



DR. KAROLYN SMITH
CHAIR

COMMITTEE FOR PERSONS WITH DISABILITIES

5530 OVERLAND AVE., SUITE 210,
SAN DIEGO, CALIFORNIA 92123
(858) 505-6628

JANETTE SHELTON
VICE CHAIR



Meeting Minutes

Regular Meeting – December 18, 2024 – 3:09pm

Members Present: Chair Dr. Karolyn Smith, Vice-Chair Janette Shelton, Jessica Kramer (teleconference), Humberto Gurmilan, and Susan Madison

Members Absent: Michelle Krug and Mary McKenzie

County Staff: Todd Hood and Jaime G Monreal

Call to Order – Meeting was called to order at 3:09pm

Welcoming Remarks and Introductions

Statement (just cause) and/or Consideration of a Request to Participate Remotely (emergency circumstances)

- Jessica Kramer participated remotely as a requested modification due to a disability.

Vote to Approve Meeting Minutes – November 20, 2024

- A motion was made and seconded to approve the November 2024 meeting minutes; committee approved.

Non-Agenda Comment

- Susan reminded everybody about the upcoming Silence = Violence virtual event hosted by Arc.

Enterprise-wide Website Restructure

Guest Speaker: Arnold DeGuzman, Technology Manager

- Arnold DeGuzman presented an overview of the planned changes to the County's website. He hopes to continue ongoing conversations with the committee to discuss accessibility and gain feedback. The committee was invited to attend the Digital Accessibility Fair scheduled for May 13, 2025.
- Dr. Smith requested open dyslexic fonts, connecting with the VA as a partner, creating a synergized County page for veteran benefits, and wheelchair accessibility at the Empathy Lab.
- Sue Madison requested closed captioning for all videos during webpage redesigns, PDF compatibility with screen readers, and plain language and more pictures throughout.
- Jessica Kramer requested highlighting phone numbers as contact information and expressed interest in volunteering for the lived experience forums.

LiveWell Advance Conference After Action Report

Guest Speaker: Cameron Clay, Program Coordinator

- Cameron Clay provided an overview of the event which was, overall, a success but also summarized opportunities for improvement moving forward.
- Sue Madison requested better overall signage, presenters read PowerPoints, and staff be available for assistance in buffet lines which can present challenges.
- Janette Shelton requested addressing the long lunch lines and that the committee host a panel.
- Jessica Kramer requested highlighting phone numbers as contact information

ADA Accommodation Interactive Process with IHSS and BHS

- Todd Hood informed the committee about a recent update to ADA policy and procedure at the County.
- Jessica Kramer agreed to go through the interactive process with IHSS and BHS, since they are departments that interact solely with customers with disabilities, and report back to the committee.
- Dr. Smith wants, as an advisory committee, to find gaps to fill to report to the Board of Supervisors.

Qualifying for Disability Special Considerations and Protection under the Law

- Item moved to future meeting.

Vote – Thank You Letter

- Sue Madison will use a template for thank you letters, including follow up items, to send to speakers.
- Sue Madison will draft letters to be signed by Dr. Smith with copies provided to the committee as a streamlined process.
- A motion was made and seconded to draft and send thank you letters without review or approval; committee approved.

Committee Business

- Annual Report to the Board of Supervisors – Todd Hood will provide to Director, Office of Ethics, Compliance and Labor Standards to Board Chiefs of Staff before Christmas.
- Submission of Bylaws to the Board of Supervisors – Board approval of Bylaws will be docketed for a late January meeting.
- Committee Elections – Nominations will be in January for all positions, with election in February.
 - Janette Shelton will term out based on serving two terms as Vice Chair

New Business – Future Agenda Items

- Office of Emergency Services – Flood Emergency/Fire Preparedness
- Lorelee Olejnik, Falck – CPR/AED Training for Persons with Disabilities

Action Items

- The Chair, Sue Madison and Jessica Kramer will work together to document recommendations for the request for modification of policies, practices and procedures and the interactive process with IHSS and BHS
- Committee members will canvas their Supervisor staff to encourage filling committee appointments

Meeting Adjournment

The Chair adjourned the meeting at 4:45pm.

Click the link below for a video recording of the meeting.

[Committee for Persons with Disabilities Meeting - November 20, 2024](#)

The next regular meeting will be held on Wednesday January 15, 2025 at 3:00pm at the following address:

County Administrative Center
Room 302

1600 Pacific Highway
San Diego, CA 92101

Alternatively, guests may participate in the meetings via the below Zoom link or teleconference.

- [Join Zoom Meeting](#)
- One tap mobile: +14086380968,,82997774664#
- Call 408-638-0968 and enter Meeting ID 829 9777 4664 when prompted

Committee for Persons with Disabilities website:

<https://www.sandiegocounty.gov/content/sdc/hr/CPD.html>

Accessibility Awareness Community Engagement website:

https://www.sandiegocounty.gov/content/sdc/cao/oec/accessibility_awareness.html