

**City of Bend**  
**City of Bend Accessibility Advisory Committee**  
**November 16, 2023**  
**Meeting Minutes**

Chair Burnett conducted and called the City of Bend Accessibility Advisory Committee, November 16, 2023, alternate date, hybrid, regular meeting to order at 1:02 PM, at City Hall in Council Chambers, 710 NW Wall Street, 97703. Watch the [COBAAC November 16, 2023, YouTube livestream recording](#).

**1. Roll Call:** Committee members

**Members Present Virtually (7):**

- Aaron Rivers, He/Him
- Derek Hofbauer, He/Him
- Kori Sparks, She/Her
- Liz Diether-Martin, She/Her
- Liz Woodfin, She/Her
- Stephanie Utzman, She/Her
- Nicholas Radon, He/Him/His

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

- Amanda Hamer, She/Her: Joined 1:18 PM
- Chair Burnett, He/Him
- Vice-Chair Heylin, He/Him

**Members Absence Excused (1):**

- Whitney Bennett, She/Her

**City Staff in Attendance:**

- Cassandra Kehoe, She/Her, Accessibility and Equity Manager & COBAAC Staff Liaison (In-Person)
- Andrés Portela, He/Him, Equity, and Inclusion Director (In-Person)
- Mellissa Kamanya, She/Her, Affordable Housing Coordinator (In-Person)
- Ashley Bontje, She/Her/Hers, Senior Administrative Support Specialist (In-Person)
- Lisa Larsen, She/Her, Administrative Supports Specialist Accessibility and Equity (In-Person)

**City Staff Absence Excused:**

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

**2. Land Acknowledgement: [Livestream timestamp: 4:15](#)**

Land Acknowledgement read by Chair Heylin

**3. Approval of September 28, and October 26, 2023, Draft Minutes: [Livestream timestamp 4:59](#)**

**Motion:** Vice-Chair Heylin motioned to approve the COBAAC September 28, 2023, Draft Minutes as read, with no corrections. Chair Burnett seconded the motion. The motion approved to move the September 28, 2023, draft minutes to final unanimously passed by all voting members who attended today's meeting, in person (3) and virtually (7).

**Motion:** Vice-Chair Heylin motioned to approve the COBAAC October 26, 2023, Draft Minutes as amended. Reflecting Member Radon attended virtually, not in person on the October 26, 2023, meeting minutes. Chair Burnett seconded the motion. The motion to approve the amended October 26, 2023, draft minutes to final unanimously passed by all voting members who attended today's meeting, in person (3) and virtually (7).

4. **Public Comment:** No public in attendance, in person or virtually.

5. **COBAAC 2022-2023 Strategic Plan:** COBAAC Members **Livestream timestamp 7:09**

Accessibility and Equity Manager // COBAAC Staff Liaison Kehoe: She is excited with the position that COBAAC is ending 2023, initiatives. COBAAC's three subgroups have worked together on the following initiatives:

- **Improving Transportation and Infrastructure Group:**  
Derek Hofbauer, Whitney Bennett, Carl Burnett, Nicholas Radon
- **Creating an Accessible Community Group**  
Liz Diether-Martin, Carl Burnett, Kelly Crowley, John Heylin, Aaron Rivers
- **Creating a Culture of Accessibility Within the City of Bend Organization:**  
Stephanie Utzman, Amanda Hamer, Liz Woodfin

Accessibility and Equity Manager Kehoe wants the three subgroups to meet before the November 7, 2023, meeting. Discuss what the COBAAC 2024 calendar looks like and create an action plan by doing the following:

- A 2024 Monthly Timeline: Target goals for each quarter
- Delegate team leads for specific project.

Manager Kehoe will submit a workup of what COBAAC completed to share with the City of Bend staff, and the leadership team. To memorialize the work COBAAC has done this year and forecast their future work.

COBAAC Staff Liaison Kehoe confirmed that the subgroups can meet virtually, over the phone, or other any other ways to gather as a group. 11/16/23 Subgroup Updates:

- **Improving Transportation and Infrastructure:** Vice Chair Burnett
  - 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
  - 11/16/23 Subgroup Update:** Manager Kehoe shared information she heard at a COCA (Central Oregon Coalition for Access), meeting, about **MODUS TRANSPORTATION**. They provide private for hire personalized transportation service, in Bend. Vice Chair Burnett is familiar with this company and would like to add this as a fifth bullet point, under this section.
  - 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 (Oregon Department of Transportation), CET, COCA, Commute Options, and Deschutes County.

**11/16/23 Subgroup Update:** No current updates (See 10/26/23 meeting updates).

Member Utzman shared information about an Engineering Professor at OSH (Oregon State University), wanting to have a roundtable discussion about people that use mobility devices, navigating roundabouts and other complicated intersections. There may be potential for COBAAC members to attend the February 15, 2024, Zoom discussion, the time is not set.

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.

**11/16/23 Subgroup Update:** No current updates.

▪ **Creating an Accessible Community:** Vice Chair Heylin

I. Initiative: Create a single webpage for disability related services

- Specific: All disability related services to fit on a single page pdf that can be posted 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

**11/16/23 Subgroup Update:** The group needs to start looking in to and gather the answers and information needed for each of the above bullet points, to share these resources with the community.

Member Diether-Martin is requesting COBAAC members share any resources they may have or questions and answers you want to see on this list. Please send your resources to members in this subgroup.

Member Hamer shared the **Diversability Village – Connecting people with disabilities to local resources** website on which she is working. There is a broad range of disabilities they gather resources and information, and there is an “Add a New Resource,” link to share resources.

COBAAC Staff Liaison wants to clarify with COBAAC members of this subgroup: The website that this subgroup wants to create; where would it be houses, on the City of Bend’s website or a standalone website? Vice Chair Heylin would like it placed on the City of Bend website.

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.

**11/16/23 Subgroup Update:** Vice Chair received an email reply from the Chamber of Commerce and feels there may not be future collaborations. It is important that COBAAC shares accessible information with local business owners. Helping them learn that there are ADA guidelines about which they may not know.

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**11/16/23 Subgroup Update:** No current updates (See 10/26/23 meeting updates).

▪ **Creating a Culture of Accessibility Within the City of Bend Organization:** Member Utzman

**11/16/23 Subgroup Update:**

I. Initiative: Trauma Informed Education

We really feel strongly that the underpinning of creating a culture of accessibility is building a foundation of education. While we oftentimes think of disability being something we can “see,” but what about what cannot be seen. Everyone is impacted by trauma. **Trauma Informed Oregon** offers educational pieces that layer in ways to build a trauma informed culture.

- Short Term Objective: By the end of 2024, one-third of the City of Bend staff will have completed Trauma Informed Care Trainings
- Long Term Objective: 100% of the city staff will have completed Trauma Informed Care Trainings within 3 years.

Member Hamer contacted the Chamber of Commerce, hoping to increase awareness, in collaboration, and build relationships towards our goals of creating a culture of accessibility. The goal is for COBAAC to collaborate with the Chamber, having four different opportunities by the end of 2024.

Member Hamer Chamber Update: Next week the Accessibility and Equity Manager Kehoe and Hamer have an appointment to meet with the Chamber of Commerce Events and Program Lead, Cyrus Mooney.

**6. COBAAC Business // COBAAC Roundtable: [Livestream timestamp 39:58](#)**

Chair Burnett asked each committee member to share what they have been up to personally, professionally, meetings they have attended, firsthand experiences relating to accessibility, or ideas for future agenda topics.

**7. Accessibility and Equity Manager: Cassandra Kehoe, She/Her, [Livestream timestamp 1:07:00](#)**

Manager and COBAAC Liaison Kehoe shared the following ideas and information:

- Suggestion: With a person from CET and COCA being COBAAC members and the interconnectedness of our work. Plan a 2024 joint session for those who work individually and collectively to bring accessibility to our communities.
- Shared information: The World Institute of Disability is pleased to announce **The Global Heumann Fellowship!** This program aims to honor the legacy of our cofounder, Judy Heumann, by developing exemplary global disability activists to lead equitable, inclusive, and just societies for all.

The fellowship is a part time, 12-month fellowship, with a term from July 2024 to July 2025. Individuals who have lived disability experience, active in the disability community, and have experience in our leadership with the disability rights, and disability justice field, can apply for the fellowship.

- Shared email information: Leadership Bend is a group that comes out of Bend Chamber that identified and comprised of about thirty individuals. Leadership Bend members chosen and identified from within the Bend community of leaders, come together as a cohort annually.

Manager and COBAAC Staff Liaison Kehoe created a proposal for them to partner with the COBAAC and asked them to create more accessibility for our community members in the City of Bend. Leadership Bend contacted Manager Kehoe to let her know they accepted her proposal.

Leadership Bend will work with the Equity Team, meeting in the next couple of weeks and excited to work with COBAAC members and gauge an understanding of where we want to go with this. Manager Kehoe proposal focused on snow removal, service animal, and making your and events accessible.

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

COBAAC Councilmember Liaison sends her apologies for her absence.

**9. The next COBAAC meeting is on Thursday, December 7, 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), November 16, 2023, hybrid meeting at 2:18 PM

Respectfully submitted,

Lisa Larsen  
Administrative Support Staff  
November 16, 2023, Regular Meeting, Alternate Date



**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.

**Para solicitar copias en español de los documentos en esta página web o en un formato alternativo como Braille, letra grande, formatos electrónicos, etc.:**

Por favor contacte al Director de Equidad e Inclusión, Andrés Portela [aportela@bendoregon.gov](mailto:aportela@bendoregon.gov) o llame al 541-323-8563. Los usuarios de retransmisión marquen el 7-1-1.