

ADA TASK FORCE MEETING
MINUTES

March 18, 2021
Lakewood, Ohio
(Virtual- Zoom)

1. Meeting Called to Order: 6:06pm
2. All Members Present, including Councilmember Kepple and John Storey
3. Review of February Minutes with discussion regarding whether Jenn Swallow specifically named as ADA Representative / Point Person should be referenced. Stated it would be mentioned in these minutes since her confirmation was determined after meeting. Motion was brought and seconded. February Minutes Approved.
4. Old Business Items:
 - a. Point Person for Task Force; discussion was had and it was asked if co-chairs could be named and it was agreed that was satisfactory. Tracy Marie Greenberg and Ahmie Yeung were nominated and approved as co-chairs of the Task Force.
 - b. Discussion over any questions or comments regarding literature/communication from February meeting
 - i. Questions regarding City Properties and whether there were any historic City properties or real estate? John Storey said he would find this information and compile a City properties list and circulate.
 - ii. Discussion whether the Task Force will be able to tour City facilities / real estate and John Storey said he would ask what could be accomplished or accommodated
5. New Business Items:
 - a. Creating / Hiring a Consultant with Transition Plan Experience
 - i. Task Force will be chiefly engaged and working with a 3rd party outside expert consultant who handles these plans for any and all public entities that fall under the purview of the ADA, etc.
 - ii. Questions were asked whether Task Force had authority to approve or select consultant and/or craft the RFP / RFQ or at the very least review the scope of services / work.
 1. John Storey said he would check w/ law dept on all of the above.
 2. Examples of other cities' and organizations' ADA Transition Plans and proposals would be provided and City Hall would continue to work on getting the RFP in place for review.
 - b. Discussion was had to create a link or place on the City website either at the "Report a Problem" dropdown bar or other link on our website for those in the community to report an issue.
 - c. Other Items
 - i. Question whether the biographies of the Task Force members could be placed on our website so community members know the expertise here.
 - ii. Question whether vaccination sites within the City or transport to other sites will assuredly be ADA compliant;
 - iii. Questions about City facilities like the Tax office (who has higher elevation countertops) and what can be done in the interim while we conduct this Transition Plan to remedy.

- iv. Councilmember Kepple informed the Task Force that she briefed / updated City Council as a whole regarding our first meeting and will do so after every meeting.
- 6. Next Meeting- April 15, 2021, 6:00pm.
- 7. Meeting Adjourned: 7:14pm.