



STAFFORD COUNTY ADA GRIEVANCE COMMITTEE

Meeting Minutes

Tuesday, January 24, 2023 at 6:00 p.m.

ABC Conference Room | George L. Gordon Government Center

A. Call to Order

The meeting was called to order at 6:02 p.m. by Paul Santay

B. Roll Call

Members Present: Bruce Bixby, Virginia Clement, Angela Foroughi, Ryan Foroughi

Members Absent: Tim Doyle, Virginia Clement

Staff Present: Paul Santay and Savannah Carabin

C. Determination of a Quorum

A quorum was established with 4 of the 6 members present.

D. Welcome & Introductions

Mr. Santay introduced himself as the Director of Development Services ADA Grievance Committee Coordinator and mentioned that Cary Jamison, the Building Official, couldn't attend but would be present if a grievance required her expertise. He also noted that Katrina Griffin, an administrative specialist, would occasionally fill in for Savannah. Mr. Bixby then introduced himself, stating his work with DOD human resources, his involvement with disabled veterans and physical disabilities, and his various roles in different organizations. In addition, he shared his positive experience with the county since joining in 2012, expressing his satisfaction with the few issues that arose and commending the county's performance. Mr. Santay and Mr. Bixby agreed that not having meetings could be seen as a good sign when things were running smoothly. Ms. Foroughi, a registered professional engineer, discussed her work in civil and land development engineering and her involvement with the ADA regulations in site plan designs. She also mentioned her role on the Stafford Junction board, which supports underprivileged individuals in the community. Mr. Foroughi briefly echoed Angela's remarks, stating that she had covered everything he wanted to share. The section concludes with a brief mention from Virginia Clement, referencing her long-standing presence and a humorous remark about residing in the county before Kentucky Fried Chicken's arrival.



E. Nomination of Chairman

Mr. Foroughi nominated Mr. Bixby for the chair position, and Ms. Foroughi asked if Mr. Bixby was willing to continue in the role. Mr. Bixby expressed his willingness to serve again and mentioned his respect for his esteemed senior colleagues. Ms. Clement seconded the motion, and the motion passed 4-0. With no opposition, Mr. Santay thanked Mr. Bixby for accepting the position of chairman and invited him to proceed with the nomination for the vice chair.

F. Nomination of Vice-Chairman

Mr. Bixby opened the floor for nominations for the vice chair position. Ryan Foroughi expressed his willingness to continue serving in that role and made a motion. The motion was seconded by Ms. Clement. The motion passed 4-0 with no opposition.

G. Approval of Minutes

Mr. Bixby acknowledged that he had reviewed the minutes and found them to be comprehensive, without any changes to suggest. Ms. Foroughi confirmed that she had also compared the minutes to her handwritten notes from the previous meeting and found them to be accurate. Mr. Foroughi formally motioned to approve the minutes, and Ms. Foroughi seconded it. That motion passed 4-0.

H. New Business: Consideration of Changes to Bylaws, Article III: Membership

Mr. Santay presented the draft amended bylaws for consideration and shared the only suggestion was the change of the meeting time to be at the discretion of the committee. Mr. Foroughi recalled the question of whether the meetings could be held virtually or not and Mr. Santay confirmed that in his discussion with the County Attorney's office, the meetings could only be held virtually if under Emergency Order.

Ms. Foroughi commented on the language in Article II: Membership regarding the specific roles for members. After deliberation on the outline of roles, it was decided that roles would remain the same considering the committee is only of service in the event there is an ADA complaint brought before Stafford County. In addition, the committee only meets twice a year.

Mr. Bixby raised the topic of participating in community events like the tree lighting and suggested having a presence at such events to raise awareness about the committee. He



mentioned the possibility of sharing a table with other county offices during these events. Mr. Santay agreed that outreach at community events would be valuable and suggested involving the county's Community Engagement Department to push out information about the ADA Grievance Committee through social media and the revamped county website. He emphasized the importance of making the public aware of the committee's existence and its role in addressing grievances. Mr. Bixby shared his personal experience with mobility challenges and highlighted the need for better curb cutouts and accessibility in older developments. Mr. Santay acknowledged the importance of newer designs accommodating ADA requirements and mentioned that older properties could be addressed through ADA grievances. Ms. Clement expressed the need for outreach to ensure that people are aware of the committee's work, noting that traditional media channels may not be as effective. Mr. Bixby stressed the importance of mobile-friendly communication and user-friendly website design. Paul Santay agreed to gather feedback and ideas from the committee regarding outreach initiatives and promised to seek their input on future plans.

Mr. Foroughi recalled from a previous meeting a discussion of the issue of accessibility to the courthouse for individuals with disabilities. He recalled a previous attempt by Ms. Keiser to address the problem. Mr. Santay stated the matter was forwarded to the Parks, Recreation, and Community Facilities department (PRCF) for investigation. However, it was acknowledged that there is currently no ideal ADA route to reach the courthouse. Mr. Foroughi suggested that individuals could enter through the county building, take the elevator to the board, go down inside, and use the ramp at the front of the courthouse. He proposed improving signage along this route for better guidance. Mr. Santay expressed concerns about the length of the route and the existing accommodations. The committee agreed to consult with Brion Southall, the Director of PRCF, to explore potential solutions and funding for improved accessibility, such as signage and information for disabled citizens. Mr. Bixby also raised the question of alternative routes, mentioning a ramp with steps on the far side of the courthouse. Further investigation into this option was suggested.

I. Chairman's Report

None



J. Staff Report

None

K. Adjournment

With no further business to discuss, Mr. Foroughi made a motion to adjourn. The motion was seconded by Ms. Foroughi. The ADA Grievance Committee meeting adjourned at 6:30 p.m.