

MINUTES

COMMISSION ON INCLUSION AND ADAPTIVE LIVING
WEDNESDAY
AUGUST 26, 2026

HYBRID MEETING
COUNCIL CONFERENCE ROOM
FIRST FLOOR - CITY HALL
211 WEST ASPEN AVENUE
11:00 A.M.

To participate in the meeting virtually use the following link:

[Join the Meeting Online](#)

1. Call to Order

Chair Martinez called the meeting to order at 11:00 a.m.

2. Roll Call

NOTE: One or more Commission Members may be in attendance telephonically or by other technological means.

James Martinez, Chair, Present
Keith Becker, Present
Sarah Dorman, Present
Ashanay Earl, Absent

Paige Filipek, Absent
Caitlin Peterson, Present
Rachael Simukonda, Present

3. Recommended Protocol for Members and Other Participants

All commissioners should have their microphones on mute to keep the background noise out of the chat room. The chair of the meeting should ensure everyone has an opportunity to speak if they would like. Commissioners should use the chat function to inform the Chair they would like to make a statement and the Chair will announce the Commissioners to speak in the order they appear in the chat.

4. Open Call to the Public

Open Call to the Public enables the public to address the Commission about an item that is not on the prepared agenda. Comments relating to items that are on the agenda will be taken at the time that the item is discussed. Please limit your remarks to three minutes per item to allow everyone an opportunity to speak.

NAU Assistant Professor Chris Lanterman introduced a potential partnership with Community Access and Design to expand disability advocacy efforts. He noted upcoming October events and plans to share information with the Commission to explore opportunities for collaboration.

5. Liaison Reports/Updates

A. Update from Council Liaison - Mayor Daggett

Mayor Daggett was not present.

Youth Liaison Russ Randall asked if he could provide his Youth Liaison update at this time and Chair Martinez agreed.

Mr. Randall provided updates on the Community of Practice Transition Team, including new

leadership and upcoming meetings. He also shared information about the FUSD Youth Transition Career Fair, SCALE advisory council, and the upcoming Northern Arizona Disability Resource Fair in October.

Additional upcoming disability-related events were noted, including events in Window Rock, Lake Havasu City, and Mojave County. Mr. Randall will provide event details to be distributed to the Commission.

Commissioner Simukonda reported on accessibility improvements following the ADA Transition Plan, including a site walk with Engineering staff along Soliere Avenue to assess crossings and sidewalk conditions. Contractors also cleared overgrown vegetation along the sidewalk. She is continuing to work with Engineering on accessibility improvements at the three Fort Valley bus stops and will provide additional updates at the next meeting.

B. Update from Welcomed Here ADA Conference by attendees

Commissioners Becker and Simukonda along with staff liaison Aaron Kaminski attended the Welcome Here Conference and shared positive feedback. Highlights included new perspectives, transition planning, universal design, and informative AI training. City staff from several departments, including Code Compliance, Engineering, Sustainability, Public Affairs, and Recreation, also participated.

Commissioner Simukonda noted that a four-month class will be offered in February, with potentially having some commissioners involved and serving as facilitators. The transition planning work is moving forward, with hopes for increased participation.

6. Approval of Minutes

A. Approval of minutes from June 24, 2026.

Moved by Rachael Simukonda, seconded by Caitlin Peterson to approve the minutes of the June 24, 2026 meeting.

Vote: 7 - 0 - Unanimously

7. Action Items

A. Discussion and possible vote on Vice Chair.

Commissioners Becker and Simukonda requested to be considered for the Vice Chair position.

Commissioner Dorman asked about partial terms and Deputy City Clerk Georganna Staskey noted partial terms do not impact Vice Chair Status.

Chair Martinez requested a roll call vote for either Commissioner Becker or Commissioner Simukonda. Chair Martinez and Commissioner Simukonda voted for Commissioner Simukonda. Commissioners Becker, Dorman, and Peterson voted for Commissioner Becker.

Commissioner Becker will be Vice Chair starting at the September 2026 meeting.

8. Discussion Items

A. Discussion and review of ADA Coordinator website with grievance submission form.

Risk Manager Aaron Kaminski introduced the proposed ADA Transition Plan. The Commission reviewed the proposed ADA coordinator webpage, including the ADA compliance statement, reasonable accommodation request process, grievance process, and grievance submission form.

The Commission discussed revisions to ensure the information is clear, accessible, and in plain

language. Members recommended separating accommodation requests from the grievance process and directing requests to the appropriate program coordinator, with grievances handled through the ADA Coordinator.

The Commission discussed establishing a 60-day deadline for submitting grievances and agreed that grievances should include a description of the alleged ADA violation, date and location of the incident, relevant information, and the complainant's contact information. The proposed process would provide a written response within 15 working days, with an appeal process through Human Resources.

Alida Pfeil provided public comment, sharing updates on Barrier Free Flagstaff and its accessibility initiatives, and requested that the Commission reconsider its revised liaison structure.

Commissioners resumed discussion on the ADA Transition Plan. Members discussed creating a generic ADA Coordinator email address rather than relying solely on an individual staff member's email, while still identifying the ADA Coordinator on the webpage. The online grievance form will be designed to be accessible and compatible with assistive technologies.

The Commission recommended that the draft materials be reviewed by the City Attorney's Office and circulated to Commissioners for additional feedback before finalization.

10. Information Items To/From Inclusion and Adaptive Living Commission Members and Staff Liaison

The commission discussed participating in the Northern Arizona Disability Resource Fair in October as an opportunity to connect with the community, promote the commission, and recruit applicants for upcoming vacancies.

11. Agenda Items for Next Meeting August 26, 2026

None.

Vote: 7 - 0 - Unanimously

12. Adjournment

The meeting adjourned at 12:28 p.m

13. SPECIAL PLANNING MEETING

Discuss and set objectives for the upcoming year.

The commission's annual planning discussion focused on establishing a manageable set of priorities for the coming year, with the ADA Transition Plan identified as the primary focus. Commissioners discussed using the plan to guide other accessibility issues, including reviewing city projects and policies and identifying areas that need improvement. Other priorities included increasing disability representation in city hiring and job fairs, advocating for more accessible and affordable housing through universal design, and encouraging regular disability-related training for city employees. The commission also discussed expanding on-demand wheelchair services, improving snow removal and keeping curb cuts and sidewalks accessible, increasing recreation opportunities for people with intellectual and developmental disabilities, and continuing to address inaccessible crosswalks, pedestrian signals, and curb ramps. Commissioners agreed to submit additional ideas and continue refining the priorities at the next meeting, including developing a letter regarding accessible housing.