



**Regular Meeting  
Accessibility and Disability Commission  
Tuesday, July 25, 2023  
5:30 P.M.  
Jackie Robinson Community Center  
1020 North Fair Oaks Avenue, Pasadena, CA 91103**

**Members**

Andrea Jennings, Chair, District 7  
Michael Warner II, Vice Chair, District 5  
Andrea Totten, District 1  
Casey Jagusch, District 2  
Patricia Herrera, District 4  
Janie Lynn Heinrich, District 6  
Vacant, Mayor  
Vacant, At Large  
Vacant, District 3

**Staff**

Lola Osborne, Acting Director  
Jane Whitmore, Recording Secretary

**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.

**Meeting Information**

Accessibility and Disability Commission regular meetings are held on the 4<sup>th</sup> Tuesday of each month.

To request meeting materials in alternative formats or other disability-related modifications or accommodations necessary to facilitate meeting participation, please contact the Parks, Recreation, and Community Services Department as soon as possible at (626) 744-7295 or [jwhitmore@cityofpasadena.net](mailto:jwhitmore@cityofpasadena.net). Providing at least 72-hour advance notice will help ensure availability.

Language translation services may also be requested with 72-hour advance notice by calling (626) 744-7295 or [jwhitmore@cityofpasadena.net](mailto:jwhitmore@cityofpasadena.net). Habrá servicio de interpretación disponible para éstas juntas llamando (626) 744-7295.

Public meetings begin at 5:30 P.M. Items on the agenda may not be called in the order listed. Agendas and related documents are available on the City website at: [www.cityofpasadena.net/commissions/accessibility-and-disability-commission](http://www.cityofpasadena.net/commissions/accessibility-and-disability-commission) and all branch libraries.

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. and City Hall 100 N. Garfield Ave., Room N255, during normal business hours.



**Agenda**  
**Regular Meeting**  
**Accessibility and Disability Commission**  
**Tuesday, July 25, 2023**  
**5:30 P.M.**  
**Jackie Robinson Community Center**  
**1020 North Fair Oaks Avenue, Pasadena, CA 91103**

1. **Call to order**
2. **Roll call**
3. **Public comments for items not on the agenda**
4. **New business**  
**Information item**
  - Recognition of 2023 Robert Gorski Access Award recipient E.R. Ruiz
5. **Old business**  
**Action items**
  - Chair to appoint Parliamentarian for FY 2023-2024
  - Discussion and approval of the Accessibility and Disability Commission Work Plan and Presentation Calendar for FY 2023-2024\*
6. **Reports/comments from the Chair**
7. **Comments from Commissioners**
8. **Staff comments**
9. **Upcoming meeting agenda items**
10. **Adjournment**

\*Attachments

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Andrea Jennings, Chair  
Accessibility and Disability Commission

**Note to Public:** An opportunity for public comment will be provided at the time the above items are discussed. In order to facilitate public participation at meetings, the Commission will accept public comment in the following manner:

**1. In-person public comments during the meeting:**

Prior to or during the meeting, members of the public may provide public comment by submitting a speaker card prior to the start of public comment on that item to the recording secretary.

**2. Advance correspondence, to become part of the record:**

Members of the public may submit written correspondence of any length prior to the start of the meeting, at the following email address: [jwhitmore@cityofpasadena.net](mailto:jwhitmore@cityofpasadena.net). Correspondence will be forwarded to the Accessibility and Disability Commission prior to the meeting if received at least 30 minutes before the start of the meeting. Any correspondence received later will be forwarded to the Commission by email the next business day.

**Posting statement:** I hereby certify that this agenda, in its entirety, was posted on the City Council Chamber bulletin board S249, the bulletin board in the rotunda area at City Hall, 100 North Garfield Avenue, and Jackie Robinson Community Center, 1020 North Fair Oaks Avenue, and a copy was distributed to the branch libraries for posting on or before the 20<sup>th</sup> day of July 2023, by 5:30 p.m.; and that copies were emailed not less than 72 hours prior to the meeting, to each member of the Accessibility and Disability Commission, 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. The agenda may be viewed at the City's website at: [www.cityofpasadena.net/commissions/accessibility-and-disability-commission](http://www.cityofpasadena.net/commissions/accessibility-and-disability-commission).



Jane Whitmore, Recording Secretary  
Parks, Recreation, and Community Services Department

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**Distribution:**

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**Draft Minutes  
Regular Meeting  
Accessibility and Disability Commission  
Tuesday, May 23, 2023  
5:30 P.M.**

**Commissioners Present:** Casey Jagusch, Andrea Jennings, Andrea Totten, Michael Warner II, Mark Waterson

**Commissioners Absent:** Janie Lynn Heinrich (excused), Patricia Herrera (excused)

**Staff Present:** Lola Osborne and Jane Whitmore

**1. Call to order**

Chair Jennings called the meeting to order at 5:35 P.M.

**2. Roll call**

Staff (Whitmore) called the roll, and a quorum was established for the Commission.

**3. Public comments for items not on the agenda**

None

**4. Approval of minutes**

After review, it was moved (Totten) and seconded (Jagusch) to approve the minutes of the April 25, 2023, regular meeting. (Motion carried with one abstention)

In Favor: Jennings, Jagusch, Totten, Waterson

Abstain: Warner II

Absent: Heinrich, Herrera

**5. New business**

- **Presentation about the Pasadena Citizen Service Center – Lari Burney, 311 Call Center Representative and Lydia Diaz, Customer Service Representative**

The Commission received a presentation from Lari Burney (311 Call Center Representative) and Lydia Diaz (Customer Service Representative) regarding the Pasadena Citizen Service Center (CSC). Questions from the Commission followed the presentation.

- **Chair to appoint Nominating Committee for FY 2023-2024 Commission Officers**

After discussion, it was moved (Waterson) and seconded (Jagusch) to approve the appointment of Commissioners Jennings, Totten, and Warner II to the Nominating Committee to nominate FY 2023-2024 Commission Officers. (Motion unanimously carried)

In Favor: Jennings, Jagusch, Totten, Warner II, Waterson  
Absent: Heinrich, Herrera

- **Finalize the date, time, and location of the June Annual Meeting**

After discussion, it was moved (Jagusch) and seconded (Warner II) to hold the Accessibility and Disability Commission Annual Meeting on Thursday, June 22, 2023 at 5:30 P.M. at a location TBD, as discussed. (Motion unanimously carried)

In Favor: Jennings, Jagusch, Totten, Warner II, Waterson  
Absent: Heinrich, Herrera

## 6. Old business

- **Commission work plan and presentation calendar updates and discussion**

After discussion, it was moved (Waterson) and seconded (Warner II) to approve the Accessibility and Disability Commission Work Plan and Presentation Calendar updates for May 2023, as discussed. (Motion unanimously carried)

Public Comment:

Name: Liz Schiller. Pasadena Complete Streets Coalition

Subject: Shared the status of the four North-South Greenways project and how the Commission can support better design guidelines

In Favor: Jennings, Jagusch, Totten, Warner II, Waterson  
Absent: Heinrich, Herrera

## 7. Reports/comments from the Chair

Chair Jennings thanked the Commission for doing an amazing job this year and stated they should be proud of all that was accomplished on the work plan.

## 8. Comments from Commissioners

Commissioner Warner II reported he recently was at a McDonalds Restaurant in Las Vegas and stated customers were only able to place orders at self-service stations. He expressed concern that more restaurants and businesses will also start using self-service stations to assist customers which is not accommodating or accessible for individuals with disabilities.

## **9. Staff comments**

Staff (Osborne) provided the following comments:

- She is looking forward to the Commissions Annual Meeting in June and is hoping she will be able to introduce the interim Accessibility Coordinator at the meeting.
- Invited the Commission to the 27<sup>th</sup> Annual Family Fun Day on Saturday, May 27, from 11:00 A.M. – 3:00 P.M. at La Pintoresca Park that will include family friendly games, food, and live music. The event flyer will be emailed to the Commission with more information.

## **10. Upcoming meeting agenda items**

- Review and approval of Meeting Attendance Record for FY 2022-2023
- Review and approval of Report of Accomplishments for FY 2022-2023
- Report from the Nominating Committee with recommendation for Commission Officers for FY 2023-2024
- Election of Commission Officers for FY 2023-2024
- Appointment of Parliamentarian for FY 2023-2024
- Establish Work Plan for FY 2023-2024

## **11. Adjournment**

It was moved (Jagusch) and seconded (Warner II) to adjourn the regular meeting. The meeting was adjourned at 7:33 P.M.





**Draft Minutes  
Special Annual Meeting  
Accessibility and Disability Commission  
Thursday, June 22, 2023  
5:30 P.M.**

**Commissioners Present:** Andrea Jennings, Patricia Herrera, Andrea Totten, Michael Warner II, Mark Waterson

**Commissioners Absent:** Casey Jagusch (excused), Janie Lynn Heinrich (excused)

**Staff Present:** Lola Osborne, Sara Goldman, and Jane Whitmore

**1. Call to order**

Chair Jennings called the meeting to order at 5:45 P.M.

**2. Roll call**

Staff (Whitmore) called the roll, and a quorum was established for the Commission.

**3. Public comments for items on the agenda**

None

**4. New business**

**• Review and approval of Commission Attendance Record for FY 2022-2023**

After discussion, it was moved (Warner II) and seconded (Waterson) to approve the Commission Attendance Record for FY 2022-2023. (Motion unanimously carried)

In Favor: Jennings, Totten, Herrera, Warner II, Waterson

Absent: Jagusch, Heinrich

**• Review and approval of Commission Report of Accomplishments for FY 2022-2023**

After discussion, it was moved (Warner II) and seconded (Totten) to approve the Commission Report of Accomplishments for FY 2022-2023. (Motion unanimously carried)

In Favor: Jennings, Totten, Herrera, Warner II, Waterson

Absent: Jagusch, Heinrich

- **Report from the Nominating Committee for recommended FY 2023-2024 Commission Officers (oral report)**

Commissioner Totten presented the oral report with the recommendation of Commissioner Jennings to serve as Chair, and Commissioner Herrera or Commissioner Warner II to serve as Vice Chair for FY 2023-2024.

- **Election of Commission Officers for FY 2023-2024**

After discussion, it was moved (Totten) and seconded (Herrera) to approve Commissioner Jennings to serve as Chair for FY 2023-2024. (Motion unanimously carried)

In Favor: Jennings, Totten, Herrera, Warner II, Waterson  
Absent: Jagusch, Heinrich

After discussion, it was moved (Warner II) and seconded (Totten) to approve Commissioner Herrera to serve as Vice Chair for FY 2023-2024. (Motion failed, Commissioner Herrera declined the nomination)

After discussion, it was moved (Waterson) and seconded (Herrera) to approve Commissioner Warner II to serve as Vice Chair for FY 2023-2024. (Motion unanimously carried)

In Favor: Jennings, Totten, Herrera, Warner II, Waterson  
Absent: Jagusch, Heinrich

- **Chair to appoint Parliamentarian for FY 2023-2024**

Agenda item continued to the Commission meeting scheduled for July 25, 2023.

- **Establish Work Plan for FY 2023-2024**

After discussion, it was moved (Warner II) and seconded (Herrera) to approve the Work Plan and Presentation Calendar for FY 2023 – 2024 as discussed. (Motion unanimously carried)

In Favor: Jennings, Totten, Herrera, Warner II, Waterson  
Absent: Jagusch, Heinrich

**5. Old business**

None

**6. Reports/comments from the Chair**

Chair Jennings thanked the Commission for a great year and acknowledged the challenges of transitioning from virtual to in-person meetings. She expressed her appreciation to each Commissioner and acknowledged their contributions to the Commission.

## **7. Comments from Commissioners**

- The Commissioners expressed their appreciation to Commissioner Waterson for his expertise, knowledge, and contributions to the Commission.
- Commissioner Warner II reported he attended the Planning Commission Accessory Dwelling Unit (ADU) Regulation Update virtual community meeting on Thursday, June 15, and provided public comment regarding the importance of including accessible features in the Accessory Dwelling Unit (ADU) plans.

## **8. Staff comments**

Staff (Osborne) provided the following comments:

- Invited the Commission to Love, Loud & Proud Pride Month Celebration on Saturday, June 24, from 6:00 – 9:00 P.M., at City Hall. A flyer will be emailed to the Commission with more information.
- Introduced Sara Goldman as the Interim Accessibility Coordinator and announced she will be Staff liaison for the Commission effective August 2023.
- Congratulated the Commission for creating their Work Plan for FY 2023- 2024.

## **9. Upcoming meeting agenda items**

- Approve the Work Plan and Presentation Calendar for FY 2023-2024
- Chair to appoint Parliamentarian for FY 2023-2024.
- Recognition of 2023 Robert Gorski Access Award recipient.

## **10. Adjournment**

It was moved (Jagusch) and seconded (Warner II) to adjourn the regular meeting. The meeting was adjourned at 7:33 P.M.

**City of Pasadena Accessibility and Disability Commission  
Work Plan: 07/25/2023 – 06/25/2023**

**Mission:**

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, communication, civic involvement, 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, communication, civic involvement, social and cultural environments to all residents of Pasadena, particularly those who have disabilities; and
3. Consult and cooperate with other public agencies and commissions on matters relevant to the commission.

**FY 2023-2024 Ad Hoc Committees:**

**Ad Hoc Committee re: Objective #1 – Americans with Disabilities Act (ADA) Oversight**

**Ad Hoc Committee re: Objective #2 – Outreach and Education**

**Ad Hoc Committee re: Objective #3 – Health, Wellness, and Inclusive Community**

## **Ad Hoc Committee re: Objective #1 – Americans with Disabilities Act (ADA) Oversight**

Objective Purpose: Advise and inform the City Council on accessibility issues

Chair appointed Commissioners: Jagusch, Totten, Jennings

### **Action Items:**

- Provide input on accessibility improvements in the public right-of-way and bike lanes, including identifying priority locations for the installation of curb ramps.
- Support and promote the annual Adaptive Sports Festival.

### **Work Plan Updates**

July 2023:

**Status:**

## **Ad Hoc Committee re: Objective #2 – Outreach and Education**

Objective Purpose: To encourage the Commission to connect and engage with other commissions and community organizations to help implement accessibility measures and education throughout the City.

Chair appointed Commissioners: Herrera, Jagusch, Jennings

### **Action Items:**

- Nominate, select, and recognize the Robert Gorski Access Award recipient.
- Support the Civitan event honoring employers of people with disabilities and disseminate information about employers supporting the hiring of people with disabilities.
- Table at a minimum of three community events to increase awareness and visibility of the Accessibility and Disability Commission.
- Attend City of Pasadena and other commission meetings to inform and educate about accessibility and disability related considerations and promote inclusion of individuals with disabilities. Report to the Commission on accessibility topics discussed and knowledge gained at the meetings.
- Promote awareness of the Department of Rehabilitation “Demand Side Initiative” and EmployAbility grants for businesses to support employment for individuals with disabilities.
- Continue to support iBook Club of Pasadena including dissemination of monthly newsletter.

### **Work Plan Updates**

July 2023:

**Status:**

## **Ad Hoc Committee re: Objective #3 – Health, Wellness, and Inclusive Community**

Objective Purpose: To prioritize accessibility measures in public safety, housing and community health.

Chair appointed Commissioners: Heinrich, Warner II, Jennings

### **Action Items:**

- Facilitate communication with Pasadena Public Health Department regarding best practices pertaining to authentic disability inclusion.
- Work collaboratively with Department of Housing to increase availability of affordable and accessible housing.
- Ensure a training program that prioritizes accessible measures in public safety is added to the current public safety training manual.

### **Work Plan Updates:**

July 2023:

### **Status:**

## Accessibility and Disability Commission Presentation Calendar FY 2023-2024

To be scheduled:

July 2023:

- 

August 2023:

- 

September 2023

- 

October 2023

- 

November 2023

- 

December 2023

- 

January 2024

- 

February 2024

- 

March 2024

- 

April 2024

- 

May 2024

- 

June 2024 - Annual Meeting

(updated XXXX, 2023)