



**CITIZEN'S ADVISORY BOARD  
FOR PEOPLE WITH DISABILITIES  
MEETING MINUTES  
April 9, 2019  
3:30 pm, City Hall, Basement Conference Room**

**Members Present:**

JoAnne Fluke, Chair  
Sheria Davis  
Katherine Ballard  
Donna Reiff  
Debra Turner

**Members Absent:**

Pamela Barnhill  
Virginia Zak

**City Staff Present:**

Brenda Alexander, Director of Human Resources and ADA Coordinator, Ex-Officio  
Kelley Messer, Assistant City Attorney  
Veronica Diaz, HR Generalist

**1. Call to order**

The meeting was called to order at 3:32 pm by the Chair, JoAnne Fluke.

**2. Approval of meeting minutes from January 8, 2019**

Minutes from the January 8, 2019 meeting were presented and reviewed. Sheria Davis made a motion to approve the minutes as presented. Katherine Ballard seconded. Motion carried.

**3. Receive and discuss CityLink reports**

Wayne Kruger, Paratransit Supervisor, gave an overview of the quarterly CityLink ADA trips report. The Board held a discussion of the statistics presented in the report.

Don Green, Director of Transportation Services, discussed the On-Call service area and changes to some of the fixed routes.

A citizen, Mr. Al Houle, complained that he has to be on Paratransit vans for up to an hour. CityLink staff explained that he is outside of the FTA-required service area and CityLink has performance standards to meet for passengers in that service area prior to his pickup or drop off.

**4. Discuss Board responsibilities involving required training, meeting attendance and communication with City staff**

Brenda Alexander discussed with the Board the member responsibilities. All elected and appointed officials (Members of City Boards) are required to complete two (2) online training courses offered through the State of Texas Attorney General's website. The Board members were given a handout with the link to the training website.

Board members' attendance and participation is very important. Without attendance, a quorum cannot occur and important business cannot move forward. There must be a quorum to begin a meeting and also to continue a meeting that is already in progress.

City Staff needs to know approximately 10 days before an upcoming meeting if there will be a quorum. The need for advance notice is needed to prepare the materials, get the agenda finalized and reviewed by the City Attorney's office, and posted on bulletin boards and online. Board members were asked to respond to City Staff communication whether it is a phone call, text or email in a timely manner.

**5. Recommend topics for future meetings**

Future topics discussed were:

1. Tour of the Airport in May
2. Invite the Chamber to meetings to discuss business accessibility
3. Interpreter Training Follow-up
4. Checklist for events

**6. Public comment period**

The Board heard and made note of the concerns from the public. Topics or concerns the public shared involved accessibility of sidewalks.

**7. Tour and discuss City Hall facilities**

Lowell Phillips, Facilities Maintenance Manager, lead the Board on a tour of City Hall. During the tour, the Board had an opportunity to discuss the facilities and make suggestions to staff to resolve ADA compliance concerns.

**8. Adjourn**

The Board adjourned at the end of the tour at 5:15 p.m.

Respectfully submitted:



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Brenda Alexander, Director of Human Resources  
and ADA Coordinator, Ex-Officio

Approved by Board on May 14, 2019:



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JoAnne Fluke, Chair