Call to Order
The regular meeting of the Mayor’s Advisory Committee for Citizen’s with Disabilities was called to order at 4:03pm on 2/11/2020 in Peoria City Hall by Dr. Farris Muhammad.

Roll Call
Roll call showed the following: Present: Dr. Farris Muhammad (Staff Liaison); Laurie Heinz (Chair), Mike Van Cleve (Vice Chair) Kaye Berry, Frank Coates, Erin Nolan, Terri Roark. Absent: Doris Hayes (Excused), Ashonte Huddleston. Quorum Established.

Approval of Minutes
Chair Heinz calls for vote on approval of September and October meeting minutes; Chair Heinz calls for motion to approve September minutes, motion made by Commissioner Roark, motion seconded by Commissioner Nolan; unanimous vote, motion carries. Chair Heinz calls for motion to approve on July minutes; Commissioner Nolan makes motion to approve; motion is seconded by Commissioner; minutes approved by unanimous vote, motion carries.

Community Input
None.

Unfinished Business
None.

New Business
1. March Madness (March Special Needs Resource Fair)

Chair Heinz inquires if there is desire by the Commission to have a booth, Commissioner inquires if the commission felt that it was beneficial to have a booth. Chair Heinz shares that while they did have some visitors to the booth, she is not sure that it would be beneficial to have it again and asks for input from the Commission. Commissioner shares that while a lot of literature was not distributed, there was interaction with the community. Two people talked to the commissioner about the premise alert, and only one application was picked up. Chair Van Cleve shares that he feels that the benefit of participating in the Fair is visibility to the general public as to the existence of the Commission. In addition to the ability to interact with the other organizations present in order to have an
idea of what challenges they face and goals they are trying to achieve. Vice Chair Van Cleve shares that for these reasons, and since there is no cost to have the booth it would be beneficial to at least have information available even if Commissioners are not actually going to be present to speak directly to people. Chair Heinz shares that the commission needs to be more prepared as they did not have proper supplies last year, in order to look more professional. Vice Chair Van Cleve agrees that if there is to be a booth, it should look professional. Chair Heinz states that a motion to approve the booth would need to be made. Commissioner Nolan inquires if the Commissioners enjoy doing the booth or have a desire to do it. Chair Heinz states that she does not enjoy it, some Commissioners state they do enjoy it. Chair Van Cleve asks for feedback as to what is needed to get a table covering with the City Logo on it. Dr. Muhammad states that the one used last year at the Civic Center appeared to have the current name of the Commission on it. Dr. Muhammad confirms that it is in the storage room at City Hall. Chair Van Cleve inquires what else needs to be done to ensure that they have the space for the booth and any other materials needed. Materials identified are updated brochures, premise alert papers, and applications. Chair Heinz states that they will also need volunteers for the booth; Vice Chair Van Cleve states that he can be of assistance but cannot commit due to other commitments. Chair Heinz states that she can man the booth if someone can transport the materials there, Vice Chair Van Cleve states that he can assist with transporting the materials. Vice Chair Van Cleve inquires as to what funds are available to print updated materials. Dr. Muhammad states that he checked with the City Manager in the past, but the majority of the commissions do not have a budget. However, Dr. Muhammad states that he can print out some documents for the commission. Dr. Muhammad states that he can see what can be done to update the flyer, but it is possible that he may not be able to alter the existing document. Vice Chair states that if Dr. Muhammad can send him the document, he can take the lead on re-working the documents and present them at the next meeting or email them out to the commission for review. Chair shares that they will need to blind copy commissioners to any emails. Chair states that they should also have applications for anyone that may want to apply to be a commissioner. Vice Chair calls for motion for the group to attend, and notes that a public notice would need to be made as well. Vice Chair recommends that a letter be sent to Council. Vice Chair makes Motion that the Commission request a booth at the March 17th Special Needs Resource Fair and Communicate this to City Council, Motion seconded by Commissioner Coates; Vote is taken, motion carries.

Discussion is had as to engaging people in conversation about potential concerns
2. **Meeting Times and Dates**

Chair Heinz calls for discussion of upcoming meeting times and dates. Vice Chair Van Cleve suggests that meeting be moved to quarterly basis. Vice Chair Van Cleve inquires if this needs to be changed in bylaws. Dr. Muhammad states that it would need to be updated on the website, but that many commissions meet on an as needed basis; and/or that the commission can plan for quarterly meetings and can call special meetings if needed in between. Vice Chair Van Cleve shares that he believes that the mission of the Committee is important, but there have been periods of limited action. Vice Chair Van Cleve states that due to this he feels that the Committee needs to either decide to take on action items on a monthly basis that can be accomplished, or the committee needs to move to a quarterly or similar schedule to take action on specific issues as they come up. Dr. Muhammad provides examples to the Committee of commissions that meet on a more as needed basis. Vice Chair Van Cleve discusses important issues that the Committee has been involved in, in the past. Commissioner Nolan asks to table the decision of changing the meeting schedule until after the March Madness Special Needs Resource fair, Vice Chair and Chair are both in agreement.

Commissioner Nolan inquires if they wish to cancel the March 10th meeting, due to the Resource Fair on the 17th and plan then to meet again in April. Vice Chair and Commission are in agreement with this plan. So Commission calls to cancel the March meeting, and will meet again in April.

3. **Plans for 2020**

**Public Transportation Discussion**

The Commission discusses addressing possible concerns about public transportation as it pertains to persons with disabilities. Commissioner Nolan recommends gathering additional info from the public to determine if this is an issue in the larger community. It is recommended that specific personal issues be directed to the Human Rights Commission or other relevant agencies as they do not necessarily fall under the scope of the Commission. Vice Chair Van Cleve clarifies and shares that this Commission operates under Title 2, of ADA; therefore, issues within the City and with businesses who contract with the City would fall under the scope of this Commission. Commissioner Nolan states that perhaps the MACCD may want to sit in on the meeting of Citylink’s Commission as it relates to this issue.
Commission decides to solicit feedback from the disabled community by having a half sheet survey or similar document at the March Special Needs Resource Fair on the 17th.

Dr. Muhammad recommends keeping the goals simple due to the remainder of time left in 2020. Dr. Muhammad states that he also recommends that the Commission email him with any other issues or ideas for goals.

**Responsibilities for the March 17th Event:**
- Vice Chair—Brochure and Flyer
- Commissioner Nolan—Half Sheet Survey
- Dr. Muhammad—print materials received

**Proposed Agenda Items**

1. Discussion of 2020 meeting dates and times.
2. Discussion of issues/concerns about public transportation.

**Adjournment**

Meeting was adjourned at pm by Dr. Farris Muhammad. The next general meeting will be at 4:00pm on April, 2020, in Peoria City Hall.

Minutes submitted by: Amelia Hufeld

Approved by: Name