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**AGENDA  
ACCESSIBILITY AND DISABILITY COMMISSION  
REGULAR MEETING  
AUGUST 23, 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.*

*Language translation services are available for this meeting by calling (626) 744-7333 at least 24 hours in advance.*

*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 4:00 p.m. 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  
AUGUST 23, 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, July 26, 2016\***
- 4. STAFF REPORT ON ACCESSIBILITY DEVELOPMENTS**
- 5. NEW BUSINESS**
  - A. DISCUSS POTENTIAL SPEAKERS TO PRESENT TO THE COMMISSION ON DISABILITY RELATED TOPICS
- 6. OLD BUSINESS**
  - A. REVIEW AND APPROVAL OF COMMISSION WORK PLAN FOR FY 16/17\*
- 7. COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS**
- 8. STAFF UPDATES**
- 9. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS**
- 10. ADJOURNMENT**

\*Attachment

A handwritten signature in black ink, appearing to read "Jennipha-Laurén Nielsen".

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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 18<sup>th</sup> day of August 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.



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Ali Everett, Recording Secretary  
Accessibility Issues Coordinator

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In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Human Services and Recreation Department at (626) 744-4386. Notification 24 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting.

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

**3.**  
**Minutes of July 26, 2016**

**\*MINUTES\***



**CITY OF PASADENA  
ACCESSIBILITY AND DISABILITY COMMISSION  
REGULAR MEETING  
JULY 26, 2016  
4:00 P.M.  
JACKIE ROBINSON COMMUNITY CENTER  
1020 N. FAIR OAKS AVENUE  
PASADENA, CA 91103**

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

**COMMISSIONERS ABSENT:** Dennis Campos, Joy Rittenhouse

**STAFF PRESENT:** Ali Everett

**OTHERS PRESENT:** Jeremy Corr, Marcia Graybeal, Ann Brazil

**1. CALL TO ORDER; WELCOME; ROLL CALL**

Chair Nielsen called the meeting to order at 4:04 P.M. Ali Everett called the roll and a quorum was established for the Commission.

**2. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA**

There was no public comment.

**3. REVIEW AND APPROVAL OF MINUTES, June 29, 2016**

After review, it was moved (Lambrinos) and seconded (Chen Stammer) to approve the Minutes of June 29, 2016. (Motion unanimously carried) (Absent: Campos, Rittenhouse)

**4. ADA 26<sup>TH</sup> ANNIVERSARY CELEBRATION**

Commissioners viewed video of the Americans with Disabilities Act ("ADA") 25<sup>th</sup> Anniversary Parade and discussed the importance of the ADA.

**5. REVIEW OF ROBERT'S RULES OF ORDER AND COMMISSION MEETING PROCEDURES**

Chair Nielsen discussed important aspects of Robert's Rules of Order and reviewed the special meeting rules in the Commission Rules & Regulations.

**6. STAFF REPORT ON ACCESSIBILITY DEVELOPMENTS**

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

- Announced that the Adaptive Recreation Art Exhibition “The Future” was featured in Artzray and Pasadena Now, and encouraged Commissioners to visit the exhibit, which will run until September 9, 2016, at Armory Center of the Arts; and
- Discussed plans to use the Pasadena Citizen Service Center for Rose Parade accessible viewing area inquiries and registration, accommodation requests, barrier removal requests, ADA Network sign-up, and general accessibility and disability inquiries.

## **7. OLD BUSINESS**

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

After review and discussion, it was moved (Lambrinos) and seconded (Orr) to approve the Year End Report of Accomplishments. (Motion unanimously carried) (Absent: Campos, Rittenhouse)

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

Commissioners each spoke about their preference for objectives in the FY 16/17 Work Plan. Discussion followed. Commissioners agreed to focus on the following topics:

- Examine and revise the Commission’s rules and regulations;
- Develop training for city staff and Commissioners on disability related topics;
- Draft and recommend a City policy on accessible playgrounds;
- Survey the accessibility of the City’s public use computers; and
- Review and update as needed the Commission’s materials on emergency preparedness for people with disabilities and access and functional needs.

It was moved (Lambrinos) and seconded (Orr) that Chair Nielsen draft the FY 16/17 Work Plan for review and approval at the August 23, 2016, Commission meeting. (Motion unanimously carried) (Absent: Campos, Rittenhouse)

## **8. COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS**

Commissioner Orr announced that he will resign from the Commission, effective September 1, 2016, because he is moving away from Pasadena. Chair Nielsen, Commissioner Lambrinos, and Commissioner Chen Stammer all thanked Commissioner Orr for his service, knowledge, persistence, follow-through, and training on accessibility issues affecting the deaf and hard of hearing.

## **9. STAFF UPDATES**

Ali Everett discussed the process for filling Commission vacancies and thanked Commissioner Orr for his dedication and commitment to the Accessibility and Disability Commission and to issues affecting the deaf and hard of hearing in Pasadena.

## **10. ADJOURNMENT**

The meeting adjourned at 5:49 P.M.



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Ali Everett, Recording Secretary  
Accessibility Issues Coordinator  
Human Services and Recreation Department

**6A.**  
**REVIEW AND APPROVAL OF**  
**COMMISSION WORK PLAN FOR**  
**FY 16/17**



**CITY OF PASADENA ACCESSIBILITY AND DISABILITY COMMISSION  
DRAFT WORK PLAN: 7/1/16 - 6/30/17**

**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:**

<b>1.</b>	<p>By August 31, 2016:</p> <p>Submit to City Council an Annual Report of Accomplishments per the FY 15/16 Work Plan, a Commission Membership Attendance Report for the year ending 6/30/16, and a draft Work Plan for FY 16/17 (July 1, 2016 – June 30, 2017)</p> <p>Objective Leader: Jennipha-Laurén Nielsen, At Large</p> <p><b>STATUS:</b></p>
<b>2.</b>	<p>By October 31, 2016:</p> <p>Examine and revise, as needed, the Rules and Regulations for the Accessibility and Disability Commission.</p> <p>Objective Leader: Xilian Chen Stammer, District 7</p> <p><b>STATUS:</b></p>
<b>3.</b>	<p>By January 31, 2016:</p> <p>Review and update, as needed, the Accessibility and Disability Commission’s materials on emergency preparedness for people with disabilities and access and functional needs.</p> <p>Objective Leader: TBD</p> <p><b>STATUS:</b></p>

**CITY OF PASADENA ACCESSIBILITY AND DISABILITY COMMISSION  
DRAFT WORK PLAN: 7/1/16 - 6/30/17**

<b>4.</b>	<p>By February 29, 2017:</p> <p>Draft and recommend a City policy on accessible playgrounds.</p> <p>Objective Leader: Jennipha-Laurén Nielsen, At Large</p> <p><b>STATUS:</b></p>
<b>5.</b>	<p>By March 31, 2017:</p> <p>Survey and produce a report on the accessibility of the City's public use computers.</p> <p>Objective Leader: Michael Warner, District 5</p> <p><b>STATUS:</b></p>
<b>6.</b>	<p>By May 31, 2017:</p> <p>Develop training for city staff and Commissioners on disability related topics.</p> <p>Objective Leader: Jorge Lambrinos, District 2</p> <p><b>STATUS:</b></p>