

Accessibility Working Group

Meeting Notes

September 18, 2024

In attendance:

Pam Richardson
Kristen Larson
Katey Rogowsky
Deb Day
Shelby Cook
Sonikile Tembo
Emmanuel Owusu Ansah
Cory Parrott
Marc Chapin
Robert Stewart
Colin Craig
Lola Oyeladun
Muhammad Siddiqui
Jennifer Anderson

1. Recap of September 4th meeting

- Most members are new, tried to gain some background info/history

2. Objectives for this meeting

- Finalize/formulate the working group and committee members – should have representation from all functions
- Discuss expectations and commitment – requires three to four hours per month
- Review achievements to-date
- Future objectives

3. Roles that have been currently designated:

- Accessibility Champion, Co-Chairperson of sub-committee – Mayor Jeff Fawcett
- Co-Chairperson of sub-committee – BFES Chief/Acting City Manager Terry Parlow
- Accessibility Coordinator – Director of Human Resources Lola Oyeladun

Roles to be designated:

- Co-Chairpersons (two) of working group
 - Monitor group actions and work on specific tasks
- Policy resource
 - Someone from Legislative Services
- All other working group members will serve as resources

4. Objectives for 2025/2026 plan

- Verify objective completion since 2016 (currently 10, lots of work has been done)
- Create two streams
 - Review current outstanding objectives (identify shortcomings and revamp where necessary)
 - Establish future objectives

6. General discussion points:

- The Public Spaces objective was deliberately put off due to scope and budget
- Budget – the group can present a budget to Lola once numbers are available
 - If we don't have a budget it's difficult to plan accordingly
- Could the current accessibility feedback mechanism be used as a regular tool for improvement, rather than surveys?
- Training – incorporate into Dayforce once ready (not at this time)

- Existing employees – lots fell through the cracks during initial training
 - Records
- Overall objectives – don't need to be changed, but should be reviewed
 - How do the objectives feed into each other (one year, two year, etc.)
- Scope statements would be helpful – define each objective and prioritize accordingly
 - Would like the task groups to define the scope
 - Ownership is important
 - Not knowing makes it difficult for new members
- Would it be beneficial to review all components at some point? Best-case scenario, they're all eight years old
- What is the capacity of the working group members and their departments?
- It would make sense to figure out what objectives and/or tasks fall naturally within certain departments or work areas

7. Action items:

- Post slide deck on Teams channel – Azeem
- Create a working document that all group members can contribute to – Azeem
- Finalize group members – Jennifer
- Review documents and bring proposed changes to next meeting – working group members