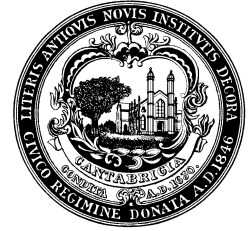


City of Cambridge

# Commission for Persons with Disabilities

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Avril dePagter  
Chair

Mary Devlin  
Secretary

Loring Brinckerhoff  
Jerry Friedman  
Robert Goss  
Keisha Greaves  
Valerie Hammond  
Nicole Horton-Stimpson  
Danielle Jones-McLaughlin  
Deepti Nijhawan  
Daniel Stubbs

Rachel Tanenhaus  
Executive Director/  
ADA Coordinator

Kate Thurman  
Project Coordinator

**The next meeting of the Cambridge Commission for Persons with Disabilities  
will be held online via Zoom on Thursday, April 13, 2023 at 5:30 PM**

PLEASE MAKE EVERY EFFORT TO JOIN BY 5:30 PM

## AGENDA

**\*Please keep your microphone muted when you are not speaking\***

- |  |         |                    |
|--|---------|--------------------|
| 1. Introductions<br><i>If needed, alternates named</i>   | 2 min.  |                    |
| 2. Announcements   | 2 min.  | CCPD staff / Board |
| 3. Approval of March 9 Minutes<br><i>See page 4 of agenda packet</i>   | 2 min.  | CCPD Board         |
| 4. Nominations for Chair & Secretary<br><i>Elections will be held at the May meeting</i>   | 5 min.  | CCPD Board         |
| 5. CCPD Retreat Follow-Up<br><i>Working Group Reports on Getting Started</i><br>Community Outreach, Film Series, Updating Documents, Social Media, Housing, New Resident & Advisory Board Member Packets | 60 min. | CCPD Board         |
| 6. Public Works Update   | 5 min.  | Jerry Friedman     |
| 7. Staff Report  | 5 min.  |                    |
| 8. Public Input<br><i>See pages 2&amp;3 of this agenda packet for instructions on providing public comment</i>   | 5 min.  | general public     |

### **CART/closed captioning will be provided for this meeting**

Captions can be turned on within the Zoom platform. Additionally, you may stream CART in a separate URL at <http://bit.ly/CCPDCART>  
(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 online on Thursday, May 11**

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

Approved 5/11/2023

Cambridge Commission for Persons with Disabilities (CCPD)

# Minutes for Thursday, April 13, 2023 CCPD Meeting

Online via Zoom

Meeting was called to order at 5:35 pm

## Present:

Members: Loring Brinckerhoff, Avril dePagter (Chair), Mary Devlin (Secretary), Jerry Friedman, Robert Goss, Valerie Hammond, Stelios Gragoudas, Keisha Greaves, Nicole Horton-Stimpson, Danielle Jones-McLaughlin, and Dan Stubbs

Absent: Deepti Nijhawan

Staff: Rachel Tanenhaus & Kate Thurman

## Announcements:

- Nicole told members about the Inclusion Initiative being presented to the City Council and was looking for any feedback regarding what to include. For example, if anyone had heard anything or had been given any questions regarding the new enrollment process. Please let her know if you have any thoughts.

## Minutes:

The March 9, 2023 minutes were unanimously approved.

## Nominations for Chair & Secretary

- Elections for Chair & Secretary will be held at the June meeting. Nominations were opened. There will be another opportunity for nominations to be made prior to holding the election next month.
- Loring, Valerie & Dan each nominated Avril for a second term as Chair and Mary for a second term as Secretary. The nominations were accepted, and no other nominations were made.

## CCPD Retreat Follow-Up

- There was a general consensus that the member retreat went really well.
- A question was asked about what can be shared as the working groups start to do their work and how to ensure members comply with the Open Meeting Law (OML)
  - Because there cannot be any deliberation between a quorum (6 or more members) of the Commission outside of public meetings, a suggestion was made that materials could be shared prior to meetings via email by using the bcc option so that "reply all" cannot be used to inadvertently begin a discussion between members. Members who have feedback may reply individually to the sender, without copying other members.
  - Kate and Rachel will invite someone from the Law Department to a future meeting to answer questions about the OML.
- Working group updates:
  - Documents Review (Dan & Mary) - Dan and Mary will review by-laws and our enabling ordinance from 1979. They will bring recommendations to the full group for feedback and approval.
  - Film/Media Series (Loring & Robert)
    - Robert would like to see the Commission share with the public more about what CCPD does.
    - Loring asked about potential resources available for restarting the film series. He suggested that CCPD focus on holding a single screening to get started.

- Kate shared the history of the original film series with film screenings every 6-8 weeks. At the time there was a license to show movies on City property. There may not be capacity for the staff to do a regular series. There was also a suggestion to do a collaboration with a local disability agency such as Vinfen to get started.
- Information Packets (Valerie, Mary, Loring)
  - The group plans to meet soon
  - They plan to work on the Welcome to the Board Packet first and then move on to the New Resident Packet, which will provide information to new Cambridge residents on available resources.
- Create Outreach Roadmap (Avril, Robert, Deepti, Nicole)
  - Avril is coordinating the schedule for the group to meet.
  - They will prioritize ideas and determine how the Commission will engage in public-facing activities, such as tables at events, presentations to various groups, afterschool programs, etc.
  - They will bring a draft plan to a future public meeting to review with the whole group.
- Social Media (Keisha, with staff support)
  - Kate shared the City policy that only City staff can do actual postings, but committee members can submit information for posting.
  - Keisha, Kate & Rachel will meet to coordinate what they want to post, what it looks like, and how they can get the information out.
  - Dan suggested that all members can help with content.
  - Jerry shared a working group that might be able to create a “friends of...” and will connect with Kate with details.
- Housing (Keisha)
  - This group would work on accessible and affordable housing. Others offered to help out.
- Youth Liaison Work (Nicole & Danielle)
  - Nicole and Danielle will develop the priorities from their discussion at the retreat.
- Variance Liaison (Dan)
  - Dan said he is available to consult with staff as needed on variance issues.

## Public Works Update:

- Jerry said that April 10 is the opening day of sidewalk repairs season
- He reminded members to follow-up with any questions on projects, and to notify him if there are any barriers in construction zones

## Staff Report:

- Rachel welcomed Danielle to the Commission. Deepti is also a new member, but had a prior conflict and was unable to attend the April meeting
- She asked members what they would like to see in the staff report at meetings. She said that staff can create a list of activities they’ve worked on, but Rachel would like to know what would work best for the Commission in terms of information and format.
- A question was asked about CCPD staff fielding complaints. Rachel said that CCPD is not a formal complaint entity but provides access to information and resources.
- There is an interest in hearing about the presentations done by the staff.

Meeting adjourned at 6:58PM

Respectfully submitted,  
Mary Devlin, Secretary