

City of Bend Accessibility Advisory Committee

March 28, 2024, Regular Meeting Minutes

Chair Burnett conducted and called the City of Bend Accessibility Advisory Committee, March 28, 2024, regular hybrid meeting to order at 1:02 PM, at City Hall in Council Chambers, 710 NW Wall Street. Watch the [COBAAC March 28, 2024, livestream recording](#).

1. Roll Call: Committee Members.

Members Present Virtually (5):

- Vice-Chair, John Heylin, (He/Him)
- Aaron Rivers, (He/Him)
- Kori Sparks, (She/Her)
- Liz Diether-Martin, (She/Her)
- Whitney Bennett, (She/Her)

Members Present In-Person (3):

- Chair, Carl Burnett, (He/Him)
- Amanda Hamer, (She/Her)
- Derek Hofbauer, (He/Him)

Members Excused Absence: (3)

- Liz Woodfin, (She/Her)
- Nicholas Radon, (He/Him/His)
- Stephanie Utzman, (She/Her)

City Staff:

- Cassandra Kehoe, (She/Her/Ella), Accessibility & Equity Manager, COBAAC Staff Liaison (*In-Person*)
- Andrés Portela, He/Him, Equity, and Inclusion Director (*In-Person*)
- Barb Campbell, She/Her/Hers, Councilor, COBAAC Council Liaison (*Virtual*)
- Lisa Larsen, (She/Her), Administrative Support Specialist (*In-Person*)

Leadership Bend 2024 Representatives:

- TJ Murphy, (He/Him), Hite Digital Bend

2. Land Acknowledgment: Volunteer. **Timestamp 3:44**

Leadership Bend 2024, representative TJ Murphy (he/him), read the City of Bend Land Acknowledgement.

3. Minutes Approval: Approve February 22, 2024, Draft Meeting Minutes. **Timestamp 5:11**

Tabled until March 25, 2024, Meeting: Corrections submitted today before the meeting. A review and corrections to the February 22, 2024, draft minutes, then approved at the March 25, 2024, meeting.

4. Leadership Bend 2024 Cohort: Accessibility Impact Project. TJ Murphy, (He/Him). **Timestamp 5:56**

The Leadership Bend representatives are finalizing the content, running a quality assurance review, and making final edits to the new City of Bend website. And then send it to Accessibility & Equity Manager, Kehoe, and the City of Bend to review and then ask for COBAAC's input next week.

The content will include information on:

- Pages dedicated to basic ADA compliance.
- Grant and financial assistance information.

- Inclusive hiring practices and local resources.
- Community support, technology, and accessibility tools.
- A page dedicated to engaging with the community. Featuring local stories, and best practices.
- Initiatives that tie it into how people are creating more inclusive practices in the Bend business community.
- A page dedicated to website accessibility, educating people of the importance, and what that means. Becoming more accessible with their websites and the legal implications being more important.
- Resources for event planning check list to create accessible events. Leadership Bend representative Murphy stated they are building on an existing event planning checklist created by the City of Bend Business Advocates.
- FAQ (Frequently asked questions), list.

COBAAC Questions:

- Are you adding resources to employing people who need accommodation? Leadership Bend representative Murphy said a page dedicated to inclusive hiring practices to link people with organizations, resources, including Diversability Village in multiple areas of the website.

- The scope is broader than expected. What is the estimated number of distinct webpages? Representative Murphy is working with the City of Bend Web Master. Essentially having a central hub, a mini site within the City of Bend site, with a main overview page, with user friendly. With easy to navigate menu and buttons leading to about ten subpages.

The City of Bend will take over this Leadership Bend, Accessibility Impact Project, by the end of June.

- Is this site directed to Bend businesses? Representative Murphy confirmed this site is for Bend businesses only.
- The site information that you mentioned seems more about National about ADA compliance, in scope, not a strong local angle.

Were you looking for quotable material, and information already written, to link and point people to, or start from nothing? Representative Murphy emphasized the goal from the outset was not to build something that already exists and is effective. We were looking for Oregon resources to link to directly.

5. Accessibility Snow Removal Subcommittee. Manager Cassandra Kehoe. Timestamp 16:10

At the February 2024 meeting, COBAAC members wanted an overview of snow removal and then propose a recommendation. Should COBAAC members create a subcommittee, which is more formalized, noted, recorded and available to public record going forward. Subgroups are less formal which COBAAC currently uses.

Accessibility & Equity Manager Kehoe summarized why establishing a snow removal subcommittee may work best from previous issues that COBAAC have spoken of and shared with Assistant City Manager Betteridge. There is a lack of integration regarding Public Works as well as Code Enforcement.

This is an opportunity for COBAAC to raise accessibility awareness around snow removal. Every year during the snow season, the number of Barrier Removal Requests rises, specifically around snow removal. At the COBAAC February meeting, **Chair Burnett read a written public comment submitted by Jordan M. Ohlde**. Having to utilize public streets in front of businesses, because the sidewalks were inaccessible, wanting resolve before the next snow season.

Snow Removal:

- Current Reporting Structure:
 - Bend Works and Code Enforcement – Flow Chart,
 - Opportunity: COBAAC Education and Awareness Building
- Snow Removal Subgroup Membership. (COBAAC would need to vote on)
 - One representative from each subgroup and interested members.

Current Reporting Structure:

- Barrier Removal Request Available Online:
 - Enter your information.
 - Upload photographs.
 - Vice-Chair Heylin identified uploading photograph size is an issue.
- Code Enforcement:
 - Difficulty with snow given timeline.
 - Repeat offenders penalized.
 - Financial Penalty - rarely implemented.
- Bend Works (App):
 - Report on an emerging issue.
 - Not integrated with Code enforcement.
 - Responses are being amended thanks to COBAAC feedback.

A group from the PMO office presented the Bend Works app. When there is an emerging situation, pothole, or damaged waterline. The Bend Works app is live, a citizen can immediately report the issue and it on the backend it goes to a member of Streets, Maintenance or other departments that is overseeing the work and remediate the issue.

Members of COBAAC mentioned times when they submitted an issue on Bend Works. They refer them to Code Enforcement which has their separate procedure and not integrated. And frustrated when told it is the incorrect venue and forum.

When reporting snow removal, Code Enforcement allows a 10-day cure period. In most cases the snow melts and the problem resolved on its own. And the code infringement letter that was issued no longer needs to be enforced because it has melted.

One of COBAAC Staff Liaison's Kehoe's priorities, as the Accessibility & Equity Manager, is to work throughout the year on snow removal policies and communications. Not waiting for the snow to fall.

The formation of that formal COBAAC subcommittee is beneficial. Inviting potential members from COCA (Central Oregon Coalition on Access), from the public, and Jordan M. Ohlde, who submitted the written public comment, about snow removal and inaccessible sidewalks.

Accessibility & Equity Manager Kehoe is leaving the decision to COBAAC to be able to make the decision. She recognizes there is capacity. Recognizes members current subgroups.

Proposal: Formation of a COBAAC Subcommittee:

- 3 to 4 COBAAC members.
 - Not wanting to disturb quorum.
- Standing meetings every other month (noticed and recorded)
 - Half an hour to 45 minutes, potentially having four meetings before winter, with emails in between.
- Develop awareness campaign materials.
 - Guide/inform Accessibility team’s work, Communications. The Accessibility and Equity Program is dedicated to this important work.
 - Especially for downtown businesses sidewalks and snow dumping in parking lots. Potentially holding an event, snow in July. The Communications Department could create the materials for the awareness campaign.
- Share best practices with businesses, homeowners, property managers, etc.
 - This goes hand in hand with what Leadership Bend representative Murphy mentioned about the responsibilities under the Bend City Code.

COBAAC Snow Removal Subcommittee Proposal Discussion:

A subcommittee is for more formalized and have a public record. Subgroup does not have to publicly recognized.

- It makes sense to continue the conversation and we should think about making it seasonal, outside the months the snowfall. July or August of each year, starting in July thorough March.
- It is fresh in our minds, so a meeting ASAP, start sooner than later.
- Having a CET representative involved to discuss how city plows work when they clear bus stops.
- Piggy-back this meeting right after the regular COBAAC meeting was suggested and had positive feedback.
- It is a good idea. One of the barriers is implementing it in the way it is presented, is finding a consistent group of people that have the time.

Accessibility and Equity Manager Kehoe stated due to members capacity, it may be that a subcommittee is not appropriate. Mentioning she could meet with members, Heylin and Hofbauer offline every so often and talk. Having a community listening session.

6. COBAAC 2024 Strategic Plan: Updates. Timestamp 38:47

I. Improving Transportation and Infrastructure Group:

Goal Sidewalk Event: Talked about the location of the sidewalk event and chose the Galveston area and identified one intersection within walking distance. The proposed date is May 16, 2024, from 3:00 to 5:00p.m. They are collaborating with COCA for this event.

There was a question about providing insurance to this event and Manager Kehoe is interested if the past Walk Roll events purchased insurance for their events. Manager Kehoe can talk with the legal department to liability and insurance. As well as a scope of what they can and cannot do.

Council Liaison Campbell suggested we invite council members to this event and checking their calendars for their ability to attend this event.

Airport Transportation Goal: There are ongoing conversations but no specific updates currently.

II. Creating an Accessible Community Group:

Community Picnic: They have reserved Miller's Park, June 14th, and the City of Bend will pay the cost. Holding the event from approximately 4:00 to 7:30 p.m. They need to talk about securing additional parking. There will be simple picnic food at this event.

This group talked about a survey, asking for feedback on their accessibility needs. Or an easel with post-it notes. And want to invite different groups and organizations. City of Bend Party Trailer? Should there be an interpreter? And look at the cost.

Leadership Bend Website: Business focused with a quick reference guide. Conduct a survey throughout the city and the Neighborhood Associations.

III. Creating a Culture of Accessibility Within the City of Bend Organization:

This group has not been able to contact Trauma Informed Oregon to get a cost and trained on the same platform (hybrid or in person).

7. COBAAC Roundtable: **Timestamp 53:29**

Members highlights:

- Kids taken to OAS (Oregon Adaptive Sports) at Mount Bachelor, and the one on one coaching is going great.
- Heard a good podcast, 99% invisible. It is about design. The latest podcast was about autism friendly spaces. Talked on going beyond specific kinds of architectural requirements or checking boxes to produce spaces that truly accessible. Reminds him of and parallel situations for wheelchair design access.
- Used Bend Works last month: Overgrowth of trees blocking the sidewalk. Within a couple days they were clearing the issue.
- Netflix recommendation: Mending the Line. About flyfishing helping, Veterans returning from the Iraq war, with mental trauma, physical disabilities, cope.
- Affordable Housing is holding book clubs.

8. Accessibility and Equity Manager Update: Cassandra Kehoe, (She/Her/Ella). **Timestamp 1:01:43**

- Welcome to the City of Bend Equity Team: Lindsay Wengloski, She/They, Equity Management Analyst the Equity & Inclusion Department.
- Member Radon’s Rooftop Letter of Recommendation Update, Pushed to April.
- World Down Syndrome Day, (March 21, 2024). Showed a short film: **Assume that I Can, So Maybe I Will.**
- Quote from Dr. Martin Luther King, Jr., Beyond Vietnam – A Time to Break Silence.

Now let us rededicate ourselves to the long and bitter, but beautiful, struggle for a new world... If we will make the right choice, we will be able to transform. The jangling discords of our world into a beautiful Symphony of brotherhood.

This makes Manager Kehoe reflect on the work COBAAC does and the advocacy you bring into this space. She is immensely grateful for each of you and her colleagues.

9. COBAAC Council Liaison Update: Councilor Barb Campbell, (She/Her/Hers). **Timestamp 1:07:45**

Council Liaison Campbell stated that it is an honor to work with COBAAC. We have great and valuable discussions.

10. Agenda Setting: Timestamp 1:09:04

- Approaching and discussing the Public Comment section
- Discuss, as a group, the expectations of the Miller’s Landing event. Signs, food, who to invite, promotion.
 - Have an after-event debrief on the events COBAAC holds, what worked, what didn’t.
- Side Note: Juniper Park has a section of the park designed for kids with autism.

11. Our next COBAAC meeting will be next year: Thursday, April 25, 2024, from 1:00 to 2:30 PM.

12. Adjourn: With no further COBAAC business, Chair Burnett adjourned the March 28, 2024, City of Bend Accessibility Advisory Committee regular hybrid meeting at 2:20 p.m.

Respectfully submitted,

Lisa Larsen, Administrative Support Specialist, Accessibility and Equity



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.