

**CITY OF GLENDALE
COMMISSION ON PERSONS WITH DISABILITIES
PUBLIC MEETING
GLENDALE MAIN LIBRARY – BOARD ROOM, 2ND FLOOR
5959 WEST BROWN STREET
MEETING MINUTES**

**TUESDAY, OCTOBER 18, 2011
6:00PM**

MEMBERS PRESENT: Gary Charlson
Laura Hirsch
Robert Steiger
Shirley Galvez, Vice Chair
Mounib Shaaban, Chairperson
Raymond Yaeggi

MEMBERS ABSENT: Adonis Deniz, Sr.
John Fallucca
Joan Brainard-Pinson
Terry Aramian
Karin Kellas

STAFF PRESENT: Gilbert Lopez, Revitalization Administrator
Jim Colson, Deputy City Manager
Kristin Krey, Council Office (departed at 6:35pm)
Minerva Madrid, Revitalization Secretary
Diana Figueroa, Recording Secretary

I. Call to Order and Introductions

Chairperson Shaaban called the meeting to order at approximately 6:00pm.

II. Roll Call

Chairperson Shaaban took roll call and noted members who were present and those absent. He questioned if those absent were contacted or if they contacted staff advising of the reason they were not going to be in attendance.

Staff informed the Commission that Commissioners Aramian, Brainard-Pinson and Fallucca contacted Staff to let them know they will not be able to make it to the meeting.

Ms. Kristin Krey, Council Office, explained the absences are reported monthly to the City Council. She said it is the City Council's responsibility to address attendance issues with their appointed commissioners or board members.

Chairperson Shaaban stated that staff previously reported to him which commissioners were going to be absent and why. He stated he would like to see that practice implemented again.

Commissioner Yaeggi suggested that staff contact him at least one day prior to the meeting. He said sometimes is called two hours prior to the meeting.

Chairperson Shaaban also asked that, "excused", or, "unexcused", be noted in the minutes next to the Commissioners' name as it was previously.

III. Approval of the Minutes for September 20, 2011

Chairperson Shaaban called for a motion on the minutes.

Commissioner Steiger noted a few minor revisions to the Staff.

Commissioner Steiger made a motion to approve the minutes from the September 20, 2011 with the minor revisions noted. Commissioner Yaeggi seconded the motion, which was approved unanimously.

IV. Business from the Floor

Chairperson Shaaban called for Business from the Floor. There was none.

V. Commission Discussion about Roles and Responsibilities, Agenda Format, Process

The Chair called for discussion regarding this item. He began by stating he did not receive a hard copy of this evening's meeting and requested he receive the information via email as well as United States Postal Service. He also he would like a copy of the draft minutes of tonight's meeting emailed to him the Monday following the meetings. He said he and the vice chair review the minutes prior to distributing them to the entire Commission.

Mr. Lopez committed to making sure the Commission received a hard copy by U.S. Postal mail in the future.

Ms. Krey explained that draft minutes should be distributed, to all the Commission, no earlier than seven days before the next meeting. She added the same process that is followed by the City Council should be followed with every board and commission.

The Chair then suggested the draft minutes be sent to the entire Commission the Monday following the Tuesday evening meeting. He said he prefers to have the information fresh on his mind when he reviews the minutes.

Mr. Colson and Ms. Krey stated they would discuss this issue and commit to a turnaround time on the minutes. Ms. Krey ensured the commission they would receive this information as soon as possible.

Chairperson Shaaban explained the previous style used for an agenda was more appealing. The current process does not please him. He felt he needed to gain approval from the staff liaison prior to an item being placed on the agenda. Again, he stated he has no freedom to determine what he sees fit and appropriate for the meeting agenda.

Commissioner Yaeggi asked how new items were brought up for discussion.

Mr. Lopez explained that any items or issues the Commission wishes to discuss must be placed on the agenda. For example, if the Commission brought up an issue this evening, that issue must not be discussed until it is placed on the next agenda. This will allow the citizens and interested parties to have the opportunity to attend the next meeting if they wish. He said if the Commission were to discuss any issues not on the agenda not only would they be in violation, but also they are not allowing the citizens to have an opportunity to participate. He said any items could be brought up under, "Business from the Floor". Mr. Lopez asked that agenda items be emailed to him to be placed on the agenda.

Chairperson Shaaban felt that suggested items were being scrutinized before they were added. Mr. Lopez stated items would be placed on a future agenda and added this would also allow Staff time to prepare and if necessary, to schedule those that might be able to provide information to the Commission.

Ms. Krey reminded the Commission of the Open Meeting Laws and that no agenda item can be added to the agenda on the evening of the meeting or at the meeting. It must be added to a future agenda and posted by the City Clerk's Office.

Mr. Lopez stated Business from the Floor is solely for the public; however, the Commission could bring up potential agenda items during Commission Updates.

Mr. Colson thanked Ms. Krey for attending and added that city Staff is supporting the Commission and always will, however, there are some things that cannot be for legal reasons.

Chairperson Shaaban thanked Ms. Krey and invited her back to continue her presentation.

Chairperson Shaaban said since the Commission Staff liaison rotated, they are not receiving the same support. He indicated the new liaison was not in attendance at the first few meetings. He said the Commission has several contact names and emails rather than one main contact as they previously did. In addition, Chairperson Shaaban explained in the past he would receive public inquiries and those emails were forwarded to him. He has received none to date. He felt possible due to budget cuts there may be a lack of manpower and the city Staff is overloaded. He felt the Commission has been receiving less attention since February of this year.

Mr. Lopez explained there are three people that retrieve messages sent through AccessGlendale. To date, there have been no emails received.

Commissioner Yaeggi inquired about the handicapped parking violation concerns the Commission has.

Mr. Lopez stated that he has reviewed the Commission's Annual Report regarding the handicapped parking issues and any other outstanding goals.

Commissioner Yaeggi explained this has been an issue with the Commission for quite some time yet they feel no one is interested, as no action has taken place. Previously, this issue was heard before the Government Services Committee and the Commission was told some decision would be provided but nothing has been said as of this date.

Mr. Lopez clarified he is not driving or deciding which items made the agenda. He stressed he only wishes to stay within the guidelines and follow the laws.

Commissioner Hirsch asked how they would have the opportunity to brainstorm. Mr. Lopez said as long as he can place the item on the agenda or a general topic the Commission is free to discuss the issue. He gave the example of listing "parking" on the agenda. This would allow the Commission to discuss parking related issues.

Mr. Colson noted that he understands the Commission's frustration. He noted once the item is agendaized, Staff then can begin researching the item and return before the Commission with information.

Chairperson Shaaban stated this is an advisory commission and is unlike the city's Planning's Commission as they are highly publicized. He is unsure why they cannot discuss issues one on one or why no level of communication is allowed among the Commissioners.

Mr. Colson said all boards and commissions must follow the same rules.

Commissioner Yaeggi asked for clarification regarding emailing among Commissioners and emailing the Staff. Mr. Colson said a commissioner might email only the chair with items to be agendaized. Please do not email the entire Commission as this violates the Open Meeting Law.

Vice Chair Galvez stated that previously when a commissioner had an idea for a guest speaker, he or she would contact her. She would then schedule the speaker and remain in contact with them.

Mr. Lopez explained that the process has not changed, in addition that, he would like to be informed on who was being invited before they are called, and reminded the Commission that the previous meeting had a guest speaker requested by a Commission Member.

Chairperson Shaaban stated the process was easier with the previous Staff.

Mr. Colson stated he is committed to solving these issues and concerns. He said city Staff will meet to discuss the issues on Friday, October 21, 2011.

Chairperson Shaaban stated he would like to know of any commissioners not planning to attend meetings.

VI. Commission Updates

Chairperson Shaaban called for Commission Updates.

Commissioner Hirsch said the “Did You Know” portion on the Disabilities’ page on the website has been updated.

Commissioner Yaeggi asked Commissioner Hirsch to add the information discussed at the last meeting regarding the CAP office and the Disabled American Veterans.

At this time, it was decided that the City of Glendale CAP Office not be added to the web page.

Commissioner Yaeggi stated he would attempt to locate a picture showing the northwest corner of 47th and Olive Avenues prior to the improvements being made. The Commission has seen a picture of the area with its current improvements.

Mr. Lopez asked that he be advised of any speakers who will be attending the meetings.

Chairperson Shaaban asked what would the Commission need to do in order to approve higher penalties for illegal parking. He said the Government Services Committee (GSC) said they would investigate and reply. He said this was over a year and a half ago.

Commissioner Hirsch stated it was mentioned at Advance Training for Boards and Commissions that this issue was going to be discussed by the Government Services Committee.

Mr. Lopez stated that Staff could ask the GSC when this discussion might take place.

VII. Community Revitalization Staff Updates and Comments

Chairperson Shaaban called for this item and asked how the Commission could gain publicity.

Mr. Lopez informed the Commission that he has been working with the city’s Marketing Department about how to get information to people. He said they would like to receive suggestions as to what information should be included on an information pamphlet. He said he would also speak with KGLN regarding the possibility of 30-second spots informing the public of handicapped parking violations. He felt the timing would be ideal with the upcoming holidays approaching quickly.

Mr. Lopez stated the Staff is working on scheduling a tour of the Glendale Enterprise Lofts in the near future, as requested by Commissioners.

Chairperson Shaaban asked that at the next meeting he would like to discuss the possibility of volunteers who would contact the Police Department when they saw persons in violation of handicapped parking. He said the City of Phoenix has volunteers who work with the Police Department and cite the violators. He understands the City of Glendale did not have a program such as this, but he asked if there have been any changes.

VII. Adjournment

With no further business, the meeting was adjourned at 7:26pm.

Respectfully submitted,

Diana Figueroa