



GOVERNOR EDMUND G. BROWN JR.

CALIFORNIA COMMISSION ON DISABILITY ACCESS

721 Capitol Mall, Suite 250
Sacramento, California 95814
(916) 319-9974 office (916) 319-9976 fax
(800) 735-2929 TDD/TTY
www.cdda.ca.gov

MEMBERS of the COMMISSION

*Guy Leemhuis – Chair
Scott Hauge – Vice-Chair
Tom Ammiano – Assembly Member
Connie Conway – Assembly Member
Ellen Corbett – Senate Member
Chris Downey
Douglas Wiele*

MEMBERS of the COMMISSION

*Lilibeth Navarro
Greg Thompson
Attorney General Kamala D. Harris,
by Anthony Seferian
Chester “Chet” Widom
Betty Wilson
Steve Dolim
Michael Paravagna*

Commission Executive Staff

Stephan Castellanos – Executive Director

**MEETING NOTICE AND AGENDA
CALIFORNIA COMMISSION ON DISABILITY ACCESS
EXECUTIVE COMMITTEE**

CCDA wants to provide the highest level of accessibility for all meetings. We encourage you to look at the detailed information starting on page 3.

November 13th, 2014

1:30 PM to 3:30 PM

(The end time is an estimate, the meeting may conclude earlier)

TELECONFERENCE # 1-866-770-5886

PARTICIPANT PASSCODE 19311577

(Please use the mute button when not speaking)

[Live Captioning](#)

<https://global.gotomeeting.com/join/244842589>

Meeting Site Location

**CITY OF LOS ANGELES DEPARTMENT ON DISABILITY
201 NORTH FIGUEROA ST. SUITE 100
LOS ANGELES, CA 90012**

Off-Site Meeting Locations (Teleconference Only)

**DEPARTMENT OF REHABILITATION
721 CAPITOL MALL
ROOM 407, FIFTH FLOOR
SACRAMENTO, CA 95814**

**2311 TARAVAL ST.
SAN FRANCISCO, CA 94116**

Notice is hereby given that the California Commission on Disability Access (CCDA) Executive Committee will hear, discuss, deliberate and/or take an action upon the following items listed in this notice. The public is invited to attend and provide their input or comments.

ITEMS:

- 1) Call to Order/ Roll Call
- 2) Approval of September 17th, 2014 & October 30th, 2014 Meeting Minutes – Action
- 3) **Comments from the Public on Issues not on this Agenda:** The Executive Committee will receive comments from the public at this time on matters not on the agenda. Matters raised at this time may be briefly discussed by the Executive Committee and/or placed on a subsequent agenda.
- 4) Comments from Senator Corbett
- 5) Action Items From Previous Meeting - Update
- 6) Strategic Planning Project – Update
- 7) Community Stakeholders Gathering - Recap
- 8) **Committee Updates**
 - i) Education & Outreach
 - ii) Checklist
 - iii) Data Collection
 - iv) Legislative
- 9) Staffing Issue - Update
- 10) **Report by Executive Director Stephan Castellanos - Updates**
 - i) Projects
 - ii) New Commissioner

11) Monthly Budget Update

12) **Future Agenda Items:** The Executive Committee may discuss and set for action on future agendas, procedural and substantive items relating to state buildings regulatory programs, Commission policy and administrative matters.

13) Adjourn

The Executive Committee meeting is operating under the requirements of the Bagley-Keene Open Meeting Act set forth in Govt. Code Section § 11120-11132. The Act generally requires the Executive Committee to publicly notice their meetings, prepare agendas, accept public testimony, and conduct their meeting in public unless specifically authorized by the Act to meet in closed session.

- ❖ Meetings are subject to cancellation; agenda items are subject to removal or items may be taken out of order.
- ❖ The CCDA Executive Committee meets under the authority of Government Code § 8299.
- ❖ The CCDA Executive Committee may hold a closed session on pending or proposed litigation involving the Commission [Govt. Code § 11126(e)] and personnel matters and performance review relating to the Commission [Govt. Code § 11126(a)].
- ❖ The meeting facilities and restrooms are accessible to individuals with disabilities.
- ❖ Each CCDA Committee meeting will provide a teleconference line, large print agendas, and captioning.
- ❖ Requests for accommodations for individuals with disabilities (sign-language interpreter, assistive listening device, Braille, or any other accommodation needed by an individual) should be made to the Commission office no later than 10 (ten) working days prior to the day of the meeting.
- ❖ Technical difficulties with equipment experienced prior to or during the meeting preventing or inhibiting accessibility accommodation is not cause for not holding or for terminating the scheduled meeting.
- ❖ If Para transit services are needed, they may be contacted at (916) 429-2744, TDD (916) 429-2568 in Sacramento. [Sacramento Regional Transit](http://www.sacrt.com) (www.sacrt.com) has public transit available the day of the meeting. For alternate routes contact Sacramento Regional Transit at (916) 321-BUSS (2877); for hearing impaired (916) 483-HEAR (4327).
- ❖ For [Los Angeles Public Transit](http://www.metro.net) (www.metro.net) or (323) 466-3876 for bus and rail transit information. Riders with hearing or speech impairments use the California Relay Service – dial 711, and then the number you need. For [Para transit services](http://www.asila.org) (www.asila.org) or if you ARE a certified access services rider within Southern California and would like to make a reservation call: 1-800-883-1295, TDD 1-800-826-7280. If you ARE NOT a certified access services rider, contact customer service at 1-800-827-0829, TDD 1-800-827-1359.
- ❖ For the latest information on meeting status, check the [California Commission on Disability Access](http://www.cdda.ca.gov/) Web Site: <http://www.cdda.ca.gov/>
- ❖ Questions regarding this notice and agenda may be directed to [Steve Funderburk](#), Office Administrator at (916) 319-9974 or at 721 Capitol Mall, Room 250, Sacramento, California 95814.

- 2) Approval of September 17th, 2014 & October 30th, 2014 Meeting Minutes – Action

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

September 17, 2014

1. CALL TO ORDER

Vice Chair Scott Hauge welcomed everyone and called the meeting of the Executive Committee of the California Commission on Disability Access (CCDA or Commission) to order at 1:30 p.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 501, Fifth Floor, Sacramento, California 95814 and 2311 Taraval Street, San Francisco, California 94116.

ROLL CALL

Committee Members Present:

Daniel Torrez, Office of Senator Corbett

Commissioners Present:

Scott Hauge, Vice Chair (Teleconference)
Betty Wilson

Commissioners Absent:

Steve Dolim
Guy Leemhuis, Chair

Other Commissioners Present:

Lillibeth Navarro

Staff Present:

Stephan Castellanos, Executive Director
Angela Jemmott, Program Analyst
Steven Funderburk, Office Technician

Also Present:

Michael Williams, City of Compton Disability Commission
Betty Dukes, City of Compton Disability Commission

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

2. APPROVAL OF MEETING MINUTES (May 14, 2014) – ACTION

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September 17, 2014, MEETING MINUTES**

MOTION: Commissioner Wilson moved to approve the May 14, 2014, California Commission on Disability Access Executive Committee Meeting Minutes as presented. Vice Chair Hauge seconded. Motion carried unanimously.

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

There was no public comment.

4. ACTION ITEMS FROM PREVIOUS MEETING - UPDATE

Staff Member Jemmott stated staff completed the outstanding action items listed in the May 14, 2014, Executive Committee Meeting minutes.

5. 2015 CCDA CALENDAR

Executive Director Castellanos presented a draft of the 2015 CCDA calendar of formally-noticed meetings. He recommended sending it out to all Commissioners for their review in preparation for adoption in the October 22nd full Commission meeting.

Action Items:

- Staff is to email the 2015 calendar to all Commissioners.

6. PROPOSAL OF DEDICATION OF FULL COMMISSION MEETING

Staff Member Jemmott stated there was a public comment requesting dedicating a CCDA meeting to a significant person within in the disability or business community. The Commission did this once before, under the leadership of the founding chair, where Commissioners reflected on an individual's achievements as a way of opening the meeting. Staff Member Jemmott requested including recognition in the agenda at full Commission meetings. She suggested making it more robust by inviting the family members or having a certificate presentation.

Vice Chair Hauge agreed that recognition would be a good way to open meetings.

Commissioner Wilson suggested supplying the press with the dedication information and what the Commission is doing. She recommended bringing this item to the Education and Outreach Committee for discussion.

Public Comment:

Betty Dukes asked for details about Commission meetings. Executive Director Castellanos summarized the structure of the Commission and where meetings are held. He encouraged her to visit the CCDA website for further information. He invited her to attend the October 2nd workshop in Los Angeles, and the next full Commission meeting on October 22nd in Los Angeles.

Michael Williams stated he and Ms. Dukes will plan to attend. He provided his contact information to Commissioner Wilson.

Action Items:

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- No action items.

7. STRATEGIC PLANNING REPORT - UPDATE

a. Assessment

b. Process Going Forward/Schedule

Executive Director Castellanos stated the results from the strategic planning workshop held in Northern California have been distributed as the draft strategic plan, incorporating nine strategic goals. The next effort will be a noticed meeting/workshop of the Commission in Los Angeles on October 2nd validating the draft. He encouraged all Commissioners to attend to weigh in on this in a workshop setting with representatives from the disability and business communities. A final draft, which will include the validation workshop input, will be presented at the full Commission meeting on October 22nd. Implementation of the strategic plan will then begin, based on the priority given to each of the items.

Action Items:

- No action items.

8. COMMUNITY STAKEHOLDERS GATHERING - PROPOSAL

a. Funding Update

b. Format

Executive Director Castellanos stated it has been difficult to find a venue for the October 21st community stakeholders gathering, but progress is being made.

Commissioner Navarro offered the Mezzanine Room at Communities Actively Living Independent and Free, the downtown independent living center serving the Central Los Angeles area, located at 634 South Spring Street in Los Angeles, for the October 21st community stakeholders gathering.

Executive Director Castellanos stated the Commission has the authority in law to collect donations for events, but has never set up the mechanism for it. Staff Member Jemmott worked out how to deal with collecting money from donors, and the Department of Finance (DOF) has given its approval to set up a special fund for this purpose. The Commission can now collect donations for events and activities. Arnie Lerner, a member of the Education and Outreach Committee, worked with Bobrick Washroom Equipment, Inc., and they have committed to donating \$1,000 for the community stakeholders gathering.

Staff Member Jemmott stated staff sent out thousands of generic email invitations to the community stakeholders gathering and received thirteen responses. She suggested that a larger response may be realized if Commissioners sent out personal invitations to their contacts.

Executive Director Castellanos agreed that there has been little interest with big broadcast invitations. It is especially important that this event have a good showing

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and, as Chair Leemhuis has requested, that it be diverse and representative of the stakeholders that are involved with Commission activities. The mayor and others will be in attendance, and the business and disability communities and local government need to be represented. Executive Director Castellanos stressed the importance of including local chambers of commerce, businesses and business organizations, disability organizations, service providers, and local political organizations. He encouraged Commissioner support in getting the word out.

Vice Chair Hauge recommended also inviting legislators to the event on the 21st.

Commissioner Wilson stated she had prepared a rough draft of a letter that could be used as the invitation, and asked to discuss it offline with staff for Commissioners to send out to their contacts.

Executive Director Castellanos noted there was confusion between the 2nd, 21st, and 22nd events, and stated staff will contact Commissioners offline.

Action Items:

- Staff is to contact Commissioner Wilson to discuss her letter, and email it to all Commissioners to be used as the invitation for the event on the 21st.
- Staff is to contact Commissioners to clarify the details of the October 2nd, 21st, and 22nd meetings.
- Commissioners are to invite a diverse group of stakeholders to the event on the 21st.

9. MONTHLY BUDGET UPDATE

Staff Member Jemmott reviewed the \$511,000 budget for the 2014-15 fiscal year. She stated additional categories have been created for clarification. She noted that the Commissioner per diem budget is included in the Salary and Benefits category.

Commissioner Wilson asked for clarification of the fiscal services contracts under Item G, Consultant/Professional Services. Staff Member Jemmott stated it is a state agency that recently changed the process of charging.

Commissioner Wilson asked if they are charging every state department for services. Executive Director Castellanos stated the Commission does not have internal staff for human resources (HR) or information technology (IT). The Commission, as an independent agency, contracts with the Department of General Services (DGS) for those administrative services as an interagency agreement.

Action Items:

- No action items.

10. COMMITTEE UPDATES

a. Education and Outreach

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Commissioner Wilson stated the Education and Outreach Committee has been concentrating on getting the word out about the upcoming events. Now that the Commission has the vehicle to give donors tax deductions, she stated the need for Commissioners to expand the database of contacts and to become more actively involved in procuring contributions to enable the Commission to fulfill its mission of providing education to the public.

She stated she will be recommending to the Education and Outreach Committee the development of a support group to raise funds, to bring in both in-kind and fiscal contributions. She suggested setting a goal of a minimum of \$10,000 per year in contributions, with Commissioners actively participating.

Vice Chair Hauge stated that Commissioners should understand the goals and roles they would be playing in procuring donations and whom to approach.

Executive Director Castellanos agreed that this is a discussion for a future meeting. He stated the need for caution on how donations are managed. He suggested the Commission begin by discussing a policy on what funds are raised for and how to expend those funds.

Commissioner Wilson agreed and suggested that Commissioners review the documents put forth two years ago by the City of Los Angeles Department on Disability, where they spelled out what they needed partners for - for example, for training and development, committee meetings, and educational training sessions. She recommended using the document as a guide. She also suggested involving the media as the Department on Disability does.

b. Checklist

Executive Director Castellanos stated Steve Dolim is the chair of the Checklist Committee. The Committee, which will complete its task within the next six months, was formed in response to legislation requiring the Commission to prepare a checklist for building inspectors in the field during the construction phases. The Committee has met once and includes the Division of the State Architect (DSA), the California Building Standards Commission (CBSC), the California Building Officials (CALBO), and the Certified Access Specialist Institute (CASI).

It is important that local agencies adopt and use the product this Committee will produce. The Committee is working with the CBSC and the CALBO to do that outreach while the work is going on to develop the checklist. They recently completed polling all of the building departments in California.

There is another meeting scheduled soon, where the results of the survey will be discussed, the DSA will present the work they have done on their checklist for their inspectors, and the Committee should settle on a model for how the checklist will look. The checklist will be refined and vetted through local agencies and government building departments to ensure that they are aware of what the Commission is doing, that they participate, and that they see the product in the end as being a valuable tool for them.

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Executive Director Castellanos stated his hope that, within the next few months, the Checklist Committee will put together a product that will satisfy the Commission's responsibility to build this checklist. This legislative requirement should have been completed years ago, and the Legislature has been asking about this item in the confirmation hearings for new Commissioners appointed to the CCDA and the CBSC.

He stated, while there is pressure on the Commission to ensure the checklist is created successfully, it should be created because it is a necessary tool. It was a good idea from the Legislature as a way to support building inspectors in the field. Executive Director Castellanos stated the Checklist Committee is looking forward to putting a good tool in their hands within the next six months.

c. Data Collection

Executive Director Castellanos stated staff continues to collect the information on lawsuits and demand letters in California at a steady pace. Staff Member Funderburk learned recently that there are firms with hundreds of complaints and demand letters that they have yet to submit. Staff is researching why that is and what it means.

With regard to the checklist, staff has been asked to provide a more complete analysis and research on the data. Staff worked with the strategic planning consultant to clean up the data, to ensure the formatting is consistent, and to ensure the data was inputted correctly. Staff will work with the Education and Outreach Committee and others on the kinds of questions people may have that can be answered from the newly cleaned-up data. Then, work will begin on a more in-depth level of analysis beyond the basic top-ten violations. That data will provide the primary input to the development of an education program.

The DSA receives funds from local government for the development of education programs. The DOR and the CCDA have submitted proposals to the DSA for funding an education program. The CCDA will provide the information, the data analysis, and research. The DOR will provide the physical implementation of videos and other tools. The Education and Outreach Committee will be involved in a discussion of other types of materials, publications, and speakers that will accompany the tools.

Vice Chair Hauge asked if there is much interest from legislators on this. Executive Director Castellanos stated there is much interest; the request for increased analysis came from legislators. He stated legislators have asked the Commission to begin to discuss revisions to the law based on what is learned from the data. Staff has had discussions with a number of individuals who were involved with the development of Senate Bills (SB) 1186 and 1608 around that issue.

That is why the development of the Legislative Committee is important. The Legislative Committee will not just review legislation that has been proposed, but will determine what can be done to improve the work of the Commission, and to provide advice to the Legislature on improvements in specific areas of current law or in new proposals.

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Executive Director Castellanos added that there is also much interest from the business and disability communities that staff plans to discuss with the Legislative Committee.

Action Items:

- No action items.

11. LEGISLATIVE RUBRIC

a. AB 1612 - Accessible California Code of Regulations - Donnelly R

Executive Director Castellanos stated the governor vetoed Assembly Bill (AB) 1612. The problem that AB 1612 was about was solved during the development of the law and before the bill went to the governor's desk.

He noted that a result of the proposal of AB 1612 is that the Bureau of State Audits is conducting an audit related to use of and information accessibility on state websites. He stated staff will report back to the Commission as developments progress.

Action Items:

- No action items.

12. REPORT BY EXECUTIVE DIRECTOR STEPHAN CASTELLANOS - UPDATES

a. Projects

Executive Director Castellanos stated he met with Marybel Batjer, the new secretary of the California Government Operations Agency (CalGovOps). He stated she was unhappy with the last meeting of the CBSC, which is part of her agency, in that there was consternation expressed by the disability community over a couple of issues, and she did not feel the response of her agency was appropriate.

Executive Director Castellanos stated Secretary Batjer asked the Commission to assist her agency in convening a meeting of representatives of the disability community and her agency and departments regarding access and how to listen and respond appropriately to issues that involve the disability community. He stated he felt the meeting with Secretary Batjer and her undersecretary was positive. She is committed to the work of the Commission and wants to ensure that her agencies are responsive. Staff will be working with Secretary Batjer's office to convene a meeting with the CalGovOps and with the California State and Consumer Services Agency (SCSA), which is also involved in regulation and service to the disabled.

b. CCDA Staffing

Executive Director Castellanos stated the Commission has been authorized to add an analyst to the CCDA staff. He stated he has contacted the HR at DGS to enlist their assistance, is writing the job description, and is preparing the advertising for recruitment. The new staff position is in response to the data collection responsibility that the Commission has under SB 1186.

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Commissioner Wilson requested that Executive Director Castellanos email the job description to her when it is completed.

Action Items:

- Staff is to email the job description to Commissioner Wilson.

13. FUTURE AGENDA ITEMS

Commissioner Wilson suggested the development of a plan for all Commissioners to participate in the development of resources, such as public sector contributions.

Vice Chair Hauge stated an understanding of the goals and roles Commissioners would be playing in procuring donations and who to approach should be included in the discussion.

Executive Director Castellanos suggested discussing a policy on what funds are raised for and how to expend those funds. The City of Los Angeles Department on Disability document will be used as a guide.

Executive Director Castellanos requested canceling the October 8th Executive Committee meeting, or having a business session in the October 2nd meeting, as it is a noticed meeting. He stated the need to poll Commissioners to ensure a quorum will be present.

14. ADJOURN

MOTION: Commissioner Wilson moved to adjourn the September 17, 2014, California Commission on Disability Access Executive Committee meeting. Vice Chair Hauge seconded. Motion carried unanimously.

Vice Chair Hauge adjourned the meeting at 3:30 p.m.

**CALIFORNIA COMMISSION ON DISABILITY ACCESS
EXECUTIVE EMERGENCY CALL MEETING
MEETING MINUTES**

October 30th, 2014

1. CALL TO ORDER

Chair Guy Leemhuis welcomed everyone and called the meeting of the California Commission on Disability Access (CCDA or Commission) to order at 1:05pm at the Department of Rehabilitation, 721 Capitol Mall, Room 205, Sacramento, CA 95814.

ROLL CALL

Commissioners Present:

Guy Leemhuis, Chair
Scott Hauge, Vice Chair
Steve Dolim
Chris Downey
Lilibeth Navarro
Michael Paravagna
Anthony Seferian
Greg Thompson
Douglas Wiele
Betty Wilson

Staff Present:

Stephan Castellanos, Executive Director

Also Present:

Rebecca Nieto, Chief of Staff of Ellen M. Corbett Office

HOUSEKEEPING ITEMS

Chair Leemhuis reviewed the meeting protocols for a closed session, which is authorized by Government Code §11126 (a), then members went into the closed session.

1. Creation of Search Committee

The result of the closed was to form a search committee to ensure a time leadership transitioning of the retiring Executive Director. The committee will consist of Betty Wilson, Steve Dolim, Scott Hauge, Michael Paravagna, Anthony Seferian and Guy Leemhuis.

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MEETING MINUTES**

2. ADJOURN

The closed session was reopened at 2:32 p.m. and then adjourned.

6) Strategic Planning Project – Update

DRAFT IMPLEMENTATION ACTION PLAN

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IMPLEMENTATION ACTION PLAN

Goal #1 – Advocate for access curricula for post-secondary and technical school programs.

NOTE: Include “program access” in all above categories.

Objective 1 – Create an Advisory Board.

- a. CCDA to create objectives for the advisory board.

Objective 1 - Tasks to Implement

Task	Who	When	How	Milestone

Objective 2 – Meet with all professional and academic groups and accreditation bodies and building officials.

- a. Create curricula.
- b. Add courses to existing programs.
- c. Develop Certified Access Specialist Program (CASp) certification course at the community college level.

Objective 2 - Tasks to Implement

Task	Who	When	How	Milestone

1. **Objective 3** – Make recommendations to amend the Education Code for all levels of schools and or seek legislation to include disability access curricula requirements and training at the at all levels of schooling.

- a. Include disability awareness courses.

- b. Mandate training for staff, faculty, and administration, similar to required training on sexual harassment.
- c. Implement a separate strategy for private institutions.

Objective 3 - Tasks to Implement

Task	Who	When	How	Milestone

Goal #2 – Increase disability access awareness.

Objective 1 – Develop a public and culturally appropriate media /social awareness campaign to increase awareness and educate the general public, government agencies and elected officials.

Objective 1 - Tasks to Implement

Task	Who	When	How	Milestone
Develop a marketing program that “brands” accessibility as a socially responsible practice. Information on the placement of goods and services to maximize accessibility. (Incorporate the theme of “access is everyone’s opportunity” or “access serves everyone”, or “access works for us all”.)				

Task	Who	When	How	Milestone
<p>Survey current media campaigns on stigma reduction and discrimination. Examples include:</p> <ol style="list-style-type: none"> 1. California and national Alzheimer's Associations. 2. California Mental Health Services Agency (CMHSA) Stigma Reduction and Discrimination Campaign. 3. BBC Public Service Announcements. 4. Entertainment Industry Council ads. 				
<p>Utilize Public Service Announcements with stories in television, radio, and print media, as well as going through industry associations.</p>				
<p>Identify events or issues that will galvanize.</p>				

Task	Who	When	How	Milestone
Recognize and reward successful modifications. (Research opportunities to showcase positive change that exists in the community. Incorporate culturally appropriate outreach to business owners.)				
Develop an education program to increase disability awareness and reduce stigma at the K-12 and post-secondary levels, similar to the California Parent Teacher Association (PTA) program.				
Develop programs to encourage innovation, similar to 'Enabled Cities'.				
Work with Janet Neal's radio show as part of the media campaign.				

Objective 2 – Develop dialogue opportunities for the business, nonprofit, school, disability, and other communities.

Objective 2 - Tasks to Implement

Task	Who	When	How	Milestone

Objective 3 – Encourage collaboration between CASp inspectors and the disability community and coordinate partnerships.

Objective 3 - Tasks to Implement

Task	Who	When	How	Milestone

Goal #3 – *Create training programs for targeted constituencies.*

NOTE: *Participants at the Stakeholder workshop on October 2, 2014 noted that this goal is tied to Goal 1. They also commented that reasonable accommodations need to be incorporated as an objective/strategy.*

Objective 1 – Collaborate and coordinate with professional associations. Also target elected officials and governmental entities, as well as property, business owners, nonprofits, schools, and others. The messages should include:

- a. Uphold current laws (code 4450, HS code 11135, cc 51 and laws related to program access such as use of service animals) and create new ones to promote disability access.
- b. Promote cultural competency regarding disability and program access.

Objective 1 – Tasks to Implement

Task	Who	When	How	Milestone
Engage architects, engineers, interior designers,				

construction managers and realtors / brokers.				
Engage licensed and certified professionals to provide education on the basics of the codes, and technical and program issues.				
Engage elected officials and governmental entities to provide educate on policy and responsibilities.				
Target property and business owners to provide education on policy and legal issues and building codes.				

Objective 2 – Seek opportunities to engage diverse interest groups in integrated training and dialogues.

- a. Target disability communities – both individuals and organizations (educate them on rights and remediation).

Objective 2 – Tasks to Implement

Task	Who	When	How	Milestone
Engage cultural business centers and chamber of commerce.				
Develop and distribute culturally and linguistically appropriate outreach materials in appropriate locations.				

Objective 3 – CCDA coordinates with associations on compliance for built environment and disability bar.

Objective 3 – Tasks to Implement

Task	Who	When	How	Milestone

Goal #4 – Create and identify revenue streams to fund access needs (subject to increased CCDA staffing).

Objective 1 – Identify funding sources for small businesses, property owners, nonprofits, schools, and other organizations with validated needs.

Task	Who	When	How	Milestone

Objective 2 – Research budget systems to fund access compliance.

NOTE: Participants at the Stakeholder Workshop on October 2, 2014 suggested the use of specific terminology to identify revenue streams and seek out tax experts support and services to work with businesses.

Objective 2 – Tasks to Implement

Task	Who	When	How	Milestone
Assess internal budget needs of CCDA.				
Assess external budget analysis of state and local government.				

Task	Who	When	How	Milestone
Review Senate Budget Committee, Assembly Budget Committee, CA Budget Project, California Department of Finance.				
Investigate non-profit option/ SB 1186 and DSA's disability access fund account.				
Create through legislation a designated funding stream for access programs.				

Objective 3 – Examine programs underway for opportunities that may relate to access compliance.

Objective 3 – Tasks to Implement

Task	Who	When	How	Milestone
Assess ACA plans, Tax check off, parking programs, court filings, permit issues, BSC SB 1473 green building program, vanity plates, and others.				
Pursue new allocation of parking violations, such as blue zone or placards, for access improvements.				
Assess feasibility use of small business loans to address access issues.				

Objective 4 – Create through legislation a designated funding stream for access programs.

NOTE: Participants at the Stakeholder Workshop on October 2, 2014 expressed a desire to see funding sources specifically designated for barrier removal.

Objective 3 - Tasks to Implement

Task	Who	When	How	Milestone

Goal #5 – Create financial and other incentives for access compliance.

NOTE: Participants at the Stakeholder Workshop on October 2, 2014 expressed a desire for programs to support all types of access services, not just physical disabilities access.

Objective 1 – Prioritize compliance through funding at local and state government levels to increase access.

Task	Who	When	How	Milestone

Objective 2 – Investigate a state and/or local tax credit and deductions.

Objective 2 – Tasks to Implement

Task	Who	When	How	Milestone

Objective 3 – Restore tax credits for accessibility compliance for business owners.

Objective 3 - Tasks to Implement

Task	Who	When	How	Milestone

Objective 4 – Create a recognition program for access compliance similar to the U.S. Green Building Council’s Leadership in Energy & Environmental Design (LEED); project level, municipality, statewide.

Objective 4 – Tasks to Implement

Task	Who	When	How	Milestone

Objective 5 – Investigate whether and how to implement a revolving loan/grant program to provide for accessibility modifications similar to the California Underground Storage Tank (UST) Cleanup Fund (Fund).

Objective 5 – Tasks to Implement

Task	Who	When	How	Milestone

Objective 6 – Investigate whether and how to reduce permit fees as a means to facilitate barrier removal and to reduce the amount of time needed to process an application.

NOTE: Participants at the Stakeholder Workshop on October 2, 2014 noted that the state has language in Title 24 that allows for accessibility barrier removal. However it was also noted that there are limits on the value of accessibility improvements that the jurisdiction can provide.

Objective 6 – Tasks to Implement

Task	Who	When	How	Milestone

Objective 7 – Encourage CASp to review potential cost reductions and efficiencies.

NOTE: Participants at the Stakeholder Workshop on October 2, 2014 noted that in state Statute, CASp is already required to review potential cost reductions

and efficiencies through the Division of State Architects.

Objective 7 – Tasks to Implement

Task	Who	When	How	Milestone

Objective 8 – Explore incentives for real estate development, and reference enterprise zones and other models.

Objective 8 – Tasks to Implement

Task	Who	When	How	Milestone

Goal #6 – *Explore the development of a state level Americans with Disabilities Act (ADA) Access office.*

NOTE: Participants at the Stakeholder Workshop on October 2, 2014 asked about the qualifications for an ADA Coordinator or ADA compliance officer. They noted that there is a need to assess what information ADA coordinators need to know about codes, employment, communication via the internet, emergency management, etc. There was also a question about what authority the ADA Statewide Access office may possess? Additionally, they noted the California Building Standards Commission, which is the final appellate on Title 24 issues, needs to

provide input on these strategies, also the issue is statute’s language and implementation.

Objective 1 – Survey other state programs for examples such as Massachusetts.

Objective 1 - Tasks to Implement

Task	Who	When	How	Milestone

Objective 2 – Study all existing offices and programs throughout California government relating to ADA/access compliance.

Objective 2 - Tasks to Implement

Task	Who	When	How	Milestone
Conduct research through California State Senate Office of research, CRB, OPR. Develop a specific scope of work for the research and assess whether to engage a graduate student to conduct the research.				
Assess services that exists and effectiveness to help develop a scope and mission for new office based on the research.				

Task	Who	When	How	Milestone

Objective 3 – Determine number of city and county ADA coordinators, as a potential survey.

Objective 3 - Tasks to Implement

Task	Who	When	How	Milestone

Objective 4 – Develop a vision and core mission for the new office, and assess services to provide i.e. ombudsman, interagency coordination, and/or other services.

Objective 4 – Tasks to Implement

Task	Who	When	How	Milestone

Goal #7 – *Advocate to hold authorities having jurisdiction accountable for the built environment (both public and private) to avoid passive non-compliance for architectural and program access.*

Objective 1 – Understand the scope of authority and responsibility of public agencies and property owners regarding disability access.

NOTE: Participants at the Stakeholder Workshop on October 2, 2014 commented that this goal is tied to

Goal 5. That there is a need to identify funding incentives to support compliance as local budgets set compliance prioritization. There is a need to have Title 24 regulations match with ADA requirements. There is also a need to increase the number of compliance officers at the local and state levels.

Objective 1 - Tasks to Implement

Task	Who	When	How	Milestone
Create a committee to investigate the scope of authority and responsibility of public agencies and property owners.				
Invite state (DGS), county, local and other public agencies and special districts to address the committee.				
Consult with legal authority or expert to advise the Committee on the scope of authority that could impact access.				

Task	Who	When	How	Milestone
Create questions/survey for public agencies to assist in identifying gaps.				
Develop a comprehensive list of individuals and organizations to survey.				

Objective 2 – Assess the feasibility of whether California should mandate local governments to be responsible for built environment.

NOTE: Participants at the Stakeholder Workshop on October 2, 2014 commented that there is a need to develop/implement reasonable regulations.

Objective 2 - Tasks to Implement

Task	Who	When	How	Milestone

Objective 3 – Insure business owners and property owners, nonprofits, schools, and others have full knowledge and acceptance of their responsibilities.

Objective 3 – Tasks to Implement

Task	Who	When	How	Milestone

Task	Who	When	How	Milestone

Objective 4 – Identify systemic gaps to the achievement of disability access compliance.

Objective 4 – Tasks to Implement

Task	Who	When	How	Milestone

Objective 5 – Develop recommendations to the legislature regarding accountability (both top down and bottom up) for the built environment to achieve compliance.

Objective 5 – Tasks to Implement

Task	Who	When	How	Milestone

Objective 6 – Help government understand how to create and/or expand mechanisms for accountability on public property, private property and the public/private interface.

Objective 6 – Tasks to Implement

Task	Who	When	How	Milestone

Goal #8 – Maintain data on status of access compliance.

NOTE: Participants at the Stakeholder Workshop on October 2, 2014 commented that the State Licensing Board of Architects and Contractors do not conduct investigations. Also, there was a request to possibly assess whether the CCDA is able to require building departments to provide quarterly reports on access-related complaints. They also noted that this goal is tied to Goal 6.

Objective 1 – Continue to collect data on lawsuits related to access violations.

Objective 1 - Tasks to Implement

Task	Who	When	How	Milestone
Make data available in an accessible format.				
Develop research and analysis rubric for data collection.				
Identify how ADA access is coordinated at state/county and local levels.				
Ask courts				

to post/share information about access compliance cases				

Goal #9 – *Expand methods of identification, obligation, and enforcement of barrier removal in the built environment.*

NOTE: *Participants at the Stakeholder Workshop on October 2, 2014 commented that there is no hierarchical enforcement for reporting.*

Objective 1 – Monitor local ordinances, bills and policies passes by elected officials that negatively impact access.

Objective 1 - Tasks to Implement

Task	Who	When	How	Milestone

Objective 2 – Partner with CASp to identify gaps where oversight of access compliance exists, an example may include that business or other transactions do not trigger a request for a building permit.

Objective 2 – Tasks to Implement

Task	Who	When	How	Milestone

Objective 3 – Strengthen working relationships with CASp specialists and government organizations.

Objective 3 – Tasks to Implement

Task	Who	When	How	Milestone

Objective 4 – Recommend expansion of disclosure in lease/purchase agreements between developers/property owners and lessee/buyers of ADA issues.

Objective 4 – Tasks to Implement

Task	Who	When	How	Milestone

Objective 5 – CCDA to coordinate with associations and the disability bar on compliance for built environment.

Objective 5 – Tasks to Implement

Task	Who	When	How	Milestone

Objective 6 – Codes should be characterized as health, safety and welfare, not as “access codes” that are part of the building codes.

Objective 6 – Tasks to Implement

Task	Who	When	How	Milestone

Objective 7 – Develop a mechanism to collect all CASp reports.

Objective 7 – Tasks to Implement

Task	Who	When	How	Milestone

11) Monthly Budget Update

CCDA Narrative Monthly Budget Plan

Total Budget for FY 14-15	<u>\$511,000.00</u>
Current Month's expenditures:	
	\$34,726.43

NOTE: The fund categories can be re-allocated as needed.

PERSONNEL SERVICES

A. Salary and Benefits – Total: Budget \$350,000 FY 14-15

B. Position Count- 4

Commissioners (Per Diem), Executive Director, Program Analyst, and Office Technician

Benefits include: health care, retirement, unemployment, and other staff benefits
(Current Month expenditures: \$24,848.30)

SPECIAL FUND ACCOUNT

Account: 0942304-8790-1945-501 Established for Non-General Funded Revenue

Current Deposit for Special Fund Account: **\$ 2,500.00**

Expenditures: **- 2,483.94** (Community Stakeholders

Gathering Oct 21st 2014)

Remaining Balance

\$16.06

CCDA Narrative Monthly Budget Plan

Con't:

OPERATING EXPENSES AND EQUIPMENT

C. General Expense-Budget Total: \$47,000.00

- **Office Supplies** including binders, file folders, printer paper, toner, staples, etc
- **Printing:** to include flyers, registration forms, handouts, workshop information, binding etc.
- **Phone and Internet Service:**
- **Postage:** Includes mailing, postage of flyers, program announcements, fiscal reports etc.
- **Meeting Support:** caption, meeting minutes, meeting rentals etc.

D. Facilities Operation- Total: \$39,000.00

- Monthly rent for Executive Staff office(current monthly cost \$3,120.75)

E. Travel – Total: \$8,000.00

- Travel includes local travel and TEC from all commission meeting travel

F. Training – Total: \$3,000.00

- Training scheduled for staff professional development and commissioner orientations

G. Consultant/Professional Services – Total: \$56,000.00

- Internal Contracts for Fiscal Services, Human Resources, and IT Services.

H. Information Technology – Total: \$8,000.00

- Website redesign, hosting, and hardware/software technical support

(Current Month expenditures for Operating Expenses: \$9,878.13)

Total: \$511,000.00
