**Commission on Services for People with Disabilities**

**Meeting Minutes**

* **Date:** 1/17/2024
* **Time:** 6:30 pm
* **Location:** Raymond Library / Virtual Option available
* **Room:** 2A
1. **Call to order:** Meeting called to order at 6:35 pm.
2. **Attendance:** Present: Vanessa Jenkins,, Carlos Martinez-Rivera, Gary Roy, Veronica Rosario, Krista Mangiafico

Absent: Rachel Botts , Sunilda Caminero, Rena Berube (excused).

1. **Approval of Minutes: Nov. 14, 2023.** Veronica mademotion to approve, Carlos second the motion, all in favor of approval.
2. **Chair’s Report:**
* 2024 Schedule of meetings and attendance was submitted on time, as well as budget packet. No changes were made to budget, and it is awaiting approval from the Town Council meeting on March 2, 2024.
1. **Old Business:** Working on Accessibility award nominations. Will be introduced as a “passport” based program in which the public can grade accessibility for people with disabilities. This contest will be introduced in the EH Gazette, as well as brought up during public meetings. Accessible small businesses will be awarded a certificate by the mayor, as well as recognition in the EH Gazette. Public will be asked for submissions to be sent to Vanessa Jenkins, Chair for this Committee. Businesses will be visited by committee members and graded using a rubric created by Veronica Rosario. This rubric will use a number grading system to evaluate
	1. Ease of Parking
	2. Ramp for entry /exit
	3. Shelf height/ aisle width
	4. Customer service (sensitivity)
	5. Restrooms
	6. Cleanliness
	7. Lighting

Letters will be sent to businesses if improvements are needed, as well as contact information to possible grants for funding assistance to help complete improvements. The guidelines for the businesses to be considered are:

* + - Focus based on Main St small businesses.
		- Must have 20 or more employees.
		- Independent, non- chain businesses.

 Gary Roy will create rules for public before submitting businesses to

The committee for approval.

EH public library and Commission for People with Disabilities have

Created and shared a link for Assistive Devices that can be ordered made by the library’s 3D printer. East Hartford residents can access the catalog through link and order devices for free.

**New Business:**

 **Approval to pay clerk-** Motion to approve by Veronica Rosario, 2nd

by Carlos, and approved by committee.

**Motion to adjourn-** Made at 7:52 pm by Veronica,

2nd by Carlos

Next Meeting will be on March 12, 2024 at 6:30 pm. Location TBA , as Town Hall may be completed. LInk to be provided for virtual attendance.