

City of Cambridge

Commission for Persons with Disabilities

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Keisha Greaves
Chair

Danielle Jones-McLaughlin
Secretary

Loring Brinckerhoff
Avril dePagter
Rayna Jhaveri
Melissa Miguel
Deepti Nijhawan
Emma Pan
Zach Solomons
Daniel Stubbs

Rachel Tanenhaus
Executive Director/
ADA Coordinator

Kate Thurman
Deputy Director/
Assistant ADA Coordinator

Maya Friedrich
Administrative Assistant

The Cambridge Commission for Persons with Disabilities is holding an abbreviated meeting online via Zoom on August 14, 2025 from 5:30 – 7:00 PM

PLEASE MAKE EVERY EFFORT TO JOIN BY 5:30 PM

AGENDA

Please keep your microphone muted when you are not speaking

- | | | |
|---|---------|------------------|
| 1. Introductions | 2 min. | |
| 2. Announcements | 2 min. | CCPD Staff/Board |
| 3. Approval of May minutes
<i>See pages 4-18 of this packet</i> | 2 min. | CCPD Board |
| 4. Retreat Debrief
<i>See pages 19-26 of this packet</i> | 20 min. | CCPD Board |
| <i>CCPD board members will vote to approve working groups proposed at the CCPD retreat.</i> | | |
| 5. Chair's Report | 10 min | Keisha Greaves |
| 6. Staff Report | 10 min. | Rachel Tanenhaus |
| 7. Public Works Update | 5 min. | Melissa Miguel |
| 8. Public Input | 4 min. | General public |
| <i>See pages 2&3 of this agenda packet for instructions on providing public comment</i> | | |

CART/closed captioning will be provided for this meeting

Captions can be turned on within the Zoom platform or streamed in a separate URL at <https://bit.ly/CCPDcaptioning>.

(captions will not appear until the meeting has started)

The City of Cambridge Commission for Persons with Disabilities, does not discriminate, including on the basis of disability. The Commission for Persons with Disabilities will provide auxiliary aids and services, written materials in alternative formats, and reasonable modifications in policies and procedures to persons with disabilities upon request.

**The next CCPD meeting will be held on
Thursday, September 11 from 5:30-7:00 PM.**

Members of the public: See instructions on pages 2 & 3 on how to watch the CCPD meeting and provide public comment via Zoom

Instructions for Joining the August 14, 2025 CCPD Meeting as a Member of the Public

Join Online:

Registration is required to view the meeting or to participate in public comment. Register online at https://cambridgema.zoom.us/webinar/register/WN_awfiL54bRqeWy_Ri_sh4sg

After registering, you will receive a confirmation email containing information about joining the webinar. For more information regarding Zoom technology visit:

<https://www.cambridgema.gov/Departments/citycouncil/zoomonlinemeetinginstructions>

Join by Phone:

If you do not have access to the internet, you may also call into the meeting using a phone by dialing any of the following numbers and entering the Webinar ID (registration is not required). For higher quality, dial a number based on your current location:

+1 309 205 3325
+1 312 626 6799
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+1 929 436 2866
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+1 669 900 6833

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When prompted, enter the webinar ID: **863 5933 3739**

NOTE: your microphone will be automatically muted until you are called on to speak during the public comment period of the meeting. See instructions on the following page for how to “raise your hand” to indicate that you would like to speak during the public comment period on the agenda.

Instructions for Providing Public Comment During CCPD Meetings via Zoom

Anyone wishing to address the Cambridge Commission for Persons with Disabilities (CCPD) during the Public Comment section of the agenda may indicate that by "raising their hand" virtually within the Zoom platform. The host (CCPD staff) will call on members of the public to speak in the order in which their hands were raised. Please note that while you may raise your hand at any point during the meeting, you will not be called on to speak until the Public Comment period of the meeting.

To raise your hand:

- On a Mac or PC:
 - Click "raise hand" in the webinar control panel
 - Alternatively, you may use the keyboard shortcut to raise and lower your hand:
 - Windows: press "Alt+Y"
 - Mac: press "Option+Y"
 - When you are called on by the host to speak, you will be prompted to unmute your microphone (you must unmute yourself, as the host does not have the ability to unmute individuals).
 - After you have spoken or once your 3 minutes are up, your microphone will be muted by the host
- If you are calling in by phone:
 - Press *9 to raise and lower your hand
 - When you are called on to speak during the public comment period, you will need to press *6 to unmute yourself (press it again to mute yourself)
 - Note: your phone number will be visible to only the host of the meeting (CCPD staff). Because your name will not be displayed, we will call on you when it's your turn to comment by using the last four (4) numbers of your phone number to identify you. For example, "The person calling in from the number ending in ####, you may now provide public comment."
 - After you have spoken or once your 3 minutes are up, your microphone will be muted by the host

Once they have the floor, members of the public are asked to identify themselves, and each speaker is limited to not more than three (3) minutes. Although the public comments should, whenever possible, address one or more items on the agenda for that particular meeting, if time permits, the Chair may allow a speaker to comment on matters that may not directly address an item on the agenda, but do concern the Commission.

Thank you for your patience as we work together to make virtual meetings accessible for everyone!

Draft

Cambridge Commission for Persons with Disabilities (CCPD)

Minutes for Thursday, May 8, 2025 CCPD Meeting

Online via Zoom

Meeting was called to order at 5:33 PM

Present:

Members: Keisha Greaves, Zachary Solomons, Melissa Miguel, Avril dePagter, Emma Pan, Loring Brinckerhoff, Danielle Jones McLaughlin, Deepti Nijhawan

Absent: Dan Stubbs, Rayna Jhaveri

Staff: Rachel Tanenhaus, Kate Thurman, Maya Friedrich

Other: Nieta Greene of Disability Community For Democracy, Inc. (speaker)

Announcements:

- The CCPD board retreat is coming up on 5/31 and Maya needs to confirm the number of people taking the DHSP bus to/from Central Square to downtown Boston (currently just Emma and Rachel are taking it there/back and Dan is taking it on the way back only so there are plenty of open seats)—Danielle said she would take it on the way back.

Approval of Minutes:

- The April CCPD meeting minutes were unanimously approved.

Elections:

- The board voted on our nomination for Secretary—Danielle, who was re-elected unanimously.
- The board elected voted on our nomination for Chair—Keisha, who was re-elected unanimously.

Vote on Summer Recess:

- The board briefly discussed whether to take the July 10 or August 14th board meeting off—board members did not express strong feelings about either month. Kate suggested July would be easier from a staffing perspective, and several board members agreed that July was preferable.
- The board voted to take recess in July 2025.

Presentation on Accessibility in Democracy:

Nieta Greene of Disability Community For Democracy, Inc. presented on the mission and work of her organization (see attached slides):

- Nieta described herself and why she started the organization—she is a resident of North Cambridge and has lived here for almost 9 years. She felt it was imperative to respond to attacks against the disability community in political rhetoric and started the organization in December of 2024. It has been a legal nonprofit for 5 months.
- She described the mission/vision of the organization (see slides).

- Nieta shared the organization's 4 different 'buckets' of work:
 - Grassroots: helping build connections across local communities
 - Legal/policy: includes litigation and advocacy—there are 4 regional committees around the country that focus on disability policy in those areas (different committees are talking about different issues in their communities, for example advocating against cuts to Medicaid and SNAP or organizing against registries for people with disabilities)
 - Campaigns: training people with disabilities to run for office/organize political campaigns
 - Framing: messaging/communications components including newsletter, social media, and website
- Nieta also talked about the events her organization has planned/is planning, including an upcoming disability pride event and a past event that brought notable Massachusetts political figures to speak.
- She emphasized that they advocate for community members with disabilities regardless of individual politics—everyone deserves to be treated fairly whether they are Democrat, Republican, or independent.
- She noted the importance of organizations like hers engaging with local government and make sure people with disabilities' voices are heard.
- A board member asked how volunteers are recruited—Nieta said there is a list for interested community members to sign up, and then active volunteers are assigned specific tasks.
- For the leadership/board Nieta said her organization seeks members who have personal experience with disability. She comes from peer support and a mental health justice background and believes people with lived experience are the most qualified to lead.
- A board member commended the importance of the organization and asked how they raise funds. Nieta said they currently accept donations through an online platform and are working to get tax-exempt status but are currently volunteer-run so fundraising capacity is limited.
- Disability Community for Democracy, Inc. is planning a disability pride event (possibly in July) for the 35th anniversary of the ADA:
 - Nieta & Keisha feel that having an event in an open-minded city like Cambridge would be powerful to stand up against attacks on the disability community
 - Nieta talked about growing up as a neurodivergent person and how current anti-autism rhetoric is very upsetting. She also discussed institutionalization policies against people with mental health conditions.
 - Rachel mentioned that Boston is having a celebration on July 23 and asked whether there would be overlap—Nieta is hoping the event she is planning will happen on the 19th but a date has not been set yet as the event is in early planning stages. Keisha specified that having an event in Cambridge itself would be special and that she already sent a proposal to City Councilor Marc McGovern, who seemed very supportive and suggested event spaces. Keisha hopes CCPD can be involved and possibly table at the event.
 - Nieta said the event could be a good opportunity to distinguish ourselves from Boston and let people know who we are beyond “the city of Harvard and MIT”. She also mentioned that she and other disability advocates in Cambridge were not aware that CCPD existed so the event could be an opportunity to let people know who we are.
 - Kate clarified that none of us are opposed to a disability pride event in Cambridge and mentioned the city's Special Events Committee (run by the transportation department). Organizers need to go through this process to make sure they have proper permitting, security, etc.—Nieta and Keisha were not aware of this process and said they would look into it.
 - Nieta acknowledged the special events process and said talking to City Council members to gauge interest/support felt like the most important first step. She also clarified that if the event cannot happen in July she still wants it to happen in August or September.
 - A board member asked about the event programming and Nieta said she hopes to invite disability justice advocates and political figures to speak at the event and possibly recognize/re-enact the 1990 Capitol Crawl.

- A board member asked how CCPD board members and CCPD staff could support the event. Nieta clarified that board members in their own personal capacities can plan/help, and city staff can consult about accessibility and provide insight into whether specific spaces are accessible (although we cannot recommend specific spaces).
- Avril mentioned a current Supreme Court case that would impact the ADA by putting the burden of proof of need for reasonable accommodation on people with disabilities—Nieta said she was aware of this and that similar attacks have happened over the last few decades.

Chair's Report:

Keisha Greaves reported:

- None.

Staff Report:

Rachel Tanenhaus reported:

- Kate and Rachel attended the virtual ADA Symposium this week (there is also an in-person symposium in Atlanta which CCPD will not attend). Rachel said she thought of Keisha because there was a workshop on accessible/adaptive clothing design! Workshops covered a wide range of topics—some highlights included how to make web pages accessible and how to build accessible charging stations for electric vehicles (Rachel passed this info along to folks in the city in charge of EV stations). Kate mentioned she and Rachel have attended both in person and virtual ADA conferences several times—they are very informative and bring in current context/case law but also very exhausting.
 - A board member asked if anyone could go to the ADA conference. Rachel said anyone can sign up but it costs \$450 (she did not promote it with the board because of the price tag). Rachel said most people who attend are ADA coordinators and can receive their continuing education credits and clarified that most people there are professionals/not covering the costs with personal funds.
 - Rachel specified that the in-person symposium is more expensive but provides amazing networking opportunities with people from all over the country. Attendees come from both the private sector and state/local/federal government. In previous years, people from the federal government have come to give updates on the current state of the ADA (not this year). Rachel appreciates the “highly nerdy energy” and always learns a lot, although each day contains 4, hour-and-a-half long workshops which are very technical and tiring.
- Rachel and some colleagues were interviewed by researchers at the University of Washington about how people with intellectual and developmental disabilities interact with ranked-choice voting and how to make that process more accessible. She clarified the researchers are talking to people with intellectual/developmental disabilities as well. One takeaway is that it is most important that people know how to cast a vote, which is a lot less complicated than understanding how votes are calculated (it is not as important to know this—just know how to say “this person is my first favorite, this person is my second favorite”). Ideally, people still should know the calculation process to be an informed voter, but it is not essential in order to participate.
- Rachel has been part of a working group for the Massachusetts Emergency Management Agency (MEMA), which works on emergency preparedness and management for “access and functional needs” and is meeting up again. This term includes not only people with disabilities but also people who are not native English speakers and need to know there is an emergency.
- Rachel shared some upcoming events:
 - [Demystifying Mental Health Diagnoses workshop](#) is happening on Wednesday May 14th from 12-1:30 on Zoom. They are looking for people to sign up to attend, Rachel will try to be there but is also scheduled to be at our budget hearing.

- The [National Survey on Health and Disability](#) happens every year or so and is currently active. It is one of the largest surveys on the experiences of people with disabilities and collects information about health, transportation, employment, housing, and other aspects.
- The MIT Museum is having “quiet hours” (used to be called “sensory friendly event”) on Saturday, May 10 from 9-10am at 314 Main Street in Cambridge. [Registration for the quiet hours event](#) is required, but admission is free. The museum has another event coming up in July, but Rachel does not have the details yet.

Public Works Update:

See attached “DPW Update – May 2025” for details of Melissa Miguel’s Public Works update.

Public Comment:

A member of the public asked whether CCPD can provide training or recommend trainers for a CPTSD service dog. Rachel clarified that we cannot recommend specific businesses, but people can reach out to us if they have questions about their rights as a service dog user.

Meeting adjourned at 6:58PM.

Respectfully submitted,
Maya Friedrich



Disability Community for Democracy, Inc.

Mission Statement

Disability Community for Democracy, Inc. is a peer-run disability grassroots organization in the United States dedicated to preserving, protecting, and defending liberal democracy and our civil rights, no matter who is in power at the local, state, and federal levels.

Vision Statement

Disability Community for Democracy, Inc. is committed to ensuring that disabled Americans, who comprise close to 30% of the population, are seen, heard, included, elevated, and given a seat at the table. In addition, we aim towards proportionate representation in politics, government, society, and other spheres.

Structure/Buckets

- Grassroots
- Legal/Policy
- Campaigns
- Framing

Grassroots

- Working with our allies in grassroots disability rights organizations & building bridges.
- Identifying people in our community/allies who will help us
- Identifying our needs/what we can use: e.g. — content, art, etc.
- Support from the business community

Legal/Policy

- Policies that will protect and benefit our community.
- Litigation: being prepared to defend our rights and the laws that protect us in a hostile administration.

Campaigns

- Help disabled people run for office and win by engaging with organizations that train people to run.
- Involvement and inclusion in campaigns, engaging campaigns to make sure they have disability outreach staff, ways to include disabled people in volunteering, staffing, etc.

Framing

- Messaging to counter-narratives that hurt our community and ensure that we are fairly represented.

Questions

DPW UPDATE – MAY 2025

➤ **On-going construction:**

- **River Street:**

- Utility work to continue along River St towards Memorial Drive
- Significant construction continues in and around Carl Barron Plaza. There will be pedestrian detours and MBTA bus stop relocations ongoing for several months. Contractor to pay special attention to accessibility features – we will monitor closely.
- **Full depth roadway reconstruction begins June**
 - **River St: Mass to Franklin**
 - **Green St: River to Pearl**
 - **Magazine St: Green to Franklin**
- **Carl Barron Plaza: installation of subsurface tree irrigation and aeration continues**

- **Broadway**

- Broadway is eastbound only for vehicles between Galileo Way and Ames, with a 2-way bike facility on the south edge.
- This condition will extend to Third Street starting early Spring 2025, and last for around 1 year.
- This supports major utility work associated with the Volpe and Eversource Energy projects

- **Harvard Sq Kiosk**

- **RIBBON CUTTING CEREMONY FRIDAY MAY 30th 10am – noon**

- **Harvard Sq. Plaza**

- Phase 1 Sidewalk reconstruction on pause until phase 7 is completed. (No Roadwork during winter months)
- Phase 7 on going – Demo existing granite and reinforced concrete.
- Phase 7 duration - ~ 33 weeks
- Phase 7 involves Granite seating and wall, plaza re-grading, brick paver replacement, utility installations (water, sewer, drain) and electrical and telecommunication conduit work
- **Estimate Contract Completion Date – November 2026**

- **Chapter 90, Contract 24:**

- Huron Avenue – Complete
- Park Avenue - Complete
- Chestnut Street
 - brick sidewalk install complete
 - top course paving complete – Pearl to Pleasant
- Elm St
 - Some sidewalk work remains
 - Final paving Spring 2025
- Webster Ave – Complete
- Dodge Street
 - Utility work complete
 - Full depth road reconstruction complete
 - Sidewalk work complete
 - Final paving week of May 12th

- **Chapter 90, Contract 25:**

- **Maple Ave** Curb and sidewalk work underway
- **Montgomery Street** Curb and sidewalk work underway
- **Dana/Centre Streets** - Utility work continues

Contract Streets

- Green St- Pearl to Landsdowne
- Maple Avenue- Broadway to Cambridge
- Centre St – Dana to Hancock
- Montgomery St – Harvey to Rindge
- Sciarappa St- Charles to Winter

➤ **Upcoming projects:**

- **Linear Park:**
 - <https://www.cambridgema.gov/Departments/communitydevelopment/linearparkredesign>
- **Port Infrastructure Project:**
 - Phase I Utilities/Streets/Sidewalks to begin construction Fall 2025 (Multi-year project – more details to come)
 - Clement Morgan Park Reconstruction to begin Fall 2025
- **Mass Ave4 improvements:**
 - Linnaean-Waterhouse Median Removal begins Spring 2025 (Contractor has begun Tree Protection and Mobilization)
 - Separated bike lane installation will follow; beginning around mid-2026.
 - Concept development for Linnaean-Rindge; and Rindge-Alewife Brook Parkway continues. Public events to occur in 2025 for both segments.
- **Chapter 90, Contract 26:** **Second round of community meetings are currently in progress**

Contract Streets

- Chetwyn Road – Newell St to End
- Gray Street – Martin to Linnaean
- Haskell – Rindge to Mass Ave
- Norfolk – Broadway to Somerville City Line
- Shepard – Garden to Mass Ave
- Avon Hill Street – Linnaean St to Upland Rd
- Hillside Ave – Avon Hill St to Washington Ave

If you are interested in receiving email notifications/updates for Chapter 90 - Contract 26, please email Melissa Miguel, P.E. at mmiguel@cambridgema.gov and you will be added to the contact list.

Cambridge Commission for Persons with Disabilities

Advisory Board Retreat Notes

May 31, 2025

12-5 (lunch 12-1)

Location: 225 Franklin St, Boston, MA

Attending:

Facilitator: Ora Grodsky, Just Works Consulting

Staff: Maya Friedrich, Kate Thurman, Rachel Tanenhaus

Board: Keisha Greaves (chair), Danielle McLaughlin (secretary), Loring Brinckerhoff, Dan Stubbs, Emma Pan, Deepti Nijhawan

Purpose and Outcomes:

Purpose: Strengthen cohesion and collaboration among CCPD Advisory Board members.

Desired Outcomes:

- Build a sense of community and deepen relationships with one another.
- Shared understanding of the parameters of serving on a government commission—what is and isn't possible
- Shared understanding of the Advisory Board member role
- Clarify how the Advisory Board and CCPD staff can best support one another
- Identify Advisory Board goals and priority projects for the year ahead
- Determine what working groups are needed moving forward
- Consider how to make Advisory Board meetings more effective and meaningful

Openings and Introductions:

Board members and staff described their motivations for joining the CCPD and what talents/resources they bring to CCPD

What does CCPD do/not do?

See handout.

Advisory Board Goals for the Next Year

Attendees split into three breakout groups, each made up of one staff and two board members. Groups were tasked with identifying goals they would like to create for the next year.

Ora identified two categories of goal areas for next year: improving meetings and initiating special projects via working groups. When the full group reunited to discuss ideas generated in the breakout groups, the following ideas were identified for each category:

Improving Meetings:

- A board member mentioned that the monthly Department of Public Works (DPW) report would be more helpful if, instead of reading a list of projects, one project were highlighted at each meeting and the DPW representative could specifically speak to accessibility improvements or issues relating to the project.
- Board members feel in-person or hybrid meetings would improve productivity and create stronger relationships between board members. CCPD staff clarified that while we hope to eventually return to hybrid meetings (fully in-person meetings would be inaccessible), the conference room at 51 Inman Street needs to be updated to be more accessible. They shared that the Department of Human Service Programs (DHSP) has approved the budget request for new furniture that will create more space for mobility aid users to move around the room, and we will get an Owl device to improve the hybrid setup. We are unsure of the timeline on these updates so meetings will remain virtual for now.
- A group suggested creating targeted themes for each board meeting—for example, July is Disability Pride Month so a July meeting could be centered around that. They also mentioned inviting different board members to share their own knowledge about areas of expertise or invite speakers each month. A board member also requested we bring in speakers who have specific questions for us and can benefit from CCPD's expertise.
- Board members requested updates at monthly meetings about how current government policies impact disability access.

- A group requested updates on City of Cambridge initiatives with which CCPD is involved.
- The board requested an opportunity at an upcoming meeting to discuss expectations of working groups to make sure group members agree on what their meeting frequency/scope of work will look like.
- Board members said it would be helpful to provide opportunities at each meeting for working groups to share updates on their projects.

Special Projects:

- One theme discussed across breakout groups was creating a CCPD social media presence to increase our visibility. Rachel clarified that CCPD staff are currently meeting with DHSP's communications team to discuss an improved communications strategy, but that immediate and direct control of social media accounts by board members is unrealistic because everything must follow City communications procedures. CCPD staff will continue to provide updates and explore how the board can be more involved in our communications efforts. Ora suggested facilitating a social media Purpose, Outcomes, Process (POP) at a future board meeting. Board members also expressed interest in providing feedback on the newly launched CCPD website.
- Several groups expressed interest in creating welcome packets for new Cambridge residents, a project initiated by a past working group that never got off the ground.
- A group also brought up making a housing fact sheet for people with disabilities in Cambridge.
- Board members discussed strategizing to improve CCPD's involvement with the Cambridge Participatory Budget (CPB) project and making that process more accessible for people with disabilities.
- A board member suggested creating resource sheets for parents of Cambridge residents with disabilities.
- Several members expressed interest in creating a welcome/orientation packet for new CCPD board members.

Working Groups

Based on the special project ideas shared by board members, the board identified the following working groups to be voted on at the June CCPD meeting:

- **Resource sheets working group:** will include welcome packets for new Cambridge residents with disabilities, housing resources for people with disabilities, and resources for parents – Keisha and Emma expressed interest.
- **CBP working group:** will focus on CCPD’s role in the Cambridge Participatory Budget process – Keisha, Danielle, and Deepti expressed interest.
- **New board member welcome packet working group:** will focus on developing orientation resources for new CCPD board members – Keisha and Loring expressed interest.

How Can the Staff and Advisory Board support each other?

The CCPD staff asked the board how staff can better support them:

- A board member asked what resources were available through CCPD or the city if they were looking to create visibility for their personal business, understanding they cannot do that in their role as a CCPD member but rather as an individual Cambridge citizen. Kate recommended exploring the Economic Development Division, which offers workshops and grants for local business owners.
- Kate also mentioned that we can provide information and referral to community members looking to make their businesses/events more accessible.
- The board brought up exploring different ways CCPD could make meetings more engaging, such as through planning interactive activities, creating check-ins/accountability for working groups and changing the focus of the DPW update.

Next steps:

- The board will vote on working groups at the June CCPD meeting and will initiate those groups following staff approval.
- Board leadership and staff will incorporate suggestions into upcoming meeting agendas.
- CCPD will continue to update the board on our plans to return to hybrid meetings once the Owl device arrives and the conference room is reorganized with new furniture.

What We Do (And Don't Do)

CCPD's Overall Purpose:

Making the City of Cambridge a welcoming and accessible place for people with all types of disabilities.

Parameters of CCPD Activities:

CCPD activities have some limits because we are part of Cambridge City government.

- We cannot be involved in partisan politics
 - We can talk about issues, but not people or parties
- We cannot promote private businesses
- We cannot do direct legislative lobbying
- Individuals can be involved in political, legislative, or business activities, but they cannot represent the Commission or use their position as Commissioners or the assets of the Commission (e.g., the Commission's logo) in those activities
- The Commission's assets can only be used for official Commission business
- We do not do fundraising as we are fully funded by the City

What the Staff Does:

- Works in relationship with everyone across the City, providing technical assistance
 - The City sees that there is a disability and inclusion angle to everything and we're invited to many tables within the City government
- Increases inclusive public engagement
 - Working with City departments on accessible communication and policies

- Collaborates with other departments and businesses on public accessibility
- Provides free technical assistance to design professionals and businesses submitting MA Architectural Access Board variance requests
- Maintains relationships with Harvard and MIT, consulting around accessibility
- Fields ADA grievances against the City
- Advocates for City policies
- Serves as a source of information/referral
- Acts as a conduit when people are having trouble accessing City services
- Advises on reasonable accommodations for Cambridge City employee

What the Staff Doesn't Do:

- We do not provide direct services, e.g.,
 - Helping people find PCAs
 - Finding housing
- We have no authoritative jurisdiction; we only give information
- We do not engage in individual advocacy, e.g.,
 - Showing up in court
 - Filling out forms
 - Providing legal help

Advisory Board's Purpose:

Ensuring that the voices of people with disabilities are included in City policy and practices.

What the Advisory Board Does:

- Provides feedback and input to City departments on policies and practices
- Provides feedback and input to the staff on effective community engagement
- Engages in special projects to make the City of Cambridge more welcoming and inclusive for people with disabilities (e.g., developing materials for new residents with disabilities)

What Individual Advisory Board Members Do:

- Alert staff about community needs regarding people with disabilities
- Assist with community outreach at community events as requested by staff

Support that the Staff Provides to the Advisory Board:

- Administrative Assistant (Maya)
 - Takes and distributes minutes
 - Sends out meeting invitations and agenda packet
- Provides CART services
- Orients new Advisory Board members
- Puts out the call for new Advisory Board members
- Assists Advisory Board members with interviews
- Relays the recommendations for new Advisory Board members to the City Manager
- Arranges retreat logistics
- Provides meeting space

Advisory Board Process:

- Special projects and working groups must be voted on by the Board and approved by the staff

- Commission representation at community events must be approved by the staff
- The Advisory Board meets at least ten times a year, every month except July or August (to be determined in May or June of each year), currently on the second Thursday of the month, from 5:30-7:00 PM. The Advisory Board meets virtually over Zoom
- Advisory Board members shall inform CCPD staff and the co-chairs if they will (or will not) be attending the meeting
- Advisory Board members are expected to:
 - Attend monthly meetings
 - Participate and volunteer for outreach and other community events in collaboration with staff
 - Promote the principles of anti-racism, diversity, equity, and inclusion

Leadership Roles:

- Chair
 - Sets the agenda for Advisory Board meetings
 - Presides over Advisory Board meetings
 - Facilitates the Advisory Board's decision-making process
 - Ensures members' active participation in meetings and on working groups
 - Works in partnership with the CCPD Director and Deputy Director to ensure smooth Advisory Board functioning
 - Delivers a report to the full Board at each meeting
 - Checks in with active working groups to make sure they have what they need and that they are keeping the full Advisory Board informed of their progress
- Secretary (functions as Vice Chair)
 - Assumes the role of Chair in the Chair's absence
 - Takes on tasks as requested by the Chair