



CITY OF BEND

# Minutes

## City of Bend Accessibility Advisory Committee

November 21, 2024, from 1:00 to 2:34 p.m.

City Council Chambers, Bend City Hall  
710 NW Wall, Bend, Oregon

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Chair Burnett conducted and called the City of Bend Accessibility Advisory Committee, November 21, 2024, regular hybrid meeting to order at 1:03 PM, at City Hall in Council Chambers, 710 NW Wall Street. Please [watch the November 21, 2024, livestream](#).

### 1. Roll Call and Welcome: Committee Members.

**Chamber Attendees (6):**

- Chair Burnett, He/Him.
- Vice Chair, John Heylin, He/Him.
- Amanda Hamer, She/Her.
- Derek Hofbauer, He/Him.
- Liz Woodfin, She/Her.
- Stephanie Utzman, She/Her.

**Zoom Attendees (4):**

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

**Absences Excused (1):**

Amanda Hamer, She/Her.

**City Staff:**

- Cassandra Kehoe, She/Her/Ella, Accessibility & Equity Manager / Staff Liaison (*Chambers*)
- Andrés Portela, He/Him/El, Equity & Inclusion Director (*Absent*)
- Barb Campbell, She/Her/Hers, Councilor / COBAAC Council Liaison (*Chambers*)
- Mellissa Kamanya, She, Her, Affordable Housing Coordinator (*Zoom*)
- Lisa Larsen, She/Her, Administrative Support Staff (*Chambers*)

**Public:** No public in attendance.

### 2. City of Bend Land Acknowledgement: [Timestamp 4:11](#)

COBAAC Member Hofbauer read the City of Bend Land Acknowledgement.

### 3. Minutes Approval: Approve October 24, 2024, Draft Minutes. [Timestamp 5:12](#)

**Motion 1:** Member Diether-Martin motioned to approve the COBAAC October 24, 2024, Draft Minutes as read, with no corrections. Vice-Chair Heylin seconded the motion. The motion to approve the October 24, 2024, unanimously passed by all voting members who attended today's meeting, in person (6) and virtually (4).

#### **4. Public Comment:**

Public not in attendance in Chambers or online.

#### **5. Taxi Licensing Letter Review: Draft Author Chair Burnett Timestamp 6:18**

##### **COBAAC Review:**

- Review Letter (November)
  - Adopt as is, or if needed, additional conversation and edits.
- Submit final edits: November - December meeting. (email Accessibility and Equity Manager Kehoe.)
- Adoption by COBAAC as a body or individual members.
- Submission of Letter (Dec/Jan).

##### **COBAAC Edits, Recommendations, and Discussion:**

- COBAAC member(s) edits are reflected in the current letter.
- Recommendations:
  - I. Compliance Review: The city should investigate if any taxi company that has purchased a new vehicle other than a sedan since February 25th, 1992, without offering wheelchair accessibility vehicles, is in violation of 49 CFR. § 37.103 (c) or (d).
  - Enforcement Actions: If violations are found, the City should enact documentation requirements, license restrictions, and compliance timelines.
- Member Woodfin wants to offer an education opportunity before licensing restrictions begin, making it fair and equitable. Adding that COBAAC supports and recommends education.
- Chair Burnett agreed with Woodfin but feels it is up to the licensing authorities to decide how they want to carry out the education about the law.
- Council Liaison Campbell has heard the language: bring them into compliance.

##### **Proposal To Amend and Adopt the Taxi Licensing Letter as Written with Two Additions:**

###### **I. Replacing the word TNC's with an ellipsis.**

###### **II. Encourage companies to comply with the law through education before issuing penalties.**

**Motion 2:** As a body, COBAAC member motion to amend and adopt the Taxi Licensing Letter with the two additions mentioned above, unanimously passing by all voting members who attended today's meeting, in person (6) and virtually (4).

Accessibility and Equity Manager Kehoe will add a summary that reflects the edits of what is on record today, with the two additions, then email members a final copy to the COBAAC members.

## 6. COBAAC Strategic Plan 2024 Subgroup Updates: **Timestamp 26:44**

- a. **Improving Transportation and Infrastructure Group:** Met with Manager, talked about ideas for the 2025 Strategic Plan. The Taxi Licensing Letter, participating in different events, Breaking Barriers, Sprouts Film Festival, and the Hawthorne Crossing in some capacity, and finding a way to collect data/information from folks in the community that have barriers other than the ones in the public right of way.  
Manager Kehoe agenda suggestion: Invite community members to share experiences and testimony about the barriers they encounter.
- b. **Creating an Accessibility Community Group:** Due to capacity, this group was not able to meet last month. Vice Chair Heylin expressed due to his capacity; he needs to step down leading this group. Requesting that someone else need to fill that position.
- c. **Creating a Culture of Accessibility within the City of Bend:** They discussed how they can roll out Trauma Informed Care practices for COBAAC members and City employees.

### **Goal 1:**

- Step 1: Invite Jill Bowers to the COBAAC January meeting to talk about the importance of trauma informed practices.
- Step 2: Ask COBAC members to complete the asynchronous free trainings currently available through Trauma Informed Oregon by the end of June 2025.

### **Goal 2:**

- Step 1: Lunch and Learn in June or July, with Jill Bowers from Trauma Informed Oregon with a more formalized presentation, on trauma informed practices for the City of Bend employees.
- Step 2: Phase in a training program for City of Bend employees.

### **Goal 3:**

- Ask COBAAC to participate, host a table and ask City of Bend staff attend the Sprouts Film Festival.
- COBAAC host a table at the Breaking Barriers table.

Chair Burnett restructure the subgroups suggestion: Make a list of our 2025 goals, sort them based on our subgroups, divide the goals into subgroups, and have groups work on one or two.

Member Utzman suggestion: Make one list of goals, then have each member sign up for at least two goals. It would be easier to bite of certain chunks, instead of a list of four.

Vice-Chair Heylin: Create a pamphlet COBAAC exists for qualified IEP or 504 school students.

Member Utzman: Develop a new plan for targeted outreach and create promotional material.

Member Rivers: Personal experience with a Deschutes County case worker that gives their family a lot of information. She would love to have something like these pamphlets to add to her packets. She sends out a monthly email about things that are happening for the special needs community. It would be an effective avenue to approach.

Member Diether-Martin suggests: Social media, she is working on a list of organizations.

Chair Burnett: This all seems like a promising idea to let the community know COBAAC exists.

## 7. COBAAC Roundtable. **Timestamp 55:18**

Vice-Chair Heylin: Talked about new social media platform, Bluesky, and how it allows to add alt-text to describe your photos or videos.

### **Finishing Agenda Item 6. COBAAC Strategic Plan 2024 Subgroup Updates:**

**Finalization of the COBAAC 2025 Workplan:** Next Steps. Manager Kehoe.

COBAAC members email your suggestions or last thoughts to [ckehoe@bendoregon.gov](mailto:ckehoe@bendoregon.gov). Making a compilation of the ideas at the December meeting, make picks and choose groups.

Please meet as a final group before the December 19, COBAAC meeting.

Member Hofbauer: Attended a Transit Conference session in Seaside about accessible presentations.

Administrative Support Specialist Larsen: Strategic Workplan suggestion. Community and business education about the importance of accessible documents.

- Member Dither-Martin has a lot of information on ADA Department of Justice, schools and the stricter accessibility guidelines and compliance.
- Chair Burnett suggested that the group look at the whole of education from Manager Kehoe or Administrative Support Specialist Larsen and discuss if that is something to add to the workplan.

## 8. COBAAC Chair and Vice Chair Election (12/2024 to 12/2025). **Timestamp 1:05:21**

**Motion 3:** Chair Burnett motioned to approve to elect Liz Woodfin, she accepted, as COBAAC Chair. Member Utzman seconded the motion. The motion to elect Member Woodfin to COBAAC Chair unanimously passed by all voting members who attended today's meeting, in person (6) and virtually (4).

**Motion 4:** Vice-Chair Heylin motioned to approve to elect Derek Hofbauer, he accepted, as COBAAC Vice-Chair. Member Utzman seconded the motion. The motion to elect Member Woodfin to COBAAC Vice-Chair unanimously passed by all voting members who attended today's meeting, in person (6) and virtually (4).

Congratulations and gratitude towards Chair Burnett and Vice Chair Heylin with their leadership and hard work they have put in to help share accessibility with and for the City of Bend and our community! Thank you for your time and thank your families for their support.

## 9. Accessibility Manager Update: Cassandra Kehoe, She/Her/Ella. **Timestamp 1:10:08**

- a. **COBAAC Recruitment:** Interviews were conducted and City Manager Eric King, He/Him, will appoint two new members and potentially alternates.
- b. **Upcoming: Communications Snow Removal.** We are waiting for the finalization of Communications Snow Removal graphics.
- c. **Upcoming December Reflection and Gratitude.** Each COBAAC member share a reflection of the year and some gratitude, and what they are looking forward to in 2025.

**Manager Kehoe Shared:** Disability Advocate Rebekah Taussig.

"As I searched for words to describe an experience as deep and as wide as disability, I thought about the endless mismatching between a disability body/mind and the world as it's been arranged. And in that sprawling, textured experience of embodied mismatch, I marveled over the fact that we continue to exist. We're here – making jokes and stories and friends and families and plans and quilts. We're cuddling and crying and taking deep breaths and watching the clouds and challenging the status quo with our mere existence.

That, to me, is solid gold scrappiness – the kind that ran through my limbs as I intuitively found ways to move my newly paralyzed body, buoyed me enough to let me grieve the hardest parts of disability, and brought me joy. So, I wrote a poem that started with a tiny set of words to instill pride and belonging within disability – "We are the scrappy ones." Over the next three years, this poem evolved into a picture book, and the first line of the poem became its title."

Chair Burnett would like to review the applicants and give feedback.

**10. Agenda Setting:** COBAAC Members.

Member Hofbauer: Acknowledge Councilor Campbell at the December meeting, her last meeting.

**11. Council Liaison Update:** Councilor Barb Campbell, She/Her/Hers. **Timestamp 1:21:02**

**Council Highlights:**

- COBAAC was on a list of City Councils interaction and adding COBAAC being a Council Advisory Committees. Currently COBAAC is run under the advisement of the City Manager, not a Council advisory committee.
- COBAAC used to be under the City Attorney Winters/Legal Department. It is now run under the Equity and Inclusion Director, Andrés Portela.
  - Manager Kehoe: We are now under the direction of City Manager Eric King and Asst. City Manager Betteridge.
- Council Meeting, January 14, 2025: Council will discuss Advisory Committees ran under the advisement of Council. Liaison Campbell suggested that if COBAAC members would like to switch over to a Council Advisory Committee, now is the time.

**12. Due to the holiday season, COBAAC held its meeting on Thursday, December 19, 2024, the third Thursday of the month.**

**13. Adjournment:** With no further COBAAC business, Chair Burnett adjourned the November 21, 2024, City of Bend Accessibility Advisory Committee hybrid meeting at 2:35 p.m.

Submitted respectively,

Lisa Larsen,  
Administrative Support Specialist, Accessibility & Equity



## **Language Assistance Services & Accommodation Information for People with Disabilities**

You can obtain this information in alternate formats such as Braille, electronic format, etc. Free language assistance services are also available. Please contact Accessibility and Equity Program at [accessibility@bendoregon.gov](mailto:accessibility@bendoregon.gov) or 541-693-2141. Relay Users Dial 7-1-1.



## **Servicios de asistencia lingüística e información sobre alojamiento para personas con discapacidad**

Puede obtener esta información en formatos alternativos como Braille, formato electrónico, etc. También disponemos de servicios gratuitos de asistencia lingüística. Póngase en contacto con Gestor del proyecto o creador del documento Equity and Inclusion Director // HREC Staff Liaison, Andrés Portela, He/Him/El [equity@bendoregon.gov](mailto:equity@bendoregon.gov) en correo electrónico/em o número de teléfono 541-323-8563. Los usuarios del servicio de retransmisión deben marcar el 7-1-1.