

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

**December 13, 2012**

**1. CALL TO ORDER**

Chair Burks called the meeting to order at 12:02 p.m. at the Department of Rehabilitation, 721 Capitol Mall, Room 244, Sacramento, California 95814. The off-site meeting location for teleconference was Communities Actively Living Independent and Free, 634 South Spring Street, 2<sup>nd</sup> Floor, Los Angeles, California 90014.

**ROLL CALL**

Staff Member Jemmott called the roll.

*Commissioners Present:* Rocky Burks, Chair

*Commissioners Absent:* Michael Dean  
Lillibeth Navarro

*Committee Members Absent:* Shaun Naidu

*Staff Present:* Angela Jemmott, Program Analyst  
Lavonia Wade, Office Administrator

*Also Present* Dawn Anderson, As It Stands (Teleconference)  
Lindsey Scott-Fiores

Staff Member Jemmott announced a quorum was not present.

**2. APPROVAL OF MEETING MINUTES (November 15, 2012)- ACTION**

A quorum was not present to review this action item.

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

Dawn Anderson, of As It Stands, stated she had some concerns regarding Senate Bill (SB) 1186. She questioned the reference that a Certified Access Specialist (CASp) needs to be licensed. She stated there are inconsistencies in the bill, such as requiring property owners to have a statement in the lease agreement about the property being surveyed by a CASp, and then stating there is nothing in the law requiring a property owner or tenant to hire a CASp.

**CALIFORNIA COMMISSION ON DISABILITY ACCESS  
EXECUTIVE COMMITTEE  
December 13, 2012, MEETING MINUTES**

Ms. Anderson stated, in reference to the 30-day, 60-day, and other turnaround days for injunctive relief and corrections on property, her concern regarding the turnaround time for permitting, design, and inspection.

Chair Burks recommended Ms. Anderson write a letter to the author's office with a copy to this Commission about her concerns and ask for clarification and guidance. He stated Ms. Anderson brings up a good point about the timeline issue for corrective action in terms of the permitting requirement.

**4. DISABLED ACCESS LEGISLATIVE AND REGULATORY DEVELOPMENTS**

**a. Changes Affecting CCDA Standing Committees and Restructure - Discussion**

A quorum was not present to review this discussion item.

**5. GENERAL BUSINESS ITEMS**

**a. Executive Director Appointment- Update**

Chair Burks stated the new executive director is Stephen Costianos. His anticipated start date is December 20, 2012.

**Action Items**

- No action items.

**b. CCDA Commissioner Appointments - Update**

Chair Burks stated applications have been submitted to the appointments office and are being processed.

**Action Items**

- No action items.

**c. CCDA Office Relocation - Update**

Staff Member Jemmott stated the work from the facilities manager has been completed and submitted to the Contracts Department. There are plans to move to the new suite during the first week of January. The new suite has an additional 300 square feet and includes a private entry, a separate office for the executive director, and a copier and supply room.

**Action Items**

**CALIFORNIA COMMISSION ON DISABILITY ACCESS  
EXECUTIVE COMMITTEE  
December 13, 2012, MEETING MINUTES**

- No action items.

**d. Commissioner Handbook Revisions - Update**

A quorum was not present to review this item.

**6. BUDGET UPDATE**

**a. Fiscal Year 2012/2013 Budget**

Staff Member Jemmott stated the Facilities Operation line item amount is an estimate and will be updated when the contract is completed. She noted the Information Technology (IT) line item may contain an error, as there is a large amount showing under the Miscellaneous category; this is being researched.

She has requested that DGS add a line item for Commissioner Per Diem for participating in meetings, but this has not been done yet. It is still under Personnel Services, but it should come out of Salary and Wages.

Chair Burks stated the Commission has contracted the accounting through the Department of General Services (DGS). He asked staff to meet with the DGS to discuss the need for timely loading of budget expenditures to enable the Commission to review the budget. He stated, five months into the fiscal year, line item figures are still not fully loaded into the budget summary. He expressed concern over the negative line items showing for not only IT, but the \$1,000 for Consultant Professional External, which was not even in a budget line.

Staff Member Jemmott agreed that she has questions about Object Codes. Some Object Codes are showing up under the General Fund that should be under External, such as captioning. An item coming up under General or External is based on the Object Codes loaded into the system.

Chair Burks stated, because of the narrowness of the budget and the need for transparency of expenditure of public funds, ensuring the Object Codes reflect accurate alignment to expenditures is a necessity. Listing how money is expended and what the total line items are comprised of helps the Commission to be more transparent.

**Action Items**

- Staff is to meet with the DGS to discuss the need for timely loading of budget expenditures.

**CALIFORNIA COMMISSION ON DISABILITY ACCESS  
EXECUTIVE COMMITTEE  
December 13, 2012, MEETING MINUTES**

- Staff is to research Object Codes.
- Staff is to research the IT, Facilities Operation, and the External items in the budget summary.

**7. FUTURE AGENDA ITEMS**

No future agenda items discussed.

**8. ADJOURN**

Chair Burks stated this was just an informational meeting without a quorum. He adjourned the meeting at 12:33 p.m.