



Workshop Minutes
Benton County Accessible Communities Advisory Committee (ACAC)
Monday, December 09, 2019

The workshop for the Benton County Accessible Communities Advisory Committee was held at 10:00 a.m. on Monday, December 09, 2019, at the Richland Public Library. Present at the workshop were committee members Brenda Chilton-Chair (County Auditor), Matt Nash-Vice-Chair, Amanda Hatfield (County Elections Manager), Shyanne Faulconer (Communications Coordinator, Commissioner's Office), Deidra Beck (Committee Coordinator), Lorene Roe (Assistant to the County Auditor), Jason Erickson (Sheriff's Office), and Teresa Payne.

Brenda called the workshop to order and explained that because this was not an official meeting, it was meant to be very relaxed and that any decisions made would not require a vote from the committee. She stated that the primary purpose for the workshop was to narrow down our goals and objectives and to outline our mission statement.

The question about the status of committee members Gabrielle Corona and Jennifer Harper was raised. Amanda stated that a letter was sent to Gabrielle and Jennifer requesting them to inform the committee of their intention as to whether they would be continuing as a committee member or not, however, thus far, there has not been an official response. It was agreed that we would need to request that they send us a written resignation to present to the Commissioner's board. Once a reply stating that they could no longer serve on the committee was received, we could move forward to close and open their position. Brenda invited that if any of the attending members had any recommendations of other persons they knew that may want to fill the open positions, to steer them to HR or to the application recently posted again on the Benton County website.

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As a guide for a starting point, Brenda referred to the goal planning outline previously provided by Toni Ball, and she encouraged other ideas and input from the attendees, as well.

Brenda used Toni's suggestion of an ice breaker from her outline. As we went around the table, she asked each attendee to introduce themselves and state what their primary expectation was for this workshop.

They were as follows:

- Brenda hoped that we could get an outline of our next steps to take so that we would have a clear path forward
- Shyanne wanted clear goals drawn and a vision with items decided for the committee to act upon.
- Matt agreed with the others' expectations. He also mentioned that he was being considered for the Governor's Disabled Issues and Employment Committee, and we all acknowledged how helpful that experience would be to us. He also encouraged the viewing of the Rascal Radio's You Tube video "We Will Chair" which exposes the difficulties and challenges a wheelchair bound person must deal with on a day to day basis.
- Teresa shared that Spokane has a schedule and check list that they use to rate businesses concerning their compliance to ADA requirements, and she felt that that would be a good thing to establish for our committee.
- Deidra stated that she hoped that we could end up with at least three clear projects to focus on.
- Amanda hoped that we would get projects lined up and begin moving forward on them.

The committee agreed to 'whiteboard' suggestions by outlining what we considered our Long-Term goals (5 years) and Short-Term goals (this year) should be. By discussion, our suggestions were as follows:

Long-Term Goals:

1. Community Outreach/Education
 - a. Networking with other similarly purposed organizations and participate in their community events
 - b. Create a website; County managed; use social media (ie: facebook, twitter, etc.)
 - c. Create a quarterly newsletter to inform the public of our purpose, activities, and projects.
2. Develop a business site evaluations program (ie: restaurants, venues, public facilities and parks)
3. Develop a Committee education program that would coordinate guest speakers to present and educate the committee of their work and needs in our community.
4. Identify use for state grant funding and access and learn how to utilize these monies for our projects and our participation with public work improvements (sidewalks, crosswalks, etc.).

It was then decided that we would go through each Long-Term goal and draw up Short Term goals for 2020, and that developing our short-term goals would be an annualized thing.

Short-Term goals for 2020:

1. Community Outreach:
 - a. Establish branding and develop a website for our committee
 - i. Who? It was agreed we would need to contract out for a website developer
 - ii. How? We would need to find out how the funding process works. Deidra was assigned to gather information as to whether funding was provided prior to a project or after it was accomplished. She will make contacts and find out clearly the mechanics of the process. She will also inquire as to how other

- counties receiving grant monies budget it within their county, and if so, what budget the grant money would be receipted under.
- iii. Shyanne and Matt stated that they knew people that would be interested in helping with the RFP (Request for Proposal) process.
 - iv. After discussion of the pros and cons, consensus was that the ACAC website should be outside of the county website.
- b. Shyanne stated that she would be willing to lead and be the point person in this goal.
2. Establish a schedule of speakers from various community groups to address our committee meetings for our education and identify various like-minded community events and organization meetings which our ACAC members could attend.
- a. These each would be on a quarterly basis.
 - b. Matt suggested, and it was agreed that:
 - i. We would reach out to selected organizations which available committee members would visit (4 organizations/year; 1 per quarter) and afterward present their experience to the ACAC committee.
 - ii. We would have a 4 speakers/year (1 per quarter)
 - c. Deidra agreed to be the point person for this. She would establish a list of community organizations we could reach out to and visit their meetings, as well as a list of potential speakers we could schedule for our meetings.
 - d. Theresa spoke of the March for Respect held at the John Dam Plaza which is put on by the ARC of the Tri-Cities, and she suggested we consider participating in that event. It includes various groups of the community that gather for Special Olympics awareness
3. Develop a site/business evaluation check list
- a. We would complete 2 site evaluations/year

- i. It was suggested that we start with a county venue
- b. Brenda agreed to be the point person for this, with Deidra's assistance

Shyanne suggested that before we develop our website, we consider branding. Brenda agreed stating that we should develop a logo with a color palette. Shyanne offered that she knows people that do the brand development process and that it was best to use a contractor. Understanding that this would require grant money, Deidra will seek information on how to set that up. Matt expressed concern that, if our brand was too close to the county's, it could threaten the disbursement of our funding (who could claim parts of it). Shyanne stated preferences to a stand-alone brand for much easier development and use. She recommended that the brand be somewhat within the county's, but it should be distinct so as not to be confused with the county.

Matt suggested that we use the SMART (Specific, Measurable, Attainable, Relevant, and Time-Based) method of evaluating our goals.

Brenda asked if we all thought our goals were **specific** enough. It was agreed that they were. We discussed how the goals could be **measurable**. It was suggested that at the 3rd meeting of each quarter, we should have a report to measure from start to that point how we have progressed and determine what was required to keep the accomplishment moving forward. We all thought our goals were **attainable**, and it was agreed they were not anything we could not do. The question would be about the funding process, and Deidra again agreed that she would check on the details of how, when, and what types of funding we can get. The committee agreed that our Short-Term goals were **relevant**; reasonable and realistic, and that our **time-based** plan was that our Long-Term goals were a 5-year plan while our Short-Term goals would be annually established and would be evaluated and re-set each year.

In our "takeaway" discussion, Brenda felt that we had really focused well, and Shyanne stated she was very happy with our direction. The consensus was that

our objectives were set and that we had accomplished our objective by deciding our Long-Term and Short-Term goals.

Brenda asked that we talk about our meeting schedules for the ensuing year. It was agreed that our meetings would be held on the third (3rd) Thursday of each month at 2:00 pm at the Executive Conference Room in the Justice Center. Deidra and Amanda will schedule the whole year and email the schedule out to the committee members.

As for the agenda for the January meeting, Brenda stated that we would most likely spend most of the meeting discussing updates on our Short-Term Goals. An assigned action item for the next meeting to Amanda was that she would outline what the Auditor's Election department would be doing for accessibility concerns in the coming 2020 election and bring suggestions to the committee as to what the ACAC could do to help.

Shyanne also brought up the 2020 Census and felt that the ACAC could be involved somehow. Matt mentioned that our rating guide for evaluating business and organizations should be based on ADA regulations, but because those are limited, and we could go even further.

The workshop was closed, and we adjourned early at 12:30.

Meeting agenda items and/or actions suggested:

- **(Matt suggested) Resend letter of outreach to organizations and then do a follow-up to ask about response.**
- **Reach out to Dial-a-Ride/Ben Franklin to come back and present an update.**
- **Dede bring Spokane's site eval list**
- **Shyanne bring information about developing a website, branding, and RFP process information and contact persons**

- **Dede send out to whole group**
 - **Spokane's evaluation plan**
 - **Ask what they think should be included in our evaluation process and thoughts on what they think it should like**
- **Dede work with Brenda to bring a complete list for ideas of speakers and organization meetings to attend to our next meeting**
- **Dede get information about funding; who, how, what, and when (provided before or after). Get clarity on funding and how it could be applied to setting up website.**
- **Dede schedule meetings for the whole year (and send with the January meeting notice.)**
- **Amanda bring suggestions for the committee to help with accessible needs for the up-coming 2020 election**