

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

that need to be discussed; Committee consensus required to agendaize 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, GOLDBABER, 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  
GOLDBABER THAT THE DISABILITY ADVISORY COMMITTEE APPOINT  
JANICE GOLDBABER 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:

















