

**CALIFORNIA COMMISSION ON DISABILITY ACCESS
EDUCATION AND OUTREACH COMMITTEE
MEETING MINUTES**

August 12, 2015

1. CALL TO ORDER

Chair Betty Wilson welcomed everyone and called the meeting of the Education and Outreach Committee (E&O) of the California Commission on Disability Access (CCDA or Commission) to order at 10:01 a.m. at the City of Los Angeles Department on Disability, 201 North Figueroa Street, Suite 100, Los Angeles, California 90012.

The off-site meeting locations for teleconference were the Department of Rehabilitation, 721 Capitol Mall, Room 262, 2nd Floor, Sacramento, California 95814, the Independent Living Center of Kern County, 5251 Office Park Drive, #200, Bakersfield, California 93309, and the Independent Living Resource Center of San Francisco, 825 Howard Street, San Francisco, California 94103.

Chair Wilson reviewed the meeting protocols.

ROLL CALL

Committee Members Present:

Arnie Lerner (via Teleconference)
Richard Ray
Stephen Simon (via Teleconference)
Jimmie Soto (via Teleconference)

Commissioners Absent:

Lillibeth Navarro (via Teleconference)

Staff Present:

Commissioners Present:

Betty Wilson, Chair
Chris Downey (via Teleconference)
Michael Paravagna (via Teleconference)

Angela Jemmott, Executive Director
Addison Embrey, Program Analyst
Brandon Estes, Program Analyst
Fajola Jackson, Office Administrator

Also Present:

Jerry Gibbons, Acting Chief, Office of Civil Rights, California Department of Human Resources
Fiona Hinze, Systems Change Coordinator, Independent Living Resource Center of San Francisco

**CALIFORNIA COMMISSION ON DISABILITY ACCESS
EDUCATION AND OUTREACH COMMITTEE
August 12, 2015, MEETING MINUTES**

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

APPROVAL OF FEBRUARY 4, 2015, AND JUNE 17, 2015, MINUTES

MOTION: Commissioner Paravagna moved to approve the February 4, 2015, and June 17, 2015, California Commission on Disability Access Education and Outreach Committee Meeting Minutes as presented. Commissioner Downey seconded. Motion carried unanimously.

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

There were no questions or comments from members of the public.

3. DISSEMINATION OF THE CCDA ACCESSIBILITY CONSTRUCTION INSPECTION CHECKLIST – UPDATE

Commissioner Paravagna stated the checklist is being disseminated to jurisdictions statewide and is available for download on the CCDA and Division of the State Architect (DSA) websites.

Committee Member Simon asked if the checklist can be downloaded and printed and if the target population is the jurisdictions or the building trades and other private industries within those jurisdictions. Commissioners Paravagna stated the checklist can be downloaded, customized, and printed. Also, there is no prohibition in distribution, although it is intended for building professionals.

Commissioner Downey stated, although the checklist is intended for building inspectors, most any forward-looking contractor, builder, or architect can use it to ensure things are covered. It would benefit most builders and even architects to better prepare for the inspections. Commissioner Paravagna agreed.

Public Comment:

Jerry Gibbons, the Acting Chief of the Office of Civil Rights at the California Department of Human Resources (CalHR), suggested setting up a social media site to help get the word out about the checklist.

Committee Member Simon agreed and stated the Los Angeles Department on Disability set up a Twitter feed. Chair Wilson suggested that the independent learning centers (ILCs) may be able to help with that project.

Action Items:

- No action items.

4. BEST WAYS TO DETERMINE IMPACT OF THE CCDA ACCESSIBILITY CONSTRUCTION INSPECTION CHECKLIST USE BY BUILDING PROFESSIONALS – ACTION

Executive Director Jemmott stated the Commission is disseminating the building inspector's checklist throughout California. The E&O Committee will take the next step

**CALIFORNIA COMMISSION ON DISABILITY ACCESS
EDUCATION AND OUTREACH COMMITTEE
August 12, 2015, MEETING MINUTES**

of quantifying the success of the checklist in terms of disseminating the checklist and gathering feedback in order to demonstrate its impact, utilization, and effectiveness, and to report the information back to the Legislature.

The checklist was disseminated to all 400 jurisdictions in California. The E&O Committee needs to gather feedback from the organizations who received the checklist. She suggested holding a teleforum with individuals from different regions to get their feedback. The DSA and Department of Rehabilitation (DOR) have video link systems in multiple locations that the Commission can ask to use. Another way to get feedback is to send out a survey with the goal of getting the data back by November 2015.

Commissioner Paravagna stated the Checklist Committee sent out surveys through the California Building Officials (CALBO) and the California Building Standards Commission (CBSC) to building departments and building officials during the formation of the checklist. He suggested collaborating with CALBO and CBSC to send out follow-up surveys to the initial group of people who were surveyed during the time that the checklist was under development, or have them participate in the teleconference event that is being planned.

Commissioner Downey asked if there is a mechanism on the CCDA website for individuals to respond with feedback based on their experience with the checklist they downloaded. Executive Director Jemmott stated there is not, but that capability can be created as another vehicle to solicit feedback.

Commissioner Downey asked about the appropriate time to solicit feedback. Committee Member Simon suggested a six-month to one-year feedback request from both the survey and CCDA website.

Executive Director Jemmott agreed and stated the survey will generate feedback on both the utilization and the effectiveness of the checklist. She suggested that six months from the final mail out of August is an appropriate amount of time to see the utilization. To see the effectiveness, it will need to run its course.

Commissioner Downey stated the need to ensure that the checklist is being used. He suggested that asking about their utilization of the checklist will be a reminder to building officials to use it. December or January at the start of the New Year is a good time to prompt building officials to use the checklist and gives them a heads-up to provide feedback by November to give enough time to pull together the data for the January report to the Legislature.

MOTION: Commissioner Paravagna moved that the report to the Legislature include that the checklist tool was developed and disseminated, that a utilization survey was sent out in November, that staff has evaluated whether or not the tool is being utilized, and that the evaluation process will go beyond this legislative reporting period due to the need to capture data regarding the effectiveness of the tool

**CALIFORNIA COMMISSION ON DISABILITY ACCESS
EDUCATION AND OUTREACH COMMITTEE
August 12, 2015, MEETING MINUTES**

throughout the building construction cycle. Commissioner Downey seconded. Motion carried unanimously.

Action Items:

- Staff is to create a checklist feedback section on the CCDA website.

5. CCDA INFORMATION GATHERING TOOL (SURVEY) – DISCUSSION

Executive Director Jemmott stated a survey was generated and is being disseminated to the business and disability communities in small outreach opportunities since June 24th to help the Commission understand what is needed in a consumer guide. She suggested partnering with the Small Business Administration and GO-Biz for assistance in reaching small businesses. She stated the need to develop a timeframe to create and disseminate the survey, get feedback, and give the information to a newly-formed Checklist Committee to create a consumer guide.

Commissioner Downey asked if the survey is available online and in print. Staff Member Estes stated it is available online in English and Spanish.

Commissioner Downey suggested streamlining the data entry by putting the survey in a format such as SurveyMonkey for individuals to complete online.

Committee Member Simon agreed that a SurveyMonkey version of the survey could extend to local chambers of commerce and their small business divisions.

Commissioner Paravagna suggested developing a Q&A document to address common questions small businesses have, which can be online or in a handout.

Executive Director Jemmott asked Committee Members for feedback on the online survey.

Commissioner Downey cautioned against changing the survey because of the potential difficulty of pulling in data relative to the data that has already been collected.

Action Items:

- Committee Members are to provide feedback on the online survey.

6. FUNDRAISING FOR THE COMMISSION – DISCUSSION

Example Types of Fundraising Projects:

- a. **Sponsorship of quarterly meeting**
- b. **Publication(s)**
- c. **Outreach Events**
- d. **Others**

Chair Wilson stated Chair Leemhuis has asked every Commissioner and Committee Member to submit suggestions for possible organizations, large or small businesses, and individuals to partner with the CCDA along with their contact information so the Commission can send them a letter asking for partners in making California the most accessible state.

**CALIFORNIA COMMISSION ON DISABILITY ACCESS
EDUCATION AND OUTREACH COMMITTEE
August 12, 2015, MEETING MINUTES**

Chair Wilson suggested including electronic and print media in all events. She also suggested developing a public service announcement (PSA) that can be sponsored by a partner. Chair Wilson asked Committee Members to email fundraising suggestions to staff.

Commissioner Hauge asked for additional information on the types of organizations that would be willing to make contributions.

Chair Wilson stated it has mostly been private industry in her experience. She suggested organizations such as AT&T, the construction industry, large and small businesses, private and government organizations, community rehabilitation programs, private individuals, and trusts. Contributions are tax deductible. Most organizations have the capability to donate and appreciate the recognition that the Commission plans to give through the media and the governor's office.

Commissioner Paravagna asked what the mechanism would be for outreaching to those organizations or the individuals within them to start a dialogue about what they can sponsor, what it would cost them, and the recognition they would receive for the sponsorship.

Chair Wilson suggested sending out a letter asking organizations to partner with the CCDA in putting on an outreach event such as a conference or an exposition. She suggested developing a draft of the outreach correspondence in the next Committee meeting that can be posted on the CCDA website, emailed, or mailed for the names submitted by Commissioners and Committee Members. Chair Wilson suggested Central California as the location for the next event.

Chair Wilson stated another way to outreach is by appeal, such as "The More You Know," a series of public service announcements on NBC.

Committee Member Soto suggested working with the ILCs in Fresno, Modesto, and Bakersfield to plan something in the Central Valley. He offered to contact the executive directors of the ILCs to possibly hold an event at one of the centers.

Commissioner Paravagna asked about the kind of event, the audience, and the objectives. He suggested creating a subcommittee to brainstorm ideas and report back at the next meeting with options about potential participants, learning objectives, sponsors, and potential resources needed to facilitate such an event.

Chair Wilson appointed Commissioners Downey, Navarro, Ray, and Soto to be members of the subcommittee to begin to draft a general outreach plan for the Commission to obtain sponsors for PSAs, quarterly meetings, events, publications, et cetera.

Committee Member Soto suggested asking the systems change advocates of the Fresno, Modesto, and Bakersfield ILCs to collaborate on the changes they'd like to see in the Central Valley, and then developing their ideas into an event.

Public Comment:

**CALIFORNIA COMMISSION ON DISABILITY ACCESS
EDUCATION AND OUTREACH COMMITTEE
August 12, 2015, MEETING MINUTES**

Fiona Hinze, the Systems Change Coordinator of the Independent Living Resource Center of San Francisco, stated asking the system change coordinators to brainstorm and coordinate an event makes sense, but she stated it would be helpful to clarify the goal and focus of the event.

Commissioner Discussion:

Commissioner Paravagna stated one of the primary functions of the Commission is to provide advice to the Legislature and to be a balance between the disability and business communities. He suggested convening a series of meetings to create a dialogue between the two communities with the end goal of identifying systems change needs that could be presented as advice for legislative concepts and would benefit both communities.

Executive Director Jemmott stated the Checklist Committee will focus on developing the consumer guide. She suggested that the E&O Committee focus on producing the guide and supporting the outreach effort surrounding the release of the consumer guide through an event held in Fresno.

Chair Wilson stated she will be in contact with subcommittee members Navarro, Ray, Simon, and Soto. Committee Member Soto stated he will ask Tracy Mintz, the Systems Change Advocate in his office, to attend in his place.

Action Items:

- Chair Wilson is to contact subcommittee members.
- Committee Member Soto is to contact ILCs in the Central Valley.

7. FUTURE AGENDA ITEMS

Chair Wilson asked Committee Members to send future agenda items to staff.

8. ADJOURN

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