

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

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REGULAR MEETING OF THE  
DISABILITY ADVISORY COMMITTEE  
CULVER CITY, CALIFORNIA

August 14, 2024  
6:30 P.M.

**Call To Order & Roll Call**

Vice Chair Goldhaber called the regular meeting of the Culver City Disability Advisory Committee to order at 6:31 P.M. at the Senior Center.

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

**Absent:** Ketsha Thompson, Member

**Staff Present:** Francisca Castillo, Recreation and Community Services Manager  
Dani Cullens, Recreation and Community Services Manager  
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**

Member Tenensapf led the Pledge of Allegiance.

Staff and Committee Members introduced themselves and provided background on their experience and/or duties.

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## **Presentations**

Item P-1

### **Presentation from Adam Ferguson, Senior Management Analyst, Regarding the Disability Advisory Committee Bylaws, The Brown Act, and Rules of Order**

Vice Chair Goldhaber noted that Adam Ferguson was reading from the screen, and he agreed to answer any questions or add clarification when requested.

Adam Ferguson, Senior Management Analyst, provided a summary of the material of record; indicated that close captioning was not available and a ticket would be submitted to IT (Information Technology) to ensure availability for the next meeting; discussed bylaws; the advisory nature of the Committee; the role of the Chair and Vice Chair; ensuring that no one person dominates the conversation; allowing everyone a chance to provide input; achieving a quorum; the process to agendize items for discussion; attendance; City policy vs. bylaws; The Brown Act; use of City email; ad hoc subcommittees; ensuring transparency; full Committee consideration of items before a decision is made; Rosenberg's Rules of Order; City policy; meeting procedures; identifying oneself when speaking and using of a microphone; types of motions and procedures; types of agenda items; flexibility with Action Items; public record; the importance of structure; the bi-annual report; selection of a Committee representative to provide an update at a City Council meeting; Brown Act issues with emailing City Council Members directly; the ability of Committee Members to attend meetings of other CBCs (Committees, Boards, and Commissions) but not to speak on behalf of the DAC; the importance of identifying oneself as a Member of the DAC but clarifying that comments are being made on behalf of yourself; he provided his contact information; and encouraged anyone with questions to reach out to him for clarification.

Discussion ensued between staff and Committee Members regarding eligibility for membership; time sensitive items

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that need to be discussed; Committee consensus required to agendize topics and to schedule a special meeting; clarification that Members can attend a meeting virtually but would be unable to participate as a Member; clarification on scenarios that could be a Brown Act violation; daisy chain communication; meetings of the ad hoc subcommittee in the presence of a staff member; ensuring that when replying to an email, Members do not reply to everyone, but only reply to staff; the ability of DAC Members to attend other meetings as a member of the public rather than as a member of a CBC; and clarification that residents have to comprise the majority of Committee membership.

MOVED BY MEMBER TENENSAPF AND SECONDED BY MEMBER LEFTRIDGE THAT THE DISABILITY ADVISORY COMMITTEE RECEIVE AND FILE THE PRESENTATION FROM ADAM FERGUSON, SENIOR MANAGEMENT ANALYST, REGARDING THE DISABILITY ADVISORY COMMITTEE BYLAWS, THE BROWN ACT, AND RULES OF ORDER.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: ALBERTSON, BURNETT, GOLDBABER, LANGMAN, LEFTRIDGE,  
LO, SOOKNE, TENENSAPF  
NOES: NONE  
ABSENT: THOMPSON

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

Vice Chair Goldhaber 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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#### **Receipt of 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 Disability Advisory Committee  
Regular Meeting of June 12, 2024**

MOVED BY MEMBER TENENSAPF AND SECONDED BY MEMBER LEFTRIDGE  
THAT THE DISABILITY ADVISORY COMMITTEE APPROVE MINUTES FOR  
THE DISABILITY ADVISORY COMMITTEE REGULAR MEETING OF JUNE  
12, 2024, AS WRITTEN.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: ALBERTSON, BURNETT, GOLDHABER, LANGMAN, LEFTRIDGE,  
LO, SOOKNE, TENENSAPF  
NOES: NONE  
ABSENT: THOMPSON

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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**

Member Tenensapf nominated Vice Chair Goldhaber to serve as  
Chair of the Disability Advisory Committee.

Vice Chair Goldhaber nominated Member Tenensapf to serve as  
Vice Chair of the Disability Advisory Committee.

MOVED BY MEMBER TENENSAPF AND SECONDED BY VICE CHAIR  
GOLDHABER THAT THE DISABILITY ADVISORY COMMITTEE APPOINT  
JANICE GOLDHABER TO SERVE AS CHAIR AND ROBYN TENENSAPF TO  
SERVE AS VICE CHAIR OF THE DISABILITY ADVISORY COMMITTEE FOR  
FISCAL YEAR 2024-2025.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: ALBERTSON, BURNETT, GOLDBABER, LANGMAN, LEFTRIDGE,  
LO, SOOKNE, TENENSAPF  
NOES: NONE  
ABSENT: THOMPSON

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Item A-2

**DAC - Receipt and Filing of the Report from Olin Regarding  
the Parks Plan**

Chair Goldhaber reminded the presenter to be sure to describe anything presented on the screen for those who are non-visual.

Jessica Henson, Landscape Architect and Planner, provided a report on progress on the Parks Plan; she expressed appreciation for the work of the DAC; discussed the previous update of the Parks Plan; the important opportunity to bring things up to current standards; the Parks Plan process; information gathering; community engagement; meeting people where they are; the survey; she encouraged Members to take the survey and to share it with their friends; discussed programming; community needs; opportunities; keeping equity in mind during the process; the mission statement; goals, actions and methods; general strategies; examples of design plans for various parks in Culver City; important upcoming dates; and the opportunity for the Committee to review and comment on the draft plan.

Discussion ensued between Ms. Henson, staff, and Committee Members regarding Culver City parks compared to other cities; more things needed; county goals; ratio of park acreage to the current population; acquiring new space for parks; the Inglewood Oil Field; efforts of the Baldwin Hills Conservancy; the Hayden Tract; the Specific Plan; the paved track at Blanco Park; spaces that are shared with schools; information about out what Parks and Recreation classes are available in *Culver City Living* and online; environmental concerns; use of permeable pavers; how to utilize street medians and freeway onramps; ensuring ADA (Americans with Disabilities Act) compliance; issues with existing concrete walkways at Carlson Park; providing access to different herbology and the opportunity to be around animals;

strategies for biodiversity; state law that will require more plant diversity; and engaging all of the senses.

Additional discussion ensued between Ms. Henson, staff, and Committee Members regarding ways to provide input regarding accessible playground equipment at Lindberg Park; funding; potential partnerships with local charities or for-profit organizations; community engagement; the Parks Pressure Analysis; projected density; identification of parks that will experience the most shift; known diversity; unique needs for children; the Benchmarking and Precedent Study; examination of other areas; understanding what is working in other areas and what is not; upcoming community meetings; encouragement to email staff with any questions or concerns; the need for input from the DAC; allowing for additional discussion; unanimous Committee consensus was achieved to agendize a follow up report from staff on the Parks Plan at the October meeting; and appreciation to Ms. Henson for the report.

MOVED BY MEMBER SOOKNE AND SECONDED BY MEMBER BURNETT THAT THE DISABILITY ADVISORY COMMITTEE RECEIVE AND FILE THE REPORT FROM OLIN REGARDING THE PARKS PLAN.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: ALBERTSON, BURNETT, GOLDBABER, LANGMAN, LEFTRIDGE,  
LO, SOOKNE, TENENSAPF  
NOES: NONE  
ABSENT: THOMPSON

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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**

Discussion ensued between staff and Committee Members regarding clarification that the City Council is not allowed to give Commendations to staff members, and the individual nomination for Donna Pignatiello-Iarocci.

MOVED BY MEMBER LANGMAN AND SECONDED BY CHAIR GOLDBERGER THAT THE DISABILITY ADVISORY COMMITTEE: SELECT DONNA PIGNATIello-IAROCCHI AS THE INDIVIDUAL TO RECEIVE A COMMENDATION FROM THE CITY COUNCIL.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: ALBERTSON, BURNETT, GOLDBERGER, LANGMAN, LEFTRIDGE,  
LO, SOOKNE, TENENSAPF  
NOES: NONE  
ABSENT: THOMPSON

Additional discussion ensued between staff and Committee Members regarding the nominations for a community organization or business; the recent recognition from the City Council with an Equity and Human Relations Award received by No Limits; Park Century School; private schools vs. public schools; potential money from the School District to cover private school costs; concern with a parent having to come up with the money; clarification that the Commendation does not have to go to a non-profit; recognition of two organizations by the DAC last year; flexibility to acknowledge two individuals, two organizations, or one of each; and the upcoming acknowledgement of former DAC Members at the next City Council meeting.

MOVED BY VICE CHAIR TENENSAPF AND SECONDED BY MEMBER ALBERTSON THAT THE DISABILITY ADVISORY COMMITTEE: SELECT PARK CENTURY SCHOOL AS THE BUSINESS TO RECEIVE A COMMENDATION FROM THE CITY COUNCIL.

THE MOTION FAILED BY THE FOLLOWING VOTE:

AYES: ALBERTSON, GOLDBERGER, LEFTRIDGE, TENENSAPF  
NOES: BURNETT, LANGMAN, LO, SOOKNE  
ABSENT: THOMPSON

MOVED BY MEMBER SOOKNE AND SECONDED BY VICE CHAIR TENENSAPF THAT THE DISABILITY ADVISORY COMMITTEE: SELECT NO LIMITS FOR DEAF CHILDREN AND FAMILIES AS THE BUSINESS TO RECEIVE A COMMENDATION FROM THE CITY COUNCIL.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: BURNETT, GOLDBERGER, LANGMAN, LEFTRIDGE, LO, SOOKNE  
TENENSAPF  
NOES: ALBERTSON

ABSENT: THOMPSON

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Item A-4

**DAC – Review and Discussion of an Events Plan for Disability Awareness Month in October 2024**

Discussion ensued between staff and Committee Members regarding efforts to update games and activities; the budget; history of the event; growth of the Carnival over the years; funding; donations; Girl Scout volunteers; education; serving families as well as children with disabilities; entertainment; arts and crafts; lunch provided by the Exchange Club; length of the event; date of the Carnival; and encouragement for DAC Members to attend and help with the event.

Jill Thomsen, Recreation and Community Services Supervisor, provided a report on the October 2024 Disability Awareness Month events plan on behalf of Recreation and Community Services Coordinator Mike Odunze who could not be present.

Additional discussion ensued between staff and Committee Members regarding the library display; providing resources; free evaluation by the School District or the Regional Center; subcommittees; the Brown Act; quorum concerns; Member participation in events or activities; and a reminder not to congregate and have discussions during events.

MOVED BY MEMBER SOOKNE AND SECONDED BY CHAIR GOLDHABER THAT THE DISABILITY ADVISORY COMMITTEE APPROVE THE DRAFT OF THE DISABILITY AWARENESS MONTH EVENTS PLAN FOR OCTOBER 2024.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: ALBERTSON, BURNETT, GOLDHABER, LANGMAN, LEFTRIDGE,  
LO, SOOKNE, TENENSAPF

NOES: NONE

ABSENT: THOMPSON

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**DAC - (1) 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; and, (3) Provide Updates, if Any.**

Discussion ensued between staff and Committee Members regarding the current ad hoc subcommittees; the 2028 Summer Olympics Ad Hoc Subcommittee; procedures; the open spot on the Disability Awareness Month Planning Ad Hoc subcommittee; time and frequency of ad hoc subcommittee meetings; in person meetings vs. online meeting; hands-on activities; and preparation for the event.

MOVED BY MEMBER SOOKNE AND SECONDED BY CHAIR GOLDHABER THAT THE DISABILITY ADVISORY COMMITTEE: APPOINT MEMBER BURNETT AND REAPPOINT MEMBERS LEFTRIDGE, SOOKNE AND VICE CHAIR TENENSAPF TO SERVE ON THE DISABILITY AWARENESS MONTH PLANNING AD HOC SUBCOMMITTEE.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: ALBERTSON, BURNETT, GOLDHABER, LANGMAN, LEFTRIDGE,  
LO, SOOKNE, TENENSAPF  
NOES: NONE  
ABSENT: THOMPSON

Additional discussion ensued between staff and Committee Members regarding duties of 2028 Summer Olympics Subcommittee Members; Member interest in serving and Chair Goldhaber indicated that she would step aside to make room for others to serve.

MOVED BY CHAIR GOLDHABER AND SECONDED BY VICE CHAIR TENENSAPF THAT THE DISABILITY ADVISORY COMMITTEE: REAPPOINT VICE CHAIR TENENSAPF AND APPOINT MEMBERS ALBERTSON, BURNETT, AND LO TO SERVE ON THE 2028 SUMMER OLYMPICS PREPARATION AD HOC SUBCOMMITTEE.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: ALBERTSON, BURNETT, GOLDHABER, LANGMAN, LEFTRIDGE,  
LO, SOOKNE, TENENSAPF  
NOES: NONE  
ABSENT: THOMPSON

Chair Goldhaber proposed agendizing future discussion of ad hoc subcommittees.

Discussion ensued between staff and Committee Members regarding procedures for forming subcommittees; the need for a specific goal and proposed timeline when creating subcommittees; ensuring a clear ending for ad hoc subcommittees; transparency; specificity with agenda items and staff reports; ad hoc subcommittees that come from a discussion; regular agenda items; the need for the agenda to reflect the action taken; the bi-annual report submitted to the City Council; looking to the scheduled activities plan as a possible basis for an ad hoc subcommittee; ensuring that the public is aware of what is being done; taking care of items during a meeting of the full Committee to allow for more input and buy-in; agendizing discussion of items rather than forming subcommittees; the value of getting first-hand information; dissolution of subcommittees that have achieved their purpose; and encouragement for anyone with questions to reach out to staff.

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Item A-6

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

Member Sookne received Committee consensus to agendize presentations from Girl Scouts regarding their service projects, and consideration of sending thank you notes to the librarian and others involved with the Carnival or Disability Awareness Month.

Discussion ensued between staff and Committee Members regarding clarification that the Parks Plan had already been agendized; the process for sending thank you notes; other items agendized for the October meeting; Girl Scout volunteers that may need to provide a report as part of their service project to volunteer for the Carnival; the ability of staff to remove the item from the agenda if it is not needed; a reminder to distribute materials to staff in advance; ongoing participation by the Girl Scouts; the staff report on the Disability Awareness Carnival in December; drafting the bi-annual report at the December meeting;

agendizing AARP for February; and a reminder for Committee Members to bring their calendars to the next meeting for scheduling purposes;

MOVED BY VICE CHAIR TENENSAPF AND SECONDED BY MEMBER LANGMAN THAT THE DISABILITY ADVISORY COMMITTEE: RECEIVE AND FILE THE DISABILITY ADVISORY COMMITTEE 2024 MEETING CALENDAR AND UPCOMING AGENDA ITEMS LIST WITH ADJUSTMENTS.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: ALBERTSON, BURNETT, GOLDHABER, LANGMAN, LEFTRIDGE,  
LO, SOOKNE, TENENSAPF  
NOES: NONE  
ABSENT: THOMPSON6

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

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, noted that former Committee Members Alvarez, Hault, and Palley would be honored for their service on the DAC with a Commendation at the August 26, 2024, City Council meeting.

Chair Goldhaber reminded Committee Members not to congregate and talk at the City Council meeting and she expressed appreciation to new Members.

Member Sookne reported that she was accepting ideas for what should go in the library display case.

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**Adjournment**

There being no further business, at 9:36 P.M., the Disability Advisory Committee adjourned to a special meeting to be held on Wednesday, September 25, 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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Janice Goldhaber  
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