



City of Longview

1525 Broadway
Longview, WA 98632
www.ci.longview.wa.us

Minutes - Final

Accessibility Advisory Committee

Monday, May 14, 2018

1:00 PM

City Hall

NOTICE IS HEREBY GIVEN, in accordance with RCW Chapter 42.30, that the Accessibility Advisory Committee of the City of Longview, Washington, will conduct a special meeting in the Longview City Hall Small Conference Room, 1525 Broadway, Longview, on Monday, May 14th, at 1:00 p.m. The topics of discussion follow. Final disposition shall be taken on no other matter.

Longview City Hall is accessible for persons with disabilities. Special equipment to assist the hearing impaired is also available. Please contact the City Executive Offices at 360.442.5004 at least forty-eight (48) hours in advance if you require special accommodations to attend the meeting.

1. Roll Call

Meeting commenced at 1:05 p.m.

Staff present: Brian Loos, City ADA Coordinator

Public: Joanne Laurent (Officially will be appointed to CLAAC on Thursday, May 24th, 2018)

Present: 6 - Lawrence Lanning, Jennifer Fenton, Vickie vanFossen, Bill Josh, Scott Carson and Allan Rudberg

Absent: 1 - Colleen Holten

1. A Self-introduction

1. B Why you chose to serve on the committee?

1. C What would you like to take away from the experience?

The City of Longview Accessibility Advisory Committee will also be known under the abbreviation CLAAC. CLAAC will be used for ease of reference. Each CLAAC member present at the meeting did a brief self-introduction, explained why they chose to serve on the committee and also discussed what they would like to take away from the experience.

2. Approval of Minutes

This was the first meeting for the CLAAC. There were no meeting minutes available for approval.

3. Public Comments

The CLAAC did seek public comments at this meeting. Nobody from the public chose to comment during this portion of the agenda.

4. Committee Member Comments & Reports

There were no committee member comments & reports.

5. Staff Comments and Reports

There were no staff member comments & reports.

6. Old Business

There was no old business to report.

7. New Business

7. A Accessibility Advisory Committee Charter document as approved by the city council

[18-5451](#)

Attachments: [8Jun17 - CoL Accessibility Advisory Committee Charter \(FINAL\)](#)

7. B ADA Transition Plan - Base Document

[18-5450](#)

Attachments: [04 2018 CoL ADA Transition Plan Base Document](#)

7. C Set a regular meeting (RCW 42.30.070) recurring date/time every other month

7. D Committee election for Chair & Vice Chair

7. E Open Public Meeting Act training requirements

City ADA Coordinator provided each CLAAC member with a three ring binder. The purpose for the binder is so each committee member can keep and access documents and use it to store notes and records that pertain to the work of the committee.

Each binder had 5 tabs to hold the following records:

Tab 1 – CLAAC Council Approved Committee Charter (Hard copy provided)

Tab 2 – City of Longview, Americans with Disabilities Act (ADA) Transition Plan Base Document (Hard copy provided)

Tab 3 – ADA Transition Plan Project Lists

Tab 4 – Meeting Agendas & Minutes

Tab 5 – Committee Member Notes

A copy of the WA State Open Public Meetings Act (OPMA) powerpoint was also provided for each committee member to review in their binder. The copy provided was the OPMA (RCW 42.30) prepared by the WA State Attorney General's Office, revision July 2017.

Brian Loos took some time to review details of the documents that were provided to the committee in their binders. In particular, the CLAAC charter and City of Longview ADA Transition Plan base document. There was lengthy discussion in the area of the ADA Transition Plan base document. Brian Loos asked each committee member to review the document in depth.

Brian Loos held the election to determine the committee chair. Scott Carson nominated Bill Josh to serve as chair. Bill Josh accepted the nomination. Vickie vanFosson nominated Scott Carson to serve as chair. Scott Carson declined the nomination. No other nominations were presented. Bill Josh was elected chair unanimously by a 6-0 vote.

Bill Josh took charge of the committee seeking nominations for Vice Chair. Bill Josh nominated Scott Carson for Vice Chair. Scott Carson accepted the nomination for vice chair. No other nominations were presented. Scott Carson was elected unanimously by a 6-0 vote to serve as vice chair.

Bill Josh worked with the committee to determine the recurring regular meeting schedule for the CLAAC. It was determined after each committee member weighed their schedules that the meeting would be held (every other month) in the months of January, March, May, July, September and November. The regular meeting would be held on the 3rd Monday of the months identified above, starting at 4:00pm on the 2nd Floor of City Hall in the Small Conference Room. The room would be reserved for 2 hours for each regular meeting scheduled. The city ADA coordinator would send out calendar invites to each committee member, so they could place them on their calendars.

The next regular CLAAC meeting will be held on Monday, July 16th, 2018 at 4:00pm on the 2nd Floor of City Hall in the Small Conference Room. Bill Josh and Brian Loos will work together to establish the next regular meeting agenda for the committee.

Brian Loos reminded the committee of the importance to complete the required OPMA training within 90 days of assuming their duties on the committee. Many members had already completed their training and provided that record to the City ADA Coordinator. The city ADA coordinator will forward this information to the city clerk. The city clerk maintains these records for all City of Longview Boards and Commissions. Brian Loos reminded those that had not completed their training to be sure it is completed by the next CLAAC meeting.

Bill Josh asked Brian Loos, at the desire of the CLAAC member, to provide a contact list with name, email and phone contact information. Brian Loos stated he would provide that information within the next day or two, and would send that information out to all committee members via email.

8. Adjournment

Bill Josh made a motion to adjourn the meeting. Scott Carson seconded. Meeting was adjourned at approximately 2:25 p.m.