

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

February 19, 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 407, 2nd Floor, Sacramento, California 95814, and Cal Insurance and Associates Inc., 2311 Taraval Street, San Francisco, California 94116.

Vice Chair Hauge reviewed the meeting protocols.

ROLL CALL

Committee Member Present: Samantha David, Office of Senator Corbett
(Teleconference)

Commissioners Present: Guy Leemhuis, Chair
Scott Hauge, Vice Chair (Teleconference)
Betty Wilson

Staff Present: Stephan Castellanos, Executive Director
(Teleconference)
Angela Jemmott, Program Analyst (Teleconference)
Steven Funderburk, Office Technician
(Teleconference)

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

2. APPROVAL OF MEETING MINUTES (December 19, 2013) – ACTION

MOTION: Commissioner Wilson moved to approve the December 19, 2013, 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

**CALIFORNIA COMMISSION ON DISABILITY ACCESS
EXECUTIVE COMMITTEE
FEBRUARY 19, 2014, MEETING MINUTES**

There was no public comment.

4. STRATEGIC PLANNING - UPDATE

Executive Director Castellanos stated the stakeholder assessment interviews and the analysis of the assessment have been completed. The draft report will be ready in March to be distributed, first to the design team and then to the full Commission, for review. Planning workshops are anticipated to begin late March, and a two-day workshop is planned for mid-April. He anticipated that a draft strategic plan will be provided in late April for Commission review, to be followed by validation workshops in May.

Staff is working on streamlining the process while recognizing the Commission's responsibilities under Bagley-Keene, and providing recommendations as to how to gather the greatest input from all members of the Commission as participants, not just as reviewers.

Vice Chair Hauge asked if the strategic planning effort is on schedule. Executive Director Castellanos stated they are a week or two behind due to the January legislative reporting.

Commissioner Wilson stated she was interested in the assessment analysis as it will help the Commission focus on what is needed as training modules, and was pleased the interviewees came from all over the state.

Action Items

- No action items.

5. MONTHLY BUDGET UPDATE

Staff Member Jemmott stated the budget is on target overall.

Executive Director Castellanos agreed, and noted that staff will soon enter phase two of the website project, which will include additional features that will be reflected in the Consultant and Professional Services line item. Also, the Consultant line item will include an increase for the strategic planning consultant for their assistance with the report to the Legislature.

Executive Director Castellanos stated additional file cabinets are required to store the claims and demand letters received for the data collection and analysis.

Commissioner Wilson asked if provision had been made to expand the Commission operation, and whether staff is looking into using interns and volunteers to help with the data collection.

Executive Director Castellanos answered in the affirmative and stated staff can utilize available meeting rooms where volunteers can work. The Department of Rehabilitation (DOR) has provided volunteer support and the Department of Justice

**CALIFORNIA COMMISSION ON DISABILITY ACCESS
EXECUTIVE COMMITTEE
FEBRUARY 19, 2014, MEETING MINUTES**

(DOJ) has provided legal interns. Staff is looking into alternative ways of adding support and increasing their analytical capacity for the data collection project.

The Commission's \$95,000 Budget Change Proposal (BCP) was approved by the Department of Finance (DOF) for the governor's budget and is in the Legislature now.

Action Items

- No action items.

6. REPORT ON FIRST EDUCATION AND OUTREACH MEETING

Commissioner Wilson stated the first meeting of the Education and Outreach Committee was on February 5th, and all Committee members were present with the exception of Commissioner Navarro and Paula Pearlman. The meeting was held in Los Angeles, with teleconference sites in Bakersfield, Sacramento, and San Francisco.

Committee Members were asked to provide feedback on ideas and projects for the Committee, and, as yet, no response had been received. She asked staff to email a reminder to all Committee Members to respond by March 3rd.

Commissioner Wilson asked Executive Director Castellanos to provide an update on the collaboration between the Commission, the DOR, and the Division of the State Architect (DSA).

Executive Director Castellanos stated he will be meeting with the DOR and the DSA tomorrow to discuss the provision in Senate Bill (SB) 1186 that created a fund in the DSA's office, which is made up of 30 percent of a one dollar fee added to business licenses that are issued at the local level. The state architect can use up to 75 percent of the money he receives for the support of the Certified Access Specialist (CASp) Program. The rest of it is to be used for education and outreach.

Staff has been in discussion with the DSA about developing a Memorandum of Understanding (MOU) between the CCDA, the DOR, and the DSA as outlined in the law to create an education and outreach program. The CCDA lawsuit data collection and the top ten violations list are critical components guiding this effort. The CCDA, the DOR, and the DSA will come to some understanding regarding the MOU in tomorrow's meeting. Senator Steinberg's office has taken an interest in this, and a representative will be in attendance tomorrow in an effort to expedite the process.

Commissioner Wilson stated, in response to a half-hour radio show she was on to get the word out about the Commission, there was a question of how to contact the Commission when someone does not have an Internet option. She recommended having an 800 number.

Commissioner Wilson also recommended reporting regularly to the Legislature, perhaps on a quarterly basis, on the activities of the Commission, such as the radio

**CALIFORNIA COMMISSION ON DISABILITY ACCESS
EXECUTIVE COMMITTEE
FEBRUARY 19, 2014, MEETING MINUTES**

show she was on this morning, to let legislators know what Commissioners are doing to promote Commission activities in the community.

Action Items

- Staff is to email a reminder to all Education and Outreach Committee Members and a request to all Commission members to provide feedback by March 3rd on ideas and projects for the Education and Outreach Committee, fundraising ideas, and ideas on resources to keep Richard Skaff's restaurant guide updated.

7. DEMAND LETTER PROJECT - DISPLAY PLAINTIFF/DEFENDANT/ATTORNEY ON WEB - PREVIOUS MEETING DISCUSSION - UPDATE

Executive Director Castellanos stated demand letters and claims continue to come in. The first year serves as a benchmark for what is occurring throughout the state. The initial assumption was that education and outreach, putting tools in people's hands, could help ward off lawsuits. Staff would like to analyze the issues that may or may not be true about that notion to see where the real barriers are to measure the effectiveness of programs. Next year, staff will focus on learning from the data that has been collected, targeted education, reaching out in the community, the website, and working with the DOR and the DSA.

Staff has received feedback that, although there are no legal issues in identifying parties of lawsuits as it is public information, there is sensitivity about displaying all parties' information on the CCDA website. Conversely, staff has also received public requests for that information. Executive Director Castellanos asked Commissioners to inform staff of the information they would like displayed on the CCDA website as part of the data collection reporting. This does not apply to the demand letters. Once a claim is filed, it is part of public record. Staff has received feedback that publishing the names of the parties may invite harassment to individuals exercising their Constitutional rights.

Executive Director Castellanos stated the names of the parties are not posted online, but the information is provided to individuals when requested. He stated he would like the focus to be on identifying the types of issues that are the most frequent violations and where they occur, and educating people to reduce their liability, rather than putting the focus on the names of the parties. He recommended that staff continue as they have been by continuing to post the information that allows the Commission to be consistent with their charge; if anyone would like more information, they can request it. He added that there is an opportunity when giving out the information to have a conversation about what the information means. That opportunity is lost when the information is just posted on the website.

Chair Leemhuis, Vice Chair Hauge, and Commissioner Wilson agreed.

Action Items

- No action items.

**CALIFORNIA COMMISSION ON DISABILITY ACCESS
EXECUTIVE COMMITTEE
FEBRUARY 19, 2014, MEETING MINUTES**

8. LEGISLATIVE REPORTING

Executive Director Castellanos stated the Commission provided the second annual report to the Legislature in January. Staff has received positive comments about what was included in the report. He stated Senator Corbett's office told staff that it is evident the Commission has "turned a corner" and is involved in work of increased significance, and that the Commission is well-placed, in 2014, to begin to gain ground on important issues. He added that the work group that worked on SB 1608 and SB 1186 has asked for a copy of the report.

The report has been posted on the website and is really two reports in one: the required progress report for the prior year, and a report on the data collection project.

In the back of the report there are tabulations and data about the information collected. Staff will work with the Education and Outreach Committee about the kinds of questions to ask about the data and the type of future analysis going forward. Staff is collecting comments from people who contact the Commission about the information and the report, and is preparing a list to help people use the information more readily. The database is searchable and, along with determining how to organize the information for dissemination, Executive Director Castellanos recommended that the Commission use this information to guide where to put resources for training and education.

The Commission has a lot to be proud of. It made great strides in organization in 2013, and established a full Commission by working with the governor's office and the Legislature. The Commission has become an effective working unit of government to meet deadlines, fulfill assigned tasks, and provide benefits to the citizens of the State of California, and will provide useful educational tools. With the strategic planning effort mentioned in the report, the Commission will have an even stronger foundation that will enable an even better report to the Legislature in 2015.

Action Items

- No action items.

9. CLOSED SESSION - PERSONNEL MATTER

The Commissioners adjourned into closed executive session. No action was taken.

10. FUTURE AGENDA ITEMS

Action Items

- Commissioners are to email future agenda items to staff.

11. ADJOURN

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