



**CITY OF PASADENA
ACCESSIBILITY AND DISABILITY COMMISSION
MEETING AGENDA
TUESDAY, MARCH 22, 2016 AT 4:00 PM
JACKIE ROBINSON COMMUNITY CENTER, ROOM 200**

- I. CALL TO ORDER AND COMMENTS FROM THE CHAIR**
- II. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**
- III. COORDINATOR'S REPORT ON ACCESSIBILITY DEVELOPMENTS**
- IV. WITH CITY MANAGER STEVE MERMELL AND DIRECTOR HORACE WORMELY DISCUSS FILLING UPCOMING VACANCY IN THE ACCESSIBILITY ISSUES COORDINATOR POSITION AND INTERIM ARRANGEMENTS**
- V. REVIEW OF STATUS OF COMMISSION OBJECTIVES**
- VI. RECOMMENDATIONS FOR CITY'S DISASTER PLANS FOR SERVING PEOPLE WITH DISABILITIES**
- VII. APPROVE MINUTES OF JANUARY 26, 2016 AND FEBRUARY 23, 2016**
- VIII. ADJOURNMENT**

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CITY OF PASADENA
ACCESSIBILITY AND DISABILITY COMMISSION
MEETING MINUTES
January 26, 2016
DRAFT

Members present: Dennis Campos, Ali Everett, Jennipha Lauren-Nielsen, Jorge Lambrinos, Judy Post, Xilian Chen Stammer (arrived 4:12 pm), Michael Warner II.

Member Absent: John Orr, Joy Rittenhouse.

Others present: Robert Gorski, Horace Wormely (Human Services and Recreation Interim Director), Angelika Erhard (Pasadena resident)).

I. CALL TO ORDER AND COMMENTS FROM THE CHAIR

Dennis Campos called the meeting to order at 4:07 pm and introduced new commissioner Ali Everett. Dennis also spoke briefly about public transportation and how the Accessibility and Disability Commissions may have.

II. PUBLIC COMMENT

Angelika Erhard provided information to the commission on chemical sensitivities that negatively many people to some degree and with some people raise to the level of a disabling condition. For the good of all people Erhard urged the commission to support removing common chemical from our daily lives as much as possible.

Jennipha Nielsen spoke about The All Girls Challenge which will be held in Pasadena in mid-March. This program is intended to promote interest in science and technology among girls and young woman. Because the Challenge will be held in Pasadena and have the theme of designing applications for people with disabilities, Nielson urged the commission to have on its February agenda an opportunity to discuss supporting the Challenge.

III. REVIEW COMMISSION OBJECTIVES

Objective #1. Xilian will resend the commission members the second revision of the complaint and protocol for input.

Objective #2. Michael Warner reported that he has developed 13 key recommendations for improving the accessibility of the City web site, and he will provide the list to commissioners in advance of the February meeting.

Objective #3: John Orr was absent and no update on Objective #3 was available.

Objective #4. Jennipha will complete the agenda item for the next commission meeting.

Alison commended on some suggestions regarding how to promote this project, yet to avoid the liability for the City. Jennipha and Alison will work on this project collaboratively.

Objective #5. Michael Warner is still working on it.

Objective #6. Jorge stated that he would like to work on this project to explore some opportunities for the students with disabilities. Alison stated that she would join Jorge to work on this project.

Alison, Jorge, Robert and Jennipha inputted some possibilities.

Jennipha made a moved to authorize Jorge and Alison to lead this project.
___ second and the motion passed.

Objective #7. Denise suggested to discuss this item at the commission meeting agenda # IX.

IV. REPORT ON FINAL ADA25 ACTIVITIES

Robert presented the March 18, 19 event and asked who can participate the event.
Alison, Jennipha,

Jennipha-Lauren Nielsen moved to authorized the commission members to attend the commission information table. Jorge second and the motion passed.

Jennipha-Lauren Nielsen moved to authorized the commission to purchase a banner.
Jorge second and the motion passed.

Robert and Jennipha will present to the commission the banner design at the next commission meeting.

Robert suggested redesigning the commission Emblem. Jennipha-Lauren Nielsen moved to authorize the project. Judy second and the motion passed.

V. DISCUSS PROCESS FOR FILLING UPCOMING VANCANCY IN THE ACCESSIBILITY ISSUES COORDINATOR POSITION

Jorge Lambrinos reported the progress of the development of the job description of the Accessibility and Disability Director.

Judy Post moved to approve the job description and submit it to the commissioner's City Council within 4 days. Jennipha Nielsen seconded and the motion passed with Alison abstained.

VI. DEVELOPMENTS/FINALIZES IN 2016-2020 CITY COMPLIANCE PLAN FOR ACCESSIBILITY

Robert Gorski presented and explained to the commission the “Initial Ideas for a Five-year Compliance Plan for Accessibility”.

VII. COORDINATOR’S REPORT ON ACCESSIBILITY DEVELOPMENT

Robert Gorski reported that the ADA trainings for the police officers have completed. Robert will talk to the police office personnel responsible for the policies so that they can update their policies to address the disability and accessibility matters.

Robert suggested updating the commission brusher. Jennipha moved to authorize that Judy to take the lead; Jennipha and Alison will be the members of this committee to update the commission brusher. Jorge second and motion passed.

Robert reported about the Major’s City State address.

VIII. APPROVE MINUTES OF NOVEMBER 23, 2015

Jennipha moved to approve the minutes as submitted. Judy seconded and the motion passed.

IX. RECOMMENDATIONS FOR CITY’S DISASTER PLANS FOR SERVING PEOPLE WITH DISABILITIES

Jennipha suggested inviting ADA network to come to the meeting to discuss items about Objective #7. “Draft recommendation for assuring effective communication at evacuation centers between staff and people with disability”.

Alison will take the lead, Robert will assists.

Jennipha moved to and Judy second and the motion passed.

X. ADJOURNMENT

The meeting adjourned at 6.07 pm.

Submitted by Dennis Campos, Chair, Accessibility and Disability Commission
Prepared by Xilian Chen Stammer, Secretary, Accessibility and Disability Commission

CITY OF PASADENA
ACCESSIBILITY AND DISABILITY COMMISSION
MEETING MINUTES
February 23, 2016
DRAFT

Members present: Ali Everett, Jennipha Lauren-Nielsen, Jorge Lambrinos, Judy Post, Xilian Chen Stammer, Michael Warner II. John Orr (left at 5:15 pm), Joy Rittenhouse.

Member Absent: Dennis Campos.

Others present: Robert Gorski, Constance Gresper, Community member.

I. CALL TO ORDER AND COMMENTS FROM THE CHAIR

Jenipha, Vice Chair of the Commission, called the meeting to order at 4:07 pm and introduced community member Constance Gresper for comments.

II. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

Constance Gresper requested to have a qualified person to filled the Disability Coordinator position. Constance Gresper also expressed her concerns on the City shuttles only running 8 hours during weekends, which causes inconvenient for people with disabilities.

John Orr expressed concerns on the implementation of the assist listening system.

III. REVIEW OF STATUS OF COMMISSION OBJECTIVES

Objective #1. Xilian presented the commission members the second revision of the complaint and protocol for input. The Commissioners suggested on the first line of the form, add commission meeting address: 1020 N. Fair Oaks Ave. Pasadena, CA 91103. The Commission also agreed that this complaint form will not be distributed to the public, nor to the Commission Website.

Objective #2. Michael Warner reported the progress on the 12 top matters for improving the accessibility of the City website, and he will provide the list to commissioners in advance of the February meeting. The Commissioners provided some suggestions on further working on this project. John offered to work with Michael.

Objective #3: John Orr reported the progress on Objective #3. The Commission approved the revised proposal. Judy moved, and Jorge second and the motion passed.

Objective #4. Jennipha reported that she does not have update at this time. Joy agreed to work with Jennipha. The updated proposal will be presented to the Commission at the March Commission meeting.

Objective #5. Ali reported the progress on this object. Robert and Dennis were working on it. Ali commended there are rooms for improving. According to the information, there is a person working at LA County Police Department who is in-charge for the Disability and Accessibility trainings for the Police workforce.

Robert shared that he had a conversation with Pasadena Police Department staff members Ibarra McDonald regarding the training. Mr. McDonald stated that Pasadena PD would be interested in this kind of trainings.

The progress on this objective will be further discussed at the March Commission meeting.

Objective #6. Jorge stated that he has not got chance to further explore this project yet. Alison shared with the Commission that she had done some research and presented to the Commission some of the information.

Ali stated that she would be happy to take the lead on this committee. Ali will present to the Commission the possibilities for disabled individuals to find internship/employment at the March Commission meeting.

Objective #7. Effective Communications in the Disaster centers. John is leading this committee. Jorge will be part of this committee.

IV. DISCUSS SUPPORT FOR THE ALL GIRLS CHALLENGE EVENT

Jennipha reported that Pasadena All Girls Challenge lost to Santo Monica team. However this program will continue.

V. DISCUSS PROCESS FOR FILLING UPCOMING VACANCY IN THE ACCESSIBILITY ISSUES COORDINATOR POSITION

Jorge Lambrinos reported the progress of the development of the job description of the Accessibility and Disability Director.

Judy Post moved to approve the job description and submit it to the commissioner's City Council within 4 days. Joy seconded and the motion passed.

The Commission drafted the letter that will be sent to the City Manager and all the Council members. Jorge moved to approve the letter. Judy second and the motion passed.

VI. RECOMMENDATIONS FOR CITY'S DISASTER PLANS FOR SERVING PEOPLE WITH DISABILITIES

Tabled.

VII. COORDINATOR'S REPORT ON ACCESSIBILITY DEVELOPMENT

Robert suggested updating the ADA Emblem. The Commission agreed upon the new Emblem. Jennipha will contact out resource to alter the Emblem.

VIII. DISCUSS CHEMICAL SENSITIVITY AND AIR FRESHENERS IN CITY FACILITIES

Tabled.

IX. APPROVE MINUTES OF January 26, 2016

Judy moved to approve the minutes with corrections. Ali seconded and the motion passed.

X. ADJOURNMENT

The meeting adjourned at 5:59 pm.

Submitted by Dennis Campos, Chair, Accessibility and Disability Commission
Prepared by Dr. Xilian Chen Stammer, Secretary, Accessibility and Disability Commission

**CITY OF PASADENA ACCESSIBILITY AND DISABILITY COMMISSION
WORK PLAN: 7/1/15 - 6/30/16**

OBJECTIVES:

1. By December 2015: Design a protocol and necessary forms for the commission to effectively respond to accessibility complaints received from the public.
2. By January 2016: Provide the City's Information Technology Department with a list of 10 important aspects of accessibility web sites for the department to consider adopting for the City's site.
3. By February 2016: Provide the City with a policy statement and a protocol for providing Assistive Listening at City sponsored events and community meetings, and for providing captioning at the State of the City address.
4. By March 2016: Design a program by which the City can encourage restroom accessibility in public accommodations in Old Pasadena.
5. By March 2016: Survey the training provided to City police for serving people with disabilities and make recommendations to improve training as appropriate.
6. By April 2016: Draft recommendations for how the City can identify internship opportunities for students with disabilities.
7. By May 2016: Draft recommendation for assuring effective communication at evacuation centers between staff and people with disabilities.

Complaint Report

This form is intended to document complaints received by the Pasadena *Accessibility and Disability Commission*

At: **Jackie Robinson Community Center, Rm 200.** 1020
N. Fair Oaks Ave. Pasadena, CA 91103 **Report**

Reported:

In person By Letter By Telephone

Complainant Name:

Address: Street City State Zip Code

Day Time /Cell Number:

Email Address:

Relationship/involvement with Facility/Company:

Resident Employee Student Visitor Other

Details of Allegation(s)/Description of Concern(s):

Involved Facility/Services

Type of Facility/Services:

Facility/Services Name:

Address: Street City State Zip Code

Website Address and/or Telephone
number (if available):

Area of Concerns (but not limited):

- Transportation
- Disability Parking
- Sidewalk
- Facility Accessibility
- Access to Emergency Information
- Closed Captioning Display Requirements
- Hearing Aid Compatibility for Telephones
- Employee Assistance Program
- Equal Opportunity & Non-Discrimination
- Other

Signature of Complainant: _____ Date: _____ Time: _____

Received by Commissioner or Staff (Please print): _____

Signature of Commissioner or Staff: _____ Date: _____

Complaint was referred to _____

Complaint Report Protocol

Purpose

The purpose of this protocol is to provide guidance on receiving and reporting complaints regarding American Disability Act (ADA) compliance related matters.

Important Information

Collect *only* information related to the facts of incident/problem and avoid writing about opinions. Complaints *not* directly related to the ADA compliance and/or safety and accessibility matters, for example, personal complaints, business disagreements, monetary disputes, child rearing philosophy or style, and program differences will not be referred to the Accessibility and Disability Commission.

Complaint Report Protocol

1. If the Complaint is filed in person, the person filing the complaint is responsible to complete the Complaint Report Form, sign it, and date it.
2. If the complaint is received by letter, the Commissioner/staff is responsible to complete the Complaint Report Form as much as possible based on the received letter, then attach the letter to the Complaint Report form.
3. If the complaint is received by telephone, the commissioner/staff is responsible to inform the person filing the complaint that a Complaint Report Form will be filled out by the commissioner/staff on behalf of the person filing the complaint. The commissioner/staff is also responsible to complete the Complaint Report Form based on the information provided by the person who made the telephone complaint.
4. Under all the circumstances listed above, the receiving commissioner/staff will:
 - a. sign the Complaint Report Form,
 - b. date it,
 - c. submit it to the related City Department,
 - d. make a copy of the Complaint Report for the Commission Binder, and
 - e. report to the Commission at the following commission meeting.
5. The receiving Commissioner/staff is responsible to inform (via email or telephone call) the person who filed the complaint on “when” and “to whom” the complaint Report was submitted, and the contact information (if possible) for the complaint to follow through.
6. After informing the complaint, the Commissioner/staff will record it on the Complaint Report Form and initial it.

Dear Community Members:

Greetings! As the Assemblymember for the 41st District, I am writing to invite you to join me as an **Exhibitor for my 17th Annual Community Resource Fair and Block Party in Pasadena**. This event brings local government, agencies and non-profits together to provide residents with information to assist them in interfacing with state and local government. I am pleased that this event includes the foothill communities in my district. This free event will feature resource tables, live entertainment, game trucks, children's puppet show, raffles and hot dogs for event attendees. Event details:

41st Assembly District Community Resource Fair and Block Party

Saturday, July 30, 2016

11 am to 3 pm

500 block of Jackson Street in Pasadena, located between El Molino and Los Robles in Pasadena

IMPORTANT INSTRUCTIONS TO RESERVE YOUR SPACE AT THIS EVENT

Please fill out the attached registration form and e-mail it to Jackie McIntyre, Exhibitor Coordinator, at jackieandre626@yahoo.com, by the May 1st deadline. Once you have registered, Jackie will be confirming your participation and will provide check-in instructions and additional information.

I look forward to your participation. Should you have any questions please call Kayleen Maya-Aviles, Event Organizer at 626-351-1917.

Sincerely,

Chris Holden

Assemblymember

41st District