

# Harford County Commission on Disabilities

319 South Main Street  
Bel Air, Maryland 21014  
410.638.3373 Voice/TTY 410.803.0433 Fax  
[disability@harfordcountymd.gov](mailto:disability@harfordcountymd.gov)

Meeting Minutes  
November 24, 2008

## Attendance:

Members Present:	Members Absent:	Associate Members Present
Susan Austin	Amy Axel	Deborah Wilcox
Niki Biggs	Bob Coen	
Helene Dubay	Councilman Guthrie	
Kathy Halliday	Laurie Kwiedorowicz	
Tracy Moore	Steve Sopol	
Marc Weinstein		
Andrea Wiley		

I. Chairperson Marc Weinstein called the meeting to order.

## II. Committee Reports:

### A. Membership:

1. Marc Weinstein will attend the Special Education Chairperson meeting on December 2<sup>nd</sup> to solicit their input on the student representative position and to seek their support in recruitment. The position description was updated following a meeting of the committee with Susan Austin and Helene Dubay. Recruitment of student delegates to the Maryland Youth Leadership Forum will also be discussed at the meeting.
2. Five applications for the Family Member of a Person with a Disability vacancy. Applicants will be contacted by phone and invited to upcoming Commission meetings.

### B. Accessibility Committee:

1. Housing: No report.
2. Accessible County Facilities: No report.



3. Request for Waiver of the MD Accessibility Code: Tracy Moore reported that no new requests for waiver have been received.
  4. Ramps Program: No report.
  5. Operation Access: No report.
- C. Education Committee: Helene Dubay will serve as Chair of the Education Committee. She expects to meet soon with Sharon Grzanka to discuss the activities of the committee.
- D. Government and Community Relations Committee
1. Web page: No report.
  2. Legislative Committee: No report.
- E. Voice of the Disability Community
1. Transportation Steering Committee: No report.
  2. Maryland Alliance of Local Commissions on Disabilities: No report.
  3. Maryland Youth Leadership Forum (MYLF): See membership committee report.
  4. Jurisdictional Planning Group (JPG): Tracey Moore reported that the JPG met on November 5<sup>th</sup> at the Emergency Operations Center. Rick Rowland of Gallagher Services Catholic Charities discussed how to put an agency/organization emergency plan together. Rick outlined the steps taken by their Emergency Preparedness Committee, which developed the plan, focusing on top-down buy-in to ensure that time, personnel and resources would be available to complete the task. Rick also shared documents developed in support of their emergency plan.
- F. Employment Committee: Niki Biggs, committee co-chair, reported the following:
1. The Employed Individuals with Disabilities Program has been updated to meet the needs of more individuals with disabilities who wish to work and retain their health benefits.
  2. QUEST Internship Program: The Harford County internship program will be known as "Hire Ability". The

Departments of Community Services and Human Resources will run a pilot program beginning January 2009 with three part-time interns, referred by the Division of Rehabilitation Services.

IV. Disabilities Coordinator Report: No report.

V. Old Business: See committee reports.

VI. New Business:

VII. Public Comment and Announcements: Niki Biggs announced the "What's Happening Harford?" partnership group is holding a community resource fair for families with children and youth with special needs on February 21, 2009 from 9:00 a.m.-1:00 p.m. at the Patterson Mill Middle/High School, 85 Patterson Mill Road, Bel Air, MD. The fair will include workshops on issues and resources for families with children and youth with special needs in the Harford County community. There will also be an opportunity to visit with representatives of various provider and community agencies in the exhibition area. For more information, contact Kimberly Marchman at 410-273-5579 or [partners.success@hcps.org](mailto:partners.success@hcps.org) .

VIII. Adjournment: The meeting was adjourned at approximately 5:30 p.m.

*This document is available in alternative format upon request:  
410-638-3373 voice/TTY or [disability@harfordcountymd.gov](mailto:disability@harfordcountymd.gov) .*

## Proposed Amendments to the By-Laws

Introduced Monday, October 27, 2008

Current Language

### ARTICLE IV

#### CONDUCT OF BUSINESS

Section I: Quorum A quorum for the transaction of business at every meeting of the Commission on Disabilities shall consist of one-third (1/3) of the Commission members currently duly appointed which must include the Chairperson or Vice-Chairperson present at such meeting.

Proposed Change

### ARTICLE IV

#### CONDUCT OF BUSINESS

Section I: Quorum A quorum for the transaction of business at every meeting the Commission on Disabilities shall consist of a simple majority (50% plus one) of the duly appointed Commission members which must include the Chairperson or Vice-Chairperson present at such meeting.

### Current Language

Section IV: Regular or Special Meetings: (a) All regular or special meetings of the Commission shall be called by the Chairperson of the Commission. If the Chairperson is absent, is unable or refuses to call a meeting, the Vice-Chair has the authority to call the meeting.

(b) Notice of a regular meeting shall be given by mail or by facsimile at least 2 weeks prior to the scheduled meeting date. Notice of a special meeting shall be given by facsimile or telephone at least 48 hours prior to the meeting date.

### Proposed Change

(b) Notice of a regular meeting shall be given by U.S. Mail or by electronic mail at least 2 weeks prior to the scheduled meeting date. Notice of a special meeting shall be given by electronic mail or telephone at least 48 hours prior to the meeting date.

### Current Language

ARTICLE V

OFFICERS AND SUPPORT

Section VII: Annual Meeting The September meeting of the Commission shall be designated as its Annual Meeting. At that meeting the Commission's annual report shall be presented by the Chairperson for approval by at least 2/3 vote of the members of the Commission. The annual report of accomplishments for the preceding year and goals for the upcoming year shall be submitted to the County Executive and the County Council by October 30<sup>th</sup>.

Proposed Change

ARTICLE V

OFFICERS AND SUPPORT

Section VII: Annual Report An annual report of accomplishments for the preceding year and goals for the upcoming year shall be presented by the Chairperson to the Commission for approval. The approved report shall be submitted to the County Executive and the County Council by October 30<sup>th</sup>.