



City of Surprise
Disability Advisory Commission (DAC)
Wednesday, June 20, 2012 – 6:00 P.M.
Surprise City Hall – Council Overflow Room
16000 N. Civic Center Plaza
Surprise, Arizona 85374

MINUTES OF THE MEETING

Members Present:

Michelle Hernandez, Chair
John Yaeger, Vice Chair
Roland Winters
Alyson Cline

Staff Present:

Michael Mason, Risk Manager
Ricka Gallagher, Risk Analyst

Members Absent:

Michelle Lewis
Dr. Deborah Jones
Shelia Kaiser

1. **CALL TO ORDER**

Chairperson Hernandez called the meeting to order at the Surprise City Hall, Council Overflow Room, 16000 N. Civic Center Plaza, Surprise, Arizona 85374, on Wednesday, June 20, 2012 at 6:07pm.

2. **CURRENT EVENTS AND REPORTS**

Commissioner Winters reported the memorial service at the Stadium was very nice instead of the parade.

Commissioner Winters also attended the City Council workshop last week to discuss outsourcing the city's Dial-a-Ride program to Valley Metro. His view is this is long overdue. The current system has been a failure in his opinion and is based on the wrong premise. The citizens that need the service are not getting it because able-bodied citizens can schedule a trip for \$1.00 from their house in Surprise to their work in Surprise and save money. The Council will possibly make a decision on this in August. He urged them to go forward with the new program as Valley Metro has 120+ vehicles as opposed to the City's seven buses. He is hoping the zero denial rate touted by Valley Metro is true as he has had a 100% rejection rate with the current system.

Chairperson Hernandez would like to meet with Commissioner Winters in the near future to discuss this issue. She is fairly familiar with Amy McCracken with Valley Metro as Chairperson Hernandez was on one of Valley Metro's subcommittees.

Commissioners Yaeger and Cline had nothing new to report.

3. **STAFF REPORTS**

Mr. Mason reported that the library door retrofit cost is something that this Commission will need to bring forward to the Council to request funding at a Council meeting. Smart Doors is the lowest bidder with a bid of approximately \$3,900.

Mr. Mason also determined that the City owns the building and the land, but the County currently operates and staffs it. The City would need to get County permission to make the improvements, but the contractor stated the work could be done at a time when the public would not be impacted.

Commissioner Cline recalled from a previous DAC meeting, that the money to fund this was in the Risk Management budget. Mr. Mason stated that the Council would need to approve the funds to be spent. She asked when is the earliest time the Commission could go before the Council to request this funding. Mr. Mason responded that the Council will meet next in August 2012. Commissioner Cline requested staff make copies so that whichever Commissioner makes the presentation to Council, s/he has all the documentation. Mr. Mason stated he would also validate the bid with the contractor to make sure the pricing will still be the same when that time comes. Commissioner Yaeger requested a copy so he could take it to the Ultrastar Movie Theater to encourage them to do the same at their facility.

Commissioner Yaeger asked Mr. Mason to clarify the bids Mr. Mason received.

Ms. Gallagher reported on behalf of Mr. Joe Gladioux, Adaptive Recreation Supervisor, about the "checklist" he uses for inspections. Ms. Gallagher read the explanation that Mr. Gladioux provided in an email to her to the group. The three big standards he uses for inspections are the three P's – parking, pathways and potty. Those are areas of concern he looks for when he walks the site, and talks with staff about any concerns he feels need attention. He suggested the Board develop a 10 point checklist of things to look for. In summary, the ADAG is the punch list, but a simplified list may be beneficial since the responsibility keeps changing hands.

As requested by the group last month, Ms. Gallagher provided copies of the ADA consultant report, the city's ADA self evaluation matrix, and example of previous DAC action plan.

Ms. Gallagher then asked if the group is planning on recessing either the July and/or August 2012 meetings as she needs to report this to the Clerk. Initial discussion was to recess the July meeting. However, in discussing this matter further, the Commission reversed its decision and decided to keep the regular meeting schedule as is.

Mr. Mason then mentioned that Agenda Item #5 on tonight's agenda needs to be postponed as the City Attorney is ill and not able to make tonight's meeting. He suggested placing this matter on the August 2012 agenda.

4. **PUBLIC COMMENTS**

Mr. Andy Cepon, citizen, inquired about the Commission's decision to recess in July. His view is, if this Commission wants to get their updated Action Plan completed for presentation to Council in August, they should be meeting in July to get it completed. Chairperson Hernandez stated that July is a time when vacations usually happen and, since the Council is in recess that month, she felt it was a good time.

Mr. Cepon stated, about the library door issue, that this Commission needs to present this item at a Council workshop to allow opportunity for discussion before it goes to a Council meeting. He stated that, just because the budget doesn't include funding for things like library doors, does not mean this group can't make a plea for it before Council, especially since the City will be taking control over the library.

He mentioned this group first needs to:

- Introduce themselves to the Council so the Council knows who they are, and where the group is coming from before requesting any type of funding
- Present its Strategic Plan

Mr. Cepon then mentioned at the recent Council workshop on Boards & Commissions the Council discussed this Commission, and one of the Council members stated they did not know what this Commission does. He feels it is incumbent on the members of this Commission to be present at Council meetings and get the Council to understand who this Commission is and what they stand for. Otherwise, this Commission could be eliminated like two other commissions were recently.

5. **AGENDA**

Chairperson Hernandez suggested that Item #4 be moved up to Item #1 on the agenda. Commissioner Yaeger motioned to rearrange the agenda; Commissioner Winters seconded the motion. Motion passed 4-0.

1. Presentation by Janeen Gaskins, Grant Administrator

Mrs. Gaskins explained the processes, both at the Council level and internally, the City uses to determine what grants to request. She encouraged this group to work with non-profit groups in the community for grant funding as there are not many ADA-related grants out there for cities. Most grants of this nature are awarded to non-profits. This would be one way the community would benefit and possibly get funding for improvements without relying on the City. She also encouraged this group to contact her if they happen to hear about any outside funding sources. She will be happy to look into it and see if the City can be a partner in the process. She stated grants are not the only source of funding. This group should consider working with non-profits to obtain sponsorships where a business donates money for that non-profit and gets a tax write-off in return.

2. Approval of the May 16, 2012 regular meeting minutes

Vice Chair Yaeger motioned to approve the minutes; Commissioner Cline seconded. Motion passed 4-0.

3. Discussion on current DAC subcommittee work on DAC Strategic Plan

Commissioner Winters met with Commissioner Cline about business focus of accessibility and ADA compliance. They came up with the suggestion to offer free inspections to businesses to see if they comply with ADA regulations. Commissioner Cline stated the 2011 DAC Strategic Plan on business requires putting this plan together with the Chamber of Commerce. She met with the Chamber of Commerce and they are not able to provide a service to the City but will support the City in promoting and implementing programs. In the example of business inspections, the Chamber can list businesses in the community that are "ADA friendly". Chairperson Hernandez recalled a checklist that existed some time ago for the DAC where the commissioners could evaluate businesses informally and bring back to the DAC. One of the commissioners would then meet with the business to go over the items noted to encourage them to address the items. The business would then be included in a guide from the Chamber showing how "ADA friendly" they are. Staff will go through the records and see if this checklist and/or guide can be located.

Vice Chair Yaeger inquired again about updating the City's DAC webpage and who could update. Mr. Mason stated if the group can get him the information to be updated, he will forward to IT to be added to the page. Vice Chair Yaeger would like the page to consist of a page where it explains what the DAC is, commissioner biographies, etc. He could compile the information monthly or whenever new information is provided, bring to the group for review and, if approved, send to IT for updating. Chairperson Hernandez asked Vice Chair Yaeger to represent the group on this project. Commissioner Cline mentioned this is something that could be part of the group's Strategic Plan for communications and outreach purposes. Mr. Cepon stated this is something he has mentioned before. The group should compile bios, a list of accomplishments and future goals. This group should be a clearinghouse for the disabled community and should offer information about various programs applicable to them. He again mentioned the DAC Strategic Plan needs to coincide with the Council's Strategic Plan and its five pillars, then presented to the Council to get their acceptance. One of the pillars of the DAC Strategic Plan could be a communication avenue for the disabled community.

Chairperson Hernandez suggested that another work study session to be held in the beginning of July to continue to work on prioritizing the DAC Strategic Plan. The group decided on Monday, July 9th, 6pm in the Council Overflow Room.

Commissioner Cline met with Commissioner Lewis on housing. She later met with Assistant City Manager Mihelich and his staff to discuss fair housing and visitability, and neighborhood services programs.

Chairperson Hernandez and Commissioner Winters met via phone to discuss transportation issues.

Chairperson Hernandez asked Commissioner Winters if he attended the Board & Commission subcommittee meeting. Commissioner Winters was in attendance and reported the Council disbanded the Quality of Life and Transportation Commissions. Mr. Cepon opined the Transportation Commission was abolished because there were no projects or funding for transportation, and the purpose of the Commission was redundant with other staff involvement on county boards. He opined the Quality of Life Commission disbanded because it was starting to become more active and vocal, and they used to deal with CDBG but now Planning is doing it.

Commissioner Winters stated the group needs to make presentations before the Council to show its importance. Vice Chair Yaeger asked why the group can't send the Council monthly updates on issues/items the Commission has been working on so the Council can see this group is involved and is doing things that benefits the Council.

Mr. Cepon stated the Council Board & Commission subcommittee felt "at this point in time" the Quality of Life and Transportation Commissions weren't relevant and, therefore, were disbanded. Mr. Cepon warned the group that, if they don't work in conjunction with staff and the community, establish communication with the Council, and demonstrate to the Council that they serve a purpose and are needed for this segment of the community, they too could face disbanding if the Council so chooses.

Chairperson Hernandez stated that this group, along with the community they serve, has issues attending meetings which is why the Council needs to understand this so tools can be made available – teleconferencing, televising, etc.

Commissioner Cline stated first item is to get the Strategic Plan done. Then focus on having quarterly agendaized presentations to the Council providing them with accomplishments/goals/updates.

Mr. Mason stated his view is getting the Strategic Plan completed is most important. The project should be looked at from the viewpoint – what can we do in a given timeframe (TBD) to accomplish goals? Don't take on more than can be handled at any given time. Instead take one bite of it at a time. However, the revised Strategic Plan should be presented to Council no later than September 2012.

Commissioner Cline stated, based on the 2010 Census, 3% of the City of Surprise population is disabled. That equates to approximately 3,000 citizens.

The group needs to take the necessary steps to ensure this segment of the community is not ignored.

Chairperson Hernandez requested a motion be made to place all the subcommittee items to discuss on the July 9th Special Meeting agenda. Commissioner Cline made the motion. Commissioner Winters seconded the motion. Motion passed 4-0.

4. Action items to include on future agendas

Agenda items for the next work study session meeting include:

- Finalizing the DAC Strategic Plan. The top 5 items to present to the Council August 2012 workshop for formal presentation to Council in September 2012 will be:

-  Businesses
-  Transportation
-  Connectivity
-  Emergency Preparedness
-  Outreach

- Discuss quarterly presentations to Council
- Discuss grants and viable means of communication between the Council, DAC and the community
- Prepare an action plan for the Board to follow with measurable results

Commissioner Cline moved to place the training for parliamentary procedures and rules of order on the next regular meeting agenda; Commissioner Winters seconded. Motion passed 4-0.

6. **ADJOURNMENT**

Commissioner Winters motioned to adjourn the meeting. Commissioner Cline seconded the motion. Motion passed 4-0. Chairperson Hernandez adjourned the meeting at 8:15pm.

Michael E. Mason

Michael E. Mason, Risk Manager