



**Regular Meeting
Accessibility and Disability Commission
Tuesday, August 22, 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

Alex Souto, Deputy City Manager
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 4th 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. 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. 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 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, August 22, 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. **Approval of minutes**
 - May 23, 2023*
 - June 22, 2023*
 - July 25, 2023*
5. **New business**
Information item
 - Introduction of new staff liaison, Sara Goldman, Acting Accessibility Coordinator
6. **Old business**
Action item
 - Discussion and approval of the Work Plan and Presentation Calendar for August 2023*
7. **Reports/comments from the Chair**
8. **Comments from Commissioners**
9. **Staff comments**
10. **Upcoming meeting agenda items**
11. **Adjournment**

*Attachments



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. 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 17th day of August 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.



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

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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 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 27th Annual Family Fun Day on Saturday, May 27 from 11:00 a.m. – 3:00 p.m. at La Pintoresca Park and 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 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 Accessibility Dwelling Unit 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 Pasadena City Hall. A flyer will be emailed to the Commission with more information.
- Introduced Sara Goldman as the Acting Accessibility Coordinator and announced that she will be the 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

- Chair to appoint Parliamentarian for FY 2023-2024
- Approve the Work Plan and Presentation Calendar for FY 2023-2024

10. Adjournment

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



**Draft Minutes
Regular Meeting
Accessibility and Disability Commission
Tuesday, July 25, 2023
5:30 P.M.**

Commissioners Present: Janie Lynn Heinrich, Patricia Herrera, Andrea Jennings, Andrea Totten, Michael Warner II

Commissioners Absent: Casey Jagusch (excused)

Staff Present: Tsega Selassie and Lola Osborne

1. Call to order

Chair Jennings called the meeting to order at 5:40 P.M.

2. Roll call

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

3. Public comments for items not on the agenda

None

4. New business

- **Recognition of 2023 Robert Gorski Access Award recipient E.R. Ruiz**

Chair Jennings congratulated E.R. Ruiz on being the recipient of the 2023 Robert Gorski Access Award and acknowledged his contributions as an advocate for burn survivors. Mr. Ruiz expressed his appreciation on being selected as the recipient of the award and shared information about the Alisa Ann Ruch Burn Foundation.

5. Old business

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

Chair Jennings appointed Commissioner Totten to serve as Parliamentarian for FY 2023- 2024.

- **Discussion and approval of the Accessibility and Disability Commission Work Plan and Presentation Calendar for FY 2023-2024**

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

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

Absent: Jagusch

6. Reports/comments from the Chair

Chair Jennings made the following comments:

- July is Disability Pride Month and encouraged the Commission to attend an educational or community event to celebrate Disability Pride.
- She will be assisting at the commission table at Assemblymember Chris Holden's Annual Community Resource Fair and Block Party on Saturday, August 5, 2023, from 11:00 A.M. – 3:00P.M. She encouraged the Commission to attend the event and invite family and friends to attend as well.

7. Comments from Commissioners

None

8. Staff comments

Staff (Selassie) provided the following comment:

- Parks After Dark activities are currently offered every Thursday, Friday, and Saturday evening for all ages from July 6 – August 5, at various parks in Pasadena and distributed the event flyer with the schedule of activities.

9. Upcoming meeting agenda items

- Introduction of Sara Goldman as the Acting Accessibility and Disability Coordinator

10. Adjournment

It was moved (Heinrich) and seconded (Herrera) to adjourn the regular meeting. The meeting was adjourned at 6:42 P.M.

**City of Pasadena Accessibility and Disability Commission
Work Plan: 07/25/2023 – 06/25/2024**

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

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:

- The Adaptive Sports Festival has been confirmed for Saturday, November 4, 2023, at Brookside Park. Sara Goldman is working with Eric Lomeli and Triumph Foundation to plan the festival.

August 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.

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:

- Chair Jennings reported that E.R. Ruiz was honored as the recipient of the Robert Gorski Access Award for 2023 at the City Council meeting on Monday, July 17. Staff (Goldman) introduced Mr. Ruiz and spoke about his advocacy for burn victims.
- Commissioner Herrera provided the following update on the EmployAbility Grants webinar:
 - The webinar is scheduled for Thursday, August 24, 2023, at 10:00 A.M.
 - The flyer for the webinar will be sent to the Commission once it is finalized and requested the Commission distribute the flyer to their networks.
 - The ad hoc committee has contacted the local Department of Rehabilitation office to encourage their support and attendance at the webinar.

August 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.

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:

- Chair Jennings reported that the ad hoc committee is developing a comprehensive list of accessible features that can be used in the development plans for building or remodeling homes, apartments, office buildings, City facilities or public places that that will provide accessibility to individuals with visible or invisible disabilities. A draft of the list will be presented to the Commission at a future meeting and requested the Commission gather suggestions for features to include on the list from friends, family, and individuals within their networks.

August 2023:

Status:

Accessibility and Disability Commission Presentation Calendar FY 2023-2024

To be scheduled:

- Presentation from Planning and Community Development Department regarding an update on the City's Prototype Design Options for Accessory Dwelling Units (ADUs) – Ron Takiguchi, Building Official
- Presentation from a local arts organization that offers art classes to children with disabilities – Presenter TBD
- Presentation regarding the importance of accessible Accessory Dwelling Units (ADUs) – Ethan Wolferman, Senior Homeowner Advisor, Cottage ADUs

July 2023:

- None

August 2023:

- None

September 2023

- Presentation regarding the City's policies and procedures to ensure compliance with the Americans with Disabilities Act (ADA) standards – Sara Goldman, Accessibility and Disability Coordinator

October 2023

- (tentative) Presentation regarding National Disability Employment Month – Presenter TBD

November 2023

-

December 2023

-

January 2024

-

February 2024

-

March 2024

-

April 2024

-

May 2024

-

June 2024 - Annual Meeting

(updated August 17, 2023)