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**City of Melrose Commission on Disability (MCOD)
Meeting Minutes**

Meeting Date: January 8, 2025

Commissioners Present:

Garin Boyd (Secretary)
Alaine Breen
Gary Hale
Erin Heyneman
David Hoff (Chair)
Margaret Sheets (Vice Chair)
Matthew Travers

1. Call to Order

Commission Chair Hoff called to order the regular meeting of the Commission on Disability at 7:04 PM.

2. Approval of minutes from last meeting

A motion to approve the minutes from the December 11, 2024 meeting was made by Vice Chair Sheets and seconded by Commissioner Travers. Passed unanimously.

3. Public Participation

There were no public comments at this time.

4. CODA/State Updates

Chair Hoff attended the CODA meeting this month. Topics included emergency evacuation (in response to recent California fires) and downtown reconstruction project happening in Newburyport. MOD has a busy calendar including a CAM certification and a lunch meeting around creating a commission, coming up on January 23rd.

5. MLK Day of Service

Commissioner Boyd reported that MLK Day of Service Coalition is working to create a meaningful MLK Day of Service on January 20th.

6. Use of Funds Policy

Version 2 of the document has been created. Any funding request would be subject to city approval.

7. City policy development update

Commissioner Travers indicated that work is still being done on the policy guidance to remove redundancies. Feedback is appreciated. Legal will be looking of the accommodation request form for city employees & the community.

8. Community Education Guide Update

Commissioner Breen has received feedback from Linda Gardner (Library ED) and Kris Rodolico (Follow Your Art ED). Both loved the checklist formats and felt that they'd be really useful but found the written sections may be too lengthy to hold attention. Important consideration from Commissioner Breen: They're speaking as two people who have a higher level of awareness and / or experience in this area. We have to assume the users are starting from ground zero, which makes written sections hugely needed. Kris brought up a good point with regard to a small organization and event budgeting:

- An overall reminder that event budgets should take accessibility needs into account from day 1 of planning.
- Some specifics on funding sources (if they exist) to help defray costs like CART or other services would be helpful.

Commissioner Sheets brought the education guide to Reverend Chris Lyman Waldron at the Melrose Highlands Congregational Church. Reverend Chris asked if there were funding and grant options that were available for UCC accessibility certification through UCC Disability Ministry.

9. SEPAC

SEPAC had sent an invite around their holiday party in December. No updates to provide at this time.

10. Outreach to schools update

As a follow-up to the November meeting by Commissioners Hale and Hoff, an email to Melrose Public School special education (Cari Berman and Roxanne Wilson) was sent, that included a series of resources and ways that the Commission could support the school's efforts on transition.

Three specific areas the commission may assist with:

1. Linking with local businesses to develop work experiences. Possibility of training small businesses. Commissioner Hoff will follow up with the business liaison at the Mayor's office.
2. Identifying internships and community service sites.
3. Looking for speakers. Personal experience with disability and ability to share it would be beneficial.

11. Disability Pride 2025 plans

Kris R. and Linda G. of Follow Your Art are both excited for Disability Pride 2025. New mural can be conscripted for July 2025. Possibility for storytelling or gallery show. Possibility of creating a

theme for this year was discussed. Follow up by Commissioner Heyneman to contact Spalding about adaptive bikes as part of an event.

12. Board Term Limits

Commissioner Breen would like to serve a 2nd term with her term ending 2/2025. Chair Hoff has asked the Mayor to move forward on the reappointment.

13. Other business:

- **Showing of “Crip Camp” at Melrose Unitarian Universalist Church**
 - Possible date 2/22/25 (has since been rescheduled for April.)
- Melrose Commission on Disability officer elections will occur at the March meeting. Commissioners were asked to consider if they wish an officer’s position for the coming year.

14. Adjournment

Motion made by Commissioner Sheets, seconded by Commissioner Boyd.

Adjourned at 8:10 PM.

Meeting minutes submitted by Garin Boyd, Commission Secretary.