

**City of Bend**  
**City of Bend Accessibility Advisory Committee**  
**October 26, 2023**  
**Meeting Minutes**

Chair John Heylin conducted and called the City of Bend Accessibility Advisory Committee, October 26, 2023, hybrid meeting to order at the alternate time of 12:00 PM, at City Hall in Council Chambers, 710 NW Wall Street, 97703. Watch the **COBAAC October 26, 2023, YouTube livestream recording.**

**1. Roll Call:** Committee members

**Members Present Virtually (4):**

- Aaron Rivers, He, Him
- Kori Sparks, She, Her
- Nicholas Radon, He, Him
- Whitney Bennett, She, Her

**Members Present In-Person (3):**

- Chair, John Heylin, He, Him
- Liz Diether-Martin, She, Her
- Liz Woodfin, She, Her

**Members Absence Excused (4):**

- Amanda Hamer, She, Her
- Vice-Chair Carl Burnett, He, Him
- Derek Hofbauer, He, Him
- Stephanie Utzman, She, Her

**City Staff in Attendance:**

- Cassandra Kehoe, She, Her, Accessibility and Equity Manager & COBAAC Staff Liaison
- Andrés Portela, He, Him, Equity, and Inclusion Director
- Kathi Barguil, She, They, Community Relations Manager – Virtual
- Mellissa Kamanya, She, her, Affordable Housing Coordinator
- Lisa Larsen, She, Her, Administrative Supports Specialist Accessibility and Equity

**City Staff Absence Excused:**

- Barb Campbell, She, Her, Hers, Councilmember and COBAAC Council Liaison

**2. Land Acknowledgement: Live timestamp 4:09**

Land Acknowledgement read by Chair Heylin

**3. Approval of September 28, 2023, Draft Minutes: Live timestamp 5:01**

The September 28, 2023, draft minutes will be ready to approve at the City of Bend Accessibility Advisory Committee November 16, 2023, alternate meeting date.

**4. Public Comment: Live timestamp 5:21**

Evie Lerner has worked in different areas of accessibility and is here to listen to COBAAC's meeting.

## 5. COBAAC 2022-2023 Strategic Plan Review | Subgroup Updates: **Live timestamp 6:07**

- **Improving Transportation and Infrastructure Group:** Members Hofbauer, Bennet, Vice Chair Burnett, Radon
  - I. By the end of 2024, there is one additional option for accessible airport transportation in Central Oregon. We will achieve this by advocating for the creation and funding of an accessible, on-demand airport transportation option, such as:
    - Uber/Lyft (PDX WAV-type service)
    - Taxi companies (ensuring ADA compliance and incentivizing purchase of vehicles)
    - Creating dialogue between the cities of Bend & Redmond + RDM airport
    - CET (Cascades East Transit) partnership
  - II. Within the next 6 months, we will organize a half-day, on-street walking event to highlight two areas where accessibility gaps exist in public sidewalks and rights of way. We will focus on high-pedestrian-traffic areas. At least one of these should be a place where a state highway (U.S. 20) and city streets intersect. We will invite people from all relevant local government entities and nonprofit organizations, such as the City of Bend, ODOT, CET, COCA, Commute Options, and Deschutes County.

**10/23/23 Subgroup Update:** Focusing on planning a spring event. Adding another event and pulling other partners like in the Walk and Roll-about event, to join and explore accessibility with different sidewalk areas, specifically along highway 20 and near Juniper Park. Demonstrating different challenges experienced while navigating unfinished sidewalks. (Noted for May 2024)

- **Creating and Accessible Community Group:** Members Diether-Martin, Vice Chair Burnett, Chair Heylin, Aaron Rivers
  - I. Initiative: Create a single webpage for disability related services
    - Specific: All disability related services to fit on a single page pdf that can also be put on the website. Include links to non-city resources.
    - Measurable: website page that can fit on a single pdf.
    - Attainable: Need to track down answers to FAQ
    - Relevant: to daily life for locals and visitors
    - Time-based: draft ready by Sept meeting
  - II. Initiative: Chamber of Commerce partnership
    - Specific: Start a relationship with the Chamber to start working on education for businesses regarding disability rules and regulations.
    - Measurable: A working relationship with the Chamber.
    - Attainable: Send an email to the Chamber
    - Relevant: To business owners so they can be compliant with rules.
    - Time-based: Ask the Chamber to come to a COBAAC meeting, speak, and get a dialogue going.

III. Initiative: Yearly COBAAC BBQ

- Specific: A BBQ at Miller's Landing sponsored by COBAAC to raise awareness of COBAAC.
- Measurable: Attendance counts.
- Attainable: Get sponsorship from the city for food, drinks, trailer?
- Relevant: A time to socialize with the community but also outreach.
- Time-based: Early June BBQ.

**10/23/23 Subgroup Update:** Holding and looking into a budget for a BBQ at Miller Landing Park. Highlighting the future builds with access to water. Chair Heylin volunteered to look at the cost of food, drinks, and renting the space. June is the target date for this event.

Thoughts of a shared document. COBAAC members can add accessible resources for the community benefit and the people we represent. End results: Community members would have the ability to print this document off the website.

This subgroup also discussed Kayla Woputz testimony from the COBAAC September meeting, about accessibility issues at the new Cascade Lakes Brewing. About how to create a more inclusive community around laws and codes.

This group reached out to the Chamber of Commerce for a collaboration, the Chamber asked for COBAAC to produce ideas and the Chamber of Commerce will look at their ideas. Member Hamer sent a preliminary scope/questionnaire on how the Chamber and the City of Bend work together.

- **Creating a Culture of Accessibility With the City of Bend Organization:** Members Utzman, Hamer, Woodfin

**10/23/23 Subgroup update:** They have created three objectives.

- I. Building a foundation of Education: Disabilities are often seen but what about the disabilities we do not see, everyone is impacted by trauma. **TIO | Trauma Informed Oregon - Your Resource for Trauma Informed Care** offers educational layers in ways to build trauma informed culture.

**Objective 1:** By the end of 2024, one-third of the City of Bend staff complete trauma informed training through Trauma Informed Oregon. This is free when done online.

**Objective 2:** 100% of the City of Bend Staff complete trauma informed training.

- II. Bend Chamber of Commerce Engagement: Member Hamer has reached out to the Chamber and hopes to increase awareness and build relationships towards our goals of creating a culture of accessibility.

**Objective 1:** By the end of 2023, meet with Cyrus Mooney, Program and Events Lead. To strategize further partnership opportunities between COBAAC and the Chamber

**Objective 2:** By the end of 2024, COBAAC and the Chamber will engage with at least four collaborations, to include but not limited to:

- Cyrus Mooney to present to COBAAC about Chamber opportunities for our partnership.
- COBAAC to share its Strategic Plan in the Chamber members news.
  - COBACC to present information at a table at the Chamber of Commerce and/or a coffee event.
  - COBAAC to present a panel for a Chamber employer engagement or learning event.
- COBAAC to present a panel for a Chamber employer engagement or learning event.

III. Collaborate with Equity and Inclusion Director Portela about how to implement and continue to build a culture of accessibility within the City of Bend.

**Shor-term Objective:** COBAAC (City of Bend Accessibility Advisory Committee) will meet with Director Portela by March 31, 2024, to discuss further strategies for objectives 1 and 2.

**Long-term Objective:** Establish ongoing partnerships with the City of Bend Personnels to reinforce our cultural objectives. Building a foundation of education and networking to create the culture we hope to have.

Committee members feedback ensued after the 2022-2024 Strategic Plan subgroup updates.

Committee members discussed the Cascade’s Lake Brewery build and its accessibility issues from the testimony given by Kayla Woputz at the September COBAAC meeting. Member Radon gave suggestions on this and future issues of accessibility with building:

- Craft a letter and send it to state building officials. Highlighting the intent vs, the letter of the law. Using the Cascade Lake Brewery building as an example. This does not necessarily meet the intent of accessibility, nor does it provide equal and fair access to someone who wants to enjoy the roof deck amenity.

The Accessibility and Equity Manager thanked Radon and the other members for their comments. This is a wonderful opportunity for COBAAC to write this letter. And mentioned the synergy of other groups member Sparks spoke around the idea of the other groups and the goals for education. Specifically for businesses around universal design. Bringing those principles and policies into new and old businesses. Here was an opportunity here, with a brand-new build. To implement universal design and that did not occur. What does that say for equal access for all citizens?

This is an opportunity for synergy between other groups and to bring the Human Rights and Equity Commission onboard to the Creating and Accessible Community Subgroup and start drafting a letter. We could see if other businesses would be interested in signing on or other partnership in the community.

Member Radon, who is an architect, volunteered to help cast that letter since he is familiar with the code section.

## 6. COBAAC Business // COBAAC Roundtable: **Live timestamp 30:57**

- The COBAAC November meeting held In Council Chambers or through Zoom, Thursday, November 16, at 1:00 PM

Vote for the COBAAC December meeting:

Council Chambers, Thursday, December 7, at 1:00 PM

**OR**

Board Room, Thursday, December 14, at 12:00 PM

**Motion:** A motion to approve the COBAAC December hybrid meeting held on, Thursday, December 7, 2023, from 1:00 to 2:30 PM, in Council Chambers and virtually, unanimously passed by all voting members who attended today's meeting, in person (4) and virtually (3).

- Chair Heylin mentioned two fundraisers and information:
  - Embrace Bend: On 10/23/23, Unofficial Logging Company will donate 20% of sales.
  - The Fathers Group: Next week, Unofficial Logging Company. People and organizations can reserve a lane.
  - **Deschutes County College:** Deschutes County College is a great way to learn more about County services and how they relate to your life.
    - County College applicants must live, own a business, or work full time in Deschutes County.
    - Space is limited, and an application and background check are required.
    - Due to limited meeting space, not all applicants will be accepted.
- Member Sparks: She took a trip to Portugal, and Spain. Member Sparks visited the **Museum - Resistance and Freedom** A Tribute to Freedom and Democracy. Located in the former political prison. She mentioned how incredible the experience. A lot of work went into making this incredibly old building accessible.
- COBAAC Leadership Elections 2023 – 2024:
  - Chair Position: Vice-Chair Burnett is an automatic Nomination, per COBAAC Charter:

**Motion:** Rollcall vote. All in support of Carl Burnett for the COBAAC Chair position: Carl Burnett as COBAAC 2023 – 2024 Chair unanimously passed by all voting members who attended today's meeting, in person (3) and virtually (4).
  - Vice-Chair Position:

**Motion:** Rollcall vote. All in support of John Heylin for the COBAAC Vice Chair position: John Heylin as COBAAC 2023 – 2024 Vice Chair unanimously passed by all voting members who attended today's meeting, in person (3) and virtually (4).

## 7. Accessibility and Equity Manager: Cassandra Kehoe, She, Her: **Live timestamp 49:00**

- Stipend Survey: For those committee members that did not complete the survey, they took a few minutes to fill out the online stipend survey.
- Equity and Inclusion Director Andrés Portella, He, Him, Update:
  - Equity Definitions – City Council Update: Part of Director Portella’s new role was to define the City of Bend’s definition of Equity. What would equity look like, what is its relationship to accessibility and what is the relationship to the jobs for the folks who are going to be doing this work?

The process to find an equity definition started with HREC (Human Rights and Equity Commission), then COBAAC, then City Staff, then Mayor and City Council. It came down to two definitions, this will be the lens we will apply to our work:

    - **Our working definition:** Working towards fair outcomes for people or groups by treating them in ways that address their unique advantages or barriers. (OHSU Language Inclusion)
    - **Our Aspirational definition:** Equity acknowledges that not all people, or all communities, are starting from the same place due to historical and current systems of oppression. Equity is effort to provide different levels of support based on individuals or groups needs to achieve fairness in outcomes. Equity actionably empowers communities most impacted by systemic oppression and requires the redistribution of resources, power, and opportunity to those communities. (State of Oregon DEI Action Plan, Roadmap to Racial Equity and Belonging)
  - Sponsorship Program – Language Update:

Council Policy on Discretionary Funding / Sponsorship of Community Programs, Services and Events – Policy No. CP007:

    - **Purpose: 6.** Create and maintain an environment free of discrimination.
    - **Public Purpose:**
      - All funds, however awarded, must be used for a public purpose. A public purpose is defined as an activity or service that is open to all members of the public, regardless of race, color, national origin, age, religion, sex (including pregnancy), sexual orientation, religious affiliation, disability, veteran status, gender identity, or genetic information. In addition, sponsorship funds may not be used to discriminate against individuals with disabilities, and sponsors must make all programs accessible to individuals with disabilities, as set forth in the ADA.
    - **Not Eligible.**
      - For-profit organizations who intend to use the funding for the specific business purpose or general commercial enterprise.

**8. COBAAC Councilmember Liaison Update: Councilor Barb Campbell, She, Her, Hers:**

COBAAC Councilmember Liaison Campbell was unable to attend today’s meeting.

**9. The next COBAAC meeting is Thursday, November 16, 2023, from 1:00 to 2:30 PM. Please note the alternate date change for this meeting.**

**10. Adjourn:**

With no further COBAAC business, Chair Heylin adjourned the City of Bend Accessibility Advisory Committee (COBAAC), October 26, 2023, hybrid meeting at 12:59 PM

Respectfully submitted,

Lisa Larsen  
Administrative Support Staff  
October 25, 2023, Regular Meeting, Alternate Start Time



**Accommodation Information for People with Disabilities**

To obtain this information in an alternate format such as Braille, large print, electronic formats, etc., please contact the Accessibility and Equity Manager Cassandra Kehoe at [ckehoe@bendoregon.gov](mailto:ckehoe@bendoregon.gov) or call 541-693-2141. Relay Users Dial 7-1-1.