

1. Retreat was called to order at: 9:10 a.m.
  
2. Roll Call:  

Present- Allan, Austin, Brookshire, Byrne, Callen, Davidson, Houston, Loebner, Neely, Orr, Plyler, Sawhney, Secrest, Shipley, VanDyke  
Absent- Brewer, Cook, Huang, Jones, Newman, Petty, Shilling, Upton
  
3. Approval of August Minutes: Approved by Brookshire with correction\* and Austin carried.

\*There was discussion about “homeless” as opposed to “homelessness.” It was decided that there needs to be a clear definition agreed upon as to what homeless and homelessness is by the City.

\*Add Callen to those present at August meeting.

4. Ice Breaker:

Members broke up into three groups; in each one blindfolded person had to follow the directions spoken by the other members in order to correctly put a puzzle together.

A follow up question to the activity was asked: How did it make you feel? Different styles were utilized to help the blindfolded individual and all had to adapt. Shipley observed you have to “blind trust” like in life.

5. CODI's Past & Future Direction: Meetings  
Attendance and Participation

CODI needs to take a holistic view of what we want meetings to be going forward. It was determined that after 2 misses: phone call, 3 misses: letter asking if you have time to commit.

#### Meeting Procedures

Going forward the meeting procedures will be that members pick up name plate and packets from current and past meetings before the meeting starts. If absent from the meeting, meeting notes from the last meeting will be put on City of Knoxville's CODI web page as soon as they're complete.

There was discussion on the benefits of verbally identifying members by last name during all meeting conversations. An effort will be made to do this in future meetings.

#### Robert's Rules of Order

Will apply to all meetings.

#### 6. Conducting Business Discussion, CODI's Past & Future Direction: of Standing Committees, Meeting Schedule, and Strategic Plan Implementation

Chair recognized that meetings are turning into workshops. Previously meetings were conducted with full group on even months and committees met on odd months. Afterwards, it became full group every month with smaller breakout groups during meetings. A question was posed to the group to see if the preferred method was still to have monthly meetings with regular CODI meeting first, and after adjournment, have members meet for workshops and brainstorm for thirty minutes.

During Committees, chair does bulk of work.

Brookshire prefers every other month topic and taping. Likes focusing in on topic, when cramming in with meeting it loses depth. Every other month topic for 45 minutes and the committee meetings, likes the learning aspect.

Neely – Look at structure of committees. Didn't always have a role when on a committee. No task to run with; a good leader delegates.

Shipley – Likes blend and mix. Relevant information that comes up from time to time such as ReCode Knoxville.

Secret – Felt that homelessness conversation was good. Agree with issue of focus.

Davidson – We are passionate group and should embrace that. We should separate it. When we convene the hot topics get lost in the time limits. Strategically what are the topics we want to have?

Allan – Homelessness speaker was just supposed to be filler.

Davidson – We need to dedicate time to ask questions and be heard. For example: Knox County HR person, there was not enough time to ask questions. Refocus on committee meetings.

Sawhney – Strategic Plan should drive everything else. Mechanically what we have to do first is discuss strategic plan and what is the intent? Training and awareness are part of it.

Loebner – Likes every other month dialogue and discourse. Other opportunity, more business centric meetings do not allow the public to be so much a part of it. Subject matter appeals to a broader audience.

Neely – Send info to existing groups that have momentum. Look at absentee policies with increased meetings, specifically for being there for bylaws meetings. More lenient for every other month.

Allan – Bylaws – If a member has 2 consecutive meetings that are missed, they will receive a phone call. At third miss, they will be asked if they have time to participate on CODI. We will identify meetings with little participation.

Sawhney – Participating is important for survey. Feels that it is stuck, impacts his participation, but now there is data from AARP that makes him excited. Make plan based on strategic plan. Impact is his driver, was stuck at 200 surveys for 8 months. He has allocated up to 200k to support this. Find out from mayor what CODI can provide.

Allan – How do we do meetings?

Brookshire – If looking at the strategic plan driving us each quarter, have meeting that focuses on strategic plan, and other meetings are business meetings, such as Fall is disability survey, Spring (June through March) is increase community engagement, and last quarter is visitability.

Alan – Should we develop committees around each topic from strategic plan? Secret brought up so many things going on, is once a quarter getting anything done?

Davidson – Hard when only certain people are taking ownership. Set specific goals: Business meeting – agenda item – go through goals and updates. Some things like bring a friend, share on Facebook, can be done all the time.

Neely – meeting about what that looks like.

Davidson – Time during meeting where we talk about what we did each month, 10 to 15 minutes about what we do, holding each other accountable.

Byrne – As Davidson mentioned about liking and sharing on Facebook, let me know if you want something posted and I will post.

Loebner – Communication and avenues to information send them to website.

Byrne – You can also talk about livability on CTV.

Shiplee – CODI is a way of life. Make suggestions at meetings or perhaps we make a virtual suggestion box.

Secrest – Project Access – CODI involved in the past. Group from V.T. – did a snapshot for businesses about accessibility. General info for the public to access. Cautious of taking on too many projects. Be more issue focused. What's next with info from survey? Another impact, KAT tightened up LIFT service. Stopped service to save money which became a recognized community issue. CODI involved in talking about Lakeshore closing. Did white paper with opinions.

Sawhney – 3 initiatives, making community aware is a different task. To make the Disability Friendly City survey successful, we must continue to collect info. Do we know who in the city we can send info to? We can send info for a particular area. Engagement and communicating is a lot tougher. CODI determines who should see reports.

Loebner – Specific milestones with core initiatives. Separate initiatives are not separate but are a Venn diagram of overlapping initiatives.

Neely – All data doesn't make change, must implement to make change. We have to take the information to the right people.

Houston – Thought we were talking about meeting structure and suggested we get back to the meeting structure to which Allan agreed.

Orr – Related incident where there was no interpreter at play in Market Square. Good for suggestion box. Also, no large print menus.

Allan suggested that we use Facebook to offer suggestion to restaurants to go to CODI Facebook page for accessibility issues such as large print menus, etc. Mayor would have been very interested in knowing if events sponsored by the City had interpreters, etc or letting event planners know that if the City is involved that they should reach out to Stephanie Cook for accommodations provision.

Byrne – Call 311 for interpreter issue. Cannot accept messages on Facebook so we cannot do virtual suggestion box through there.

Allan – In the past, we have had three Committees - Bylaws, Nominating, and Transportation and all members must be on one.

Byrne – Can provide large print if you need anything in alternative format.

Allan – How during the year do we want to make sure we make progress?

Sawhney – Instead of having one retreat, have two. One to develop initiatives, second to see where we are.

Allan – How are we keeping ourselves accountable?

Sawhney – Business meetings address what we are doing in the community and issues facing.

Allan – Do we do ad-hoc committees?

Brookshire – Breakouts were good but we addressed many things today that we could choose.

Allan – Do we have meeting, adjourn, then do committees? Is the public going to be involved?

Davidson – It's not all about Facebook. Bringing people in etc. for community engagement is important. Like the public being included in meetings for their input.

VanDyke – Ad-hoc committees are effective in that the members can become subject matter experts.

Shiple – Felt like she was lost with pieces of information needed with the former format. Updates were provided about where we were but felt like she was left hanging.

Allan – Megan sent out update.

Shiple – This was an issue if you had no access to electronics.

Misha – Still, if you need anything in alternative format, let me know.

Allan – Do we want to focus on all three areas during business meetings in 10 to 15 minute sessions? Can also meet at other times. Monthly meetings would include break off time and sign up for one of three ad-hoc committees? Address business part judiciously, and move on to committees.

Secret – What about every other month, experts?

Allan – We could have guest speakers during new business.

Byrne – What about Sawhney's suggestion for 2 retreats?

Allan – Our near term goal is to make progress before Mayor leaves.

Orr – Love retreat idea. Fresh, not tired like the end of the day.

Davidson – Why not? Time factor during monthly meetings, maybe half day mid-year around February.

Allan – Terms are August to August.

Davidson – Do brunch?

Allan – We could do a mid-year mini retreat in March.

VanDyke – Suggested that we go back and address the topic of having a subject expert come in either every other month or quarterly to allow us to hear and learn fully the issues that are impacting our community or that we should be involved in in some way without being encumbered by the business part of the meeting.

Allan – By-laws state that there are 6 meetings a year so we can do that. I'm concerned about nothing being done in off months. We can do anytime we want to in those months.

Shipleigh – Suggested mandatory meetings and then fillers.

Allan – His suggestion is that we have monthly meetings and if we decide that we want to adjourn the business to have a guest, we can do that.

Houston – Can meeting times be changed? Do they have to be at 4 pm? After working, it is tiring to come to a two-hour meeting.

Allan – His goal is for the meetings to be 45 minutes to one hour.

VanDyke – Meetings for KAEC are 3:00 to 4:30 and that works out really well.

Shipleigh – Had traffic/school concerns.

Allan – Meeting with Mayor

## 7. Disability Friendly City Survey Overview presentation:

Rupy went over Disability Friendly City survey results. Spoke about where we are on survey nationally. He said that data is skewed towards seniors. VanDyke spoke about roadblocks in getting into Knox County Schools. Mayor said she could help with that.

Shipleigh talked about her connections. Grant possibilities were discussed that could grow from it.

Mayor said we should work with the city on this. Make sure that everyone recognizes that everyone benefits from tourism.

Next Steps: List of where we should get data.

Sawhney asked that where there are barriers, we ask for help. Relieve barriers and figure out what information the city needs.

Mayor – give survey to department heads to see if this is the information they need and is useful to the city.

Loebner – Asked for a formal press release with City and Communications.

Sawhney – Do we need a whitepaper to sustain survey? Mayor affirmed.

Mayor – How do we think in everything we do to be more accessible? Data should help inform our budget now and in future years. When new Council and Mayor comes, have a sit down to communicate information on important issues like this.

Sawhney – Asked about Ollie.

Mayor – Visit Knoxville was partner with the city to pilot, not something that financially is valuable for communities. We have to make elected officials aware of walkability needs when developing autonomous vehicles. There is a negative side to autonomous vehicles in terms of walkability. We need to share cars rather than everyone having one due to gridlock, parking, etc. City is committed to increasing accessibility to use bus. More stops/more frequency of times. The denser our corridors, the more it benefits everyone. Distance to bus stop – smaller buses and in the future autonomous vehicles can help them. Recode can help with corridors.

Sawhney – Asked the mayor what she wants from CODI.

Mayor – The real benefit of CODI is the ability to focus on a particular need that helps when decisions are made, that there is a sense of greater diversity and greater inclusion.

Neely – How can we communicate better with county?

Allan – We hope there is a body similar to CODI.

Mayor – Mayor Jacobs is very receptive. Reach out to Dwight VanDeVate who is head of community development and offer CODI as a resource.

8. Tour and Accessibility Review of Public Works Complex:

Took tour of Public Works Complex, did not have sufficient time to do accessibility review.

9. Accessibility Review Debrief:

Did not have sufficient time to do accessibility review.

10. Additional Business:

None

11. Announcements and Public Forum:

None.

12. Adjourn: The retreat adjourned at 2:30 p.m.

Respectfully submitted by: Melissa VanDyke, Secretary; and Misha Byrne