

**These Meeting Minutes are not official until approved by  
the Disability Advisory Committee**

REGULAR MEETING OF THE  
DISABILITY ADVISORY COMMITTEE  
CULVER CITY, CALIFORNIA

August 12, 2020  
6:30 P.M.

**Call To Order & Roll Call**

The regular meeting of the Culver City Disability Advisory Committee was called to order at 6:40 P.M. via Webex.

**Members Present:** Dr. Jay Shery, Chair  
Robyn Tenensap, Vice Chair  
Dr. Janet Cameron Hoult, Member  
Janice Goldhaber, Member  
Carmen Ibarra, Member  
Lisette Palley, Member  
Jorge Sandoval, Member

**Absent:** N. John Hasegawa, Member

**Staff Present:** Jill Thomsen, Acting Recreation and  
Community Services Supervisor  
Daniella Gutierrez, Recreation and Community  
Services Coordinator  
Laurence Ma, Administrative Clerk  
Valerie Perez, IT Analyst

Laurence Ma, Administrative Clerk, reported that N. John Hasegawa had submitted his resignation.

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

Chair Shery invited public comment.

Laurence Ma, Administrative Clerk, reported that no public comment had been received.

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**Consent Calendar Items**

Item C-1

**DAC - Approval of the Minutes of the Disability Advisory Committee Regular Meeting of February 12, 2020**

Discussion ensued between staff and Committee Members regarding voting procedures and procedures for making comments.

MOVED BY VICE CHAIR TENENSAP, SECONDED BY MEMBER IBARRA AND UNANIMOUSLY CARRIED, THAT THE DISABILITY ADVISORY COMMITTEE APPROVE MINUTES FOR THE REGULAR MEETING OF FEBRUARY 12, 2020.

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**Order of the Agenda**

No changes were made.

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**Action Items**

Item A-1

**DAC - Administration of the Oath of Office to Newly Appointed Disability Advisory Committee Members and Selection of the Chair and Vice Chair**

Laurence Ma, Administrative Clerk, explained procedures; administered the Oath of Office to Lisette Palley, and she noted that Members Hoult and Sandoval had completed AB 1234 training on June 25, 2020 and were sworn by the City Clerk at that time.

MOVED BY VICE CHAIR TENENSAP, SECONDED BY MEMBER HOULT AND UNANIMOUSLY CARRIED, THAT THE DISABILITY ADVISORY COMMITTEE APPOINT DR. JAY SHERY TO SERVE AS CHAIR OF THE DISABILITY ADVISORY COMMITTEE FOR FISCAL YEAR 2020-2021.

Discussion ensued between Committee Members regarding nominations for Vice Chair of the Disability Advisory Committee.

MOVED BY CHAIR SHERY, SECONDED BY MEMBER GOLDHABER AND UNANIMOUSLY CARRIED, THAT THE DISABILITY ADVISORY COMMITTEE APPOINT ROBYN TENENSAP TO SERVE AS VICE CHAIR OF THE DISABILITY ADVISORY COMMITTEE FOR FISCAL YEAR 2020-2021.

Members congratulated Chair Shery and Vice Chair Tenensap on their appointments.

Chair Shery thanked the Committee and welcomed new Members.

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Item A-2

**DAC - Discussion of the Top Two Issues Facing the Disabled Community**

Discussion ensued between staff and Committee Members regarding social isolation; access to services; providing alternative access to City activities for those with hearing loss; adding audio signals to street lights; lane accommodations for swimmers with disabilities; access to technology; food insecurity for people with disabilities; emergency plans for those with disabilities; creating a program similar to the Senior Center Check-In program; maintenance of a database with information on disabled residents in the City; the CERT database; the Fire Department as a good source of information; Empower Technologies; limitations with the Webex system; additional accessibility with Zoom; and the ability of the public to access the Webex system and understand it.

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Item A-3

**DAC - Receive and File Report - Ad Hoc Fundraising Subcommittee**

Laurence Ma, Administrative Clerk, indicated that the agenda item had been brought up at the last DAC meeting in February.

Discussion ensued between staff and Committee Members regarding the fact that the Ad Hoc Fundraising Subcommittee had not met; the need for guidance; defining goals for funds

raised; grant writing; funding for the Abilities Carnival and other projects involving the disabled; the alternative format for the 2020 Abilities Carnival; alternative uses for monies raised; Committee consensus was achieved to put an item on the next agenda regarding the Commissions, Boards, and Committees (CBC) Handbook; whether to disband the Ad Hoc Fundraising Subcommittee since there is no 2020 Abilities Carnival; and the ability to reconstitute the Ad Hoc Fundraising Subcommittee in the future if it falls within the duties of the DAC.

MOVED BY MEMBER HOULT, SECONDED BY MEMBER GOLDHABER AND UNANIMOUSLY CARRIED, THAT THE DISABILITY ADVISORY COMMITTEE DISBAND THE AD HOC FUNDRAISING SUBCOMMITTEE.

Discussion ensued between staff and Committee Members regarding agendizing a discussion of emergency plans, and technology and people with disabilities.

MOVED BY VICE CHAIR TENENSAP, SECONDED BY MEMBER IBARRA AND UNANIMOUSLY CARRIED, THAT THE DISABILITY ADVISORY COMMITTEE AGENDIZE A DISCUSSION OF EMERGENCY PLANS, AND TECHNOLOGY AND PEOPLE WITH DISABILITIES.

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

Chair Shery invited public comment.

The following member of the public addressed the Committee:

Marcy Sookne asked whether the Abilities Carnival had been cancelled, and if so, whether anything would be substituted for it; she offered help from the Girl Scouts; and she discussed a Girl Scout currently in the process of preparing a bibliography of materials for educating young people about disabilities by age level as part of her Gold Award.

Member Goldhaber offered to help with the Gold Award project and staff agreed to connect Ms. Sookne and Member Goldhaber.

Vice Chair Tenensap requested a presentation on the Gold Award project at an upcoming meeting.

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Discussion ensued between Ms. Sookne, staff and Committee Members regarding willingness to participate; scheduling; and the need for an advisor.

Sydney Fuller questioned how the deaf community in Culver City was receiving information about the pandemic and civil unrest.

Discussion ensued between Ms. Fuller, staff and Committee Members regarding outreach; notification; staff agreement to research procedures for targeting the deaf community; advocates for the deaf community; interpreters used for Los Angeles city meetings; meeting transcripts; automatic captioning; voice recognition software; other secure platforms with additional accommodation available; consideration of other ad hoc subcommittees; reconstituting the Community Development Block Grant (CDBG) Subcommittee; the Human Relations Subcommittee; and Committee consensus was achieved to agendize a review the ad hoc subcommittees at the next meeting.

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#### **Receipt of Correspondence**

Laurence Ma, Administrative Clerk, read a resignation letter from N. John Hasegawa and letters from Michelle Christie and Bob Montgomery indicating that they would not be reapplying to serve on the DAC.

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

Jill Thomsen, Acting Recreation and Community Services Supervisor, thanked everyone for volunteering their time, and she introduced Daniella Gutierrez, Recreation and Community Services Coordinator.

Daniella Gutierrez, Recreation and Community Services Coordinator, discussed her duties and experience, indicating that she was excited to work with the Committee and to hear their ideas for the community.

Jill Thomsen, Acting Recreation and Community Services Supervisor, discussed work done during the pandemic; referrals and phone calls from the public; social service

partners; video appointments; renewal of the SSG contract; budget cuts; availability of social workers; the online DDD Socialites event on September 18; outreach efforts; the Emergency Operations Center; the CERT database; encouragement that everyone let staff know of anyone they want to be contacted; identification of anything that has been missing during the last six months; the survey; Disability Awareness month in October; wheelchair basketball; the 2020 Abilities Carnival; ideas for events emphasizing accessibility for all; taking advantage of every day in October; virtual and in-person components; drive-by events; arts and crafts for families; the resource guide; creating a to-go version of the Abilities Carnival; virtual online events; and she welcomed suggestions for activities.

Discussion ensued between staff and Committee Members regarding virtual support groups; including sweets in the October events; the overall department event; adding an educational component by providing disability facts for each day in October; promoting available programs and resources in Culver City; the Artist Laureate for Culver City; sharing a message for Disability Awareness month; Vets Tower; agreement to order a gobo for next year; electronic changeable signs; the Emergency Food Drive; the partnership with CERT; ongoing programs; Exchange Club support for the 2020 Abilities Carnival; Feed Culver; leftover prizes; and funding.

Chair Shery invited public participation.

The following member of the public addressed the Committee:

Responding to inquiry, Marcy Sookne indicated willingness to help with the 2020 Abilities Carnival.

Additional discussion ensued between staff and Committee Members regarding including coupons with stuffed animals; the budget; donations; clarification that plans for the event would be finalized before the next DAC meeting; staff agreement to provide an update on finalized plans at the October meeting; and communication with Committee Members involved in the event.

Member Ibarra discussed the lack of accessibility to technology and the need for staff to work with Committee Members to ensure connectivity.

Laurence Ma, Administrative Clerk, noted information on the agenda encouraging those who need accommodation related to disabilities to contact the City Clerk's office for help.

Member Ibarra discussed being proactive; the visually impaired; messaging; resolving issues; information provided by the City during the pandemic; responsiveness to those with disabilities; and a suggestion that a sign language interpreter be a part of video messaging by the Mayor.

Member Goldhaber discussed choices the City is making to protect their information by choosing platforms that end up not being accessible.

Chair Shery encouraged everyone to complete the survey about their experience using Webex when signing off of the meeting.

Member Sandoval provided background on himself and discussed his reasons for wanting to serve on the Committee.

Member Palley indicated that she also had difficulty with the meeting format; discussed the opportunity to do something different with the Abilities Carnival and Disability Awareness month; and using the time to come up with new ideas on how to work together to raise awareness and significantly help people in the community.

Member Hoult read a poem on technology.

Laurence Ma, Administrative Clerk, read comments submitted by Vice Chair Tenensap regarding logistics with seeing a sign language interpreter during the current meeting which had no video.

Discussion ensued between staff and Committee Members regarding in person meetings; safety; the proposed Drive-By Carnival setting; the Senior Center Drive-By; and reasons for the inability to use of Zoom for public meetings.

Laurence Ma, Administrative Clerk, suggested that Members email her with feedback regarding difficulties experienced with Webex so she could communicate with the City Clerk's Office to provide accommodation.

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**Adjournment**

There being no further business, at 8:50 P.M., the Disability Advisory Committee adjourned to a regular meeting to be held on Wednesday, October 14, 2020 at 6:30 P.M.

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Laurence Ma  
SECRETARY of the Culver City Disability Advisory Committee  
Culver City, California

APPROVED

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Dr. Jay Shery  
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 Green  
CITY CLERK

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Date