

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

REGULAR MEETING OF THE  
DISABILITY ADVISORY COMMITTEE  
CULVER CITY, CALIFORNIA

October 14, 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  
Jorge Alvarez, Member  
Dr. Janet Cameron Hault, Member  
Janice Goldhaber, Member  
Carmen Ibarra, Member  
Lisette Palley, Member  
Jorge Sandoval, Member  
Marcy Sookne, Member

**Staff Present:** Jill Thomsen, Recreation and Community  
Services Supervisor  
Daniella Gutierrez, Recreation and Community  
Services Coordinator  
Michele Williams, Chief Information Officer  
Laurence Ma, Administrative Clerk  
Valerie Perez, IT Analyst

o0o

**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.

Daniella Gutierrez, Recreation and Community Services Coordinator, discussed Disability Awareness month; extra safety precautions being taken; events throughout the month; the 30<sup>th</sup> anniversary of the Americans with Disabilities Act; the Socialites; the Drive Up Abilities and Research Fair; volunteers; RSVPs; inclusive activities; spotlighted movies that deal with disabilities; outreach; social media; games; information regarding local resource organizations; the At Home Activity Book created by Parks, Recreation and Community Services (PRCS) staff; distribution of the activity book to Committee Members; and the partnership with Culver City High School to create a video explaining what inclusivity means to the students.

Discussion ensued between staff and Committee Members regarding coordination with the Culver Arts Foundation; encouraging creativity with the disabled; and communication with L.A. Goal.

o0o

**Consent Calendar Items**

Item C-1

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

MOVED BY MEMBER IBARRA, SECONDED BY MEMBER GOLDHABER AND UNANIMOUSLY CARRIED, THAT THE DISABILITY ADVISORY COMMITTEE APPROVE MINUTES FOR THE REGULAR MEETING OF AUGUST 12, 2020.

o0o

**Order of the Agenda**

No changes were made.

o0o

**Action Items**

Item A-1

**DAC - Administration of the Oath of Office to Newly Appointed Disability Advisory Committee Members**

Laurence Ma, Administrative Clerk, administered the Oath of Office to Marcy Sookne and Jorge Alvarez.

Chair Shery welcomed new Committee Members Alvarez and Sookne.

o0o

Item A-2

**DAC - Receive and File Culver City Disability Advisory Committee Bylaws and 2020 Commissions, Boards and Committees (CBC) Applicants and Members Handbook**

Discussion ensued between staff and Committee Members regarding the request for additional information in February on Committee Member roles and responsibilities; distribution of the Bylaws and the Handbook; and agreement that each new Member be provided with a copy of the Bylaws and a Handbook when they join the Committee.

MOVED BY MEMBER ALVAREZ, SECONDED BY MEMBER PALLEY AND UNANIMOUSLY CARRIED THAT THE DISABILITY ADVISORY COMMITTEE RECEIVE AND FILE THE CULVER CITY DISABILITY ADVISORY COMMITTEE BYLAWS AND 2020 COMMISSIONS, BOARDS AND COMMITTEE APPLICANTS AND MEMBERS HANDBOOK.

o0o

Item A-3

**DAC - (1) Receive and File Report from the Members of the Disability Advisory Committee Ad Hoc Subcommittees; (2) Formation of New and/or Dissolution of Existing Ad Hoc Subcommittee(s)**

Laurence Ma, Administrative Clerk, introduced the item.

Discussion ensued between staff and Committee Members regarding the Ad Hoc Committee Focusing on the Arts for and by the Disabled; the Community Development Block Grant (CDBG) Advisory Subcommittee; Member Ibarra agreed to fill the vacant position left by the departure of Member Montgomery on the CDBG Advisory Subcommittee along with Member Tenensap; changes due to COVID-19; the Human Relations Workgroup Ad Hoc Subcommittee; creation of the Equity and Human Relations Advisory Committee (EHRAC); redundancy; the different focus

of the two groups; the need to ensure that disabilities are not overlooked; the City Council Equity Subcommittee; the importance of representation; and the need for a presence either as a Member or an attendee.

Chair Shery invited public participation.

The following member of the public addressed the Committee:

Paula Amezola, Parks, Recreation and Community Services Commission (PRCSC) Chair, encouraged the DAC to assign one or two Members to attend EHRAC meetings and report back to the DAC; discussed PRCSC efforts to work with the EHRAC; the Brown Act; the importance of sharing views and priority areas and highlighting the work done by the DAC; liaisons between Committees, Commissions and Boards; and she indicated that she was the PRCSC liaison to the DAC.

Discussion ensued between staff and Committee Members regarding meeting dates and times for various bodies, and the need to rename the ad hoc subcommittee due to the name change of the EHRAC.

MOVED BY MEMBER GOLDBABER, SECONDED BY MEMBER IBARRA AND UNANIMOUSLY CARRIED, THAT THE DISABILITY ADVISORY COMMITTEE RENAME THE HUMAN RELATIONS WORKGROUP AD HOC SUBCOMMITTEE TO THE EQUITY AND HUMAN RELATIONS AD HOC SUBCOMMITTEE.

Discussion ensued between staff and Committee Members regarding the EHRAC meeting schedule; agreement that Members Alvarez, Goldhaber and Hoult would serve on the Equity and Human Relations Ad Hoc Subcommittee; and clarification on Subcommittee duties.

Paula Amezola clarified that Committee Members are always able to speak out as individuals.

Further discussion ensued between staff and Committee Members regarding support for Subcommittee Members speaking as individuals, discussing the DAC, offering services and information that would affect the disabled population of the City and encouraging collaboration; Subcommittee Member attendance of EHRAC meetings with reports brought back to the DAC; ad hoc subcommittees vs. committees; The Brown Act; notification to the staff and the Chair when the Subcommittee is meeting; a suggestion to change the name of the Americans with Disabilities Act (ADA) Transition Plan Ad Hoc

Subcommittee to the ADA Review Ad Hoc Subcommittee; items on hold during the pandemic; and staff agreement to research the ADA Transition Plan to see if there is any information to share with the Ad Hoc Subcommittee and the DAC.

MOVED BY MEMBER SANDOVAL, SECONDED BY MEMBER PALLEY AND UNANIMOUSLY CARRIED, THAT THE DISABILITY ADVISORY COMMITTEE CHANGE THE NAME OF THE ADA TRANSITION PLAN AD HOC SUBCOMMITTEE TO THE ADA REVIEW AD HOC SUBCOMMITTEE.

Additional discussion ensued between staff and Committee Members regarding number of members allowed to serve on a subcommittee; subcommittee focus; distribution of Block Grants; ensuring that ADA recommendations are being followed; prioritization; advocacy; and agreement that Members Ibarra, Palley, Sandoval and Vice Chair Tenensap serve on the ADA Review Ad Hoc Subcommittee.

o0o

Item A-4

**DAC - Discussion of the City's Emergency Plan and Access to Technology for People with Disabilities**

Jill Thomsen, Recreation and Community Services Supervisor, provided a summary of the material of record.

Discussion ensued between staff and Committee Members regarding ways for those who are hard of hearing to participate in City Council meetings; participation in person vs. on Zoom; publicizing available accommodations; e-blasts; regular communication highlighting ways to be connected; ways for people to participate without internet; and information provided over cable TV.

Chair Shery invited public comment.

The following member of the public addressed the Committee:

Paula Amezola suggested that if language is a barrier or one has a hearing impairment, meetings could be watched via the Youtube channel.

Additional discussion ensued between staff and Committee Members regarding available technology for meetings; closed captioning in use for the Webex meeting; transcripts

available for the Closed Caption option; the Cisco Representative; the commitment to make all tools accessible for everyone; improvements; and ensuring a smooth transition.

Further discussion ensued between staff and Committee Members regarding the Disaster Service Plan; the Disabled Database; self-identification of the disabled; people in the system if emergency services are needed; the discontinued program in partnership with the county; Smart 911; the timeline for implementation of a system; community outreach; the South Bay Regional Public Communication Authority; incorporating those in assisted living; the Comprehensive Plan; a suggestion that the Disaster Preparedness Coordinator make a presentation at the next DAC meeting; and appreciation to staff for the information provided.

o0o

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

Chair Shery invited public comment.

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

o0o

#### **Receipt of Correspondence**

Laurence Ma, Administrative Clerk, discussed email submitted by a disabled homeless person requesting assistance noting that the person had been referred to SSG, who had followed up; she reported receipt of a memo from the CDBG Project Manager; and she discussed timing for consideration.

o0o

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

Jill Thomsen, Recreation and Community Services Supervisor, discussed distribution of CDBG monies; the socio-economic status of Culver City; limitations on how the money can be used; typical use for sidewalk repair and curb cuts; delays due to COVID; money used to fund the Disability Services Specialist position; and agreement to trust the Public Works Department to identify which sidewalks to address.

Discussion ensued between staff and Committee Members regarding recommended curb cuts and sidewalk repairs; prioritization of items; the ADA Transition Plan Ad Hoc Subcommittee; the CDBG Ad Hoc Subcommittee; the memo to be drafted in December; and the need to discuss and approve funding proposed CDBG projects for FY 2021-2022.

Member Hoult discussed the Culver Arts Foundation; invited everyone to attend the virtual opening and book signing on October 17 at The Village Well; discussed her long-distance portrait sessions with Culver City Artist Laureate Alexey Steele; distance learning for The Arts; coordination with the School District; and she encouraged everyone to vote.

Member Goldhaber expressed appreciation for the ability to meet via Webex; noted that the captioning and enlargement was helpful; she felt as though concerns had been taken seriously; and she expressed support for Cisco.

Member Tenensap noted that the captioning was not 100% accurate but that it was helpful.

Member Sookne provided background on herself.

Discussion ensued between staff and Committee Members regarding scheduling; optional videoconferencing; appreciation to staff for their efforts; Member participation in the Drive By event; assistance from The Girl Scouts and The Exchange Club; the importance of keeping the number of volunteers low; staff participation; volunteers to stuff the gift bags; the schedule for the event; signage; the route; and social media.

oOo

**Adjournment**

There being no further business, at 8:45 P.M., the Disability Advisory Committee adjourned to a regular meeting to be held on Wednesday, December 9, 2020 at 6:30 P.M. in the Senior Center Conference Room.

oOo

---

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

APPROVED

---

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.

---

Jeremy Green  
CITY CLERK

---

Date