will educate the consumer where they currently are and where they need to be. He added that all flowcharts should lead the consumer to an expert.

Committee Member Marvelli suggested it be more of a brochure format as opposed to a tri-fold. The CBSC often puts out bookmarks or 5x7 cards.

**CALIFORNIA COMMISSION ON DISABILITY ACCESS
CHECKLIST COMMITTEE
APRIL 14, 2015, MEETING MINUTES**

Committee Member Cooknick agreed and stated a smaller format would make it easier to disseminate.

Commissioner Downey agreed and stated the majority of small business owners would be overwhelmed by a 55-page checklist that is not their expertise.

Committee Member Clair stated, when an architect is hired, they rely on the information provided to them, so the more information property owners can provide the CASp, the less expensive and more valuable the services will be. The message that needs to get out is to do the homework before hiring a CASp.

Commissioner Downey stated his support of the change of direction as long as the Executive Director feels it fulfills the requirements of the state. He stated he will brief the E&O Committee of this action as they meet the day before the full Commission meeting.

Commissioner Downey recommended adding information about languages spoken on the CASp database.

MOTION: Chair Dolim moved to make a recommendation in the April 22, 2015, meeting of the CCDA full Commission and to the Education and Outreach Committee to consider changing the direction of the consumer guide as proposed by the Education and Outreach Committee to a flowchart format to help the consumer understand critical factors so they can effectively locate and hire a CASp or other trained professional, and translating the flowchart into many languages for broader consumer outreach. Committee Member Cooknick seconded. Motion carried unanimously.

Action Items:

- No action items

7. ADJOURN

There being no further business, the meeting was adjourned at 3:30 p.m.