

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

**C1**

REGULAR MEETING OF THE  
DISABILITY ADVISORY COMMITTEE  
CULVER CITY, CALIFORNIA

August 13, 2025  
6:30 P.M.

**Call To Order & Roll Call**

Chair Goldhaber called the regular meeting of the Culver City Disability Advisory Committee to order at 6:30 P.M. at the Senior Center.

**Members Present:** Janice Goldhaber, Chair  
Robyn Tenensap, Vice Chair  
Suleman Adeyemi, Member\*  
Marie Albertson, Member  
Jessica Burnett, Member  
Robin Langman, Member  
Shellena Leftridge, Member  
Yu-Ngok Lo, Member  
Marcy Sookne, Member

\*Member Adeyemi joined the meeting at 6:54 P.M.

**Staff Present:** Jill Thomsen, Recreation and Community  
Services Supervisor  
Mike Odunze, Recreation and Community  
Services Coordinator  
Adam Ferguson, Senior Management Analyst  
Jesse Roth, Associate Analyst

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**Pledge of Allegiance**

Vice Chair Tenensap led the Pledge of Allegiance.

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

Chair Goldhaber invited public comment.

Jesse Roth, Associate Analyst, indicated that no requests to speak had been received.

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**Receipt of Correspondence**

Jesse Roth, Associate Analyst, indicated that no correspondence had been received.

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**Consent Calendar**

Item C-1

**Approval of the Minutes for the Disability Advisory Committee  
Regular Meeting of June 11, 2025**

MOVED BY MEMBER SOOKNE AND SECONDED BY MEMBER ALBERTSON THAT  
THE DISABILITY ADVISORY COMMITTEE APPROVE THE MINUTES FOR  
THE REGULAR MEETING OF JUNE 11, 2025, AS WRITTEN.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: ALBERTSON, BURNETT, GOLDBABER, LANGMAN, LEFTRIDGE,  
LO, SOOKNE, TENENSAP  
NOES: NONE  
ABSENT: ADEYEMI

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**Order of the Agenda**

No changes were made.

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**Action Items**

Item A-1

**DAC - Election of the Chair and Vice Chair of the Disability Advisory Committee**

Discussion ensued between staff and Committee Members regarding providing others with an opportunity to serve and willingness to serve.

MOVED BY VICE CHAIR TENENSAP AND SECONDED BY MEMBER SOOKNE THAT THE DISABILITY ADVISORY COMMITTEE APPOINT JANICE GOLDHABER TO SERVE AS CHAIR OF THE DISABILITY ADVISORY COMMITTEE FOR FISCAL YEAR 2025-2026.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: NONE  
NOES: ALBERTSON, BURNETT, GOLDHABER, LANGMAN, LEFTRIDGE,  
TENENSAP  
ABSENT: ADEYEMI  
ABSTAIN: LO, SOOKNE

MOVED BY CHAIR GOLDHABER AND SECONDED BY VICE CHAIR TENENSAP THAT THE DISABILITY ADVISORY COMMITTEE APPOINT MARIE ALBERTSON TO SERVE AS CHAIR AND YU-NGOK LO TO SERVE AS VICE CHAIR OF THE DISABILITY ADVISORY COMMITTEE FOR FISCAL YEAR 2025-2026.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: ALBERTSON, BURNETT, GOLDHABER, LANGMAN, LEFTRIDGE,  
LO, SOOKNE, TENENSAP  
NOES: NONE  
ABSENT: ADEYEMI

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Item A-2

**Receipt and Filing of a Presentation on City Council Policy Statement No. 3002, the Disability Advisory Committee's Bylaws, the Brown Act, and Rules of Order**

Adam Ferguson, Senior Management Analyst, provided a summary of the material of record.

Discussion ensued between staff and Committee Members regarding attendance; meeting frequency; and special meetings.

Member Adeyemi joined the meeting.

Adam Ferguson, Senior Management Analyst, continued the presentation on City Council Policy Statement No. 3002, the Disability Advisory Committee's Bylaws, the Brown Act, and Rules of Order.

Additional discussion ensued between staff and Committee Members regarding subcommittees; meeting frequency defined in the bylaws; the need for a resolution to change the bylaws; the ability to hold special meetings; and the ability to agendize items for consideration.

Member Adeyemi discussed his efforts to find the meeting location.

Further discussion ensued between staff and Committee Members regarding the definition of a quorum in the bylaws; difficulty with timing; getting items on an agenda to facilitate a volunteer Girl Scout project; the consensus required to agendize items; the need to contact staff for assistance; the training manual written by a Girl Scout; the ability for staff to agendize an item as part of the DAC workplan; a suggestion to agendize involvement of the Girl Scouts in the upcoming Carnival at the September meeting; the potential for ongoing conversation about the rules; and staff encouraged anyone with questions to reach out.

MOVED BY MEMBER TENENSAP, SECONDED BY MEMBER ADEYEMI AND UNANIMOUSLY CARRIED, THAT THE DISABILITY ADVISORY COMMITTEE: RECEIVE AND FILE A PRESENTATION ON THE CITY COUNCIL POLICY STATEMENT NO. 3002, THE DISABILITY ADVISORY COMMITTEE'S BYLAWS, THE BROWN ACT, AND THE RULES OF ORDER.

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Item A-3

**DAC - Consideration of Nominations for an Individual and/or Organization for an "Outstanding Service to Persons with Disabilities" Commendation; and (2) Selection of the**

**Individual and/or Organization to Receive a Commendation from the City Council**

Jill Thomsen, Recreation and Community Services Supervisor, discussed the list of previous recipients; summarized applications for current nominees; and discussed awards in previous years.

Members shared their experiences with and/or knowledge of nominated businesses to provide context to the nominations.

Discussion ensued between staff and Committee Members regarding location of Love the City Thrift Store and the Disability Community Resource Center (DCRC); previous recognition of nominated businesses and individuals; support for Terron Young; level of service provided to Culver City; support for awarding two businesses; support for the inclusivity and investment in education shown by Echo Horizon School; a suggestion to have more requirements in the future; an observation that one of the applicants has Downs Syndrome and that could have affected the quality of the application; support for the long-term commitment of DCRC; whether to allow previous recipients to receive the recognition again; and concern with limited information provided with the individual applications.

MOVED BY MEMBER GOLDBABER, SECONDED BY MEMBER TENENSAP AND UNANIMOUSLY CARRIED, THAT THE DISABILITY ADVISORY COMMITTEE: RECOMMEND THAT THE CITY COUNCIL AWARD A COMMENDATION TO ECHO HORIZON SCHOOL FOR OUTSTANDING SERVICE TO PERSONS WITH DISABILITIES.

MOVED BY MEMBER GOLDBABER AND SECONDED BY MEMBER LANGMAN THAT THE DISABILITY ADVISORY COMMITTEE: RECOMMEND THAT THE CITY COUNCIL AWARD A COMMENDATION TO DISABILITY COMMUNITY RESOURCE CENTER (DCRC) FOR OUTSTANDING SERVICE TO PERSONS WITH DISABILITIES.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: ALBERTSON, GOLDBABER, LANGMAN, LEFTRIDGE, LO,  
SOOKNE, TENENSAP  
NOES: NONE  
ABSTAIN: ADEYEMI, BURNETT

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Item A-4

**DAC - (1) Drafting of Letters from the Disability Advisory Committee to Supporters of 2025 Disability Awareness Month; and (2) Authorization of Transmittal of the Letters to the Intended Recipients**

Jesse Roth, Associate Analyst, provided a summary of the material of record.

Discussion ensued between staff and Committee Members regarding support for individual letters over form letters; clarification that the letter would be on City letterhead using the template required by Culver City with personalization by including names of DAC Members; a suggestion to send a Thank You card; responsibility for writing the letter and submitting to staff by the end of September; formation of a subcommittee to handle the task; and full Committee consideration at the October DAC meeting.

Member Burnett moved to create an ad hoc subcommittee to draft thank you letters from the DAC to those contributing to the October 5 Carnival. Member Tenensap seconded the motion.

Additional discussion ensued between staff and Committee Members regarding including those who work on the library display; including all of the activities for Disability Awareness Month. Mike Odunze, Recreation and Community Services Coordinator, advised the committee that the Rotary Club would be a sponsor for the 2025 Carnival, in case they wished to include them as one of the letter recipients.

MOVED BY MEMBER BURNETT, SECONDED BY MEMBER TENESAPF AND UNANIMOUSLY CARRIED, THAT THE DISABILITY ADVISORY COMMITTEE: CREATE A DISABILITY AWARENESS MONTH LETTER AD HOC SUBCOMMITTEE TO DRAFT THANK YOU LETTERS FROM THE DAC TO SUPPORTERS OF 2025 DISABILITY AWARENESS MONTH AND APPOINT MEMBERS ADEYEMI AND SOOKNE THERETO.

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Item A-5

**DAC - Adoption of Motions to Appoint/Reappoint Disability Advisory Committee (DAC) Members to Serve on DAC Ad Hoc**

**Subcommittees; (2) Consideration of Forming new DAC Ad Hoc Subcommittees Based on the DAC Biannual Report to City Council; (3) Consideration of Dissolution of Ad Hoc Subcommittees that Have Fulfilled Their Stated Purpose; and (4) Provide Updates, if Any**

Jesse Roth, Associate Analyst, provided a summary of the material of record noting that Members need not over-extend themselves as each subcommittee does not have to have four members.

Discussion ensued between staff and Committee Members regarding willingness to serve; Member preferences to serve on various subcommittees; the Disability Awareness Month Ad Hoc Subcommittee; and standing by for the 2028 Summer Olympics Preparation Ad Hoc Subcommittee.

Member Lo indicated that the Architectural Barriers Ad Hoc Subcommittee had not met.

Further discussion ensued between staff and Committee Members regarding the Architectural Barriers Ad Hoc Subcommittee; the ADA (Americans with Disabilities Act) Workshop event planned for February 2026; the booth at the Carnival; a recommendation to dissolve the City Council Communication Ad Hoc Subcommittee until it is needed again; the AARP Age-Friendly Communities Ad Hoc Subcommittee; overlap between age-friendly and being friendly to people with disabilities; formulation of a report of age-friendly suggestions; and ensuring that people on the ad hoc subcommittee get invited to meetings that will take place in 2026.

Additional discussion ensued between staff and Committee Members regarding Members who wanted to withdraw from various ad hoc subcommittees and Members who wanted to join; the People-First Language, Disability Etiquette, and ADA Accessibility for Staff Training Ad Hoc Subcommittee; removal of the focus from ADA accessibility; changing the name vs. changing the content; and retention of current appointees.

MOVED BY MEMBER GOLDHABER, SECONDED BY VICE CHAIR LO AND UNANIMOUSLY CARRIED, THAT THE DISABILITY ADVISORY COMMITTEE:

1. DISSOLVE THE CITY COUNCIL COMMUNICATION AD HOC SUBCOMMITTEE; AND,

2. DISSOLVE THE PEOPLE-FIRST LANGUAGE, DISABILITY ETIQUETTE, AND ADA ACCESSIBILITY FOR STAFF TRAINING AD HOC SUBCOMMITTEE; AND,
3. DISSOLVE THE DISABILITY AWARENESS MONTH PLANNING AD HOC SUBCOMMITTEE; AND,
4. CREATE THE DISABILITY AWARENESS MONTH ADVISORY AD HOC SUBCOMMITTEE; AND,
5. CREATE THE PEOPLE-FIRST LANGUAGE AND DISABILITY ETIQUETTE FOR STAFF TRAINING AD HOC SUBCOMMITTEE; AND,
6. APPOINT MEMBERS AS AMENDED.

Amended appointments were agreed upon as follows:

Disability Awareness Month Advisory Ad Hoc Subcommittee:  
Members Leftridge, Sookne, and Tenensap

2028 Summer Olympics Ad Hoc Subcommittee: Chair Albertson,  
Members Adeyemi, Goldhaber, and Tenensap

Architectural Barriers Program Ad Hoc Subcommittee: Vice  
Chair Lo and Members Burnett, Sookne, and Tenensap

AARP Age-Friendly Communities Culver City Action Plan Ad Hoc  
Subcommittee: Members Burnett, Goldhaber, and Leftridge

People-First Language, Disability Etiquette Staff Training  
Ad Hoc Subcommittee: Chair Albertson and Members Goldhaber  
and Sookne

Disability Month Letter Writing Ad Hoc Subcommittee: Members  
Adeyemi and Sookne

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Item A-6

**DAC – Receipt and Filing of the Disability Advisory Committee  
2025/2026 Meeting Calendar and the Upcoming Agenda Items  
List, With Adjustments, If Any**

Jesse Roth, Associate Analyst, provided a summary of the  
material of record.

Discussion ensued between staff and Committee Members regarding having the new Chair present the update from CBCs (Committees, Boards, and Commissions) to the City Council; Committee consensus was achieved from Chair Albertson, Vice Chair Lo, and Members Burnett, Goldhaber and Leftridge to agendaize a discussion about receipt of a presentation from the Westside Regional Center and Disability Voices United; staff agreed to reach out to the Westside Regional Center to coordinate a presentation to the Committee; Committee consensus was achieved from Vice Chair Lo and Members Burnett, Goldhaber, Leftridge, and Tenensap to agendaize a discussion about receipt of a presentation from Disability Voices United; and staff agreed to reach out to the Disability Voices United to coordinate a presentation to the Committee.

MOVED BY MEMBER TENESAPF, SECONDED BY MEMBER LANGMAN AND UNANIMOUSLY CARRIED THAT THE DISABILITY ADVISORY COMMITTEE: RECEIVE AND FILE THE DAC 2025/2026 MEETING CALENDAR AND THE UPCOMING AGENDA ITEMS LIST WITH ADJUSTMENTS.

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**Public Comment for Items NOT On the Agenda (Continued)**

Chair Albertson invited public comment.

Jesse Roth, Associate Analyst, indicated that no requests to speak had been received.

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

Jill Thomsen, Recreation and Community Services Supervisor, welcomed new Member Adeyemi; introduced staff; and distributed a draft of the Abilities Carnival flyer for feedback.

Member Sookne received clarification regarding procedures for communication with organizations participating in the Carnival.

Discussion ensued between staff and Committee Members regarding a suggestion to have a visually impaired person review the flyer before distribution; providing more contrast in colors used; a suggestion to photocopy the flyer in black

and white and see what is most visible; use of a plain background and black letters; accessibility; a suggestion to have two versions of the flyer; and ensuring that everyone on the neuro spectrum is included.

Mike Odunze, Recreation and Community Services Coordinator, noted the intent to finalize the flyer next week; he discussed outreach to the schools; wheelchair basketball; and the screening of *Coco* on the October 17 movie night.

Additional discussion ensued between staff and Committee Members regarding concern that Friday night is not a good night for people; attendance at previous events; and caregiver support.

Member Sookne requested information regarding events and dates to coordinate Girl Scout volunteers.

Member Burnett congratulated the new Chair and Vice Chair noting that the year was going to be a good year.

Vice Chair Lo thanked Member Burnett.

Chair Albertson thanked Member Burnett and everyone noting that it was the start of a brand-new year, and they were looking forward to good things.

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**Adjournment**

There being no further business, at 9:05 P.M., the Disability Advisory Committee adjourned to a meeting to be held on Wednesday, September 17, 2025, 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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Marie Albertson  
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