

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

December 16, 2009

1. CALL TO ORDER

Chair Johnson called the meeting to order at approximately 10:00 a.m. at 2525 Natomas Park Drive, Room 120, Sacramento, California.

ROLL CALL

Commissioners Present: Margaret Johnson, Interim Chair
James Abrams, Interim Vice Chair
Rocky Burks
Peggy Collins, Representative for Ellen Corbett, Senate Member

Commissioners Absent: Catherine Campisi
Thomas Harman, Senate Member
Mark Martinez

Also Present: Stephanie Davis, Executive Assistant, CBSC
Jim McGowan, CBSC

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

Chair Johnson stated that comments from the public not on agenda are now going to be first thing on agenda, after roll call.

There were no public comments at this time.

3. FUTURE MEETINGS OF COMMISSION

Chair Johnson indicated that the next meeting is a full Commission meeting on February 2, 2010, from 10:00 a.m. to 5:00 p.m.

Ms. Stephanie Davis provided the following information obtained by researching venues and costs for future meetings; waiting for information on Chancellor's Office or Cal Chamber; Department of Rehab room not large enough. Possible venues are:

Department of Consumer Affairs (DCA), 1625 North Market, has been reserved for February 2 and 3 meetings: no cost for room rental, no cost for Webcasting (for Feb. meetings), free parking on site; has RT access. Costs: (1) \$1,144 for captioning (\$85/hour for 8 hours meeting), and sign language interpreter (\$58/hour); (2) teleconferencing cost will be per line, per minute usage; (3) Large print documents will be cost of paper, no charge for printing; (4) Braille cost is 50 cents per page to transcribe, 35 cents per page to emboss; no picture-in-picture. Ms. Davis added that DCA works well with us and accommodates us with free room, webcasting free.

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Cal EPA (two buildings): can accommodate 17-member head table, has large seating; is accessible; free webcasting; costs: room rental \$530 per day or \$65 per hour; teleconferencing is per line, per minute; large print is cost of paper; Braille costs shown above; captioning by outside vendor @ \$85/hr.; sign language interpreters \$58/hr.; RT access; metered street parking and garage parking off site; on-site café; no picture-in-picture.

1500 Capitol Avenue (Dept. Health Services): training rooms available. Two rooms would be needed that open into one, accommodate 17-member head table, with 100 audience seating; no room rental; is accessible; teleconference line; webcasting by outside vendor, captioning; RT access; metered parking and garage parking off site; free, close parking with handicap placard; no picture-in-picture.

Capitol (two rooms): can accommodate 17-member head table, one room seats 50, other 100; no room rental; is accessible; no webcasting but can audio-stream; teleconference line; RT access; metered parking and garage parking off site; no captioning, no picture-in-picture.

DSA Board Room (three duplicate satellite offices): would need board room and three satellite offices, Commissioners would be housed throughout the State; board room accommodates 8-member head table, with seating for 40; no webcasting, do have video conferencing at no charge, can link all four offices, could use DGS for broadcasting out; no captioning or picture-in-picture. If using this option, need to be mindful of Bagley-Keene Act, would notice all four venues on the notice. Public could access location of their choice: (1) Sacramento, (2) San Diego, (3) Los Angeles, (4) Oakland).

Commissioner Burks indicated the advantage to DSA is that Committee Chairs are spread throughout the State and it would give State participation a broader base.

Chair Johnson reported types of accommodations Council on Developmental Disabilities provides: only provides accommodations requested in advance; meetings are accessible; large print documents; captioning. Ms. Davis reported EDD provides accommodations if requested seven days prior; Building Standards if requested ten days prior.

Ms. Davis provided detailed information on what accommodations Granicus (CMAS (California Multiple Award Schedule) approved vendor) can provide: webcasting, picture-in-picture, meeting minutes, captioning.

Commissioner Burks stated costs for using DCA for February 2 meeting, including captioning and sign language interpreter should be approximately \$1,150 to \$1700, excluding cost for phone lines, there's no room rental and webcasting is free; asked what needs to be done for webcasting to be up and running for meeting. Ms. Davis indicated Mike from CBSC staff handles technology and suggested a link be put on the CCDA tab on the CBSC Website so people will be able to log onto meeting. Commissioner Burks asked about parameters for picking vendors. Ms. Davis replied that CMAS bids are informal bids, minimum of three CMAS vendors are selected, send request for quote, and vendor picked according to criteria specified on bid. Commissioner Burks stated imperative to set up criteria now for vendor bidding. Begin by selecting venues that will enable low cost meeting, but as venues not available, may need to pick venues where vendors are required.

Commissioner Abrams suggested Granicus make presentation at January Committee meeting. Also suggested we pick dates for next year and book DSA now for all future meetings, when possible, because DSA will facilitate more participation. After discussion, Commissioners set next Committee meeting set for January 14, 10:00 a.m. to 1:00 p.m., with Granicus presentation; February 18, 10:00 to 1:00 p.m., to be held at DSA, if available. Commissioner Abrams

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suggested setting Commission meeting April 23 or 27 at DSA, whichever is available for at venue; June 16 or 17 at DSA; August 11 or 18 at DSA; October 27 or 28 at DSA; December 8 or 9 at DSA. All full Commission meetings are 10:00 a.m. to 5:00 p.m., and standard accommodations: large print, teleconferencing, captioning, sign language interpreters, Braille (approximately \$1,200/meeting). Commissioner Burks noted because Braille is being provided to a Commissioner, make public aware Braille is available to them if requested.

Commissioner Abrams suggested that the notice for full Commission meetings only, where it specifies "Request for accommodations for individuals with disabilities," the notice should state, "The following will be provided without request: captioning, sign language interpreter, large print, or teleconferencing. Upon request: Braille, assisted listening systems."

Commissioner Burks stated agreement with change to notice for full Commission meetings and urged importance of consistency.

Chair Johnson added notice will also say webcasting for next meeting at DCA and emphasized notice needs to specify what is being provided.

Committee moved to have the February 2 and 3 meetings at DCA, 1625 North Market, and to hold vote over until quorum is present.

Public Comments on this Agenda Item

Kevin Sparks spoke of utmost respect to all Commission and Committee members. Commissioners Johnson and Burks are physically present all meetings. Commissioner Abrams here first meeting, this meeting and by telephone second meeting. Utmost respect for Commissioner Corbett., given legislation, but representative not here so has missed two subcommittee meetings. Commissioner Martinez here portion last meeting, left early creating quorum issue, not here today. Commissioner Harman not been at one meeting yet. Given daunting tasks ahead, can't have quorum issue, which is detrimental to progress of Committee. June report due. Suggested discussion at February 2 Commission meeting adding someone else with more availability to make four-member quorum.

Tom Scott, Citizens Against Lawsuit Abuse (CALA), stated technical question about quorums – if Tom Harman or Ellen Corbett are non-voting members of Commission, sending reps won't technically clear quorum issue.

Commissioner Burks responded that there is the need for legal opinion for this issue, but stated have voting members of commissioners and then non-voting ex-officio members. This is clarified in handout just provided. However, under committee structures under Robert's Rules of Order, whatever Commission does in appointing subcommittees and acknowledging individuals on committees, all members of each committee become voting members of committee, therefore fill function of quorum of that committee. Different from Commission quorum requirements.

Tom Scott, CALA, stated that a representative can't be substituted, to which Commissioner Burks disagreed. Chair Johnson responded it can be established for Committee membership that Ellen Corbett's representative be a member of this Committee, to which Tom Scott agreed. Chair Johnson stated people from other entities part of our committee, so Commissioner Burks correct that members of Committee become voting members of Committee. Further stated

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she will ask Senator Harman to select a representative to attend meetings. Commissioner Abrams responded Commissioner Burks is correct, but Mr. Scott's point is well taken and this issue will be clarified and will put item on next agenda to clarify exactly who is on various committees.

Tom Scott, CALA, also commented that communication is important among all subcommittees so there is no duplication of effort regarding venues and accommodations. Also stated concurrence with choosing DCA as venue, as it is really good venue.

Commissioner Abrams replied that Tom Scott makes an excellent point and offered to prepare a memo to be sent to all committee chairs explaining what has been decided here today and that as many meetings as possible will be scheduled at DSA so videoconferencing capability can be utilized at every opportunity.

Commissioner Burks responded to Kevin Sparks' comment about a quorum and Tom Scott reaffirming complexities and what it means to members of the public coming to meetings. He recommended to Chair Johnson, as a Committee member, that phone calls be made to every Commission member identifying the public's observations. Committee members need to meet obligations and responsibilities so important work can be accomplished. Chair Johnson responded that she will consult with Commissioner Abrams and will decide best way to handle the issue.

Kevin Sparks inquired whether he can buy a CCDA Orientation and Reference Handbook or borrow one until the next meeting. Jim McGowan responded that the book was created solely for the use of Commissioners, and that it contains personal and private information. Jim McGowan further stated that consideration should be made if a Braille version is prepared for Commissioner Pomerantz, that information it will be in the hands of an off-site vendor. Senators and Assemblypersons did not provide personal information, but some Commissioners did. However, pertinent information from the book will be placed on the CCDA website, including the organizational chart for the Commission and each Committee, along with biographies for each Commissioner.

Commissioner Burks stated that a critical email issue just occurred that a person's address book was stolen when opened up in trusted email source. Personal email may not have same firewall protections as business email addresses do. We need ensure people aren't able to access personal information through electronic pirating. Jim McGowan responded that, as example, if Commissioner Abrams placed Commissioner Burks' email address and personal info into his address book and his address book could be accessed somehow, then Commissioner Abrams' information would be compromised. Commissioner Burks emphasized that it is critical that Commissioners' private information not be accessible and a system should be set up where the public can communicate with Commissioners. Chair Johnson stated avenues would be pursued to ensure safety and privacy of personal information.

4. GENERAL BUSINESS ITEMS – MEETING MINUTES, ETC.

Commissioner Burks is in the process of having the October 19, 2009 meeting minutes done. However, the format sample of CBSC minutes doesn't have much narrative of discussions.

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Basically just has issue of item, motion, person making motion, who seconds motion, and vote, and if negative or abstention. Minutes being prepared will have more narrative of discussions and will possibly be done early next month. Chair Johnson asked that finished minutes be sent to Ms. Davis, who will then distribute appropriately.

Commissioner Burks also wanted to clarify that DCA has a much better room orientation in terms of digital recording capability for the head table. Also, if captioning is to be provided during Committee meetings, the transcript can be used to create minutes without listening to audio. However, audio and video can be used for clarification, if needed.

Ms. Davis suggested that Chair Johnson announce at the beginning of each meeting that Commissioners should lean in and speak into the microphone.

Dave Walls stated that DCA has 12 mics; since there are 16 members, mics will be shared.

Public Comments on this Agenda Item

No Comments at this time.

5. FINANCES/FUTURE FUNDING

Chair Johnson reported meeting with Senator Corbett's office about future funding for the Commission and will help figure out who to contact in order to obtain adequate funding for next fiscal year, starting July 1, and will need projected budget. Goal is adequate budget so Commission can be staffed and housed somewhere. Once avenues for funding are identified, other Commissioners and people may be asked to help advocate for such funding.

Chair Johnson asked Mr. Walls about getting a projected budget through end of this fiscal year that can be presented at Commission meeting. Some meeting cost numbers have been obtained that can be projected out, Commissioners claiming \$100 for each meeting and travel estimates. Will also need projected budget in order to ask for funding for next fiscal year at Commission meeting, including start-up costs for Commission. Need to show amount of staff needed, venue costs. Peggy Collins, Senator Corbett's representative, suggested we look at other commissions for ideas on staffing needs and costs needed for projected budget, such as Little Hoover Commission, Women's Commission. Also can look at CBSC staffing and operating costs.

Commissioner Abrams stated that it's impossible to get additional funding for the remainder of this fiscal year. Regarding next fiscal year, the Governor will come out with a proposed budget in January for fiscal year 2010-2011, and need to ensure this Commission is put in that process for the Governor's budget. He suggested we use CBSC budget as template and should have Plan A and Plan B. Plan A would be a realistic vision of everything needed. Plan B would be bare bones minimum needed to keep Commission alive and do what is absolutely needed, while in a safe holding pattern until finances improve. He suggested this be discussed at the next meeting in January.

Chair Johnson asked if Mr. Walls would also prepare a proposed budget for the remainder of the fiscal year by next Commission meeting in February. A proposed budget will help the full Commission determine and prioritize number of Committee meetings to be scheduled for remainder of the fiscal year. There also may be statutory mandates to meet, but may be able to get legislature to extend those deadlines if needed because of lack of funding.

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Commissioner Abrams inquired, on the assumption that funds will run out before the end of this fiscal year, to what extent, if any, is it legally permissible to accept grants, funding, loans, financing of any kind from outside sources. It was stated that the statute does allow for federal grants, gifts, donations. Commissioner Abrams suggested many trade associations, Cal Hotel Association, Restaurant Association, Trial Attorneys and others have a real interest in this Commission surviving. The Commission could reach out to those sources as support mechanisms in the case of a shortfall of funding.

Commissioner Burks indicated amount of funds for remaining fiscal year is \$80,000 and inquired whether there is any information more current than January 1, 2009 in terms of what expenses have come back. All that is shown is \$7,000 for staff. What can be done to get more updated information. Commission meeting cost was between \$15,000 and \$20,000 for that meeting alone; however, only \$7,000 expenditure is showing, which doesn't show staff time, calculating on monthly basis how much time staff is helping us with administrative needs on an interim basis. Ms. Davis replied that there are some travel claims funneling in. As invoices come in for payment, they are posted on the log. The telephone bill for the October meeting was just received two weeks ago. It was noted that staff time is being posted conservatively.

Chair Johnson indicated the need for a more realistic projection of staff costs and travel reimbursements and asked for a real time sample. Commissioner Burks stated the operational financial capabilities are very narrow right now, but as an admin committee, real time assessments are needed about what costs have been up to now in order to forecast future costs. He further stated that he is not asking for reimbursement while there's no money, but that doesn't mean there's no bills. He asked to see everything that is currently outstanding by the end of the meeting today. Ms. Davis stated that would be provided.

Chair Johnson stated that a forecast is needed for the remainder of this fiscal year by next Commission meeting so decisions can be made. In terms of next fiscal year, a proposed budget is needed right away. Commissioner Burks replied that Chair Johnson had misinterpreted what had been asked for by the end of the meeting today – the actual costs incurred up to now, today. Need real time costs from October meeting in order to approach private sector for fundraising for the remainder of the fiscal year; must be able to show what actual costs were for October meeting. Chair Johnson and Commissioner Abrams concurred.

Public Comments on this Agenda Item

Tom Scott, Citizens Against Lawsuit Abuse (CALA), stated Committees and Commission will be completely caught up in budget issue unless those issues are dealt with and resolved; feels fundraising should be totally bipartisan. He stated that, considering fiscal issues, just the fact that 1608 was signed and given a budget of \$80,000 shows the importance of the Commission and that there were huge supporters. Budget needs to be reasonable and fair, needs an executive officer, needs legal counsel, basic items are needed. As stated at last meeting, there is a Federal Access Commission and it would be interesting to know if they provide grants and process to obtain a grant. Mr. Scott restated issue of private funding of this Commission. People may start complaining and questioning ethics of accepting private monies.

Commissioner Abrams agreed with Mr. Scott and stated that idea of going to private sources is the last resort. Also replied one or two people should be delegated with the task of research grants that might be available now. Commissioner Abrams is willing to help and asked Chair Johnson to think about designating a couple of other people to work together on this issue. A new committee isn't needed, and while the open meeting laws

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must be taken into account, just need a few people to take on responsibility to work together to start identifying sources and starting that process now.

Tom Scott, CALA, added that if looking to private sources, there is the need for solid legal counsel ruling.

Commissioner Abrams stated that the Commission needs to be mindful of reporting obligations.

Mark Christian, American Institute of Architects California Council, asked if the conversations that you have with AIA, Senator Corbett's office and other entities -- looking at general funding only, or possibly long-term, a new dedicated source of funding. Chair Johnson replied that hopefully there could be a new dedicated source of funding, the same as for other commissions and spoke to Senator Corbett's office about that, but not sure what can be manipulated. It's a little late in process and should have started those conversations sooner, but both Senator Corbett and Senator Harman are supportive of this Commission.

Mr. Christian inquired, speaking personally, not for AIA California Council, whether the Gray Building Fund model had been looked at. Chair Johnson replied that it hadn't.

Commissioner Burks reminded Chair Johnson that this is a bipartisan issue and this bill went through the Assembly and Senate virtually unopposed, unanimously, then was signed by the Governor. It specifically states "The Commission shall have the powers and the authority necessary to carry out the duties imposed upon it by this chapter, including but not limited to, the following" and it states, "To accept any federal funds granted by an Act of Congress or by executive order for any purpose of this Chapter" and then Item F states, "To accept any gift, donation, grant, or bequest for any purpose of this chapter." This Bill was vetted through Ledge Counsel, and Ledge Counsel would obviously affect any issues where the FPPC might have been involved with this process in terms of what would be legal or illegal. While very cognizant of the perception issues in terms of private sector monies, perhaps bipartisan legal group should identify the issue. Commissioner Burks stated that being a bottom line person, how much is it going to cost. But cost is not a factor to the civil rights of people with disabilities. While trying to address costs, there are no financial means to be able to carry out the function of the Committee. Therefore, the only other choice is private sector monies on an interim basis.

Chair Johnson replied that all legal issues will be looked into, even though statute clearly states it is okay.

Unidentified person stated that gifts can be received, even if not stated in statute, and it always goes through legal. Just can't be accepted if any strings attached to it whatsoever. If someone donates money, the Commission decides what to do with that money. Therefore, that separates the string, but doesn't separate the perception issue.

Kevin Sparks stated he's seen advertisements at the bottom of the crawl on the webcast.

Commissioner Burks asked for direction on where the Chair and Vice-Chair are going with this issue. There are four legislators that are members of this Commission and there's the Governor's office. It's critical that Chair and Vice-Chair not just be meeting with the author of the legislation. Chair Johnson stated she agrees and that initial meeting with the author's office was to obtain guidance on what best approaches would be and possibly Senator Corbett would have ability to meet with Senator Harman and Assembly people involved.

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Commissioner Burks stated for clarification that there is a clear definition of voting members vs. non-voting members. There is no member of the legislature that is a voting member. Mr. Walls stated that according to the legal opinion, members of the legislature are ex-officio members and considered part of the overall quorum. Commissioner Burks feels hands and feet are being tied, which creates concern about ability to do what is needed. Hopefully next meeting will include more substantive information, like how to address financial issues.

Commissioner Abrams stated it seems a step in right direction when Chair Johnson met with Senator Corbett with the goal being to tell Senator Corbett the Commission members will be working on this issue because it is most important issue facing Commission at this time. Asked what Senator Corbett's office could do and asked for guidance about who else should be contacted. The Governor's office was identified, along with other legislators. Therefore a comprehensive strategy is needed to reach out to everyone in the legislature, and hopefully can get other entities, such as California Hotel Lodging Association, the Trial Lawyers – everyone is needed to be lobbying for Commission, with a full court press from every way possible. Hopefully, by January meeting to be able to report to Committee and get them involved, and certainly by Commission meeting in February, have everyone involved, state the game plan and from that, create full blown plan to move forward.

Commissioner Burks stated that he has vast knowledge of budgeting and offered help with all budgeting issues. He knows other states have commissions on disability and perhaps information can be obtained from them. Chair Johnson asked Commissioner Burks to contact other states to get information on budgeting and staffing. Commissioner Abrams offered to help Commissioner Burks to identify other states with commissions like this, find out sources of funding they have identified in the federal government.

Chair Johnson will come back to this issue once real time budget info is provided by Ms. Davis.

6. LEGAL COUNSEL

Commissioner Burks stated that Director of State Architect, Mr. Thorman, offered to have their legal counsel serve on interim basis as counsel to this body and that he will contact Mr. Thorman about availability of that counsel. Mr. Walls acknowledged Mr. Thorman did offer assistance, but not sure if that meant serving during meetings, stated it is the same attorney that represents CBSC. Mr. Walls does know that the Seismic Safety Commission does not have legal counsel present at meetings. Mr. Walls stated that questions were sent off and that they came from attorney Theresa Boron-Irwin.

Public Comments on this Agenda Item

Tom Scott, CALA, stated he doesn't know how this Commission can operate without legal counsel because so many issues come up. With Guide Dogs, only a seven member board which is under Department of Consumer Affairs, which has about seven or eight attorneys on staff that are distributed among the various commissions. Would be good to know how much it will cost to have legal counsel at all meetings.

Kevin Sparks stated that those legal expenses would be the most clean donation from the private sector.

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Unidentified person indicated the cost to CBSC is about \$200/hour for Attorney Boron-Irwin's services, which is time spent sitting in meetings or writing opinions for CBSC. Unidentified person indicated clarity was needed that legislators are considered part of the quorum. The second part is, even though ex-officio non-voting on Commission, they are voting members on the Committee, just not the Commission.

Commissioner Abrams stated that at the next Commission meeting, it will be clarified who sits on which committee, and it would specifically be stated, legislator or his/her designee.

7. VOTING MEMBERS AND NON-VOTING MEMBERS – ISSUES FOR QUORUMS ETC.

Chair Johnson stated a legal opinion has already been received.

Public Comments on this Agenda Item

Tom Scott, CALA, asked for clarification that if legislators are voting members on the Committee, then would their designees also be able to vote? Chair Davis replied that Senator Corbett would be appointed and designee would, in turn, be appointed as part of the Committee. Mr. Scott stated that on all subcommittees, that would be the standard and Chair Johnson agreed.

8. CCDA COMMITTEES – CHARGES AND RESPONSIBILITIES, ETC.

Commissioner Abrams indicated that almost all committees are in place. A few positions are still being confirmed. The Accessibility Checklist Committee, chaired by Commissioner Luehrs, just received a document today stating that CALBO has designated Rick Renfro from Elk Grove as the CALBO representative on that committee. CALBO has designated Tom Garcia from Fairfield as the CALBO representative on the CASP & Education Committee. Steve Dolim of the AIACC (American Institute of Architects California Chapter) is designated as the AIACC representative on the CASP & Education Committee. Now have Chairs for each committee and the committees will pick their own Vice-Chairs. A memo has been sent to all committees confirming who is on committee, who the chair is, who the vice-chair is, what the charge is for the committee, the specific tasks out of the statute that are the committee's area of responsibility, and are expected to meet once or twice before Feb. 2 Commission meeting; will also make suggestions of where to have meetings. All committees are small enough to meet at DSA office, which has videoconferencing capability. Chairs of each committee just need to jump-start their individual processes.

Commissioner Abrams further stated that now is a good time to establish standard operating procedure which will be provided to each committee to ensure the public is informed about accommodations and amenities that will be provided at meetings. He also stated that the only accommodations that will not be offered at subcommittee meetings will be webcasting and captioning.

Commissioner Burks stated that in terms of committee meetings, good protocols need to be set up and in place in terms of alternative format. There is one aspect in terms of what are the minimum standards of what is provided when you hold a public meeting and then the information that is being delivered in that public meeting, what alternative format is being made available to ensure it is received in an acceptable manner. A good example is if we have audio streaming capabilities

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for future meetings, should have protocol set up that is readily available and if a certain problem arises, what should be done about it, so that when issue arises, so that meeting isn't interrupted. If committee meetings have captioning, the captioning will be able to serve as that, which means every one of those committee meetings will have a minimum \$85 service charge.

Commissioner Abrams suggested agreement that each committee meeting will provide large print, teleconferencing, and a sign language interpreter at site of meeting. In addition, will offer on request Braille, captioning or assisted listening systems. If site for meeting permits, will also offer without being requested, video conferencing or webcasting (if free or inexpensive).

Ms. Davis indicated that if a contract vendor can provide all accommodations, then it is all in one. However, at DCA it will be large print, teleconferencing, captioning, sign language and webcasting. The webcasting is through DCA, one vendor. Captioning is a whole separate issue and she doesn't know if captioning screen will be near where webcast people can see it. Captioning is potentially for people who are in the room.

Chair Johnson stated that State Council on Development Disabilities said captioning can actually be a substitute for sign language interpreters, while providing a record of the meeting. The issue is, if doing videoconferencing, captioning would have to be in each location.

Commissioner Burks stated law is very clear about accommodation. A person may request the accommodation, but if an alternative format is equivalent and available, that can be substituted. If captioning is provided, it can take the place of assisted listening, sign language interpreter, and provide a written transcript.

Ms. Davis stated that sign language interpreters and captioning vendors at the satellite office could involve contracting with different vendors or could involve travel time.

Commissioner Abrams suggested agreement that each committee meeting will provide large print, teleconferencing always. Also provide either sign language interpreters or captioning, as feasible for the specific location in question and technology available. Advise people that Braille and alternative listening systems are available upon request only.

Commissioner Burks asked for clarification on parameters for contracting vendors for satellite offices and what needs to be done to secure services when meeting an accommodation request. Chair Johnson asked Ms. Davis to check into that aspect of contracting vendors for satellite offices. Commissioner Burks then stated that when Commissioner Abrams makes contact with Chairs of the various committees, that if accommodations are requested at the satellite offices, this is protocol to be used.

Unidentified person asked if this is a direction Chair is giving or is it a recommendation awaiting a vote from full Commission to go forward with these protocols. Commissioner Burks replied that these will be protocols to be used by committees between now and the February 2nd Commission meeting.

Chair Johnson stated that this direction is being given for committees to utilize these protocols. Ms. Davis has been advised to modify the meeting notices so the accommodations provided will be correctly noted.

Commissioner Burks stated that the public should be made aware of a \$12,200 expense, but all costs are not included as far as a statewide Commission meeting. In addition, it does not include telephone expense, a majority of the Commissioners have not submitted their claims.

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Public Comments on this Agenda Item

Tom Scott, CALA, requested a list of various Chairs and subcommittee members be sent out so everyone knows who is on them. Secondly, stated he assumed that public would be receiving notifications for subcommittee meetings also.

Ms. Davis indicated she had not been instructed to make the committee list public, but it will be placed on the website.

Commissioner Abrams asked if contact information is available for Chairs of other committees.

Dawn Anderson, CASP & AIACC Architects, stated the need to know when meetings will be held and asked whether the February 2nd meeting had been confirmed. Commissioner Burks replied that it is a full Commission meeting. To date, no other committee meetings have been scheduled. He asked Ms. Anderson to email Ms. Davis at Stephanie.Davis@dgs.ca.gov about her interest in serving on one of the committees.

14. ADJOURN

Chair Johnson adjourned the meeting at approximately 1:00 p.m.

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