

**THESE MEETING MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE  
DISABILITY ADVISORY COMMITTEE**

REGULAR MEETING OF THE  
DISABILITY ADVISORY COMMITTEE  
CULVER CITY, CALIFORNIA

December 13, 2023  
6:30 P.M.

**Call To Order & Roll Call**

The regular meeting of the Culver City Disability Advisory Committee was called to order at 7:20 P.M. at the Senior Center.

**Members Present:** Jorge Alvarez, Chair  
Janice Goldhaber, Vice Chair  
Shellena Leftridge, Member  
Lisette Palley, Member  
Marcy Sookne, Member

**Absent:** Dr. Janet Cameron Hoult, Member  
Robert Lucero, Member  
Robyn Tenensap, Member  
Ketsha Thompson, Member

**Staff Present:** Francisca Castillo, Recreation and Community Services Manager  
Mike Odunze, Social and Disability Services Coordinator  
Jill Thomsen, Recreation and Community Services Supervisor  
Melanie Morales, Recreation and Community Services Coordinator  
Adam Ferguson, Senior Management Analyst  
Jesse Roth, Associate Analyst

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**Pledge of Allegiance**

Chair Alvarez led the Pledge of Allegiance.

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Chair Alvarez received Committee consensus to change the order of the agenda to move the presentation forward.

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### **Action Items**

Item A-1

#### **DAC - Receipt and Filing of the Report from Johnson Favaro Regarding the Future of Veterans Memorial Park and Bill Botts Fields at Culver City Park**

Chair Alvarez introduced the item.

Jim Favaro, Johnson Favaro, provided a presentation on the future of Veterans Memorial and Culver City Parks; discussed the process; proposed plans for both parks; enhancements; revenue generation opportunities; parking; elevators at Culver City Park; wheelchair accessibility; the sports fields; artificial turf; the proposed amphitheater; public transit; the goal to reconstitute a City park at Veterans Park; stacking uses; expanding and improving the quality of the park; plans for the recreation components; plans to retain the tower at Veterans Park; options for the Veterans Auditorium Building; relocated sports courts; accommodating meeting rooms and the Performing Arts; examination of adjacent sites; potential relocation of the Culver City Library to a more central location; clarification that the presentation was to help visualize the plans; state of the art best practices of peer cities; multi-use facilities; refining and revising the road map in response to feedback; minimal attendance at community meetings; and next steps.

Discussion ensued between Jim Favaro, staff, and Committee Members regarding the path to the Baldwin Hills Scenic Overlook; the strategy to keep levels as simple as possible to increase accessibility; universal design; things beyond the code; clarification that no budget has been identified; the old courthouse site; Parks and Recreation classes; the importance of providing a disability-oriented playground vs. an accessible one; best practices; use of natural materials; encouragement for Committee Members to forward ideas to staff; the intent to build new facilities before the old ones

are vacated; Performing Arts facilities; the auditorium; sizes of proposed performance venues; the ability to scale the plans to make a more affordable project; the plan as a framework for discussion; setting goals for future generations; resident feedback; strategic long-term thinking on how to make things more livable and accessible for all; determining the kind of City residents want to live in; difficulty visualizing the plans; creating a flexible Lego-type design; use of sales tax vs. property tax; corporations in the City that have a stake in the City; private dollars after the City has put in the effort; cost options; aging buildings that are not code compliant; money spent every year to level the field; facilities that may not survive; facilities that are underperforming; and reducing energy costs with the improvements.

MOVED BY VICE CHAIR GOLDBABER AND SECONDED BY MEMBER LEFTRIDGE THAT THE DISABILITY ADVISORY COMMITTEE RECEIVE AND FILE THE PRESENTATION FROM JOHNSON FAVARO.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: ALVAREZ, GOLDBABER, LEFTRIDGE, PALLEY, SOOKNE  
NOES: NONE  
ABSENT: HOULT, LUCERO, TENENSAP, THOMPSON

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### **Presentations**

Item P-1

#### **Presentation from the Parks, Recreation, and Community Services Department Regarding the "Introduction to People-First Language Disability Etiquette and ADA Accessibility" Handout**

Jill Thomsen, Recreation and Community Services Supervisor, provided a presentation regarding a brochure created for distribution to staff regarding People First Language; noted that the basic brochure for frontline staff was not intended to serve as training, but rather as a first step; training planned in February; and she encouraged the DAC to email any feedback to staff by January 10, 2024.

Discussion ensued between staff and Committee Members regarding the rules for presentations and DAC participation in staff training.

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**Public Comment for Items NOT On the Agenda**

Chair Alvarez invited public comment.

Adam Ferguson, Senior Management Analyst, indicated that no Public Comment for Items NOT On the Agenda had been received.

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**Receive and File Correspondence**

Adam Ferguson, Senior Management Analyst, indicated that no correspondence had been received.

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**Consent Calendar Items**

Item C-1

**Approval of the Minutes for the Regular Disability Advisory Committee Meeting of October 11, 2023**

MOVED BY MEMBER SOOKNE AND SECONDED BY VICE CHAIR GOLDHABER THAT THE DISABILITY ADVISORY COMMITTEE APPROVE MINUTES FOR THE REGULAR DISABILITY ADVISORY COMMITTEE MEETING OF OCTOBER 11, 2023 AS WRITTEN.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: ALVAREZ, GOLDHABER, LEFTRIDGE, PALLEY, SOOKNE

NOES: NONE

ABSENT: HOULT, LUCERO, TENENSAP, THOMPSON

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**Order of the Agenda**

Item A-1 was heard after the Pledge of Allegiance.

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Item A-2

**DAC - Receipt and Filing of the Report Regarding the Parks, Recreation and Community Services Department's (PRCS) Programming for Disability Awareness Month**

Mike Odunze, Social and Disability Services Coordinator, provided a presentation on the Parks, Recreation and Community Services Department's programming for Disability Awareness month and he thanked the volunteers and those who donated to events.

Member Sookne requested staff distribute the spreadsheet of carnival games from this year's Abilities and Resources Carnival to DAC Members as a means of generating new ideas for games at next year's event.

MOVED BY MEMBER PALLEY AND SECONDED BY MEMBER SOOKNE THAT THE DISABILITY ADVISORY COMMITTEE RECEIVE AND FILE THE REPORT REGARDING THE PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT'S (PRCS) PROGRAMMING FOR DISABILITY AWARENESS MONTH.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: ALVAREZ, GOLDBABER, LEFTRIDGE, PALLEY, SOOKNE  
NOES: NONE  
ABSENT: HOULT, LUCERO, TENENSAP, THOMPSON

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Item A-3

**DAC - (1) Drafting of a Disability Advisory Committee Biannual Report to the City Council, Including Accomplishments During the Period July Through December 2023, and Update on Upcoming Plans for 2024; and (2) Authorization of Transmittal of the Report to the City Council.**

Chair Alvarez introduced the item.

Discussion ensued between staff and Committee Members regarding staff recommendations; performers at the Carnival; the schedule of activities; organizations involved; volunteers; encouragement for DAC Members to volunteer or attend events and provide feedback; work with City staff on

the AARP Age Friendly Community Action Plan; overlap with people with disabilities; involvement of the DAC in the process; outreach; Brown Act Rules; suggested goals; expanding best practices for disability education beyond the Girl Scouts; ideas for Carnival improvements; development of a City-staff training program on disability etiquette, People First Language, and ADA compliance; coordination with Human Resources for staff training; types of training currently available to staff; starting with the Senior Center and Parks, Recreation and Community Services (PRCS) department staff; and agreement to focus on development of a program first and a plan later.

Vice Chair Goldhaber proposed a motion to add items to the staff report as discussed and forward to the City Council. Member Sookne seconded the motion.

Additional discussion ensued between staff and Committee Members regarding consolidation of items indicating the desire to add DAC Members to City staff training related to disability-awareness, with staff recommending that DAC members develop a proposal for staff training.

MOVED BY VICE CHAIR GOLDHABER AND SECONDED BY COMMISSIONER SOOKNE THAT THE DISABILITY ADVISORY COMMITTEE: APPROVE THE DISABILITY ADVISORY COMMITTEE BIENNIAL REPORT TO THE CITY COUNCIL AS AMENDED INCLUDING ACCOMPLISHMENTS DURING THE PERIOD OF JULY THROUGH DECEMBER 2023, AND A STATUS UPDATE ON THE SCHEDULED ACTIVITIES PLAN FOR 2024.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: ALVAREZ, GOLDHABER, LEFTRIDGE, PALLEY, SOOKNE  
NOES: NONE  
ABSENT: HOULT, LUCERO, TENENSAP, THOMPSON

MOVED BY VICE CHAIR GOLDHABER AND SECONDED BY COMMISSIONER SOOKNE THAT THE DISABILITY ADVISORY COMMITTEE: AUTHORIZE TRANSMITTAL OF THE REVISED REPORT TO THE CITY COUNCIL.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: ALVAREZ, GOLDHABER, LEFTRIDGE, PALLEY, SOOKNE  
NOES: NONE  
ABSENT: HOULT, LUCERO, TENENSAP, THOMPSON

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Item A-4

**DAC - (1) Approval of a Letter from the Disability Advisory Committee to the Culver City Julian Dixon Library with updates, if any; and (2) Authorization of Transmittal of the Letter to the Culver City Julian Dixon Library**

Chair Alvarez introduced the item.

Member Sookne expressed appreciation for the welcoming attitude and graciousness of Kelly Conn. Manager of the Julian Dixon Library; discussed handouts; the importance of alerting people about available resources; free evaluation and services available from the Regional Center; and services and evaluation available from the School District.

Discussion ensued between staff and Committee Members regarding representation of the entire Disability Advisory Committee.

MOVED BY CHAIR ALVAREZ AND SECONDED BY VICE CHAIR GOLDHABER THAT THE DISABILITY ADVISORY COMMITTEE:

1. APPROVE THE LETTER FROM THE DAC TO THE CULVER CITY JULIAN DIXON LIBRARY AS WRITTEN; AND,
2. AUTHORIZE TRANSMITTAL TO THE CULVER CITY JULIAN DIXON LIBRARY.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: ALVAREZ, GOLDHABER, LEFTRIDGE, PALLEY, SOOKNE  
NOES: NONE  
ABSENT: HOULT, LUCERO, TENENSAP, THOMPSON

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Item A-5

**DAC - Receipt and Filing of Updates from the Members of the Disability Advisory Committee Ad Hoc Subcommittees**

Chair Alvarez introduced the item.

Members indicated nothing to report from the Ad Hoc Subcommittee Focused on the Arts For and By the Disabled, the Equity and Human Relations Ad Hoc Subcommittee, or the Disability Awareness Month Planning Ad Hoc Subcommittee.

Chair Alvarez reminded Committee Members to include staff in any conversations between subcommittee members.

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Item A-6

**DAC - (1) Consideration to Appoint Disability Advisory Committee (DAC) Members as Liaisons to Various Outside Associations and City Commissions, Boards, and Committees (CBC); and (2) Consideration to Dissolve an Ad Hoc Subcommittee Whose Purpose Has Been Fulfilled, if Any**

Chair Alvarez introduced the item.

Adam Ferguson, Senior Management Analyst, discussed the definition of liaison; reminded Committee Members that liaisons are present at meetings to listen and report back to the DAC, not to engage; he clarified that Members are not there to speak, even if asked for input or an opinion; and he indicated that Members should ensure that they are available to attend all meetings before committing to the appointment.

Discussion ensued between staff and Committee Members regarding meeting and event frequency for the Equity and Human Relations Advisory Committee (EHRAC); pushing the item to the next meeting; absent Committee Members; focusing on providing updates to the City Council rather than providing liaisons to each of the other Commissions, Boards, and Committees (CBCs); providing updates to the City Council through the bi-annual report; drafting a memo for transmittal to the City Council; appointing a Member to provide an update at the beginning of a City Council meeting; meeting frequency; making the DAC's presence known to the City Council; providing a report when there is something of substance to convey; Committee agreement on a representative; number of Members who can attend the City Council meeting; agreement to dissolve the Ad Hoc Subcommittee Focused on the Arts By and For the Disabled; dissolution of the Equity and Human Relations Ad Hoc Subcommittee and agenda full Committee consideration of starting over with a new name and



a new function; clarification that ad hoc committees are formed for a very specific purpose with a beginning, middle, and end; the inability to form a general ad hoc subcommittee; consideration of generalized items by the Committee as a whole; ensuring that agendas are specific so that the public knows what is being considered; ideas for subcommittees vs. formation of subcommittees; a suggestion to retain the subcommittee and meet to discuss the specific goal within the current framework and then provide an update to the full Committee at the next meeting; and ensuring that a purpose is identified rather than an idea.

MOVED BY VICE CHAIR GOLDBABER AND SECONDED BY CHAIR ALVAREZ THAT THE DISABILITY ADVISORY COMMITTEE: DISSOLVE THE AD HOC SUBCOMMITTEE FOCUSED ON THE ARTS BY AND FOR THE DISABLED.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: ALVAREZ, GOLDBABER, LEFTRIDGE, PALLEY, SOOKNE  
NOES: NONE  
ABSENT: HOULT, LUCERO, TENENSAP, THOMPSON

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Item A-7

**DAC - Receipt and Filing of the Disability Advisory Committee 2024 Meeting Calendar and the Upcoming Agenda Items List, With Adjustments, If Any**

Discussion ensued between staff and Committee Members regarding upcoming meeting dates; agreement to cancel the meeting scheduled for February 14, 2024 and schedule a special meeting on February 21, 2024.

MOVED BY CHAIR ALVAREZ AND SECONDED BY VICE CHAIR GOLDBABER THAT THE DISABILITY ADVISORY COMMITTEE RECEIVE AND FILE THE UPCOMING AGENDA ITEMS LIST AS AMENDED TO CANCEL THE REGULAR MEETING SCHEDULED FOR FEBRUARY 14, 2024 AND CALL A SPECIAL MEETING ON FEBRUARY 21, 2024.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: ALVAREZ, GOLDBABER, LEFTRIDGE, PALLEY, SOOKNE  
NOES: NONE  
ABSENT: HOULT, LUCERO, TENENSAP, THOMPSON

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**Public Comment for Items NOT On the Agenda**

Adam Ferguson, Senior Management Analyst, indicated that no public comment had been received.

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**Items from Disability Advisory Committee Members/Staff**

Member Palley thanked everyone for their flexibility and understanding with her being late, and she expressed appreciation to staff for their clear guidance and for keeping the Committee on track.

Jill Thomsen, Recreation and Community Services Supervisor, wished everyone Happy Holidays.

Chair Alvarez wished everyone Happy Holidays; expressed appreciation to staff for their gentle guidance and thanked everyone for a productive meeting.

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**Adjournment**

There being no further business, at 9:22 P.M., the Disability Advisory Committee adjourned to a special meeting to be held on Wednesday, February 21, 2024, at 6:30 P.M.

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Jesse Roth  
SECRETARY of the Culver City Disability Advisory Committee  
Culver City, California

APPROVED

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Jorge Alvarez  
CHAIR of the Disability Advisory Committee, Culver City,  
California

I declare under penalty of perjury under the laws of the State of California that, on the date below written, these minutes were filed in the Office of the City Clerk, Culver City, California and constitute the Official Minutes of said meeting.

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Jeremy Bocchino  
CITY CLERK

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Date