

Follow-Up/Action Item	Meeting date	Action Item	Person Responsible	Completed?	Notes
1	7/11/2013	The ADAPROW committee decided that they should meet again in August to continue the discussion and start charting a work plan. The date and time of the meeting has yet to be determined and scheduling will be facilitated by County staff.	Ryan	Yes	The committee met on August 15th, 2013.
2	8/15/2013	The County will set up the prioritization and ranking framework & send to the ADAPROW Committee for critique & input.	Ryan	Yes	Committee members brainstormed prioritization and ranking criteria. Ideas were written down on a white board. Ryan copied the list from the white board and emailed an electronic copy of the list to committee members. A proposed scoring and weighting system was created and discussed at a future committee meeting.
3	8/15/2013	Assignments were given to specific committee members to check into the availability and use of data that is collected/managed by their employers that may be useful in the prioritization and ranking method.	Ryan, Corinna, Oliver	Yes	Based on Oliver's recommendation anonymized DART pick-up/drop-off data was gathered from Community Transit as well as transit stops, stations, and shelters and boarding and alighting data.
4	8/15/2013	Committee members are encouraged to research other agency ranking & prioritization methods.	Committee members	Yes	This was an informal action item for committee members to educate themselves and there was no final product expected from committee members.
5	8/15/2013	The County will send out drafts of the ADA Decision Matrix, Measuring Guidelines, and MEF Design Review Policy for the ADAPROW Committee's review/feedback.	Ryan	Yes	Committee members provided substantial feedback and a list of feedback recommendations was compiled and shared with committee members. Much of the feedback was incorporated in to the documents.

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6	8/15/2013	Provide ADAPROW Committee members with a copy of WSDOTs 2012 Field Guide for Accessible Public Rights of Way. Committee members are encouraged to familiarize themselves with the ADA requirements outlined in the Field Guide as a means to better understand the barrier severity portion of the ranking and prioritization method.	Committee members	Yes	Committee members received a copy of the field guide.
7	11/20/2013	Review the ADA Decision Matrix and provide feedback.	Ryan	Yes	Committee members reviewed the ADA Decision Matrix and provided feedback.
8	11/20/2013	Review the ADA Measuring Guidelines and provide feedback.	Ryan	Yes	Committee members reviewed the ADA Measuring Guidelines and provided feedback.
9	11/20/2013	Provide committee members with the preferred curb ramp barrier severity and location score methodology, classifications, recommended point break-downs, and buffer values.	Committee members	Yes	This was an informal action item for committee members to educate themselves and there was no final product expected from committee members.
10	3/7/2014	Members expressed an interest in conducting a field review. County staff will set up the next meeting to be a field review of Everett's facilities downtown	Ryan	Yes	A field review was conducted on 6/6/2014.
11	5/20/2015	The ADA team will work with the County's signal electricians to develop default pedestrian pushbutton volume settings for new installation in residential and commercial/industrial areas.	Ryan	Not yet	ADAPROW Committee to help define settings during field visits in September 2018.

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12	5/20/2015	Nadeem Mohammad will send Harold a copy of the 60% plan sets for the 2015 ADA Transition Plan upgrades at signalized intersections on 128 ST SW. Mariner Square will be made a priority for curb ramp reconstruction and APS upgrades in 2016.	Nadeem	Yes	Nadeem posted a copy of the 60% plans to the county's FTP site on 6/11/2015. Ryan emailed a link to the FTP site to Harold on 8/20/2015.
13	5/20/2015	Mariner Square will be made a priority for curb ramp reconstruction and APS upgrades in 2016.	Ryan	Yes	Curb ramp reconstruction at Mariner Square and 4 AVE W was completed in February of 2018. All the curb ramps and pushbuttons at the intersection are now fully compliant.
14	5/20/2015	The ADA Team will explore with Planning and Development Services staff the possibility of creating a pre-construction checklist that they can use to ensure ADA compliance for development projects.	Ryan	Not yet	Ryan reached out to PDS in spring 2018. PDS says a checklist would be great. Denise to attend two or three pre-con meetings to see how they work and what information might be useful. PDS to schedule visits for team. After visits, Denise to prepare checklist - first draft.
15	5/20/2015	The ADA compliance requirements in the County's Engineering Design and Development Standards (EDDS) are being updated. Before and throughout the rule making process the County will reach out to the Master Builders Association and other private development and design consultant groups to solicit feedback and input in addition to the public outreach that is already mandated.	Ryan	Not yet	EDDS revisions have been in the works since 2014. Proposed changes were sent to the Master Builders Association, the Professional Consultants of Snohomish County, and other development industry groups. A meeting was held with the PCSC on 9/16/2014 to discuss the proposed changes. As of 2017 a decision has not yet been made by the EDDS standards engineer to advance the proposed changes through a notice of proposed rule-making.

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16	5/20/2015	The ADA team will most likely be inspecting every ramp constructed by private developers and utilities in support of Planning and Development Services staff. This should ensure 100% compliance or documentation of ramps that cannot be constructed to full compliance due to existing constraints	Ryan	Yes	The ADA team has measured and evaluated more than 900 private development curb ramps since 2015. A summary of results was passed along to Engineering Services and Planning and Development Services staff. Program Planning intends on conducting an annual evaluation and preparing a annual summary report moving forward.
17	5/20/2015	One of the most significant proposed changes to the County's EDDS standards is the recommendation that diagonal curb ramps be allowed at non-arterial intersections but expressly prohibited at signalized intersections and at intersections of one or more arterial roads. The ADA Team will develop guidelines so that a segment of curb attached sidewalk is constructed on one or both sides of diagonal ramps at non-arterial intersections to provide citizens with visual impairments better access to the curb line to use as an edge cue and to orient themselves with the curb line on the opposite side of the road	Ryan	Not yet	See Follow-up/Action Item 15.
18	5/20/2015	Committee members will be sent a link to two videos posted to YouTube providing the unique perspective of two citizens with visual impairments as they demonstrate the challenges of navigating in the public right-of-way	Ryan	Yes	Ryan sent committee members a link to the YouTube videos via email on 6/11/2015

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19	5/20/2015	A field visit will be scheduled this summer for Committee members to review the pedestrian facilities and APS pushbuttons on 164 ST SE/SW that were upgraded as part of a recent pavement rehabilitation/overlay project.	Ryan	Yes	A field visit to review the pedestrian facilities on 164 ST SE/SW was conducted on 8/25/2015
20	9/23/2015	Ryan will carbon-copy Corinna Fale to ADAPROW Committee meeting invites and all other email correspondence.	Ryan	Yes	Corrina was added to the group contact list.
21	9/23/2015	Ryan will provide a hard copy of the ADAPROW Committee by-laws to Laura Akers	Ryan	Yes	An electronic copy has been provided via email on 7/28/2017
22	9/23/2015	Ryan will look into printing business cards for ADAPROW Committee Members to hand out to people with whom they interact should they have questions/comments about the ADA program.	Ryan	Yes	Business cards were printed and handed out to committee members at the 5/18/2016 committee meeting. More cards are available or can be printed as requested by committee members.

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23	9/23/2015	While all of the pushbutton measurements have been recorded, the pushbutton measurements still need to be evaluated to determine if each pushbutton is compliant. The ADA Team will report back at the next meeting.	Matt	Yes	Matt provided a summary update at the 9/23/2015 committee meeting.
24	9/23/2015	Ryan will provide George with the GPS coordinates of each signalized intersection with APS pushbuttons so he can investigate integrating the information into the navigation software that he uses.	Ryan	Yes	Ryan emailed George an excel file with pedestrian signal and beacon pushbutton coordinates on 12/2/2015
25	9/23/2015	Brian asked whether or not Public Works has a plan to retrofit existing sidewalk that is between 4 ft. and 5 ft. in width to provide passing spaces every 200 ft. as required by the 2005 PROWAG. The ADA Team will come up with a plan as part of the transition planning process.	Ryan	Not yet	The transition plan has not yet been completed. However, the sidewalk width data collection included measurements were recorded based on what bin the width fell in. Data collectors selected between the following options: 3ft or less, between 3 feet and four feet, and 4 feet or greater. Therefore we don't know how much sidewalk is between 4 ft and 5 ft.
26	9/23/2015	The Transition Plan should include a plan to remove utility lids and covers that are not firm, stable, and slip resistant and/or that have hand holes or openings – usually to allow for the insertion of a tool to lift the lid/cover – that are greater than 0.5 inches in diameter.	Ryan	Not yet	The transition plan has not yet been completed. A dataset of all lids in the sidewalk has been collected but needs to be vetted to see which lids are compliant and which are not compliant. Some lids may be at the behind the sidewalk and can be removed from the list. There are approximately 1,800 lids to be vetted.

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27	9/23/2015	The County will need to have a process to keep the sidewalk inventory up-to-date. Whereas slopes may not need to be measured again, the County will need to track and take care of discontinuities that are created over the years. Basically - a maintenance plan.	Ryan	Not yet	Road Maintenance has taken over the sidewalk vertical and horizontal deflection inventory and create an ArcGIS Collector group. Ryan is a member of the group and can track progress. Progress needs to be reported in plan updates.
28	9/23/2015	Per a request from Laura, the ADA team will investigate whether the pushbutton volumes at 4 th Ave W @ 128 ST SW and at Gibson Road @ 128 ST SW are sufficient.	Ryan	Not yet	
29	9/23/2015	Ryan will send George the contact information for the City of Everett ADA specialist(s) so he can contact them about pushbuttons in the City of Everett.	Ryan	Yes	Ryan provided George with the contact information.
30	9/23/2015	Ryan will work with George to determine if given a coordinate point for an intersection and a text description of a detour route around one or more of the intersection quadrants the information can be put in the navigation tool he uses.	Ryan and George	Yes	Ryan gave George and signaled intersection dataset with coordinate data to share with George's application contacts.
31	12/9/2015	Require Community Transit to provide a minimum 5 foot pedestrian access route along sidewalk through or around bus stops, not including the detectable warning surface; add requirement to SnoCo ADA policy in the future.	Ryan	Not yet	See Follow-up/Action Item 15.

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32	12/9/2015	Possibly get in touch with Jodi Petersen at the regional Federal Highway Administration Office. She might be able to help pass on our lessons learned – what is working for us may be able to help others.	Ryan	Yes	Jodi has been invited to come visit the county but has not yet scheduled a visit.
33	12/9/2015	See about stamping warning in Braille on temporary handrails or have a motion detected audible system to inform pedestrians of sidewalk detours and closures in work zones. Spotters in work zones need to be trained and aware of the needs of individuals with vision impairments. Spotters should look for individuals with dog guides, approach to be helpful and not insulting. Have the spotters identify themselves and let the person they are helping make the choice of how they would like to proceed.	Ryan	Not yet	A new training module was created and shared with staff and training attendees specifically about ADA compliance in work zones. The training could/should be strengthened and continued.
34	12/9/2015	May need to add language to the contracts regarding ADA compliance and follow through. Possibly figuring out an ADA standard for transition plan and ensure that contractors use this in all future projects. May need to provide work zone training. May need to come up with a policy (working with the ADAPROW Committee to create) wherein we could point to for future public requests.	Ryan	Yes	Work zone training has been revised for the private sector training. Work zone training has been provided to internal clients. Work zone specs and details have been created for plan sets. Work zone tips are shared at Design Engineer Group Meetings.

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35	5/18/2016	Send Committee members invite to training scheduled 6/7/16	Ryan	No	There is no record that an invite was sent.
36	5/18/2016	Send follow up email to Laura to remind her of the training	Ryan	No	There is no record that a reminder was sent.
37	5/18/2016	Check into applying credits for people who participate in ADA Training	Ryan	Not yet	Good idea. A lot of work.
38	5/18/2016	Create Survey Handouts for training feedback	Ryan	Yes	A survey was created and provided to training attendees. The survey results were very helpful and informative and will be used to make future training better.
39	5/18/2016	Create scripting for members to advertise training	Ryan	No	Was not created in time.

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40	5/18/2016	Look into lowering the mounting height of pedestrian buttons from 42" to 36"	Ryan	Yes	This topic was debated extensively during one of the County's internal working group meetings and in informal meetings with Jim Bloodgood as the ADA Coordinator for Public Works. The consensus was that future buttons could be installed at 36 inches but that existing pushbuttons would not be lowered since they were installed to meet ADA requirements. The ADA requirement pushbutton height requirements are based on research and the ADA recommends 42 inches as the preferred alternative.
41	5/18/2016	Invite someone from the city of Lynnwood to attend a quarterly meeting to discuss wheel chair access crossing 196th	Ryan	Not yet	
42	9/8/2016	Committee would like to make a field visit to the 2016 Transition Plan upgrade projects (128 ST SW) and the planned 2017 Transition Plan upgrade project locations (4 th AVE W from Mariner P&R to 108 ST) this month	Ryan	Yes	A field visit was conducted on 10/4/2017.

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43	9/8/2016	Need to look into ramp designs that make the outside returned curb line up to the curb line on the opposite side of the road and as parallel as possible to the crosswalk being served.	Ryan	Not yet	
44	9/8/2016	Contact Teresa Wipple with My Edmonds News at myedmondsnews.com to advertise public meeting and trainings.	Ryan	No	Did not happen in time for public outreach.
45	9/8/2016	Ryan will send committee members electronic copies of the messaging and Rude Q&A documents.	Ryan	Yes	A link to an FTP site where an electronic copy could be obtained was sent to committee members on 9/22/2016.
46	9/8/2016	Brian will send Ryan better images for a couple of the survey questions to forward to the web design/survey consultant.	Brian	Yes	Brian sent Ryan some photos via email on 9/9/2016. Some of the photos were used in the online survey.
47	9/8/2016	The survey question regarding audible pushbuttons at crosswalks needs to be edited to make it clear that we're asking about pushbuttons at signalized intersections or intersections with beacons.	Ryan	Yes	A recommendation was made to the consultant who prepared the survey questions to clarify the question but the consultant did not incorporate the suggestion thinking it might confuse the situation.
48	9/8/2016	Public Works should consider hosting a booth at the Evergreen State Fair next year.	Ryan	Not yet	A good idea. A lot of work. Maybe something for the ADAPROW Committee to take on as a project?

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49	9/8/2016	Staff will plan outreach to local agencies/elected officials (Nadeem looking into hosting a mini forum/panel discussion).	Ryan/Nadeem	Not yet	Local agency staff were invited to observe the ADA focus groups. DPW Management has not yet given approval for a mini-forum or panel discussion. Ryan has been floating the idea for a regional ADA symposium re public works facilities in the public right-of-way to ITE movers and shakers. Some discussion was had with the PSRC and the FHWA to sponsor or help organize an event but no one has yet taken up the challenge.
50	9/8/2016	Public Works should consider getting local/regional ADA coordinators/regulators together to try and develop consistent design guidance amongst agencies.	Ryan	Not yet	Ryan has met and corresponded with several local agency ADA coordinators, specialists, and staff. Interest has been expressed and some smaller local agencies have started meeting informally. Management has not yet given approval to move forward on coordinating a more formal arrangement.
51	12/6/2016	Create and disseminate an accessible summary report of the self-evaluation public outreach for committee members	Ryan	Yes	An accessible summary report of the self-evaluation public outreach was provided via an FTP link on 1/6/2017.

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52	12/6/2016	Provide committee members with copies of the original curb ramp prioritization and ranking criteria.	Ryan	Not yet	
53	12/6/2016	ADA staff will propose several alternatives for ranking and prioritizing pedestrian facility upgrades and send the proposals to committee members for review before the next committee meeting.	Ryan	Yes	The proposal was too complex to try and explain through email and needs further refinement. The proposal will be discussed at the 3/20/2017 meeting and further refined.
54	3/20/2017	Ryan will provide committee members a copy of the transition plan principles and guidance that were Brianstormed and written on the white board during the committee meeting.	Ryan	Yes	A link to an FTP site where a copy of the whiteboard notes was made available was sent to committee members via email on 4/19/2017.

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55	6/20/2017	Harold and George to form a sub-committee to plan a booth at the Evergreen State Fair for either this year's fair or for next year. Ryan will check into what support the county would be willing to promise.	Harold, George, Ryan	Yes	Harold and George gathered information and decided it might be best to prepare for the 2018 fair. The county is willing to provide printed materials and graphics for the booth displays, seek a waiver of the booth fees from the county fair officials since this would be a county sponsored booth, and advertise the booth via social media and the county's website. County staff may be available to help man the booth.
56	6/20/2017	Ryan is to speak with Dale Valliant about the review of Community Transit's traffic control plans submitted as part of its ROW use permit for construction of upcoming SWIFT stations to ensure adequate care is being taken to plan for pedestrian access - especially disability access during construction.	Ryan	Not yet	There are several steps to the review process and work is ongoing.
57	6/20/2017	It was suggested that the county look into the work that is being done by the UW and the City of Seattle to provide open-sourced accessibility maps of pedestrian facilities in the public right-of-way and make Snohomish County's extensive data available through the existing app or by creating a unique county app.	Ryan	Not yet	Good idea. A lot of work. No milestones have been set or work plan created but this is on the ADA teams wish list. Still need to obtain management approval for staff resources - approval not obtained yet.

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58	6/20/2017	Pam has compiled a table of all follow-up/action items from the first committee meeting to this date. Ryan will edit the list and make it available to all committee members by posting it on the pwADA webpage.	Ryan	Yes	If you're reading this then you found the document as promised.
59	9/5/2017	Check with the IT department to find out how many people listen to the audio recordings of ADAPROW meetings	Ryan	Not yet	
60	9/5/2017	Post the all-time follow-up/action item list to the Public Works ADA website http://snohomishcountywa.gov/pwADA	Ryan	Yes	Posted and updated after each meeting.
61	9/5/2017	Add in a provision to the by-laws that the ADA Coordinator Co-Chair (the only county staff member who can vote on committee matters) can vote by proxy if he/she is unable to attend committee meetings due to schedule constraints.	Ryan	Yes	Email sent.
62	9/5/2017	Send a final copy of the proposed by-laws changes to committee members prior to the next committee meeting.	Ryan	Yes	Email sent.

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63	9/5/2017	A vote to approve or reject proposed changes to the committee's by-laws has been postponed to the 4th quarter meeting.	Ryan and Committee	Yes	The vote was unanimous in the affirmative to approve the by-law updates and changes.
64	9/5/2017	A review of follow-up / action items from past meetings will now be included as a permanent agenda item for all regularly scheduled committee meetings.	Ryan and Committee	Yes	The agenda was updated to include follow-up/action items as a permanent addition.
65	9/5/2017	Brian proposed – and the committee agreed – to a field trip to learn more about ADA compliance issues in the county. Ryan will send committee members an email proposing three dates for the field trip and schedule and conduct the field trip before the next regularly scheduled committee meeting.	Ryan	Yes	Email sent 9/20/2017. Field visit occurred 9/28/2017.
66	9/5/2017	Add another row to the Transition Plan Physical Barrier Removal Goals and Budget spreadsheet that accounts for sidewalk widths between 4 and 5 feet in width. These are sidewalk segments where a 5 foot by 5 foot passing zone may be required every 200 feet.	Ryan	Yes	See Follow-up/Action Item 25.
67	9/5/2017	Prepare a total count of utility lids that are in sidewalks and curb ramps so that they can be added to the transition plan to be upgraded to slip-resistant lids. The lids will be added to the Transition Plan Physical Barrier Removal Goals and Budget spreadsheet.	Ryan	Yes	See Follow-up/Action Item 26.

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68	9/5/2017	Prepare a count of how many signalized intersections have had the pedestrian signal systems upgraded to the latest Accessible Pedestrian Signal (APS) standard so far, how many are being done this year, and how many remaining signals will need to be done after this year. Ryan will provide the count data to committee members at the next committee meeting.	Ryan	Yes	The list was shared with committee members at the 4th Quarter 2017 meeting held on 12/12/2017.
69	9/5/2017	Based on the prioritization criteria provided by the committee, Ryan will prepare a pool of 500 curb ramps for committee members to choose from as a priority for the Transition Plan.	Ryan and Committee	Not yet	
70	9/5/2017	Ryan will find out what the county requires franchise utilities to do with lids in the sidewalk or pedestrian access routes and whether they are required to install slip resistant lids or go back and update all existing lids with slip resistant lids.	Ryan	Not yet	Should county require franchise utilities to put together transition plans to fix non-slip-resistant lids?

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71	12/12/2017	Bring on new committee member to fill the vacancy left by Laura Akers' departure – consider individuals who have already expressed interest. Patricia Bauccio is a resident who submitted a letter of interest more than a year and a half-ago. Patricia is/has been a member of a state committee for disability rights and has extensive experience and knowledge disability issues. The committee recommended Patricia. The County Engineer has the authority to appoint committee members and will consider the committee's recommendation.	Ryan	Yes	Three committee members were appointed by the County Engineer.
72	12/12/2017	Pre-schedule 2018 meetings for later part of March, June, September, and December. Email possible dates late February.	Ryan	Yes	Committee prefers the last two weeks of each quarter. Send availability dates one month in advance.
73	12/12/2017	Jim Bloodgood to follow-up with the City of Everett to see if APS installation is planned at the intersection of Airport Road and SR 99 – especially before the new SWIFT stations are constructed.	Jim	Yes	Jim reported to the committee on 3/21/2018 that there already are APS pushbuttons at the intersection.

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74	12/12/2017	Coordinate with other local jurisdictions to fix barriers or facilities that cross jurisdictional boundaries.	Ryan	Yes	Although this really is an ongoing action item Ryan reported back to the committee on 3/21/2018 that the county is partnering with the City of Lynnwood to fill in a sidewalk gap on the west side of 52 AVE W between 164 ST SW and the Lynnwood City limits.
75	12/12/2017	Max believes fixing non-compliant sidewalk slopes is a maintenance issue and that we should reach out to Road Maintenance to fix them.	Max	Not yet	
76	12/12/2017	Ryan will follow-up with Road Maintenance to get a report on how many damaged sidewalk panels have been replaced in the last year.	Ryan	Not yet	
77	12/12/2017	Put Transition Plan Physical Barrier Removal Goals and Budgets data into bar charts. Send to committee in advance of next meeting.	Ryan	Not yet	
78	12/12/2017	Prepare 8 or 10 alternatives that frame at a macro level what could be accomplished to remove barriers over the next 12 years given the proposed funding. Send to committee in advance of next meeting.	Ryan	Not yet	

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79	12/12/2017	Prepare a list of values and value statements that explain how non-compliant facilities are prioritized and how projects are selected and how reconstruction decisions are made at a programmatic-level. Send to committee in advance of next meeting.	Ryan	Not yet	
80	12/12/2017	Describe why each facility or group of facilities was chosen for each transition plan year. Document the rationale.	Ryan	Not yet	Part of the transition plan written document.
81	12/12/2017	Set a baseline three years prior to now and take credit for the work that has already been done. Look ahead next 12 years (two 6-year Transition Improvement Plan cycles).	Ryan	Not yet	Part of the transition plan written document.
82	12/12/2017	At a programmatic-level take a look at what cities do to fix sidewalks as far as requiring property owners to take responsibility for sidewalks in front of their houses/business.	Jim	Yes	Jim reported to the committee on 3/21/2018 that there is no interest from DPW management for turning over sidewalk maintenance to private property owners. Committee members motioned and voted to have Jim follow-up with management to express that committee support on this issue.
83	12/12/2017	Add to next agenda how to handle citizen requests.	Ryan	Yes	Added to the agenda on 2/22/2018 for upcoming 1st quarter 2018 meeting.

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84	12/12/2017	Carry-over topic to next meeting and put at the top of the agenda the Transition Plan to Remove Administrative Barriers topic.	Ryan	Yes	Added to the agenda on 2/22/2018 for upcoming 1st quarter 2018 meeting.
85	3/21/2018	Jon to send Ryan some examples of value statements that other agencies have used to guide decision making. Ryan will prepare draft value statements to guide prioritization and ranking of physical barrier removal for the transition plan and the committee will discuss at the next meeting.	Jon/Ryan	Yes	John sent Ryan an email with draft value statements on 6/2
86	3/21/2018	George recommends that the county install a cane detectable barrier in front of the one utility pole on the relocation list that will not be relocated this year.	Denise	Not yet	
87	3/21/2018	George/Robert recommends considering a criteria for fixed object mitigation that prioritizes facilities that block the PAR over facilities around which there is an adequate PAR but the object is not cane detectable.	Denise	Not yet	
88	3/21/2018	John recommends that the fixed object removal plan groups projects into corridors for reconstruction/removal instead of chasing them one-by-one across the county based solely on a high-to-low priority score.	Denise	Not yet	
89	3/21/2018	Ryan to send the ADAPROW committee members the contact information of Matt Phelps who is a communications specialist for Public Works	Ryan	Not yet	

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90	3/21/2018	Committee members can recommend individuals to Matt Phelps who may want to share their personal stories of how the ADA infrastructure that the county builds and maintains can affect/improve their life.	ADAPROW Committee	Not yet	
91	3/21/2018	Ryan will reach out to committee members to schedule opportunities for committee members to share their own personal stories and to take photos (“head-shots”) of members to create a short biography that can be posted to the Public Works ADA webpage.	Ryan	Not yet	
92	3/21/2018	Ryan to invite representative(s) from Community Transit to come to the ADAPROW Committee meetings to hear committee members’ concerns.	Ryan	Not yet	
93	3/21/2018	George to reach out to a videographer contact of his to see if the videographer would be willing to create short video biographies of committee members.	George	Yes	4/13/2018 George called Ryan to say he had reached out to his videographer contact and that the contact lives out of town and would require reimbursement for travel expenses to/from the county. There is no budget for a videographer.
94	3/21/2018	Jon to send Ryan some examples of value statements that other agencies have used to guide decision making.	Jon	Yes	John sent Ryan an email with draft value statements on 6/23/2018

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95	6/27/2018	Ryan to send the ADAPROW committee members a draft copy (PDF and Word) of the Transition Plan Value Statements to review before the 2018 3rd Quarter meeting.	Ryan	Not yet	
96	6/24/2018	Ryan to check other local agency policy/procedures for responding to citizen requests for facility upgrades.	Ryan	Not yet	Have looked at the City of Seattle. Need to revisit and summarize and look for other agencies like the county.
97	6/27/2018	Ryan to send ADAPROW committee members a draft copy (PDF and Word) of the Policy and Procedures to Respond to Citizen Requests for Facility Upgrades.	Ryan	Not yet	
98	6/27/2018	Integrate Jenny, Danette, and Marie into the Jan 2018 ADA Training for External and Internal Clients.	Ryan	Not yet	
99	6/27/2018	Ryan to set up field visits for committee members to help county signal technicians refine/validate county default volume configuration settings for pushbuttons.	Ryan	Not yet	
100	6/27/2018	Ryan to send committee 12 priority ramp pool regions for committee to vote on order of prioritization (1 region per year for next 12 years). Will occur at the next meeting.	Ryan	Not yet	
101	6/27/2018	Ryan to send top three committee recommendations for candidates to fill vacancies on to the County Engineer	Ryan	Yes	