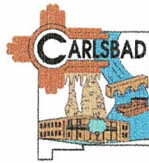


**MINUTES OF THE REGULAR MEETING OF THE**

**City of Carlsbad  
Disabilities Advisory Board  
Janell Whitlock Municipal Complex**

**Friday, December 2, 2022 at 10:30 a.m.**

**Meeting Held in the Janell Whitlock Municipal Complex  
Council Chambers  
114 S. Halagueno St.**



CITY OF CARLSBAD  
CARLSBAD, NEW MEXICO

**DISABILITIES ADVISORY BOARD**

Friday, December 2, 2022 at 10:30 AM

Janell Whitlock Municipal Annex

114 S. Halagueno St.

GoToMeeting ID: 169-893-005

US Phone: (312) 757-3121 Access Code: 169-893-005

1. Roll call of voting members and determination of quorum
2. Approval of Agenda
3. Approval of Minutes from the Meeting held September 2, 2022
4. Discussion and review of flyer and distribution to advertise board meetings
5. Discuss a list of potential questions for meetings with departments & various entities
6. Discuss informal tour of Alejandro Ruiz Center
7. Discussion of letter to Mayor regarding appointment of board positions
8. Discussion regarding Chair & Co-Chair positions on the board
9. Adjourn

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**FOR INFORMATION ONLY**

Disability Advisory Board agendas and meeting minutes are available on the City web site:

[cityofcarlsbadnm.com](http://cityofcarlsbadnm.com)

or may be viewed in the Office of the City Clerk or at the Carlsbad Public Library during normal and regular business hours

**DISABILITY ADVISORY BOARD MEETING SCHEDULE**

- Regular meeting – Friday, January 6, 2023 at 10:30 a.m.

If you require hearing interpreter, language interpreters or auxiliary aids in order to attend and participate in the above meeting, please contact the City Administrator's office at (575) 887-1191 at least 48 hours prior to the scheduled meeting time.

**MINUTES OF A REGULAR MEETING OF THE CITY OF CARLSBAD DISABILITY  
ADVISORY BOARD  
HELD IN THE JANELL WHITLOCK MUNICIPAL ANNEX  
114 S. HALAGUENO ST., DECEMBER 2, 2022 AT 10:30 A.M.**

VOTING MEMBERS PRESENT:

Teresa Allery	Board Chairperson
Tom Kirby	Board Member
Elizabeth Simonton	Board Member <i>(via phone)</i>
Deborah Pinching	Board Member <i>(via phone)</i>

VOTING MEMBERS ABSENT:

Vacant  
Vacant  
Vacant

EX-OFFICIO MEMBERS PRESENT:

Jeff Patterson	Planning Director
Trysha Ortiz	Deputy Planning Director

OTHERS PRESENT:

Judith Webster	Planning & Zoning Secretary
Tarrant Blake	Citizen
Machell Tackett	Citizen <i>(via phone)</i>

Time Stamps and headings below correspond to recording of meeting and the recording is hereby made a part of the official record.

0:00:02      Start Recording [10:30:28 AM]

0:00:05      **1. Roll call of Voting Members and Determination of Quorum**

Roll was called, confirming the presence of a quorum of board members. The following members were present—**Ms. Allery, Ms. Simonton, Mr. Kirby, Ms. Pinching.** Absent--None.

0:00:27      **2. Approval of Agenda**

**Ms. Simonton** made a motion to approve the Agenda, **Ms. Pinching** seconded the motion. The vote was as follows: **Yes--Ms. Allery, Ms. Simonton, Mr. Kirby, Ms. Pinching.** No—None. Absent—None. Abstained—None. The motion carried.

0:00:47      **3. Approval of Minutes from the regular Meeting held September 2, 2022**

**Ms. Pinching** made a motion to approve the Minutes, **Ms. Simonton** seconded the motion. The vote was as follows: **Yes— Ms. Allery, Ms. Simonton, Mr. Kirby, Ms. Pinching.** No—None. Absent—None. Abstained—None. The motion carried.

0:01:30      **4. Discussion and review of flyer and distribution to advertise board meetings**

**Ms. Allery** asks if the flyer they created to advertise the Board meetings went to City Council for approval yet. **Mr. Patterson** states it hasn't yet. **Mr. Patterson** explains it just needs administration

approval; it will be sent to Kyle Marksteiner, the Public Information Officer and he will obtain the approvals and put the flyer on the City's platforms. It will be placed in all the City's facilities and other suggested locations such as: senior centers, medical offices, school district, Facebook, pharmacies, the college, Artesia Hospital, school board, Carlsbad Mental Health, etc.

0:05:12

entities

**5. Discuss a list of potential questions for meetings with departments & various**

**Ms. Allery** states they had put together a list of potential questions to send out to people before they visit their facility, so they are not blindsided. She states **Ms. Pinching** created a wonderful set for them; including questions such as: please provide an overview of your organization, what challenges has your organization faced in dealing with disabled individuals, are there areas in your facility that would be difficult for a disabled person to maneuver, etc. Some of the things the board has seen when touring facilities include: the location of buttons to operate doors, mousetraps, fire escape issues. **Ms. Pinching** would also like to add is that the board is here to help guide them to better meet the need of those with disabilities. **Mr. Kirby** says this is fantastic. **Ms. Allery** will consolidate the list.

0:08:11

**6. Discuss informal tour of Alejandro Ruiz Center**

**Ms. Allery** discusses the tour of the Alejandro Ruiz Center and she is pleased with what they've gotten open so far. She states they are very aware of the concerns of the Board and they share those concerns. One of their issues is that budget cost, inflation and construction cost increases have set them back. **Mr. Patterson** tells them that according to their Community Block Funding they had to get the center open before they were able to address some of the concerns. **Ms. Blake** says the cafeteria and kitchen were very impressive and she is pleased that the people are served instead of standing in line and having to carry a tray. **Mr. Patterson** states they deliver meals as well with their program. **Ms. Blake** states she is disappointed you have to be 65 years old to be delivered a meal as there are so many people under 65 with disabilities. She states a person under 65 can come to the center for a meal, but the cost is \$8.00; people 65 and older the charge is \$2.00. It is termed a donation. She thinks they are making the cost of the meal discouraging. **Mr. Kirby** asks if that is a stipulation of the federal funding. **Mr. Patterson** informs them the center does not operate the kitchen, it is run by another agency. There may be other funding that would help widen the scope. **Ms. Allery** does not know if it is part of the Meals-On-Wheels Program; there is a limited amount of recipients they can handle. She states there are some sign issues there, you use the door at the east end of the building. **Mr. Patterson** says Public Works could put something together for a temporary sign. **Ms. Allery** states what really threw them off budget was the roof they had had to replace, it was almost twice as much as budgeted. **Mr. Patterson** states the main costs were the kitchen, the roof and the HVAC that all had to be done to open. **Ms. Allery** states they would definitely like to visit again.

0:18:58

**7. Discussion of letter to Mayor regarding appointment of board positions**

**Ms. Allery** states she has talked to the City Manager, John Lowe, and he says the Board is a very high priority and they are trying to figure out how to take care of it. She asked him if it would be beneficial if they gave him names and contact information of people they know who may be interested in serving on the board. He told her it would be helpful. She and **Ms. Pinching** have talked about Rory O'Neal, but **Ms. Pinching** is not sure now if he is still interested. She mentions Anne Halford is very interested. **Ms. Blake** states she is still eligible. **Ms. Allery** asks **Ms. Tackett** if she is still willing and she states she is. **Ms. Allery** says Jerri Remler is still willing to serve and that she can be reappointed. **Ms. Allery** states they should gather names and contact information of those that they know of and get that over to **Mr. Patterson** and **Ms. Ortiz** to pass along. She asks if she should submit the letter as well. **Ms. Blake** states it is her opinion they should send the list of names and the letter. **Mr. Patterson** says he will clear this with Mr. Lowe. **Ms. Allery** asks if they would be comfortable if they removed from the letter the phrase "if you are unable to appoint three members at this time would it be possible to reinstate Jerry Remler, Michelle Tackett and Tarrant Blake for a 6 month term." **Ms. Blake** states they were continuing to

complete a vacancy, and that does not count against your term; and after that, you can get two terms. **Mr. Patterson** states he will verify that with the City Clerk. **Ms. Allery** has read the by-laws repeatedly and cites part of it. **Ms. Allery** states that she and **Ms. Simonton** were appointed in April, and their four-year terms began on July 1<sup>st</sup>. **Mr. Patterson** has corrected the sentence to read: "Michelle Tackett and Tarrant Blake were appointed to complete the terms for vacated positions prior to 2018 and both have completed one full term." **Ms. Blake** would like that to read "only" one term. **Mr. Patterson** would like to add to the sentence: "both of these members are willing to be reinstated and serve again if eligible." **Ms. Allery** states that Jerry Remler was appointed in 2018 and she is willing to serve a second term. **Ms. Allery** asks if it is alright if they submit the interested names to **Mr. Patterson** and **Ms. Ortiz** via email to avoid having to have another meeting. She asks **Ms. Pinching** to contact Rory. **Ms. Allery** will try to contact Ronnie McKibben and Karen Urquidez. **Ms. Blake** suggests Ann Halford.

0:42:11


**8. Discussion regarding Chair & Co-Chair positions on the board**


**Ms. Allery** states the dilemma is when **Ms. Blake's** term expired it bumped her to Chair. She states she is in a real dilemma with her involvement with another board, which is equally important to her as this one, and she feels if she were not Chair or Co-Chair, she could do both boards. **Ms. Blake** states that she is willing to take the chairmanship back again. She asks **Ms. Simonton** if she would be willing to be Co-Chair; she replies it depends on the intricacies. **Ms. Allery** asks when memberships expire. **Ms. Ortiz** replies they expire on June 30. **Ms. Allery** asks when the terms expire. The list of terms and expirations is compiled by the mayor's office. **Mr. Patterson** states the list needs to state which term the member is on in addition to the expiration. **Ms. Allery** states they are ok through the coming summer; and that she is willing to wait until they send the letter and see where they move. She remembers it took 3 months back then to get through City Council. They would be eligible again at six months anyway. **Ms. Pinching** cannot guarantee she can make the meetings with her husband's health. **Ms. Allery** states they should not schedule any facility tours at this time until they have a full board. **Mr. Kirby** states his vehicle is unreliable; and he would then join the meeting over the phone. **Ms. Allery** states that since they currently have no Co-Chair, and if she is out-of-pocket, who would take over? **Mr. Patterson** tells **Ms. Allery** that he and **Ms. Ortiz** would help. Also that Mr. Lowe has assured her that this board is not going anywhere and he will fill it and make the decisions and get it up to full membership. **Mr. Patterson** asks if it would be better for this board to go to quarterly meetings. **Ms. Simonton** replies that quarterly meetings are fine if they have to, but monthly and every-other-month would work too. **Ms. Blake** states it would be harder to get people to attend if it were quarterly or bi-monthly. **Mr. Patterson** suggests they change the day of week they have the meeting on. They can make a schedule that works for them and make it easier to attend. **Ms. Allery** states that every other month would be easier for her. **Mr. Patterson** asks them to get back to **Ms. Allery** with their suggestions. **Ms. Allery** asks **Mr. Kirby** what he prefers. **Mr. Kirby** says he will work around whatever they decide. **Ms. Pinching** states every month or every other month works for her. **Mr. Patterson** states if they change the schedule, it would have to go to City Council for approval.

1:03:55

**9. Adjourn**

**Ms. Allery** adjourned the meeting.

  
Chairman

  
Date