

SPECIAL MEETING OF THE  
DISABILITY ADVISORY COMMITTEE  
CULVER CITY, CALIFORNIA

February 21, 2024  
6:30 P.M.

**Call To Order & Roll Call**

The special meeting of the Culver City Disability Advisory Committee was called to order at 6:32 P.M. at the Senior Center.

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

**Absent:** Dr. Janet Cameron Hault, Member  
Robert Lucero, Member  
Lisette Palley, Member  
Ketsha Thompson, Member

**Staff Present:** Mike Odunze, Social and Disability Services  
Coordinator  
Jill Thomsen, Recreation and Community  
Services Supervisor  
Melanie Morales, Recreation and Community  
Services Coordinator  
Jesse Roth, Associate Analyst

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**Pledge of Allegiance**

Chair Alvarez led the Pledge of Allegiance.

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

Chair Alvarez invited public comment.

Jesse Roth, Associate Analyst, indicated that no Public Comment for Items NOT On the Agenda had been received.

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**Receive and File Correspondence**

Jesse Roth, Associate 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 December 13, 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 DECEMBER 13, 2023 AS WRITTEN.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

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**Order of the Agenda**

No changes were made.

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**DAC - Receipt and Filing of the Report Regarding the Culver City Unified School District's (CCUSD) Special Education Services**

Billy Satti, Coordinator for Special Education at Culver City Unified School District (CCUSD), provided a presentation on Special Education Services; discussed the Individuals with Disabilities Education Act; evaluating students with areas of concern; including parents in the process; providing the least restrictive environment; determining proper placement; the Individual Education Program (IEP); students' rights to services and supports; FERPA (Family Educational Rights and Privacy Act); placing students first; available services from pre-school to adult transition; determining the proper level of support; different levels of services and support provided; the referral process; the ability of any parent to request an assessment; progress monitoring; inclusive practices in CCUSD; FAPE (Free Appropriate Public Education); Child Find; the importance of early intervention; peer interactions; and he provided his contact information for those wanting additional information: [williamsattijr@ccusd.org](mailto:williamsattijr@ccusd.org) or (310) 842-4200 extension 4368.

Discussion ensued between Mr. Satti, staff, and Committee Members regarding services provided for the visually impaired; exit IEP meetings; the importance of earning a diploma; referral to the Department of Rehabilitation; education for teachers; district-wide inclusionary practices; professional development; teaching to the student rather than to the standards; co-teaching modules; appreciation for the complete presentation; a request for additional information including the number of first-time IEPs and other statistics; availability of pre-school programs for children with disabilities; outreach so all parents know that services are available; the West Regional Center; lack of response from CCUSD for information to include in the Library display for Disability Awareness month; concern that children who do not come through the Regional Center can fall through the cracks; outreach; and the Early Start Program.

Committee Members introduced themselves and expressed appreciation to Mr. Satti for the presentation.

MOVED BY VICE CHAIR GOLDHABER AND SECONDED BY MEMBER TENENSAP THAT THE DISABILITY ADVISORY COMMITTEE: RECEIVE AND FILE THE REPORT REGARDING CULVER CITY UNIFIED SCHOOL DISTRICT'S (CCUSD) SPECIAL EDUCATION SERVICES.

THE MOTION CARRIED BY TGE FOLLOWING VOTE:

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

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Item A-2

**DAC - Receipt and Filing of the Report Regarding the Culver City Age-Friendly Action Plan**

Chair Alvarez introduced the item.

Jill Thomsen, Recreation and Community Services Supervisor, provided an update noting that efforts were being made to secure the funding and the contract with the consultant.

Discussion ensued between staff and Committee Members regarding the amount of the contract.

MOVED BY CHAIR ALVAREZ AND SECONDED BY MEMBER TENENSAP THAT THE DISABILITY ADVISORY COMMITTEE: RECEIVE AND FILE THE REPORT REGARDING THE CULVER CITY AGE-FRIENDLY ACTION PLAN.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

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Item A-3

**DAC - Receipt and Filing of the Report Regarding the Parks, Recreation and Community Services Department's (PRCS) Senior Prom Program at the Culver City Senior Center**

Chair Alvarez introduced the item.

Jill Thomsen, Recreation and Community Services Supervisor, provided an update on the Senior Prom Program at the Culver City Senior Center.

Discussion ensued between staff and Committee Members regarding age requirement to attend; event capacity; and event volunteers.

MOVED BY MEMBER TENENSAP AND SECONDED BY VICE CHAIR GOLDBABER THAT THE DISABILITY ADVISORY COMMITTEE: RECEIVE AND FILE THE REPORT REGARDING THE PRCS DEPARTMENT'S SENIOR PROM PROGRAM AT THE CULVER CITY SENIOR CENTER.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

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Item A-4

**DAC - Review and Discussion of Volunteer Opportunities for Disability Advisory Committee (DAC) Members at Upcoming Programs Being Presented by the Parks, Recreation, and Community Services (PRCS) Department**

Chair Alvarez introduced the item and expressed appreciation to staff for the summary of events created and included in the report.

Mike Odunze, Social and Disability Services Coordinator, discussed programs offered; Members who assisted with the Carnival; waivers; and he invited Members to assist with any of the events.

Discussion ensued between staff and Committee Members regarding attendance at Socialites events; Dances for the Developmentally Disabled; spreading the word for events; Committee volunteers; and ideas for outreach.

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

Chair Alvarez noted that the Equity and Human Relations Ad Hoc Subcommittee had not been able to meet, and he discussed health and mobility issues experienced by Member Hoult who wants to continue her participation in the DAC.

Member Sookne indicated that the Disability Awareness Month Planning Ad Hoc Subcommittee had not met.

Chair Alvarez reminded Committee Members to include staff in any conversations between subcommittee members noting that meetings could be held on the phone.

Member Tenensap indicated that she would like to serve as alternate if Member Hoult could not attend the Equity and Human Relations Ad Hoc Subcommittee.

Discussion ensued between staff and Committee Members regarding the need to agendize an item to add a Member to a Committee, and unanimous Committee consensus was achieved to add an agenda item to add Members to subcommittees.

MOVED BY CHAIR ALVAREZ AND SECONDED BY VICE CHAIR GOLDBABER THAT THE DISABILITY ADVISORY COMMITTEE RECEIVE AND FILE UPDATES FROM THE MEMBERS OF THE DISABILITY ADVISORY COMMITTEE AD HOC SUBCOMMITTEES.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: ALVAREZ, GOLDBABER, LEFTRIDGE, SOOKNE, TENENSAP

NOES: NONE

ABSENT: HOULT, LUCERO, PALLEY, THOMPSON

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**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 agenda items; holidays; and recurring items.

MOVED BY MEMBER SOOKNE AND SECONDED BY MEMBER TENENSAP THAT THE DISABILITY ADVISORY COMMITTEE RECEIVE AND FILE THE DISABILITY ADVISORY COMMITTEE 2024 MEETING CALENDAR AND UPCOMING AGENDA ITEMS LIST.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: ALVAREZ, GOLDBER, LEFRIDGE, SOOKNE, TENENSAP  
NOES: NONE  
ABSENT: HOULT, LUCERO, PALLEY, THOMPSON

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

Jesse Roth, Associate Analyst, indicated that no Public Comment for Items NOT On the Agenda had been received.

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

Chair Alvarez discussed the inclusion policy from the Conejo Recreation and Parks District; the ADA (Americans with Disabilities Act) Officer assigned to the Parks and Recreation District; the Committee request for the City's ADA Officer to attend a DAC meeting; concern with achieving a quorum due to absent Members; changing the bylaws to allow for a quorum with a smaller number of Members; Members who will be terming out soon; and the recruitment process.

Discussion ensued between staff and Committee Members regarding Members with unexcused absences over a period of time hindering the work of the Committee; City policy governing absences; letting people know that they can apply to serve on the Committee; acknowledgement of excused absences when people are sick; people who are not committed to the Committee; the allowable number of unexcused absences; consecutive absences; City Council purview; the process; the need to agendaize consideration of absences; replacement of partial terms; ensuring the recruitment process is on track for the next term; special circumstances to allow Member Hoult to attend remotely; concern with a loss of expertise; Committee consensus was achieved by Chair Alvarez, Vice Chair Goldhaber, and Member Lethridge to agendaize a discussion of

a possible motion to expel non-attending Members; the requirement for Members to be present; the ability for a Member to attend the meeting remotely as a member of the public, but not participate as a Committee Member; repeated requests to the City Council to allow Members to attend online; effectiveness of Members addressing the City Council directly at a City Council meeting during Public Comment or as part of a Committee report to the City Council; and staff agreement to provide data regarding Member absences as part of the proposed agenda item.

Vice Chair Goldhaber discussed benefits to reviewing materials on disability awareness from other cities; expanding the scope of what is being provided; and she proposed a motion to agendaize consideration of collecting disability awareness materials from neighboring cities and reviewing them. Committee consensus was not achieved.

Discussion ensued between staff and Committee Members regarding encouragement to share any disability resource items from other cities with staff for distribution to the Committee; the inability to discuss the items unless agendaized; adding a regular agenda item to discuss materials as they become available to identify ways to improve information available in Culver City; the need to focus the agenda item; making a DAC recommendation on improving City materials; current staff efforts to examine ideas and look for best practices from other cities for potential use in Culver City; review and discussion of materials brought forth by DAC Members from outside organizations; incorporation of best practices; use of information by staff; a request for a report from staff on what they learn from their attendance of the state conference; expanding horizons with additional information; staff use of the information and Committee recommendations; and inclusion of information in the annual report.

Chair Alvarez reported that Member Hoult had shared a poem with all Committee Members, noting that proper procedure dictated that anything to be shared with the committee at large is to be sent to the committee secretary or staff for dissemination.

Vice Chair Goldhaber noted that Member Hoult still wanted to be a part of the Committee.




Discussion ensued between staff and Committee Members regarding intent to volunteer and involvement of the Girl Scouts.

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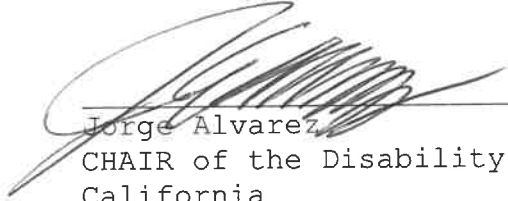
**Adjournment**

There being no further business, at 8:08 P.M., the Disability Advisory Committee adjourned to a regular meeting to be held on Wednesday, April 10, 2024, at 6:30 P.M.

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

APPROVED 4/10/24

  
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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

21 APRIL 2024  
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Date