

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

REGULAR MEETING OF THE  
DISABILITY ADVISORY COMMITTEE  
CULVER CITY, CALIFORNIA

December 9, 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 6:38 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

**Absent:** Jorge Sandoval, Member  
Marcy Sookne, Member

**Staff Present:** Jill Thomsen, Recreation and Community  
Services Supervisor  
Daniella Gutierrez, Recreation and Community  
Services Coordinator  
Daniel Dobbs, Culver City Fire Department  
EMS Captain  
Christine Parra, Culver City Fire Department  
Emergency Preparedness Coordinator  
Laurence Ma, Administrative Clerk  
Valerie Perez, IT Analyst

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

Chair Shery invited public comment.

Laurence Ma, Administrative Clerk, reported that an email had been forwarded by the City Clerk from Maria Jones requesting information regarding Developmental Disabilities month in March, 2021.

Jill Thomsen, Recreation and Community Services Supervisor, indicated that she had responded to the inquiry.

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## **Presentations**

### Item P-1

#### **DAC - City of Culver City Fire Department's Emergency Preparedness Plan Related to Members of the Community with Disabilities**

Christine Parra, Culver City Fire Department Emergency Preparedness Coordinator, provided a presentation on emergency preparedness as it relates to members of the community with disabilities; discussed the existing Emergency Operations Plan; state criteria; evacuation considerations; sheltering requirements; Americans with Disabilities Act (ADA) compliance; accessibility to information; periodic updates to the plan; the focus on COVID; the Active and Functional Needs (AFN) Community; Integrating Access and Functional Needs Within the Emergency Planning Process issued by the California Governor's Office of Emergency Service in order to implement AB 477; creation of an internal and external cohort of stakeholders to update the Plan; and recommendations to enhance the ADA Self Evaluation and Transition Plan from The Owens Group.

Member Ibarra indicated interest in helping with the update.

Daniel Dobbs, Culver City Fire Department EMS Captain, discussed their software program with information from the community routed through 911 dispatch; he indicated that the community can enter relevant information on the website, including medical information; and he noted that real time information and updates were available.

Discussion ensued between staff and Committee Members regarding engagement of those not on social media; computer access; assisted living facilities; nursing facilities; privacy; Health Insurance Portability and Accountability Act (HIPAA)

compliance; daily communication with senior facilities due to COVID; bridging gaps for those without immediate access; identification of people in the community with disabilities who live alone; a suggestion that the Culver City Police Department (CCPD) be provided the same information; education; communication with those with developmental disabilities; the outside agency that handles 911 calls; clarification that on the rare occasion that Los Angeles handles calls, they would not have access to the database of information; availability of information to those responding; language capacity; communication with the deaf and non-verbal during service calls; use of translators; the language hotline; assistance of the DAC in communicating with the community; and appreciation for the presentation.

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#### **Consent Calendar Items**

Item C-1

#### **DAC - Approval of the Minutes for the Disability Advisory Committee Meeting of October 14, 2020**

MOVED BY MEMBER IBARRA, SECONDED BY MEMBER GOLDBABER AND UNANIMOUSLY CARRIED, THAT THE DISABILITY ADVISORY COMMITTEE APPROVE MINUTES FOR THE MEETING OF OCTOBER 14, 2020 (ABSENT MEMBERS SANDOVAL AND SOOKNE).

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#### **Order of the Agenda**

No changes were made.

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#### **Action Items**

Item A-1

#### **DAC - Community Development Block Grant (CDBG) Project Requests For Fiscal Year 2021/2022**

Discussion ensued between staff and Committee Members regarding defaulting to Public Works as there are very few items that the CDBG funds can be used for; money available

for capital projects; the curb cut list; use of the money in past years; and use of funds for a portion of Daniella Gutierrez's salary.

MOVED BY MEMBER TENENSAP, SECONDED BY MEMBER HOULT AND UNANIMOUSLY CARRIED, THAT THE DISABILITY ADVISORY COMMITTEE APPROVE THE RECOMMENDATIONS OF THE CDBG ADVISORY COMMITTEE (ABSENT MEMBERS SANDOVAL AND SOOKNE).

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Item A-2

**DAC - Receive and File Updates and Recommendations Regarding Disability Awareness Month**

Daniella Gutierrez, Recreation and Community Services Coordinator, provided a recap of Disability Awareness month activities; expressed appreciation to Member Sookne for her assistance with the Girl Scout volunteers; thanked Chair Shery for his efforts; and she discussed upcoming events in December.

Discussion ensued between staff and Committee Members regarding appreciation to those who worked on the Carnival; a suggestion to have an art exhibit at the Carnival next year; coordination with LA Goal and the Culver Arts Foundation; letting the community know the good things that the disabled can do; disabled poets; showcasing the creativity of the disabled community; a suggestion to reach out to the Cerebral Palsy Group; highlighting those with disabilities; normalizing people with disabilities to the general public; and allowing the right conditions and support for expression of artistic abilities.

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Item A-3

**DAC - [Standing Item; Any or All of the Following Actions, If Desired] (1) Receipt and Filing of Updates from the Members of the Disability Advisory Committee Ad Hoc Subcommittees; (2) Formation of New and/or Dissolution of Existing Ad Hoc Subcommittee(s)**

Discussion ensued between staff and Committee Members regarding work to get people who are disabled included in

art; the Culver Arts Foundation; the need for the Ad Hoc Subcommittee Focused on the Arts for and by the Disabled to meet; co-sponsorship of an event with the Equity and Human Relations Advisory Committee (EHRAC); and agreement to maintain the Community Development Block Grant Subcommittee with the current Members, though the work has been completed for this year.

Member Alvarez provided a report on the Human Relations Advisory Ad Hoc Subcommittee; discussed attending the EHRAC meeting; the draft of the EHRAC work plan; and he suggested that the DAC recognize members of the community that do good deeds for the disabled, similar to what the EHRAC does.

Member Goldhaber reported that the EHRAC wanted to change their name to the Human Relations Committee; she discussed the process undertaken by the EHRAC to edit their work plan; their work to include disenfranchised groups, including the disabled community; and she discussed overlap between the EHRAC and the DAC.

Member Hoult discussed her efforts in the formation of the EHRAC; technical difficulties attending the meetings; communication with the Chair; the appointment to fill the vacant position; overlap of the work plans for the DAC and the EHRAC; encouragement for DAC Members to attend the meetings; and event coordination between the two groups.

Discussion ensued between staff and Committee Members regarding attending meetings as a guest vs. as an official liaison; the difficulty being heard in large committees; the existing annual recognition program; clarification that the ADA Review Ad Hoc Subcommittee had not been able to meet; ADA complaints; the Transitional Plan; review of streets and sidewalks; the process to address complaints; the feeling that complaints do not need to go through the Ad Hoc Subcommittee; work previously done; retention of the ADA Subcommittee to be at the ready; Committee consensus to change the description for the ADA Review Ad Hoc Subcommittee to indicate that the mission is to consider any additional inquiries from City staff regarding the ADA Transitional Plan; and agreement to maintain the standing action item on each agenda regarding updates from all subcommittees.

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**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.

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**Receipt of Correspondence**

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

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

Chair Shery asked that when the meeting is adjourned, that it be adjourned in memory of David Sookne, husband of Member Marcy Sookne, and in memory of Maria Dadabhoy, mother-in-law of former Mayor Jeff Cooper.

MOVED BY MEMBER HOULT AND SECONDED BY MEMBER GOLDBABER THAT WHEN THE DISABILITY ADVISORY COMMITTEE MEETING IS ADJOURNED, THAT IT BE ADJOURNED IN MEMORY OF DAVID SOOKNE AND MARIA DADABHOY (ABSENT MEMBERS SANDOVAL AND SOOKNE).

Jill Thomsen, Recreation and Community Services Supervisor, discussed "Santa on your Doorstep"; meeting community needs with different programming; meal delivery; she expressed appreciation to Daniella Gutierrez for her efforts; and she provided links to Committee Members for other cities that use systems similar to what was discussed by Captain Dobbs.

Daniella Gutierrez, Recreation and Community Services Coordinator, indicated that staff was preparing for Santa's visit next week, and that event photos would be available on social media.

Member Tenensap reported attending the meeting of the Bicycle and Pedestrian Advisory Committee, and that there would be a minimum six month delay to implementation of self-biking stations.

Member Alvarez wished everyone Happy Holidays.

Member Hoult congratulated Jill Thomsen on her mention in Steve Lopez's Los Angeles Times column for her work at the Senior Center, and she announced an upcoming holiday concert with the CCUSD Audio/Visual Performing Arts program that includes disabled participants.

Member Goldhaber expressed appreciation to everyone for their efforts, and wished everyone Happy Holidays.

Member Ibarra asked that presenters raise their hands to speak as she found it difficult to hear due to feedback, and that everyone be permitted to speak in the order they came in.

Laurence Ma, Administrative Clerk, discussed procedures for making public comment, and the practices of the Parks, Recreation and Community Services Commission.

Member Palley wished everyone Happy Holidays; expressed appreciation to the Senior Center for checking on people; she thanked Jill Thomsen; and she indicated that in the new year she would be teaching mindfulness classes online.

Chair Shery wished everyone Happy Holidays.

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**Adjournment**

There being no further business, at 8:20 P.M., the Disability Advisory Committee adjourned in memory of David Sookne and Maria Dadabhoy to a regular meeting to be held on Wednesday, February 10, 2021 at 6:30 P.M. in the Senior Center Conference Room.

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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