**COMMISSION ON DISABILITIES MEETING MINUTES**

**Wednesday, April 11, 2018**

**Library - Large Conference Room**

**MEMBERS PRESENT:** Megan Sommer (Chairperson), Athena Brodsky (Treasurer), Jeffrey Dougan (Secretary), and Linda Fulton.

**MEMBERS PRESENT REMOTELY:** Michelle Murphy (Vice Chairperson) andJohn McLaughlin.

**MEMBERS NOT PRESENT: N/A**

**GUEST(s):** None

1. **Call to Order.**

* Chairperson Megan Sommer called the meeting to order at 7:30 PM at Public Library Large Conference Room.

2. **Public Comment**.

* Since no public was present, this agenda item closed early.

3. **Old Business**.

A. Review of COD Procedures and Goals.

ii. Procedures for Handling Technical Assistance Requests/Referrals.

* Mr. Dougan read the proposed policy that was drafted at the last meeting.
	+ **PROPOSED -** Issue raised to the COD/Member:
		- Appropriately added to agenda for full COD Discussion. As COD is not an immediate service Board, all items raised, either through written correspondence or in person must be brought to the COD Chair to be added to agenda for discussion. Once discussed at a regularly scheduled COD meeting;
			* COD either provides referral to appropriate entity and Chair notifies the BOS of action taken, OR
			* COD accepts to take action. If action taken, notification by Chair of proposed action to BOS, appropriate action taken, and results given to BOS by Chair.
	+ **Amended (through discussion at the meeting):**
		- Items raised to the COD/COD Member, either in writing or in person, must be brought to Chairperson so the item can appropriately be added to agenda for full COD Discussion. Further discussion of the topic should not be had until the full COD is able to discuss and determine the appropriate response.
		- As COD is not an immediate service Board, all items raised, either through written correspondence or in person, must be brought to the COD Chair to be added to agenda for discussion. Once discussed at a regularly scheduled COD meeting;
			* + COD either provides referral to appropriate entity and Chair notifies the BOS of action taken, OR
				+ COD accepts to take action. If action taken, notification by Chair of proposed action to BOS, appropriate action taken, and results given to BOS by Chair.
* Mr. Dougan agreed to capture the discussion for a vote of acceptance at the next meeting.
* Mr. Dougan also agreed to start creating a document that will capture these internal policies.

v. COD Representation/Introductions to Other Scituate Boards, Departments and Commissions.

* The COD discussed possibility of reaching out to other Boards, Departments and Commissions and the procedures for doing so. Discussion focused on an initial letter, from the Chairperson, to be sent to other town related entities.
* Ms. Fulton agreed to draft the letter to be discussed at the next meeting.
* Further discussion will take place at the COD’s next meeting.

vii. Procedures for COD to Write Press Releases and Interact With Other Media Outlets

* The COD discussed that the process for media inquiries and media outreach by the COD. Discussion revolved around the process and the need for the Chairperson, or designee, to seek approval of BOS for all related activities involving the media. While the process may require additional time to fulfill, members agree the process is required.
* Mr. Dougan agreed to capture the discussion for a vote of acceptance at the next meeting.
	+ **Proposed:**
		- All media inquiries, whether initiated by COD or received by the COD:
			* If Initiated by the COD, the Chairperson or designee will seek approval from the BOS explaining the purpose of the outreach to the media. This may involve a review of the draft press release or discussion of item for which the press would be notified.
			* If initiated by the media, the recipient of such request will ensure to direct the inquiry to the Chairperson or their designee. Once the Chairperson or designee gets the request, notification will be sent to the BOS to seek appropriate next steps. This may involve a review of a draft response or guidance on where the inquiry should be sent to.
* ***Motion by Ms. Brodsky to allow Mr. Dougan to draft said policy for review and acceptance at next meeting. Seconded by Ms. Fulton.***
* ***Motion Passed - In Favor - Ms. Sommer, Ms. Murphy, Ms. Brodsky, Mr. Dougan, and Ms. Fulton. Not in Favor - Mr. McLaughlin.***
* Further discussion related to Social Media and the procedures and obligations of COD members using such platforms. Ms. Fulton explained that she has some documentation regarding such procedures and will bring to the next COD meeting.
* Ms. Sommer agreed to add this topic to the next Agenda.

Agenda items 3iii and iv.

* To be discussed at next months meeting.

 B. 2019 Budget.

* Ms. Sommer and Ms. Brodsky explained that, after repeated attempts to present at the Advisory Committee regarding the FY19 COD Budget and due to unforeseen circumstances outside of their control, the FY19 COD Budget was approved at Town Meeting.

 C. Accessibility Awareness Event.

* The Subcommittee reported that:
	+ Date - The November 3rd date has been selected and confirmed.
	+ Notice - save the dates - are starting to go out.
	+ Volunteers - too early to get.
	+ Considering additional activities at the event.
* Discussion also revolved around an art project tied to the event.
	+ The art project would design event logo to be placed on a bag given out at the event.
	+ Could be an annual thing.
	+ Ms. Brodsky suggested that maybe the bag is blank this year and the selected winner would appear on next years bag.
	+ Ms. Fulton suggested that the art be picked prior to event so the logo could appear on the current bag for the upcoming event.
	+ Ms. Fulton and Mr. Dougan suggested that, over the summer, the artwork could be displayed at the Library and voted on, and selection chosen and used.
	+ Ms. Fulton offered to research companies for which bags could be purchased.
* ***Mr. Dougan motioned for the Event Subcommittee to coordinate and contact appropriate parties to get the process moving forward and report back at next meeting. Seconded by Ms. Fulton. Motion passed unanimously.***

D. Acceptance of Past Minutes.

* + ***Motion by Ms. Brodsky to accept the minutes. Seconded by Mr. Dougan. Motion passed unanimously.***

4. **New Business.**

A. Council on Aging Representative Report (Tentative).

* A representative from the COA was unable to attend the April meeting.

B. Request for Assistance for Individuals Who are Deaf or Hard of Hearing.

* Ms. Sommer explained that the Conservation Committee received a request for the provision of a CART Reporter for an item on their agenda. There were some basic questions regarding the acquiring of the service. Ms. Sommer explained that she referred that request to MOD.
* Mr. Dougan explained that MOD had received that referal and the appropriate information was provided to the Conservation Commission.

C. Attorney General’s Findings Regarding Open Meeting Law Complaint Against the COD.

* Ms. Sommer received correspondence from the AG’s office indicating that no violation of OML had occured. The finding indicated that the agenda made it clear, and reasonable to expect, to the general public and other members of the COD, that a vote for the election of officers would take place at the meeting.
* She further explained that the COD was commended for the actions taken to resolve the concerns of the other members and the willingness to retake the vote even though it was not required.

D. Treasurer’s Report.

* Ms. Brodsky explained that the remaining COD General Fund budget for FY18 is $4600. The COD Expendable Trust Fund budget for FY18 has a remaining balance of $4811.
* Ms. Brodsky explained that the COD received a gift of $85, and a gift fund has been created. The gift was given in memory of a teacher to be used at the COD’s discretion.
* ***Motion by Mr. Dougan to accept Treasurer's Report and seconded by Ms. Murphy.***
* ***Motion passed - In Favor - Ms. Sommer, Ms. Murphy, Ms. Brodsky, Mr. Dougan and Ms. Fulton. Abstained - Mr. McLaughlin.***

 E. Correspondence Received.

* Ms. Sommer explained that there was one piece of correspondence received.
	+ The Massachusetts Office on Disability sent an email announcing a Regional Commission on Disability Meeting planned in Webster on June 6 from 11am to 2pm.

 F. Matter not Reasonably Anticipated 48 Hours in Advance of Meeting.

* None

5.  **Adjournment**.

* ***Motion to adjourn the meeting was made by Mr. Dougan and seconded by Ms. Brodsky. Motion passed unanimously. Meeting adjourned at 8:28 pm.***

Next Meeting will be on Wednesday, May 9, 2018 at 7:30 pm at the Town Hall BOS Meeting Room.

Respectfully submitted,

Jeffrey L. Dougan