

# AGENDA

## LARAMIE ADVISORY COMMISSION ON DISABILITIES

### SPECIAL MEETING

Thursday, January 5, 2023, 5:00 pm  
Via Zoom Meeting

Due to public health safety measures our meetings are currently held virtually. The LACD meetings are open to the public. Requests from persons with disabilities must be made 24 hours in advance of the meeting. Out of respect for members with chemical sensitivities please refrain from wearing strong scents, colognes, sprays, etc.

Zoom Link: <https://cityoflaramie.zoom.us/j/81101711292?pwd=T0puYzRpZmZ4K2lvTHIhdnBtOG5MUT09>

Meeting ID: 811 0171 1292

Passcode: 230785

- 1. Call to Order and Roll Call**
- 2. Meet new member Cynthia Smith**
- 3. Selection of a Vice Chair for the Laramie Advisory Commission on Disabilities**

**Action:**

I move to nominate \_\_\_\_\_  
to serve as the Vice Chair of the Laramie Advisory Commission on Disabilities Board through January 5, 2024. Voting to follow if more than one person is nominated to be the Vice Chair.

- 4. Approval of the Agenda**
  - A. Move that the following changes to the Agenda be approved:
  - B. Move that the Agenda be set as submitted or changed.

- 5. Approval of Minutes**

Recommended Motion:

I move to approve the Regular Meeting minutes of September 1, 2022.

Documents:

[minutes 09.01.2022.pdf](#)

- 6. Old Business:**

**7. New Business:**

**7.A. Review Disability Access Issues Process**

No Motion.

Documents:

[2.52.070.pdf](#)

**7.B. Set Goals for 2023**

Recommended Motion:

I move that the Laramie Advisory Commission on Disabilities approve the goals set for 2023.

Documents:

[Duties and Powers.pdf](#)

**7.C. Discussion on moving the meeting time and date**

Action:

I move to change the time and date of the Regular LACD meetings to \_\_\_\_\_.

or

I move to keep the time and date of the Regular LACD meetings.

**8. Next Regular Meeting Date - March 2, 2023**

**9. Adjournment**

**Laramie Advisory Commission on Disabilities**  
**Zoom 5:00-6:00 pm**  
**September 1<sup>st</sup>, 2022 Meeting Minutes**

**Members Present:** Katie Harmon, Michaela Rank, Emmalee Moore, Michelle Blakely, Gabriela Salas, Allison Cunningham

**Absent Members:** Brandon Newman, Sam Burkett, JoCarol Ropp

**Council Liaison:** Sharon Cumbie

**Staff Liaison:** Dani Lake

**Guests:** Lucy Carter

Katie called meeting to order at 5:10 pm.

- I. ROLE CALL
- II. Approval of July Minutes
  - A. Katie made motion to approve amended minutes.
  - B. Gabi seconded.
  - C. Carried with voice vote.
- III. Approval of Agenda
  - A. Katie made motion to approve amended agenda.
  - B. Gabi seconded.
  - C. Carried with voice vote.
- IV. OLD BUSINESS
  - A. Snow Removal
    - i. Discussion was made – Facebook post, article in Boomerang, adopt a sidewalk
- V. NEW BUSINESS
  - A. Deaf Awareness Week Proclamation
    - i. Gabi made motion to approve the Proclamation.
    - ii. Katie seconded.
    - iii. Carried with voice vote.
  - B. ADA Discussion

- i. Discussion was made – Allison would like to write an article for the Boomerang.

C. Deaf Awareness Month Activity

- i. Discussion was made to post on Facebook, article in the Boomerang.
- ii. Katie made motion to approve the activity.
- iii. Gabi seconded.
- iv. Carried with voice vote.

D. Disability Employment Awareness Month

- i. Discussion was made – nominate businesses
- ii. Katie made motion to approve.
- iii. Michelle seconded.
- iv. Carried with voice vote.

VI. Next meeting will be a regular meeting on November 3<sup>rd</sup>, 2022.

VII. ADJOURNMENT at 5:59 pm.

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## 2.52.070 Duties.

The commission shall have the following duties:

- A. Review accessibility and other related problems of individuals with a disability in the general community, discuss and make recommendations on how such problems might be resolved;
- B. Disseminate information to the public to promote awareness of multiple advantages of accessibility of structures, programs, employment practices, and services for individuals with a disability;
- C. Serve as a grievance board concerning alleged city structural or program discrimination whenever a hearing is provided for by law. The grievance procedure shall be as follows:
  - 1. Anyone who has a complaint concerning access to city property, programs, employment practices, or services or a claim of discrimination by the city which allegedly violates the provisions of the ADA or any other applicable law shall follow this grievance procedure.
  - 2. Complaints regarding access or discrimination shall be submitted in writing to the city manager or his designee. The city manager will make a decision within ten working days.
  - 3. If the complaint is not resolved to the complainant's satisfaction by the city manager, it will be sent to the advisory commission for persons with a disability.
  - 4. The commission shall hear such complaints at a public hearing in an unbiased and objective manner. The hearing will follow rules adopted by the city council, which may be amended from time to time by resolution. Any member of the city council who serves on the commission shall not participate in the hearing.
  - 5. If the complaint is not resolved to the complainant's satisfaction by the commission, then the complainant may ask the city council to consider it in an open public meeting. The city council will try to make its determination within thirty days. The decision of the city council is final.
  - 6. The city will maintain a record of action taken on each complaint as part of the records or minutes taken at each level of the grievance process.
  - 7. A complainant's right to prompt and fair consideration of the complaint is not affected by pursuit of other remedies, such as the filing of a complaint with the department of justice or other appropriate agency, or the filing of a suit in state or federal court. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies;
- D. Work with the coordinator to develop a self-evaluation study to determine any physical barriers, problems with delivery of services, employment practices and other activities and programs offered by the city;
- E. Work with the coordinator to develop a transition plan for any problems identified under the self-evaluation study or the grievance procedure. The plan shall call for all nonstructural problems to be corrected within one year and all structural problems to be corrected within three years or sooner if required by applicable law;
- F. Act in an advisory capacity to the city council on all matters of city policy respecting persons who have a disability;
- G. Advise and assist the city administration and city council in compliance with the Americans with Disabilities Act and other applicable law.

(Ord. 1064 § 1 (part), 1992)

## LARAMIE ADVISORY COMMISSION ON DISABILITIES

### Duties and Powers

- A. Review accessibility and other related issues of individuals with a disability in the general community, discuss and make recommendations on how such issues might be resolved
- B. Disseminate information to the public to promote awareness of multiple advantages of accessibility of structures, programs, employment practices, and services for individuals with a disability
- C. Serve as a grievance board concerning alleged city structural or program discrimination whenever a hearing is provided for by law, according to the municipal code regarding such grievances
- D. Work with the city council or designee to develop a self-evaluation study to determine any physical barriers, problems with delivery of services, employment practices, and/or other activities and programs offered by the city
- E. Work with the city council or designee to develop a transition plan for any concerns identified under the evaluation study or the grievance procedures. The plan shall call for all nonstructural concerns to be corrected within one year and all structural concerns to be corrected within three years or sooner, if required by applicable law
- F. Act in an advisory capacity to the city council on all matters of city policy respecting persons who have a disability
- G. Advise and assist the city administration and city council in compliance with the Americans with Disabilities Act and other applicable laws.