



ADA Advisory Committee
Linn County Jean Oxley Public Service Center, Room 1 A/B
935 Second Street SW, Cedar Rapids
November 10, 2016 – 2:00 p.m.

AGENDA

1. Public comment (5 minute maximum)
2. Introductions
3. Approval of July 14, 2016 meeting minutes
4. Review by-laws
5. ADA updates:
 - a. City
 - b. County
 - c. Grievance items
6. Review education forum
7. Next steps and future agenda items

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a City program, service, or activity, should contact the City Manager's Office at (319) 286-5080 or email a.wing@cedar-rapids.org as soon as possible but no later than 48 hours before the event.



City of Cedar Rapids and Linn County ADA Advisory Committee

Greene Square Park

Thursday, July 14, 2016

2:00 – 3:00 p.m.

MINUTES

Committee Members present: Cherie Clark, Kay Fisk, Cathy Hafsi, John Haible, Tom Hardecopf, Ashlyn Lincoln, Adam Wright

Committee Members absent: Sam Claassen, Gina Johnson, Brittany Kerns, Jerad Nylin

Staff Members present: Darrin Gage, April Wing

Sven Leff, Director of Parks and Recreation, Daniel Gibbins, Parks Superintendent, and Chad Peterson, Urban Core Maintenance Supervisor, gave the committee a tour of Greene Square Park and discussed some of the ADA features while committee members made a few suggestions on ways to enhance accessibility including adding a firm surface, temporary or permanent, to either corner of the park that is just grass and making the material underneath the benches in the shade more firm, instead of loose rock. They commented on their appreciation that the splash pad had zero entry so that individuals who use wheelchairs or walkers would be able to enjoy.

Chair Kay Fisk called the meeting to order at 2:20 p.m.

There was no public comment.

John Haible moved to approve the meeting minutes. Adam Wright seconded. There were no objections to the May 5, 2015 meeting minutes. Motion passed.

April Wing updated the Committee on the progress that City staff and their accessibility consultant, Recreation Accessibility Consultants (RAC), have been making on the settlement agreement. The City is continuing to work towards compliance with all city-owned facilities and sites. As part of the settlement

agreement, the city contracted with a website accessibility consultant, SSB Bart, to evaluate the city's website for accessibility annually. The City is currently remediating compliance issues found in the audit reports.

Darrin Gage shared with the Committee that the County has received inquiries regarding their website's accessibility and emergency management guidelines that they are addressing. He also noted that the County continues to make improvements on the items listed in their transition plan. He shared that he attended an ADA Symposium last month and discovered a new product called "Mobi-Mat" which is a portable mat that can be temporarily or permanently laid down on the ground to provide non-slip and traffic resistant for wheelchairs, strollers, and pedestrians on sand, grass, or other soft and unstable surfaces.

There were no grievance items reported to the County or City.

Chair Kay Fisk and Vice Chair Tom Hardecopf reviewed the draft agenda for the education forum. They announced it would be held September 21 from 11 am to 2 pm at the Hallagan Education Center at Mercy. Donna Smith from the Easter Seals will be the keynote speaker and will cover topics that include service animals, People First Language, and other ADA related issues. John McGovern, from Recreation Accessibility Consultants, will provide updates on accessibility assessments they are conducting for both the City and County. The forum will conclude with a panel of participants, to be decided, that will share successful ADA projects occurring within the community.

The next ADA Advisory Committee meeting will be held November 3, 2016 at 2:00 p.m. at the Jean Oxley Public Service Center. Agenda items will include a review of the education forum.

The meeting was adjourned at 3:10 p.m.

Respectfully submitted,
April Wing
City Manager's Office



ADA ADVISORY COMMITTEE BY-LAWS

Section I. Creation, Name, and Authority

A committee of citizens, which shall be known as the ADA Advisory Committee (hereafter, the Committee), is hereby created at the direction of the Cedar Rapids City Council.

Section II. Purpose

It shall be the purpose of the Committee to assist the Cedar Rapids City Council and Linn County Board of Supervisors with matters related to the Americans with Disabilities Act (ADA).

Section III. Functions

The ADA Advisory Committee shall:

1. Provide advice new and existing programs, services, and facilities as it relates to Title II of the ADA.
2. Provide recommendations to improve accessibility to new and existing programs, services, and facilities.
3. Develop relationships with other organizations serving individuals with disabilities as identified by the ADA, including serving as liaisons between the Committee and organizations to which Committee members belong.
4. Identify accessibility needs and issues related to City and County programs, services, and facilities.
5. Annually develop a work plan consisting of goals and objectives for the Committee to pursue and report to the City Council and Board of Supervisors.
6. Provide opportunities for community organizations, special interest groups, and the general public to comment on alternatives and proposals related to accessibility improvements under consideration by the City Council or Board of Supervisors.
7. Disseminate information to all interested, affected, and/or concerned groups and citizens about City Council or Board of Supervisor plans or decisions related to the Committee's work.
8. Actively engage in education and outreach activities related to accessibility issues, the ADA, and improvements to new or existing programs, services, and facilities of the City of Cedar Rapids and Linn County.
9. Direct ADA complaints to the appropriate agencies and staff (staff for Title II issues and Civil Rights for Title III issues).
10. Monitor all ADA complaints received by the City and Linn County.
11. At the end of each fiscal year, provide a report to the City Council and the Board of Supervisors on the work and accomplishments of the Committee.

Section IV. Responsibilities

1. ADA Advisory Committee members should seek out opportunities to discuss issues of accessibility with residents in the community they have been appointed to represent, to familiarize themselves with the range of public opinion among residents with diverse social and economic backgrounds.
2. The ADA Advisory Committee shall monitor the City's and County's efforts to adhere to the requirements set forth in the ADA.
3. The ADA Advisory Committee shall address itself to those additional tasks assigned to it by the City Council or Board of Supervisors as requested.

ADA ADVISORY COMMITTEE BY-LAWS

4. The ADA Advisory Committee shall consider any issue brought before it by the public, its members, and City staff so long as that issue directly relates to issues of accessibility or the ADA in Cedar Rapids or Linn County. If, in its opinion, action or further study is required, the ADA Advisory Committee shall so report to the City Council or Board of Supervisors, refer the matter to the Civil Rights Commission, or other appropriate organization.
5. ADA Advisory Committee members shall familiarize themselves with the ADA, and the status of existing City and County programs, services, and facilities. Although a general familiarity with the ADA will be necessary, members are not expected to become experts in the legislation's technical aspects.
6. Each member of the ADA Advisory Committee is expected to demonstrate their interest in the ADA Advisory Committee's activities through active participation in ADA Advisory Committee meetings and public information and community involvement efforts. Should any member be absent from three (3) consecutive ADA Advisory Committee functions regardless of cause, the staff shall notify the Chair of the attendance issue and contact the member to discuss continuation of service. If the member cannot commit to regular future service, the Chair will notify the Mayor or Board of Supervisors and request the position be filled. By majority vote, the ADA Advisory Committee members can recommend removal to the Mayor or Board of Supervisors of one of its members for reasonable cause.
7. If at any time, the City Council or Board of Supervisors finds cause that any ADA Advisory Committee member is not performing his or her duties or is impairing the ability of the ADA Advisory Committee to meet its responsibilities under these bylaws, that member may be removed by a majority vote of the elected body that appointed said member.

Section V. Membership

1. The ADA Advisory Committee will consist of no more than eleven (11) members. No more than six (6) members will be appointed by the Cedar Rapids Mayor and no more than five (5) members will be appointed by the Linn County Board of Supervisors.
2. At least 51% of the Committee must be made up of individuals living with a disability as defined by the ADA.
3. The Committee membership may include at least one representative of the following disability types:
 - a. Hearing impairment
 - b. Intellectual disability
 - c. Psychiatric disability
 - d. Mobility impairment
 - e. Vision impairment
4. The Committee membership may include at least one representative of the following:
 - a. Architectural Design
 - b. Professional service provider for individuals with disabilities as defined by the ADA.
 - c. Caregivers to persons living with a disability.
 - d. Transportation service providers to persons living with a disability.
5. ADA Advisory Committee members shall be residents within the corporate limits of Linn County.

Section VI. Terms of Membership

1. Members shall be appointed for a three (3) year term. If an appointed member wishes to serve for an additional term, he or she may formally make a request to the governing body that made the original appointment.

ADA ADVISORY COMMITTEE BY-LAWS

2. Members are permitted to serve no more than two (2) consecutive terms. Members that have served two (2) consecutive terms and wish to re-apply can do so no sooner than one (1) year following the conclusion of their previous term.

Section VII. Offices, Duties, and Terms of Office

1. The first regularly scheduled ADA Advisory Committee meeting following each July 1 shall be an organizational meeting for the purpose of electing the following officers:
 - a. Chair
 - b. Vice Chair
 - c. Secretary
2. Each member so elected shall serve for one (1) year, or until he or she is reelected or a successor elected.
3. The Chair shall preside at all meetings, call meetings, assign duties to members, appoint subcommittees, establish the agenda for meetings in consultation with staff, and act as a liaison to the City Council, Board of Supervisors, other government agencies, and other related committees.
4. The Vice Chair shall, during the absence of the Chair, have and exercise all of the duties and powers of the Chair.
5. The Secretary shall provide the records of all meetings, functions, and activities of the ADA Advisory Committee, including meeting agendas, summaries, notices, promotional materials and other documents as deemed necessary. The Secretary shall, during the absence of both the Chair and Vice Chair, have and exercise all of the duties and powers of the Chair.
6. In the event of a vacancy in the office of Chair, the Vice Chair shall automatically assume the office of Chair for the remainder of the unexpired term. In the event of a vacancy of the office of Vice Chair, the Secretary shall automatically assume the office Vice Chair for the remainder of the unexpired term. In the event that a vacancy in the office of Secretary, a new Secretary shall be elected at the next meeting of the ADA Advisory Committee to serve the remainder of the unexpired term.
7. In the event that all officers expect to be absent from an ADA Advisory Committee meeting, the Chair shall appoint another member to serve as Chair pro tern. In the event no Chair pro tern was appointed, the members present shall elect one of their attending members to chair the meeting.

Section VIII. Subcommittees and Task Forces

1. The ADA Advisory Committee may create subcommittees by resolution to perform specific tasks in furtherance of the duties assigned by the City Council, Board of Supervisors, or as necessary to deal with administrative and procedural matters. Members of the subcommittees shall be current members of the ADA Advisory Committee and be appointed by the ADA Advisory Committee Chair.
2. At the request of the City Council or Board of Supervisors, the Chair shall appoint ADA Advisory Committee members to serve on joint task forces with representatives of other organizations.

Section IX. Meetings

1. Meetings shall be scheduled on a regular monthly basis, or as necessary to accomplish the tasks assigned to the ADA Advisory Committee by these bylaws. The ADA Advisory Committee shall meet at least once in any three (3) month period. Special meetings may be called by the Chair, the City of Cedar Rapids, or Linn County.
2. An agenda shall be prepared for each meeting by the staff. At the conclusion of each meeting, the Chair shall entertain suggestions from the membership for the next meeting's agenda.

ADA ADVISORY COMMITTEE BY-LAWS

3. A majority of the ADA Advisory Committee members shall constitute a quorum for the transaction of business. Vacant positions shall not be counted in determining the quorum requirement. Affirmative votes by a majority of the members present and voting at any meeting at which a quorum exists shall be necessary to adopt any measure.
4. Minutes shall be kept of all meetings.

Section X. Adoption and Amendments

1. These bylaws may be amended by the affirmative votes of two-thirds of the ADA Advisory Committee members, provided a copy of the proposed amendment shall have been sent to every member at least ten (10) calendar days before it is voted upon. Written votes will be accepted from absent member.