

**ADA Advisory Committee Minutes**  
**October 27, 2023**

**A. Call to Order**

The meeting was convened at 10:00 AM.

**B. Roll Call**

**Present Members:**

- Lindy Ballard
- Lori Hamner

- Bryon Higgins
- Cassie Wick
- Kendra Brown

**Public Members:**

- James Ouellette
- Lloyd Sparks

**C. Public Comment on any Item on the Agenda**

No public comments were received.

**D. Agenda Items**

**a. Awards, Trainings, and Initiatives - Ability Montana**

Cassie Wick shared details about ongoing initiatives. Ability Montana is partnering with Butte High School to design stickers that will be awarded to businesses actively working towards ADA compliance. Additionally, discussions are underway to host training sessions focusing on public right-of-way accessibility. Cassie emphasized the significance of building partnerships to support these endeavors.

**b. Change November and December ADA Committee Meetings - VOTE**

A unanimous vote was taken to combine the November and December ADA Committee meetings due to the holiday season. The new meeting date is set for December 8, 2023, at 10 AM.

**c. ADA Coordinator Update - James Ouellette**

James Ouellette submitted his ADA Coordinator update for inclusion in the minutes.

**E. Other Business**

David Susanj has resigned from his position. Committee members expressed interest in understanding the process for recommending new members. James Ouellette, Cassie Wick, and Bryon Higgins will meet to discuss the presentation at the Chamber of Commerce.

**F. Special Subcommittee Reports**

No special subcommittee reports were provided.

**G. Public Comment on any Item not on the agenda**

No public comments were offered.

**H. Adjournment**

The meeting adjourned at 10:45 AM.

## ADA Coordinator Report -October 2023

James Ouellette, ADA Coordinator

The City County of Butte Silver Bow

In the month of October, I actively engaged in various ADA-related activities and initiatives. Here is a summary of my key accomplishments and engagements during this period:

**ADA Conference Participation:** I dedicated a significant portion of my time to attending the ADA 4-day conference. This experience not only broadened my understanding of ADA regulations but also allowed me to network with experts in the field, facilitating future collaboration opportunities.

**ADA Coordinator Exam:** I am pleased to report that I successfully studied for and passed the ADA Coordinator exam.

**Collaboration with Emergency Management and LEPC:** I met with representatives from the Emergency Management team and attended the Local Emergency Planning Committee (LEPC) to discuss strategies for enhancing accessibility during emergency situations.

**Partnership with Rocky Mountain - ADA Training Programs:** I engaged in productive discussions with Emily Shuman from the Rocky Mountain region regarding the development of ADA training programs.

**Sidewalk and Curb Ramp Review (Caldona Street Park):** I met with Eric Hassler contractors to address the accessibility concern for sidewalks and curb ramps in the vicinity of Caldona Street Park.

**Transition Plan Review:** I reviewed our transition plan.

**ADA Website Page Development:** I am in the process of creating an ADA-dedicated webpage on Butte Silver Bow's website. This dedicated page will serve as a valuable resource for residents and visitors seeking information about ADA compliance, accessibility features, and related resources. The content will be structured to provide clear and concise guidance on how to access our services and facilities while adhering to ADA regulations. The new webpage will feature information on:

- ADA compliance requirements
- Accessibility features within our organization
- Frequently asked questions about ADA
- Contact information for inquiries and assistance

**Meeting with Planning Director Julia Crain:** I had the opportunity to sit down with our recently appointed Planning Director, Julia Crain. During our meeting, we had a comprehensive discussion about building development projects within our organization and how to integrate ADA requirements into these projects seamlessly.

**PROWAG-** Met with Tom Loggins and members of the Business Development team to discuss new Public Right-of-Way Accessibility Guidelines. These guidelines, once adopted by the DOJ, will be codified into the CFR, making them not just guidelines but law.

**End-of-Year Check-In Preparation:** I am currently in the process of preparing for my upcoming end-of-year check-in with JP, Jim, and Eileen. This meeting will serve as an opportunity to provide updates on ADA initiatives, address any concerns, and chart the course for future endeavors.