

City of Bend Accessibility Advisory Committee

December 7, 2023, Alternate Meeting Date

Meeting Minutes

Chair Burnett conducted and called the City of Bend Accessibility Advisory Committee, December 7, 2023, alternate date, hybrid regular meeting to order at 1:01 p.m., at City Hall in Council Chambers, 710 NW Wall Street. Watch the **COBAAC December 7, 2023, livestream recording**.

1. Roll Call: Committee Members

Members Present Virtually (4):

- Liz Woodfin, She/Her
- Stephanie Utzman, She/Her
- Nicholas Radon, He/Him/His
- Whitney Bennett, She/Her

Members Present In-Person (4):

- Chair Carl Burnett, He/Him
- Vice Chair John Heylin, He/Him
- Amanda Hamer, She/Her
- Derek Hofbauer, He/Him

Members Absences Excused (3):

- Aaron Rivers, He/Him
- Kori Sparks, She/Her
- Liz Diether-Martin, She/Her

City Staff in Attendance:

- Cassandra Kehoe She/Her, Accessibility and Equity Manager, COBAAC Staff Liaison
- Barb Campbell She/Her/Hers, Councilor, COBAAC Council Liaison
- Lisa Larsen She/Her, Administrative Support Staff, Accessibility and Equity

Leadership Bend Cohorts:

- Ben Berry, Morrison Maierle (In Person)
- Ben Hagg, First Interstate (In Person)
- Shelly Junker, Bend Chamber of Commerce (In Person)
- Eric Norman, Taylor Development LLC (In-Person)
- Daryl Stone, Microsoft (In-Person)
- Alison Toivola, Best, Best & Kreiger LLP (In-Person)
- Sam Rivera, Hayden Homes (Virtual)

2. Land Acknowledgment: COBAAC Member Hamer read aloud. **Timestamp 2:36**

3. Minutes Approval: Approve November 16, 2023, Draft Meeting Minutes. **Timestamp 4:12**

Motion: Member Hofbauer motioned to approve the COBAAC November 16, 2023, Draft Minutes as read, with no corrections. Vice Chair Heylin seconded the motion. The motion approved to move the November 16, 2023, draft minutes to final and unanimously passed by all voting members who attended today's meeting, in person (4) and virtually (4).

4. Public Comment:

No in person or virtual public attendees.

5. COBAAC 2022-2023 Strategic Plan: Updating Strategic Plan to Reflect 2024 Goals. **Timestamp 5:38.**

Subgroup Recap:

➤ **Improving Transportation and Infrastructure Subgroup**

Members: Vice Chair Burnett, Hofbauer, Bennett, and Radon.

Goal 1: Accessible Airport Transportation.

By the end of 2024, there is one additional option for accessible airport transportation in Central Oregon. We will achieve this by exploring multiple avenues in parallel, before deciding on one to endorse. The service should be comparable in cost to other airport transportation and need not be free of charge. It should be operated by an existing service, such as:

1st) Uber/Lyft (PDX WAV-type service).

- **Point Person:** Chair Burnett.
- Reach out to Portland for more information about the process.

2nd) Taxi Companies (ensuring ADA compliance and incentivizing purchase of vehicles).

- **Point People:** Members Bennett and Diether-Martin.
- **Point People:** Chair Burnett and Councilor Campbell:
 - Enforcement of **Bend Code 7.35.**
 - Bend MPO mini grants to incentivize accessible vehicle purchases(?).

3rd) Possible CET (Central East Transit) Partnership.

- **Point Person:** Member Hofbauer.

4th) Non-Emergency Medical Transport Companies.

- **Point Person:**
- E.g., Modus Transportation, American Medical Transit (Randy Ross).

Additional Considerations:

- Need “someone to bill” (cities of Bend and Redmond/Visit Bend/Bend Chamber) to fund the gap between the rider’s price and the company’s cost.
- Extend hours – early rides are an issue.
- Explore creating dialogue between the cities of Bend and Redmond + RDM airport.
- Ideas from the airport management about transportation.

Timeline:

- **Apr 1:** Complete analysis/research of the problem, potential partners, potential funding sources, key people, past solutions/work (written document). Present to the Accessibility and Equity Manager Kehoe and the City Manager King + any other key City stakeholders.
- **July 1:** Work plan/action items. Funding mechanism identified. Reevaluate goals and determine whether they need adjustments.
- **Oct 1:** Revise action plan and needed. Hand off implementation to partner agency to implement the work plan.
- **Jan 1, 2025:** Pilot program launches.
- **Timeline Point Person: Who keeps track of this quarterly schedule:**

Goal 2: Sidewalk Event.

In the spring of 2024, we will organize a half-day, on-street walking event to highlight two areas where accessibility gaps exist in public sidewalks and right 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 incite people from all relevant local government entities and nonprofit organizations, such as, the City of Bend, ODOT (Oregon Department of Transportation), CET (Central East Transit), COCA (Central Oregon for Access), Commute Options, and Deschutes County.

Sidewalk Event: Possible Locations.

- **Point Person:**
- Hwy 20 between 8th and 6th, 2 block loop, meeting at Juniper Park. (*non-compliant*)
- Wilson between 9th and 15th Street. (*Compliant*)
- Identify a Downtown location.

Timeline: Sidewalk Event.

- **Apr 1:** Date chosen and start advertising.
- **July 1:** Event has happened by now. (or before end of the school year)
- **Oct 1:** Follow-up actions have been determined.
- **Jan 1, 2025:** Begin planning a similar event for the following year.
- **Timeline Point Person: Who keeps track of the quarterly schedule:**

➤ **Creating an Accessible Community Subgroup**

Members: Diether-Martin, Chair Burnett, Vice Chair Heylin, and Rivers.

Goal 1: Disability Related Services Webpage + FAQ Section.

- All disability related services to fit on a single page pdf that can also be put on the website. Includes links to non-city resources.
- Attainable: Need to track down answers to FAQ.
- Relevant to daily life for locals and visitors.

Timeline: Disability Related Services Webpage + FAQ Section

- **In first quarter of 2024:** Draft/formulate commonly asked questions and resources (FAQ page).
- **In second quarter of 2024:** Conduct a survey of disability perspectives to identify needed priorities. (topics, themes)
- **Timeline Point Person for Goal 1:**

Goal 2: 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.
- **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 dialog going.

Timeline: Ongoing relationship building, Leadership Bend 2024.

- **Timeline Point Person for Goal 2:**

Goal 3: Yearly COBAAC Meeting.

- **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(?), Reserve Miller’s Landing.
- **Relevant:** A time to socialize with the community but also outreach.
- **Timeline:** Early June BBQ, planning in April 2024.
- **Timeline Point Person for Goal 3:** Vice-Chair Heylin

➤ **Creating a Culture of Accessibility Within the City of Bend Organization Subgroup**

Members: Utzman, Hamer, and Woodfin.

Goal 1: Trauma Informed Education Initiative.

This Subgroup feels strongly that the underpinning of creating a culture of accessibility is building a foundation of education.

Everyone is impacted by trauma. **Trauma Informed Oregon (TIO)** offers educational pieces that layer 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 of Bend staff will have completed Trauma Informed Care Trainings within three years (By 2027).
 - **Step 1 and 2: Identify Key stakeholders within the City of Bend (HR, Equity), and formulate, discuss, and pitch a proposal:**
 - (Meet with the City of Bend Equity Department to discuss implementation and reach out to city staff to set up a time to meet and discuss our proposal.)
 - **Point Person:** COBAAC member Utzman.
 - **Step 3: Establish parameters for rolling our Trauma Informed Trainings to one-third of the city staff:**
 - Number of City of Bend Staff
 - Start with making the training mandatory for all new hires.
 - Statistics: How many existing employees would constitute 33% of staff.
 - How would leadership like employees to access training? On their own via free online courses or bring in a trainer to train in group(s) of employees.
 - **Point Person:** COBAAC member(s) Utzman and Team.
 - **Step 4: Reach out to TIO regarding the cost of in-person group training.**
 - Act as a liaison between TIO and the City of Bend.
 - **Point Person:** COBAAC member Hamer.

- **Timeline: By the end of the 2nd Quarter of 2024.**
 - Maintain check-ins with the City of Bend to provide any support needed.
 - Have one-ninth of the city staff trained.
 - **Point Person:** COBAAC members, Utzman, and Hamer.
- **Timeline: By the end of the 3rd Quarter of 2024.**
 - Maintain check-ins with City of Bend to provide any support needed.
 - Have two-ninths of city staff trained.
 - **Point Person:** COBAAC member Utzman and Hamer.
- **By the end of 2024.**
 - Maintain check-ins with the City of Bend to provide any support needed.
 - Have one-third of all city staff trained.
 - **Point Person:** COBAAC members, Utzman, and Hamer.

6. COBAAC Membership: Who We Are. **Timestamp 23:28**

At the COBAAC final meeting for 2023. Each COBAAC members shared and acknowledged what motivated their COBAAC membership and reflect on the work done throughout 2023.

7. Leadership Bend 2024 Cohort: Accessibility Impact Project. **Timestamp 47:00**

Chair Burnett welcomed members from the Chamber of Commerce’s 2024 Leadership Bend Cohorts. Inviting them to introduce themselves, share information about their background, why they elected to work on the Accessibility Impact Project, and how COBAAC helps support the cohort’s initiative.

Leadership Bend cohorts introduced themselves and mentioned reasons for wanting to join the Accessibility Project: Accessibility issues are often ignored and works in the field, lived experience with family with invisible disabilities, diversity in our city is important, wants to learn more about accessibility issues and be involved, realizing that people have moments in their lives where they are touched with short term disabilities, has an extensive background with accessibility requirements with handrails, slopes and worked on large projects.

Leadership Bend member Barry mentioned that they see COBAAC mostly as a resource. Accessibility and Equity Manager Kehoe will be a main source of contact facilitating meetings and interfacing with COBAAC throughout this project, to assure inclusivity.

COBAAC member Hamer, founder of **Diversability Village**, offered to help in the website development of this project.

8. COBAAC Roundtable: **Timestamp 1:00:58**

Chair Burnett asked COBAC member it share any meetings that you attended, information that pertains to accessibility that you discovered this past month, and/or firsthand experiences that you had pertaining to accessibility that you would like to share with the group.

Member Radon mentioned the group he emailed COBAAC Staff Liaison Kehoe the letter he drafted about the accessibility issues at the Rooftop Bar. And what COBAAC members recommend requirements to the City of Bend. Accessibility and Equity Manager Kehoe is reviewing the letter before sharing it with the rest of the members.

Vice-Chair Heylin attended a Bend Parks and Recreation Board meeting and discussed Multiple Unit Property Tax Exemption (MUPTTE), where they approved the Jackstraw 300-unit development.

Member Hofbauer stated that CET is adding low floor Gillig buses to their fleet. These busses are smaller, at curbside level, leaving no stepwell, taking away kneeling and wheelchair access.

9. Accessibility and Equity Manager Update: Cassandra Kehoe, She/Her. **Timestamp 1:07:45**

COBAAC Staff Liaison Kehoe likes to take an external viewpoint from somebody else in our disability community, whether that be an influencer/a social media content creator advocate.

Staff Liaison Kehoe had the COBAAC members reflect on the work done in 2023, looking ahead to 2024 to highlight each COBAAC member and have a moment of gratitude for the work you bring.

Staff Liaison Kehoe expressed gratitude for being able to serve as Staff Liaison to COBAAC. And grateful to each member for COBAAC. Liaison Kehoe is amazed by our interconnectedness, with the impact we have on individuals we love living with a disability, family members, and friends, knowing that it directly impacted our lenses.

Staff Liaison expressed her gratitude to the city staff, Council Liaison Campbell Support Specialist Larsen's support and advocacy work throughout 2023.

10. COBAAC Council Liaison Update: Councilor Barb Campbell, She/Her/Hers. **Timestamp 1:10:39**

Council Liaison Campbell echo the sentiments expressed by Accessibility and Equity Manager // Staff Liaison Kehoe. Adding that the group motivate and inspire her.

Council Liaison Campbell mentioned the Bend MPO (Metropolitan planning organization), the organization she is a part of, was instrumental in getting the Gillig buses.

Separate from Bend MPO. They have an empty seat on the **BMPO Technical Advisory Committee (TAC)**.

11. Wishing you each a Happy Holidays! Our next COBAAC meeting will be next year: Thursday, January 25, 2024, from 1:00 to 2:30 PM.

12. Adjourn: With no further COBAAC business, Chair Burnett adjourned the City of Bend Accessibility Advisory Committee (COBAAC), December 7, 2023, hybrid meeting at 2:18 PM.

Respectfully submitted,

Lisa Larsen
Administrative Support Specialist
December 7, 2023, City of Bend Accessibility Advisory Committee.



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 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 o llame al 541-323-8563. Los usuarios de retransmisión marquen el 7-1-1.