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**AGENDA
ACCESSIBILITY AND DISABILITY COMMISSION
REGULAR MEETING
JULY 26, 2016**

MEMBERS

Jennipha-Laurén Nielsen, Chair, At Large
John Orr, Vice Chair, District 6
Dennis Campos, District 1
Jorge Lambrinos, District 2
Joy Rittenhouse, District 3
Michael Warner II, District 5
Dr. Xilian Chen Stammer, District 7
Vacant, District 4
Vacant, Mayor

STAFF

Ali Everett, Recording Secretary/Accessibility Issues Coordinator

MISSION STATEMENT

The City of Pasadena is dedicated to delivering exemplary municipal services, responsive to our entire community and consistent with our history, culture and unique character.

In compliance with the Americans with Disabilities Act of 1990, assistive listening devices are available from the Human Services and Recreation Department with a 24-hour advance notice. Please call (626) 744-4386 to request use of a listening device.

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Habrá servicio de interpretación disponible para éstas juntas llamando (626) 744-7333 al por lo menos con 24 horas de anticipación.

Public meeting begins at 4:15pm. Items on the agenda may not be called in order listed. Agendas and supporting documents are available on the internet.

Materials related to an item on this Agenda submitted to the Accessibility and Disability Commission after distribution of the agenda packet are available for public inspection at the reception counter at the Jackie Robinson Community Center at 1020 N. Fair Oaks Ave. during normal business hours.



**AGENDA
ACCESSIBILITY AND DISABILITY COMMISSION
REGULAR MEETING
JULY 26, 2016
4:00 PM
JACKIE ROBINSON CENTER
1020 N. FAIR OAKS AVENUE
PASADENA, CA 91103**

- 1. CALL TO ORDER; WELCOME; ROLL CALL**
- 2. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA**
Please limit comments to 3 minutes each.
- 3. REVIEW AND APPROVAL OF MINUTES, June 29, 2016***
- 4. ADA 26TH ANNIVERSARY CELEBRATION**
- 5. REVIEW OF ROBERT'S RULES OF ORDER AND COMMISSION MEETING PROCEDURES**
- 6. STAFF REPORT ON ACCESSIBILITY DEVELOPMENTS**
- 7. OLD BUSINESS**
 - A. REVIEW AND APPROVAL OF YEAR END REPORT OF ACCOMPLISHMENTS*
 - B. ESTABLISH COMMISSION WORK PLAN FOR FY 16/17*
- 8. COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS**
- 9. STAFF UPDATES**
- 10. ADJOURNMENT**

*Attachment

Jennipha-Laurén Nielsen, Chair
Accessibility and Disability Commission

Note to Public: An opportunity for Public Comment will be provided at the time the above items are discussed.

I HEREBY CERTIFY that this Notice, in its entirety, was posted on the Council Chamber Bulletin Board, Room 247, and the Bulletin Board in the rotunda area of City Hall, and a copy was distributed to the Central Library for posting on this 21st day of July 2016, by 5:30 p.m., and that copies were emailed, faxed or delivered, and/or notice accepted by telephone not less than 24 hours prior to the meeting, to each member of the Accessibility and Disability Commission and emailed to each local newspaper of general circulation, radio or television station requesting notice in writing, all of which media recipients are identified on the distribution list below.



Ali Everett, Recording Secretary
Accessibility Issues Coordinator

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Items on the agenda may not be called in the order listed.

3.
Minutes of June 29, 2016

MINUTES



**CITY OF PASADENA
ACCESSIBILITY AND DISABILITY COMMISSION
SPECIAL MEETING
JUNE 29, 2016
4:15 P.M.
CITY HALL, GRAND CONFERENCE ROOM
100 NORTH GARFIELD AVENUE
PASADENA, CA 91101**

COMMISSIONERS PRESENT: Dennis Campos, Dr. Xilian Chen Stammer, Jorge Lambrinos, Jennipha-Laurén Nielsen, John Orr, Joy Rittenhouse, Michael Warner II

COMMISSIONERS ABSENT: Judy R. Post

STAFF PRESENT: Ali Everett

1. CALL TO ORDER; WELCOME; ROLL CALL

Chair Campos called the meeting to order at 4:40 P.M. Ali Everett called the roll and a quorum was established for the Commission.

2. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

- Commissioner Nielsen announced that an event sponsored by Judy Chu regarding gun violence would take place that evening at All Saints Church.
- Commissioner Warner spoke on his experience with jury duty at the Stanley Mosk Courthouse and made the recommendation to note the need for an accommodation on the jury summons paperwork if selected to serve on a jury.

3. REVIEW AND APPROVAL OF MINUTES, May 24, 2016

After review, it was moved (Lambrino) and seconded (Chen Stammer) to approve the Minutes of the May 24, 2016 meeting. (Motion unanimously carried) (Absent: Post)

4. COORDINATOR'S REPORT ON ACCESSIBILITY DEVELOPMENTS

Ali Everett, Accessibility Issues Coordinator, Human Services and Recreation Department, reported on the following:

- Confirmed that the Commission will have a table at Assemblymember Chris Holden's Block Party on Saturday, July 30, 2016, 11:00 a.m. – 3:00 p.m. Commissioners Campos and Chen Stammer volunteered to represent the Commission from 11:00 a.m. – 1:00 p.m. and Commissioner Lambrinos volunteered for 1:00 p.m. – 3:00 p.m.;

- Announced that the Adaptive Recreation Art Exhibition “The Future” will run from July 16 – September 9, 2016, at Armory Center of the Arts, with a reception taking place on Saturday July 16, 2016, from 3-5:00 p.m. Postcards with further details were distributed;
- Provided an update regarding captioning of City Council meetings;
- Reported on a meeting with the City’s Emergency Management Coordinator, Lisa Derderian from the Fire Department. Discussion followed regarding the need for community based training on emergency preparedness and the possibility of working on this with Neighborhood Connections;
- Reported on research regarding chemical sensitivities;
- Provided an update on Compliance Plan, successor to the Transition Plan, which will go into effect in FY 16/17;
- Discussed the need to develop City grievance policy; and
- Discussed Commission vacancies and reported on four community members, two from District 4, who recently expressed interest in joining the Commission.

5. OLD BUSINESS

A. DISCUSSION OF TOP WEB ACCESSIBILITY TIPS DOCUMENT

Commissioner Warner presented the final draft of the Top Web Accessibility Tips document and expressed that he would be willing to respond to any questions from the City’s IT department regarding the document. There was a general consensus that it would be a good idea to post the document to the Accessibility and Disability Commission’s City web page so that it is available to interested members of the public.

After discussion, it was moved (Nielsen) and seconded (Lambrinos) to approve the Web Accessibility Tips document and forward it to the City’s IT Department.
(Motion unanimously carried) (Absent: Post)

B. DISCUSSION OF PROPOSED ALTERATION TO ADA “ANY YEAR” EMBLEM APPROVED AT THE COMMISSION MEETING ON MAY 24, 2016

Commissioner Warner proposed adding “(ADA)” to the bottom of the Any Year Emblem and provided an image of the proposed revision, below:

Approved Emblem



Proposed Revision



After discussion, it was moved (Nielsen) and seconded (Lambrinos) to accept the addition of “(ADA)” to the Any Year Emblem, but to move it to the top of the emblem, after the “Americans with Disabilities Act” text, and to re-center the text as needed. (Motion unanimously carried) (Absent: Post)

RECESS: At 5:40 p.m. the Commission took a 21 minute recess for dinner. The Commission meeting resumed at 6:01 p.m.

6. NEW BUSINESS

A. REPORT FROM NOMINATING COMMITTEE FOR COMMISSION OFFICERS FOR FY 16/17

Nominating Committee Chair Campos reported the following nominations for FY 16/17 Commission Officers:

- Chair: Commissioner Xilian Chen Stammer and Commissioner Jennipha-Laurén Nielsen
- Vice Chair: Commissioner John Orr
- Secretary: There were no nominations due to a lack of interest in this position.

B. ELECTION OF COMMISSION OFFICERS FOR FY 16/17

All Commissioners voted for Chair and Vice-Chair via private paper ballot. Results were as follows:

- Chair: Commissioner Jennipha-Laurén Nielsen
- Vice-Chair: Commissioner John Orr

It was moved (Orr) and seconded (Lambrinos) to approve Commissioner Nielsen as FY 16/17 Commission Chair and Commissioner Orr as FY 16/17 Commission Vice-Chair. (Motion unanimously carried) (Absent: Post)

7. REVIEW OF COMMISSION ATTENDANCE IN FY 15/16

After review, it was moved (Orr) and seconded (Chen Stammer) to approve the FY 15/16 meeting attendance. (Motion unanimously carried) (Absent: Post)

8. REVIEW OF COMMISSION ACCOMPLISHMENTS IN FY 15/16

Commissioners discussed each of the outstanding objectives for FY 15/16:

- **Objective 4:**
Commissioner Nielsen presented a written introduction to the PowerPoint presentation “Customers with Disabilities Mean Business for the City of Pasadena” that she gave at the April 26, 2016 Commission meeting. Discussion followed including the value of the information, next steps, and various options such as working with the City’s Economic Development Office and the Chamber of Commerce.

After discussion, it was moved (Lambrinos) and seconded (Nielsen) to modify Objective 4 to read “Design a resource by which the City can encourage accessibility in public accommodations in Pasadena” and to continue the discussion at the next Commission meeting about strategies for distributing the resource developed by Commissioner Nielsen. (Motion unanimously carried) (Absent: Post)

▪ **Objective 5:**

Commissioner Campos reported that he and Ali Everett met with Lieutenant Tracey Ibarra and Corporal Todd McDonald on May 31, 2016. He also noted the following: Officers receive regular training, but only a small portion specifically covers disability; Lt. Ibarra praised former City employee Robert Gorski for the trainings he provided in the past and welcomed the practice to continue as well as the sharing of resources that would be helpful to officers and the Police Department in general; Lt. Ibarra was provided with resources in regards to best practices for police when interacting with individuals who are deaf.

▪ **Objective 6:**

Objective 6 was not completed.

Commissioner Campos volunteered to work with staff to draft the Accessibility and Disability Commission FY 15/16 Annual Report and to present the draft to the Commission at the July 26, 2016 Commission meeting.

9. ESTABLISH COMMISSION WORK PLAN FOR FY 16/17

Staff distributed new Commission binders and provided a list of suggested topics for FY 16/17 Objectives based on feedback from Commission members, community members, and City staff. The list included 1) barrier removal in the private sector; 2) housing; 3) emergency preparedness; and 4) assessment of the City’s compliance with non-structural accessibility requirements.

Commissioners discussed their ideas for the FY 16/17 Objectives as follows:


- Commissioner Chen Stammer suggested examining and revising the Commission’s Rules and Regulations.
- Commissioner Lambrinos suggested the following two objectives:
 1. Encourage the Mayor declare Pasadena an “Age and Disability Friendly City,” based on the guidelines developed and recently released by the World Health Organization; and
 2. Develop a mandatory training program on disability related topics for all City staff.

- Commissioner Nielsen suggested the following three objectives:
 1. Host five ADA network recruitment and engagement events focused on disability related issues that would be similar to “coffee talks” and take place at various locations throughout the City, such as the Central Library;
 2. Encourage the City Council pass a recommendation to adopt the United Nations Convention on the Rights of Persons with Disabilities, using the city of Berkeley, CA as an example; and
 3. Develop a City policy regarding accessible playgrounds.
- Commissioner Orr suggested making sure that the Commission includes people with developmental disabilities in its objectives and two potential issues to examine would be employment and housing.

Commissioners agreed that discussion of potential objectives should continue before finalizing the Commission Work Plan for FY 16/17. Staff will email the list of ideas to Commission members and requested any feedback be sent via email. The list will be included in the agenda packet for the July 26, 2016 Commission meeting.

10. ADJOURNMENT

The meeting adjourned at 8:00 P.M.



Dennis Campos, Chair
Accessibility and Disability Commission



Ali Everett, Recording Secretary
Accessibility Issues Coordinator

**7A.
REVIEW AND APPROVAL OF
YEAR END REPORT OF
ACCOMPLISHMENTS**

CITY OF PASADENA ACCESSIBILITY AND DISABILITY COMMISSION
WORK PLAN: 7/1/15 - 6/30/16
Year End Report of Accomplishments July 30, 2016

MISSION (as stated in Charter/Ordinance):

The purpose of the commission is to advise the council on accessibility issues in Pasadena. The commission shall:

1. Study and examine (a) existing inequities in access to the physical, work, social and cultural environments for all residents of Pasadena, particularly those who have disabilities, and (b) policies, procedures, programs and legislation for eliminating those inequities.
2. Recommend policies, procedures, programs and legislation to promote and ensure the accessibility of the physical, work, social and cultural environments to all residents of Pasadena, particularly those who have disabilities.
3. Consult and cooperate with other public agencies and commissions on matters relevant to the commission.
4. Assist the accessibility and disability issues coordinator to carry out assigned programs and responsibilities.

OBJECTIVES:

1.	<p>By December 2015: Design a protocol and necessary forms for the commission to effectively respond to accessibility complaints received from the public.</p> <p><i>STATUS: COMPLETED. At its March 22, 2016 meeting, Commission voted to approve a Complaint Form and Protocol.</i></p>
2.	<p>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.</p> <p><i>STATUS: COMPLETED. At its June 29, 2016 meeting, Commission voted to approve the "Top Web Accessibility Tips" document and to send it to the Department of Information Technology.</i></p>
3.	<p>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.</p> <p><i>STATUS: COMPLETED. At its February 23, 2016 meeting, Commission voted to approve the document entitled "Proposed Strategies for Pasadena's Compliance with ADA Communication Regulations." This document was sent to Mayor Tornek, City Council members and the City Manager on April 1, 2016.</i></p>

**CITY OF PASADENA ACCESSIBILITY AND DISABILITY COMMISSION
 WORK PLAN: 7/1/15 - 6/30/16
 Year End Report of Accomplishments July 30, 2016**

4.	<p>By March 2016: Design a training by which the City can encourage accessibility in public accommodations in Pasadena.</p> <p><i>STATUS: COMPLETED. At its April 26, 2016 meeting, Commissioner Nielsen presented a training entitled “Customers with Disabilities Mean Business for the City of Pasadena.” At its June 29, 2016 meeting, Commission Nielsen presented an introduction letter to accompany the training presented in April. Commission voted to move forward to the next step of discussing strategies for delivering the training to businesses in Pasadena.</i></p> <p><i>*Note: in response to issues raised by the City Attorney’s office regarding the Commission’s initial idea for a program under this objective, the Commission’s approach to the issue of accessibility in the private sector changed. As such, the objective was changed from “Design a program by which the City can encourage restroom accessibility in public accommodations in Old Pasadena” to “Design a training by which the City can encourage accessibility in public accommodations in Pasadena.”</i></p>
5.	<p>By March 2016: Survey the training provided to City police for serving people with disabilities and make recommendations to improve training as appropriate.</p> <p><i>STATUS: COMPLETED. At its April 26, 2016 meeting, Commissioner Campos reported on the training provided to City police regarding interacting with people with disabilities. The Commission recommended that the Accessibility Issues Coordinator continue to provide City police with short trainings to City police during roll call and resources regarding best practices for police interactions with people with disabilities.</i></p>
6.	<p>By April 2016: Draft recommendations for how the City can identify internship opportunities for students with disabilities.</p> <p><i>STATUS: INCOMPLETE. Due to changes in membership of the Accessibility and Disability Commission, this objective was not completed.</i></p>
7.	<p>By May 2016: Draft recommendation for assuring effective communication at evacuation centers between staff and people with disabilities.</p> <p><i>STATUS: COMPLETED. At its May 24, 2016 meeting, Commission voted to approve document entitled “Pasadena Disaster Shelters and Persons with Disabilities: Guidelines for the City of Pasadena.” This document will be used to inform discussions with the City’s Emergency Management Coordinator regarding emergency preparedness for people with disabilities.</i></p>

7B.
**ESTABLISH COMMISSION WORK
PLAN FOR FY 16/17**

FY 16/17 Work Plan

Objectives and Activities Discussion Guide

1. Commission

- Examine and revise Commission's rules and regulations. (Xilian)

2. City

- Recommend that the Mayor declare Pasadena an "Age and Disability Friendly City," based on the guidelines developed and recently released by the World Health Organization. (Jorge)
- Recommend that the City Council pass a resolution recommending adoption of the United Nations Convention on the Rights of Persons with Disabilities. (Jen)
- Develop training for city staff on disability related topics. (Jorge)
- Draft and recommend a City policy on accessible playgrounds. (Jen/John)
- Create an objective that is inclusive of people with developmental disabilities – possibly related to housing or employment. (John)
- Survey the City's public use computers for accessibility and suitability for viewing the City's public electronic documents by June 2017. (Michael)
- Survey City programs to determine which programs are specifically designed to serve people with disabilities and which programs are prepared for inclusion of people with disabilities. (Joy)

3. Public/Community

- Emergency preparedness – revisit project S.A.F.E. and determine the best way to disseminate access and functional needs emergency preparedness information to community members. (Ali)

4. Businesses

- Develop strategies to deliver "Customers With Disabilities Mean Business for the City of Pasadena" training to private sector businesses. (Jen)