

**CALIFORNIA COMMISSION ON DISABILITY ACCESS  
FULL COMMISSION  
MEETING MINUTES**

**October 21, 2015**

**1. CALL TO ORDER**

Vice Chair Steve Dolim welcomed everyone and called the meeting of the California Commission on Disability Access (CCDA or Commission) to order at 10:00 a.m. at the Center for Healthy Communities, The California Endowment, the Redwood Room, 1000 N. Alameda Street, Los Angeles, California 90012.

**ROLL CALL**

*Commissioners Present:*

Guy Leemhuis, Chair  
Steve Dolim, Vice Chair  
Chris Downey  
Celia McGuinness  
Lillibeth Navarro  
Michael Paravagna  
Anthony Seferian, designee of Attorney  
General Kamala D. Harris  
Douglas Wiele  
Betty Wilson  
Laurie Cohen Yoo

*Commissioners Absent:*

Scott Hauge  
Assembly Member Chad Mayes  
Senator Richard Roth  
Assembly Member Tony Thurmond  
Chester "Chet" Widom, State Architect

*Staff Present:*

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

*Also Present:*

Janis Kent, Architect and Certified Access Specialist (CAsp)  
David Khorram, Superintendent of Building and Safety, City of Long Beach  
Luis Mata, ADA Coordinator, City of Los Angeles Department on Disability  
Ron Takiguchi, Building Official, City of Santa Monica, Vice President, California Building Officials (CALBO)  
Hector Vega, Constituent Service Coordinator, City Council of Los Angeles

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

**PLEDGE OF ALLEGIANCE**

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Chair Leemhuis led the Commission in the Pledge of Allegiance.

**HOUSEKEEPING ITEMS**

Chair Leemhuis reviewed the meeting protocols.

**2. APPROVAL OF MEETING MINUTES (JULY 29, 2015) – ACTION**

**MOTION:** Commissioner Paravagna moved to approve the July 29, 2015, California Commission on Disability Access Full Commission Meeting Minutes as presented. Commissioner Wilson 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. REPRESENTATIVE FROM COUNCIL OF THE CITY OF LOS ANGELES – COUNCILMEMBER MITCH O’FARRELL**

Chair Leemhuis welcomed Hector Vega, the Constituent Service Coordinator of the City Council of Los Angeles in the Office of Councilmember Mitch O’Farrell.

Mr. Vega thanked the Commission on behalf of Councilmember O’Farrell for working diligently to ensure residents can access public spaces. As the Chair of the city’s Arts, Parks, and L.A. River Committee and Vice Chair of the city’s Health, Mental Health, and Education Committee, Councilmember O’Farrell understands the importance of providing accessible public spaces for all residents.

There have been significant improvements in many of the facilities through Council District 13 thanks to Councilmember O’Farrell’s leadership on the City Council. Mr. Vega stated the Hollyhock House at Barnsdall Art Park and the Hollywood Pool were restored and renovated to ensure ADA compliance. Councilmember O’Farrell’s office works hard to make sidewalks safe with equal access and hosts events aimed at bringing awareness and honoring the disability community.

Mr. Vega stated he looks forward to working closely with the Commission in the future.

**Action Items:**

- No action items.

**5. PRESENTATION FROM LOS ANGELES DEPARTMENT ON DISABILITY**

**Presenter:**

**Luis Mata, ADA Coordinator**

Chair Leemhuis welcomed Luis Mata, the ADA Coordinator for the City of Los Angeles Department on Disability.

Mr. Mata stated he was one of the first individuals to contract polio in Texas; without the March of Dimes, he wouldn’t be addressing the Commission today. He spoke about

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the difficulty he had with inaccessibility growing up and how grateful he was for the ADA. He provided a quick overview of his role as the ADA Coordinator to bring understanding to policies and procedures that the city has developed to comply with the ADA Regulations. ADA Coordinators are in the forefront in assisting and educating individuals so they better understand how the community can be served.

Challenges:

- Enforcing ADA Regulations
- Misinformation about the ADA
- Individuals who try to get away with noncompliance
- Misinformed members of law enforcement with unrealistic expectations when addressing members of the disability community
- Homelessness
- Inaccessible polling places

Mr. Mata suggested the creation of an office or a center for the California ADA to help solve issues in the state of California.

**Commissioner Questions and Discussion:**

Commissioner Paravagna agreed that accessibility is a systems change issue. He asked what would improve the implementation of disability civil rights. Mr. Mata stated the show of unity and enforcement to the community would help. Individuals feel disenfranchised – they feel the state is two separate bodies that cannot assist them. Joining forces can help establish policies to provide the avenues to receive services.

Commissioner McGuinness asked if the calls fielded from individuals who do not want to provide access were individuals within the city government or members of the public. Mr. Mata stated he was referring to members of the public primarily. The main issues are resistance to changing the look of the front of establishments and making restrooms accessible. He stated disabled placard abuse is also a problem.

Commissioner McGuinness asked for effective ways to meet this resistance and resolve the placard abuse. Mr. Mata stated the fact that he is in a wheelchair helps business owners that are resisting change see his example of the difficulty of the inaccessibility of their establishment. He stated it is still a struggle and a debate, but when they have to meet outside because of inaccessibility, it brings the point home and the discussion changes a little. They may still resist compliance, but they begin to understand the issue better.

**Action Items:**

- No action items.

**6. PRESENTATION ON THE LOCAL FUNDING FROM THE BUSINESS LICENSE RENEWAL FEE**

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- a. Santa Monica**
- b. Long Beach**
- c. San Diego**

The representative of the city of San Diego was unable to be in attendance.

Ron Takiguchi, a Building Official for the City of Santa Monica and Vice President of CALBO, updated the Commission on the business license renewal fee requirements and what local cities are doing with the fee as mandated in Senate Bill (SB) 1186. He reviewed the intent, goals, and requirements of SB 1186 in tandem with the federal ADA and Chapter 11 of the California Building Standards Code. He stated 30 percent of the fees go into a revolving fund with the Division of the State Architect (DSA) to be used to provide certification, education, and promotion of CASps.

David Khorram, the Superintendent of Building and Safety in the city of Long Beach, stated the city of Long Beach has five CASp-trained staff out of a staff of 55. He stated he is proud that his staff is catching and addressing many issues. He stated he was skeptical of the CASp training at first because of the cost and how rigorous it was, but he is now a believer of the importance of staff being CASp trained.

He stated the revenue that the city of Long Beach collected from the renewal fees in 2013, the first year the fees were in effect, was about \$6,000, but Long Beach had spent about \$22,000 just to train staff. In 2014, \$31,000 in revenue was collected while the cost decreased to \$5,000. For 2015, there is a surplus of about \$22,000 so far.

The city of Long Beach is using the funds to reimburse the membership fees and exam costs to staff and providing monthly all-staff trainings and inviting the public to attend.

Mr. Takiguchi stated the small city of Santa Monica has two CASp-trained staff out of a staff of 35. He stated the revenue that the city of Santa Monica collected from the renewal fees in 2014 was approximately \$18,000. He stated there are only 14,000 businesses in Santa Monica, but the city ensures that all entities involved in building and renovation are licensed. Santa Monica is using the funds for CASp-training an additional two staff members, helping small businesses, outreaching to raise awareness, and providing workshops for architects.

**Commissioner Questions and Discussion:**

Commissioner Seferian asked if cities have offered financial incentives to existing or new employees to become CASps. Mr. Takiguchi stated the County of Los Angeles offers a financial incentive to individuals registered as CASp members. Mr. Khorram stated the city of Long Beach offers test reimbursement for employees that pass the test.

Vice Chair Dolim encouraged the use of part of the funds to outreach to the public and to consider outreaching to the other entities along with the architects, such as contractors, engineers, landscape architects, interior designers, and business owners who may not have the benefit of continuing education requirements in accessibility.

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Commissioner Downey asked how the CASp personnel have affected the plan checking process and if they catch issues early in the construction process. Mr. Takiguchi stated CASp-trained personnel have improved compliance. He stated communication, visiting the job site, outreach, education, and the intent of the law must be included. He suggested that cities should hire a CASp for public works and public right of way.

Mr. Khorram agreed that the intent of the law is important. He stated it is hard to fix things after they are constructed. His staff takes plan checking very seriously. He stated his city has also hired a CASp who sometimes consults with his CASp-trained staff. He stated having CASps on staff has helped the city in other departments, as well.

Commissioner McGuinness asked what the optimal percentage of CASp-trained staff is. Mr. Khorram stated it has to do with the quality of staff. Having someone at the inspection site who does that kind of work and having staff on the plan-check side in the office is very important. Even if the plans are drawn correctly, they may be constructed incorrectly. The key is to have the right staff. Having CASp-trained people attend business meetings and provide advice is also helpful.

Mr. Takiguchi stated perhaps another question is what the right number of CASp-trained members of the design community should be. There would be a high level of awareness and compliance if the architectural community were required to be CASp-trained and it would streamline the process because the plans would be done right from the beginning.

Commissioner Dolim asked how the panel members would respond when faced with cities that do not have a CASp on staff and do not feel they need one. Mr. Khorram stated there are not many cities that are not aware of the laws, but there are financial issues with small cities to hire the right staff. There may be a single inspector who has been there for 20 years but is not qualified, but some small cities hire a consultant on a temporary basis that is a CASp.

Mr. Khorram stated disabled access compliance has been around since the 1980s and the entities involved in design and construction have been trained numerous times. The CASp is the new wave of enforcement. After 20 or 30 years, enforcement is now more formal with individuals carrying the CASp title. This is an improvement to the industry. The means are provided for cities to empower staff and train them or, if that is not possible, to hire an outside consultant.

Chair Leemhuis asked if giving new business owners a CD or DVD with basic access compliance information and the responsibilities of small business owners would help. He asked the panel members' thoughts on electronic license renewals. Mr. Takiguchi stated online applications will be a challenge cities will have to face because they will not necessarily know what has been done to make the businesses more accessible. He stated his city sets up small business workshops and is considering working with the real estate brokers on a guide called Know Before You Sign to help potential property owners know the building before they look at it.

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Chair Leemhuis suggested network marketing for city government. He asked if this might be helpful for business owners who say they did not know what their responsibility was. Mr. Khorram stated people often sign leases without knowing what they are getting into. The building department does have a top ten list for new business owners, but by the time the owner is applying for a business license, the lease has already been signed. It needs to be orchestrated by another agency.

Mr. Takiguchi stated the Know Before You Sign type of guide is invaluable, but his experience when working with the real estate community on the guide is that the real estate community is cautious about what is published for fear they may lose a potential client. A general guide on the front end could work statewide.

Commissioner Wilson stated individuals often violate the law without understanding what they are doing. She stated the need for ongoing training. She suggested creating a video that people can watch on their cell phones to understand more about compliance.

Mr. Takiguchi stated contractors are not required to take continuing education courses to renew their licenses. There is lack of awareness with the current energy, green, seismic, and accessibility laws, but the building department is not the maker of the policies.

**Public Comment:**

Janis Kent, an architect and a CASp, stated she thought the dollar collected for businesses was meant to educate the public on accessibility. Paying for building departments to have CASp on staff might in a sense be a public outreach, but that is a city obligation.

Chair Leemhuis stated the presentations were about how local municipalities are spending the 70 percent of the fee, which is not the education piece. The DSA will be giving a presentation on the other 30 percent of the fee in a future Commission meeting.

**Action Items:**

- No action items.

**7. SUBCOMMITTEE UPDATES**

- a. **Education and Outreach**
- b. **Research and Analysis Data Collection Project**
- c. **Legislative Committee**

Chair Leemhuis tabled this agenda item until the next full Commission meeting.

**8. OFFICER ELECTION – CHAIR AND VICE CHAIR FOR 2016 – ACTION ITEM**

**MOTION:** Commissioner McGuinness moved to re-elect Guy Leemhuis as chair of the California Commission on Disability Access for 2016. Motion carried unanimously with one abstention.

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**MOTION:** Commissioner Yoo moved to elect Doug Wiele as vice chair of the California Commission on Disability Access for 2016. Motion carried unanimously.

**9. EXECUTIVE REPORT – EXECUTIVE DIRECTOR ANGELA JEMMOTT**

**a. Bill Tracking – Outcome**

Executive Director Jemmott stated Assembly Bill (AB) 1342 and SB 251 were vetoed by the governor.

SB 1230 was passed. SB 1230 will transfer \$10 million from the General Fund to the Capital Access Loan Program. Chair Leemhuis stated there is some discussion about the appropriate entity to administer the program. He stated he has asked staff to actively join in that conversation to help decide who that entity should be. Being a part of the conversation as to how to implement it is another way the Commission can be on top of legislation.

Executive Director Jemmott stated AB 1521 was passed and is effective immediately. It has extended the time for collecting case filings to 2019. It also included a major change to the workload and responsibility of the CCDA – the Case Resolution Form. AB 1521 requires all legal counsel to submit to the CCDA how their cases were resolved, but it does not specify exactly what should be included in the submission or in what form. Law firms have already responded in a variety of ways.

Staff would like to take the best of those submissions, and is considering what additional information the Legislature may ask for in the future that can be added to the submissions now with regards to reporting back on the Top Ten access violations. Executive Director Jemmott stated the samples will be given to the Research Committee for detailed discussion.

Chair Leemhuis stated there are a number of things in AB 1521 that are problematic and will be the subject of future litigation very soon, particularly the \$1,000 fee for whatever “high frequently litigant” is defined as. This is unheard of in any other practice of the law. Most people with disabilities are under the federal poverty line. Imposing that fee is going to be challenged.

The CCDA must figure out what this bill requires with respect to collecting data and, at the same time, working to be proactive, must perhaps develop a White Paper on how to fix this; otherwise, the judges are going to fix it. Chair Leemhuis asked that the Legislative Committee continue to track the activity along this bill including whatever litigation may flow from it. He encouraged Commissioners to read this bill and direct questions to Commissioners McGuinness, Paravagna, or himself.

Chair Leemhuis stated he has asked staff to arrange a meeting with the governor, Executive Director Jemmott, himself, and Commissioners Wiele and Paravagna. This Commission has not met with the governor during its existence.

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Chair Leemhuis stated the issue is that this bill that mentioned the CCDA steamed its way through with no input from the CCDA. No one asked what impact the bill would have on the CCDA or what the CCDA thought of it. That is problematic, particularly if it runs against what the Commission is trying to achieve. He encouraged the Commission to learn from this experience and to work to provide input to the legislators as other bills begin moving through.

Chair Leemhuis stated he will be more assertive in the participation of Commission Members. It is important to have their input. He stated he has asked staff to set up meetings with Commissioners so he can discuss it with them.

**b. CCDA Executive Office Move – Update**

Executive Director Jemmott stated the current lease is up in June and the Real Estate Division for the Department of General Services is working on the Commission's behalf for the move.

**c. IT Website Migration – Update**

Executive Director Jemmott stated the IT website will expire in June. This creates an opportunity to create a more cost-effective website.

**d. Database Collection Tools**

Executive Director Jemmott stated staff has been looking at automated systems and will discuss this in the next Research Committee meeting. With the added responsibility in data collection that has been given to the CCDA, staff is no longer able to do this manually.

**e. BCP – Budget Change Proposal (Submittal)**

Executive Director Jemmott stated the BCP was submitted yesterday.

**f. Housekeeping – Annual Calendar 2016 Proposal**

Commissioner Yoo asked staff to correct the 2016 calendar to reflect the time that the Research Committee ends to 3:00 p.m.

After discussion, it was determined that the full Commission meetings will be on January 13, April 13, July 20, and October 13.

**MOTION:** Commissioner Wiele moved to approve the California Commission on Disability Access Calendar for 2016. Commissioner Yoo seconded. Motion carried unanimously.

**Action Items:**

- Staff is to join in the discussion on SB 1230.
- The Legislative Committee is to track the activity along AB 1521 including whatever litigation may flow from it.

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- Commissioners are to read AB 1521 and direct questions to Chair Leemhuis or Commissioners McGuinness and Paravagna.
- Staff is to schedule a meeting with the governor, Chair Leemhuis, Executive Director Jemmott, and Commissioners Wiele and Paravagna.
- Staff is to set up meetings with each Commissioner to discuss their participation.

**10. STAFF PRESENTATION – “CONSUMER SURVEY RESULTS”**

Brandon Estes, CCDA Program Analyst, provided an overview, by way of a PowerPoint presentation, of the results of a survey put together by the Commission to assess the knowledge of business owners on disability access laws throughout the state of California.

**Commissioner Questions and Discussion:**

Commissioner Yoo asked if the Commission is continuing to solicit and accept survey responses or if it is closed. Staff Member Estes stated the Commission is actively soliciting. The survey is posted on the CCDA website.

Commissioner Dolim stated the outcome of this survey showed that there is minimal awareness of disabled access requirements. He asked where this falls in the goals and objectives of the five-year plan.

Chair Leemhuis stated this was already known through the strategic planning process. The survey was meant to specifically pinpoint some of the barriers to increasing access and to hone where to target education efforts in the small business community. There are three to four goal areas the Commission can focus on using the data from the survey. He stated the desire to target specific areas, such as San Francisco, to discover the unique needs in the area.

Commissioner Dolim asked if the list of responses and direction to questions from the public was completed. Executive Director Jemmott stated questions are stored and tracked so staff can respond consistently. Also, there is a customer service database listing of questions. The Education and Outreach Committee (E&O) created the consumer survey so that the Checklist Committee could determine the focus point of the consumer guide.

Commissioner McGuinness stated much work went into this survey. It does show the areas of ignorance, but it reinforces assumptions and perceptions. It is a valuable tool, but is not statistically valid due to the sample size, so the data cannot be relied upon. However, it can guide the Commission in getting a perception of what consumers need.

Chair Leemhuis agreed that, when the Commission puts out a statistically sound piece, it will require a statistician consultant to run the numbers. It is better to use by county or for areas such as San Francisco to do further study. For instance, the survey was helpful to see that many businesses do not know they are a public accommodation.

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Chair Leemhuis asked the E&O Committee to work with staff to consult with the Demographics and Statistics Department. They may be able to tell the Commission what is necessary to make the survey results official data. If the Commission does it right, the Demographics and Statistics Department would want to use the data.

Executive Director Jemmott stated the importance of bringing the right individuals to the table to be part of the new Checklist Committee to ensure that the consumer guide is an accurate document that would be supported once it was published. The survey will help inform the Committee of what is needed to service the businesses of California.

**Action Items:**

- Staff is to work with the E&O Committee to research what is necessary to make the survey result data official.

**11. PRESENTATION – “UNCOVERING THE MYSTERY OF CERTIFIED ACCESS SPECIALIST SERVICES”**

**Presenter:**

**Janis Kent, FAIA, CASp, Architect**

Janis Kent, FAIA, CASp, and Architect, stated she was elected to the American Institute of Architects' prestigious College of Fellows based on accessibility earlier this year. She stated she was honored to have been given the award, but it was also good in terms of the recognition of accessibility.

Ms. Kent stated there are no mysteries per se about CASps, but there is a lack of knowledge. The first challenge is that many small business owners do not see themselves as a public accommodation or do not understand what that term means. Places of public accommodation have obligations of accessibility. Much of that responsibility is determined by legal agreements, which the owner and tenant should be aware of when they sign the lease agreement.

CASps look at each facility, make a list of what legally does not comply, and make a report, mandated by the state, that goes to an architect to be used as a road map of what needs to be done. However, it is the owner who determines what readily achievable barrier removals are, based upon finances.

The state list lists all the CASps in the state, but also lists building officials who are using it as a requirement for the work but do not do individual surveys. The Certified Access Specialist Institute (CASI) has a list of CASps that do surveys. Many building departments know of local CASps they can recommend.

Every CASp is not alike. They come from different backgrounds and have different focuses. Owners and tenants need to determine what background and focus will be most helpful for them.

The owner or tenant is responsible for the accessibility of the property. Once the inspector is gone and there is a certificate of occupancy, there is no one looking at the

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property. The law is set up, on both the state and national levels, so that only people with disabilities bringing lawsuits monitor accessibility. The owners' responsibility is to keep the facility accessible and to periodically check everything. About half the items on the list of noncompliance are of negligible cost and are relatively easy to implement.

Ms. Kent stated many people say there should be incentives and there are. The federal government has a tax credit for small businesses of up to \$5,000 annually. The intent was that, over a period of years, all buildings would be accessible by now, but that has not happened. This information is readily available, but many people are not even aware of the tax credit. The more the public knows about the responsibilities of accessibility and the incentives to help accomplish it, the better off businesses will be.

Ms. Kent stated she has spoken at many chambers of commerce, but speaking about accessibility does not draw in an audience. She asked the Commission for assistance in determining how to overcome the challenge of reaching the public.

**Commissioner Questions and Discussion:**

Commissioner Navarro stated the Los Angeles City Council is considering requiring homeowners to pay for part of the sidewalk problems. She asked what the Commission should watch out for, if there is a suggestion that the Commission could give to the city council, and what the role of CASps might be in this situation.

Ms. Kent stated sidewalks need to be maintained. She stated that businesses should also pay for part of the sidewalk repair if homeowners are asked to pay. There needs to be an incentive program in place, such as a tax incentive for the property owner.

Commissioner Wiele stated, in a commercial setting, the public sidewalk is the responsibility of the adjacent commercial property owner. That is the state law, but most cities do not enforce that law because most commercial property owners are not in a position to tear up a public sidewalk and replace it.

Commissioner Dolim related a similar experience with a residential property where the entire street was noncompliant. He brought his residential portion of sidewalk into compliance when the city refused to do the same with the rest of the street. Because of the blending of the cross slopes to the adjacent properties, his portion of sidewalk is barely in compliance and will need to be torn out again in the future and the property will have to bear that bill again.

Commissioner Wiele stated this is a fussy area of law that has a ripple effect due to water runoff and need for bioswales.

Ms. Kent stated all this is about funding. Accessible environments would be a reality if money was not a component.

**Action Items:**

- No action items.

**12. REFORMING THE CHECKLIST COMMITTEE – DISCUSSION**

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Executive Director Jemmott stated, now that the Commission has the consumer survey, it is time to move forward with the new Checklist Committee to work on the consumer guide or checklist. She suggested that the new Checklist Committee be made up of representatives from the restaurant association, the hotel association, the chambers of commerce, legal representation, and technical support. She asked if there were other key organizational components that could be invited to be part of the Committee. She also stated the hope that Commissioner Dolim would again chair the Checklist Committee.

Executive Director Jemmott stated San Diego has a small business checklist on their website that may be used as a starting point.

Commissioner Paravagna suggested including representatives from organizations that represent small businesses and woman-owned and minority-owned businesses.

Commissioner Dolim suggested including California Business Properties.

Commissioner McGuinness suggested including Californians for Disability Rights or other disability advocacy organizations.

Commissioner Wilson suggested including veterans with disabilities.

**Action Items:**

- Commissioners are to email other suggestions to staff.

**13. STAFF PRESENTATION – BUDGETS REPORTING TOOLS**

**a. FISCAL**

Addison Embrey, CCDA Program Analyst, provided an overview, by way of a PowerPoint presentation, of the intended output, current status outcome, impact, and plan of action of the Financial Information System for California (FISCAL), which is a business transformation that is mandated by the state. The CCDA transitioned to FISCAL on August 12, 2015. The CCDA contracts with the Department of General Services (DGS) and Contracted Fiscal Services (CFS) that also transitioned for budgeting, accounting, procurement, and cash management. He showed a slide of the input down to how it is affecting staff on a daily basis.

**b. Narrative Report**

Staff Member Embrey summarized the CCDA Fiscal Year 2015-2016 Budget. The total budget for 2015-16 is \$526,000, and the total for salaries is \$364,711, which includes the Commissioners' per diem budget of \$10,200. Mr. Embrey stated the \$161,289 that is left after subtracting the salaries is very close to the general operating expenses.

Executive Director Jemmott stated the salaries, basic cost for services and supports, and meetings approved in the 2016 calendar amount to 104 percent of the budget. The only area that could be controlled is the number and types of meetings. She suggested two full Commission video conference meetings and 12 Standing Committee meetings

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as a way to decrease expenses to 100 percent of the budget. She reminded Commissioners that the Commission can ask for more funding through the BCP process, which it has done, and has a vehicle to receive outside funding.

Chair Leemhuis stated this discussion can continue in the January meeting, when there will be an update to the BCP. He asked staff to break out what the lump sum amounts represent, such as the \$61,000 for the data collection tool.

Commissioner Paravagna stated BCPs are for incorporation into the governor's proposed budget, which is released in January into the legislative process for adoption and would be in the Commission's budget for next fiscal year. The Commission must work with the budget figures reported today through June 30, 2016.

Chair Leemhuis stated the Commission was told to ask for a budget augmentation through the legislative process. He asked staff to get a more detailed report as to if the Commission can get more funds in the current fiscal year and if the budget reflects this year only or part of next year, and to provide an update in the January meeting.

Commissioner Dolim suggested looking into fundraising opportunities between now and year end.

**Action Items:**

- Staff is to break out the lump sum amounts of the budget for Commissioners.
- Staff is to get a more detailed report on Commission funds.

**14. COMMENTS FROM COMMISSION MEMBERS**

There were no comments from Commission Members.

**15. FUTURE AGENDA ITEMS**

Chair Leemhuis asked Commissioners to email future agenda items to staff.

**16. ADJOURN**

There being no further business, the meeting was adjourned at 3:29 p.m.