

City of Duluth  
Commission on Disabilities  
Monthly Meeting  
Wednesday September 30, 2009

CORRECTED COPY

<u>P</u>	Melissa Booth	<u>P</u>	Frances McGee
<u>P</u>	Clara Borrell	<u>E</u>	Patti Nadeau
<u>P</u>	Debra Burmeister	<u>P</u>	Tony Rubin
<u>P</u>	Roberta Cich	<u>A</u>	Cindy Stratioti
<u>P</u>	Claire Jasper	<u>E</u>	Beverly Strongitharm
<u>P</u>	Sara Junge	<u>P</u>	Karin Swor
<u>P</u>	Durbin Keeney	<u>P</u>	Glenn Tridgell
<u>P</u>	Lars Kuehnow	<u>P</u>	Randy Vogt
		<u>P</u>	Bob Grytdahl - Staff

1. Agenda Approval/Review of Minutes

- Today's agenda approved with no additions made.
- Commissioners are requested to read the minutes for the previous month prior to attending each meeting and bring their own copy of the agenda. No copies will be provided at meetings. Copies will be mailed to commissioners who don't have email. Please let Bob know if you need a hard copy mailed to you.

*Lars moved to approve the July minutes; Tony second.*

*Glenn moved to approve the September 2 minutes; Tony second.*

*Minutes for July and September approved.*

2. Signage requests: None

3. Public Comment/Announcements: None

4. Correspondence

- MN State Council on Disability will be hosting a Town Hall Meeting at MN Disability Day event October 12. The town hall meeting will be from 9-11 a.m. at the Holiday Inn. Please register by October 8. The awards ceremony will immediately follow from 11:30-1:00. Please contact MNCOD to register. Kelly Schroepfer at 651-361-7806 or Kelly.schroepfer@state.mn.us.

2. Parks and Recreation Report

- Tony shared the following email from Patti: I brought up the question about the pathway percentage in our city parks at our last Parks & Rec meeting. Kathy Bergen said the person to contact would be Kelly Fliessner at the City. Also, the Parks Master Plan is in the works - a huge endeavor and I am sure we will be hearing their assessment regarding ADA issues throughout that process. I will keep us all in the loop.

3. St. Louis County Health and Human Services Conference and Presentation:
  - Clara passed around a sign-up sheet to table the booth at the conference.
  - Signage at the booth will highlight commission title, mission statement, commissioner biographies, what we do (i.e., outreach efforts like parking, signage requests, etc.).
  - Handouts on various topics will be available at the table.
  - Presentation on power point was reviewed. Information will be added by specific presenters.
  - Trouble shooting regarding how to field questions at the presentation.
  - Presentation etiquette reviewed; signal cards used for marking time, using person first language, etc.
  - Clara will send a more specific email how to get to the presentation. It will be in Gooseberry Falls room 1 which is upstairs from the main conference entrance at the DECC.
  
4. Other Business: Process Improvement
  - How can we adopt a more formal process for new ideas and follow-thru with citizen concerns and requests? How can we make work groups more accountable and improve communication?
  - Claire stated that PDC wants to collaborate more with the commission and help with project follow-thru. They have several members and commissioners who attend both meetings. All are welcome to attend their meeting. They meet the 4<sup>th</sup> Friday of each month in Miller Dwan's classrooms from 11:30-1:00.
  - Perhaps new ideas can be formed into 'work requests' leading to a designate point person to build a team for tackling a project. Similar to the form/process we use to evaluate signage requests.
  - Discussed altering the agenda format.
  - Idea: Create a template letter that can be used as follow-up for issues, citizen concerns, etc. that are brought to the Commission.
  - Perhaps the accessible taxi idea can be the first issue as a 'test pilot' project.

**Action: Bob and Tony volunteered to come up with a 'work plan accountability system' and template letter for review with the group next session.**

- Note regarding attendance: If you are going to be absent, you need to call someone on the executive team (Roberta, Tony or Bob) prior to the meeting. If you are unable to get a hold of anyone, please email Sara to account for your absence. Thank you!

*Motion to adjourn meeting by Glenn at 4:40 p.m Second by Lars.*

Respectfully submitted,

Sara Junge, Secretary