

**COMMISSION ON DISABILITIES**  
**January 8, 2014, MINUTES**

**Commissioners Present:**

Luke Byram, JoAnn Fritsche, Todd Holloway, Don Izenman, Roxanne Miles, Krystal Monteros, Gerrit Nyland, Gary Peterson

**Commissioners Absent:** Esther Bennett, Susan Dye

**Staff Present:**

Joy St. Germain, Sandy Davis, Vicki Walker

**Guests Present:**

Cathy Journey, Manager, Training and Development

**Call to Order:** The meeting was called to order at 4:08 p.m.

Chair Nyland called for comments on the agenda for 1/8/15. Commissioners agreed with content.

Chair Nyland called for a motion to approve the minutes of the December 18, 2014, meeting which was also seconded. Commissioners noted four corrections. Commissioner Holloway motioned to approve the updated minutes, Commissioner Byram then seconded the motion. The motion carried.

**Public Comment**

None

**REPORTS**

**TACID Report:**

- Joan Eads – Joan was not in attendance.
- Commissioner Fritsche reported that 'United by Music' auditions will be moved from January 10<sup>th</sup> to the 21<sup>st</sup> or 28<sup>th</sup>.



## **Human Resources Director Report: (Joy St. Germain)**

- Director St. Germain provided a Management Contact list that included photographs and contact information for Commissioner's use, and also noted that we can add liaisons to our various subcommittees as discussions continue.
- We have a new Assistant City Manager – Mark Lauzier, effective 1/5/15.
- Director St. Germain verified that Nancy Grabinski-Young is a resource for City contact for mapping and statistical data.

## **BUSINESS**

### **Review Commission's 2015 Goals, City Department alignments, and Committee Structure**

Chair Nyland gave a brief overview of committee structure and reporting, and talked about possibilities for re-structuring the way committees function and report, as well as the upcoming work on Commission by-laws. He also mentioned that it would be beneficial to structure the committees to align with City departmental structure to facilitate work completion and communication. Discussion followed.

Commissioners worked toward defining the six committees they want to staff in 2015, selected chairs, and listed major goals for the year.

#### **➤ Effective Communication**

Chair – Luke Byram

Possible Partners – IT, Media and Communications, Government Relations, Office of Equity and Human Rights, Community and Economic Development Department

Goals presented by Commissioner Fritsche:

- Internal support to work of Commission subcommittees, through market analysis, educational materials, publicizing information, social media, and sending correspondence
- Plan to implement celebration of 25<sup>th</sup> anniversary of ADA, working with NW ADA, Center for Independence, and other organizations, governments, and businesses
- Use events to educate public on disability issues
- Identify and develop ways to obtain feedback on disability issues within the community – brainstorm on how to engage community members
- Promote awareness through education and influencing policy making at various governmental levels
- Prepare calendar for Disability Advocate of the Year Award
- Request speaker to educate commissioners on current ADA issues



### ➤ **Employment**

Chair – Gary Peterson

Partners – Human Resources, Office of Equity and Human Rights, Human Rights Commission

Goals presented by Chair Nyland:

- Obtain and provide feedback on City training provided to management on interviewing candidates who may have a disability, and on other education items to be developed (e.g., disability etiquette).
- Review and provide feedback on the ADA component of the Supervisory Management Foundation training.
- Discuss and compile information regarding opportunities to hire departmental aides, including resources from the Division of Vocational Rehabilitation, Department of Social and Health Services
- Improve ADA web accessibility of the public facing interface for Neogov – the City’s job listing and application system.
- Provide code for the Tacoma Municipal Code, Chapter 1.29 (Human Rights Commission) to reduce minimum employer requirement for ADA employment discrimination complaints from eight employees to one.
- Review effects of last year’s employment discrimination investigation staffing increase on employment discrimination cases investigated and closed involving business’s within the City of Tacoma.
- Say Hey Tacoma event

### ➤ **Taxi’s**

Chair – Krystal Monteros

Potential Partners –Tax and License, Office of Equity and Empowerment

Goals:

- Eliminate transportation discrimination by getting a lift equipped taxi in Tacoma

### ➤ **Built Design, Parking, and Planning**

Chair – Roxanne Miles

Possible Partners: Public Works, Planning and Development Services, Community, Economic Development, and Neighborhood and Community Services

Goals presented by Commissioner Miles:

- Assessment of Parks and Open Spaces
- ADA Building Retrofits
- Compliance of Public Rights of Way (Parks, Buildings, Rights of Way, Parking) Within City Structure
- Transition Plan Progress and Auditing Plans - Review how to time improvements out over next decade with audits of private business to make sure they did the ADA elements in the permitting process – integrate into permit and inspection processes
- MBSC Review: Elevators and the Minimum Building and Structures Code (MBSC)



- ADA retrofits
- Review staffing of parking enforcement officers and results
- Citizen reporting of parking violations

➤ **Emergency Management**

Chair – Todd Holloway

Partners: Fire Department, Media and Communications

Goals presented by Commissioner Holloway:

- Participation on Comprehensive Emergency Management Plan Review Team by Commissioner Miles (will likely be adopted)
- Look at best practices for registry for people with disabilities
- Create Memos of Understanding with community organizations to mirror Pierce County
- Work on plan for mass care (evacuation and sheltering that is part of planning, response and recovery)
- Prepare people with disabilities and special needs to self-prepare for emergencies

➤ **ADA Web Accessibility**

Chair – Gerrit Nyland

Partners: IT Staff, Commission Staff

Goals:

- Increase ADA accessibility of all City websites
- WEB Accessibility

**ADA 25<sup>th</sup> Anniversary Planning**

The Effective Communications Team is working on this. Director St. Germain suggested including Diane Powers and Gwen Schuler on this.

**Charter and Bylaws Retreat Planning**

Cathy Journey, Manager, Training and Development, led a discussion on the COD Retreat Planning. Ms. Journey reviewed a handout with the commissioners, and together they agreed on a scope of work and some logistics. A poll will be released to find the best date for the retreat.

**Discussion topics**

- By-laws
- Roles and responsibilities
- Team charters for sub-committees

Retreat options were presented, and decisions were made regarding the retreat as follows:



## Logistics

Option B. One 4-hour session

Timing

Option E. Saturday

## **2015 Officer Nomination**

Nominations for Chair and Vice Chair for 2015 were proposed. Nominations remain open through the beginning of the next meeting.

Commissioner Fritsche nominated Chair Nyland for a third term. This was seconded. Chair Nyland accepted the nomination.

Commissioner Peterson nominated Roxanne Miles for Vice Chair for another term, this was seconded. Vice Chair Miles accepted the nomination.

Voting to confirm nominations will take place at the February meeting.

## **Effective Approaches**

- Real world demonstrations as a catalyst for change – Gary Peterson  
Commissioner Peterson spoke on biases we all have, but do not realize we have, and the impacts those can have in hiring decisions, and how being aware of your biases can help you offset them.

## **Good of the Order/Announcements**

- Commissioner Holloway reported that he is waiting for some information and will forward out his Center for Independence Report via email separately.
- Commissioner Miles had some questions on the upcoming retreat and how the COD agenda is built, and how speakers and topics are determined, and Ms. Journey responded that part of the retreat will be determining where to focus the Commission's energy.
- Commissioner Holloway noted the 25<sup>th</sup> Anniversary of ADA and shared excerpts from a related article in a publication.
- Commissioner Fritsche Discussed the Fair Housing Conference that will occur in Tacoma, and getting COD representation there.

The meeting was adjourned at 6:02 PM.

**Next Regular Meeting** – Thursday, February 12, 2015, 4:00 to 6:00 PM





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