



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 – February 19, 2025 – 3:00 pm

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

Members Absent: Mary McKenzie (resigning)

County Staff: Todd Hood and Jaime G Monreal

Call to Order – Meeting was called to order

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 – January 22, 2025

- A motion was made and seconded to approve the January 2025 meeting minutes as amended; committee approved. Michelle abstained.

Non-Agenda Comment

- Dr. Smith provided an update on her public comments at the Board of Supervisors meeting on February 11, 2025.
- Todd is in conversation with Facilities regarding the evacuation plan at the County Administration Center (CAC) for people using mobility devices.

2025 Strategic Plan

Speaker: Dr. Karolyn Smith

- Dr. Smith reviewed a proposal for the Committee's 2025 Strategic Plan with the committee and requested each member to select focus areas they were interested in working on.
- The Committee decided the anchor focus area will be Emergency Preparedness and Safety but all focus areas will be worked on concurrently, while maintaining flexibility as emerging needs arise throughout the year.
- The committee agreed on the following changes to the document:
 - Remove numbers to prevent any bias since all four focus areas will be approached equally.
 - Separate Housing and Transportation into two separate focus areas for a total of four.
 - Add the word Public in front of Safety focus area.
- Todd informed that members of the public can participate on ad hoc committees.
- Laura recommended documentation even if no opportunities are found.
- Sue recommended documentation of what's working and what can work better.
- Strategic Focus Area (Teams)
 - Emergency Preparedness and Public Safety Accessibility
 - Dr. Karolyn Smith
 - Janette Shelton
 - Michelle Krug
 - Susan Madison
 - Humberto Gurmilan
 - Laura Handzel
 - Housing Accessibility
 - Janette Shelton
 - Jessica Kramer
 - Susan Madison
 - Laura Handzel
 - Behavioral Health and Crisis Stabilization Accessibility
 - Jessica Kramer
 - Laura Handzel
 - Transportation Accessibility
 - Dr. Karolyn Smith
 - Michelle Krug
- Approval of the strategic plan was tabled for a future meeting pending updates to the document and distribution to the committee for review.

Descriptions of Invisible Disabilities

Speaker: Dr. Karolyn Smith

- Dr. Smith reviewed the Descriptions of Invisible Disabilities document which will be provided to the District Attorney and Sheriff's Office to be included in the POST certification training to assist officers as they interact with individuals.
- Voting on the item was tabled for a future meeting pending updates to the document and distribution to the committee for review.

ADA Accommodation Interactive Process with IHSS and BHS

Speaker: Jessica Kramer

- Jessica discussed her experiences, as a client and advocate, with IHSS and BHS services and their process.
- Jessica requested a letter be sent to the board requesting all recipients of IHSS and BHS services to be informed of the interactive process to request a modification to policies, practices and procedures and to track requests and outcomes.
- Humberto recommended connecting with a District Office policy adviser to assist in implementing the recommendation.
- Voting on the item was tabled for a future meeting pending updates to the document and distribution to the committee for review.

Qualifying for Disability Special Considerations and Protection under the Law

- Tabled for a future meeting pending updates to the document and distribution to the committee for review.

Committee Business

- **Submission of Bylaws to the Board of Supervisors**
Todd confirmed the bylaws were approved at the 2/11/2025 Board of Supervisors meeting.
- **Committee Election Nominations**
A motion was made and seconded, and voted by acclamation, to elect Dr. Karolyn Smith as Chair, Humberto Gurmilan as Vice Chair, and Susan Madison as Secretary for 2025.
- **Board of Supervisors Update**
Dr. Smith reported that her District office requested any recommendations to fill their District's open seat on the committee.

New Business – Future Agenda Items

- Office of Emergency Services – Flood Emergency/Fire Preparedness

Action Items

- Dr. Smith to read list of disabilities to Michelle
- Report on evacuation protocol at the County Administration Center (CAC) for persons with disabilities
- Contact the District Attorney and check on the status of the updated San Diego County Elder and Dependent Adult Blueprint

Meeting Adjournment

The Chair adjourned the meeting at 5:03 pm.

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

[Committee for Persons with Disabilities Meeting – February 19, 2025](#)

The next regular meeting will be held on Wednesday March 19, 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