



# ADA ADVISORY COMMITTEE

## REGULAR MEETING

~Minutes~

Atlanta City Hall  
55 Trinity Avenue  
Atlanta, GA 30303

Kimberly Thomas  
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CITY OF ATLANTA

Tuesday, October 21, 2025

4:00 to 5:00 PM

DOP- Innovations  
Lab 1<sup>st</sup> Floor Suite  
1900

**A. CALL TO ORDER**

Called to order at 4:10pm by Chair

**B. ATTENDANCE**

Attendance was taken via sign in sheet \*add each person

**C. ADOPTION OF AGENDA**

Chair asked for approval, none opposed- agenda approved

**D. APPROVAL OF MINUTES (September 30, 2025)**

\*motion and second?

**E. INTRODUCTION**

All attendees were able to introduce themselves. This part of the meeting took place after Call to Order

**F. OVERVIEW OF COMMITTEE PURPOSE**

Presented by Chair

**G. APPROVAL of BYLAWS**

Motion made for the approval of Bylaws by Sally F and second by Angela B, none opposed.  
Bylaws approved

**H. SELF EVALUATION**

Presented by Shauncey B. Workshop for committee slated for December. Shauncey turned the floor over to John S and Kaitlyn S of the Strategy and Planning division of ATLDOT to discuss the Comprehensive Transportation Plan (CTP).

**I. GREVIANCE PROCEDURE POLICY**

The grievance policy was discussed. Madam chair spoke about the sub-committee's meeting on 10/20/25, Monday: Noted below where items discussed.

- The sub- committee established a timeline for completion of the grievance policy draft.
- The sub- committee agreed to creating 2 separate documents.
- The sub-committee will incorporate the feedback from the rest of the committee members when drafting the grievance policy document for review by the rest of the committee (next meeting).
- Kimberly T. will provide one of the visiting guests with a copy of the drafted grievance policy provided to the committee for discussion, requested via email after the meeting.
- Michele W.- Requested that the grievance policy be discussed among the committee during the meeting, Sally opposed the request. The sub-committee members are planning to revamp the

grievance policy document. 2 weeks are requested by the sub- committee to provide the document for final draft by November 5, 2025 to the committee for review.

-Shauncey mentioned that if additional people join committees, to be mindful of triggering quorum (public notice). DCOO Gardiner suggested that we limit sub-committees to a maximum of 3 people

-(get clarification on if this is a Bylaws suggestions or not and 3 or 4 max people) Michele W made the motion for sub-committees to have an identified maximum of 3/4 members, Sally F seconded- approved.

**J. NEXT MEETING**

November 18, 2025 and December 16, 2025

**K. PUBLIC COMMENT**

Chair Wright asked if the committee was open to adjusting meeting time from one hour to one and a half hour, vote taken and approved. Meetings will now be one and a half hour. The meeting time of 4:00-5:30 was also voted and approved.

-Angela B discussed the committee purpose and suggested the creation of sub-committees to address each identified list of responsibilities of the committee. Matt R asked if each responsibility could be sent out via email after the meeting, so that everyone could choose a category.

-Meetings locations were discussed and the Fulton County Library was suggested for the November and December meeting, as the Recreation center was unavailable.

-Georgia L, indicated that the committee should look to serve as a liaison to the disability community and if the committee needed to send out mass communication, that her business would be willing to send that communication out.

**L. ADJOURNMENT**

Meeting adjournment at 5:08

**IMPORTANT INFORMATION:**

The meetings will be held every 3<sup>rd</sup>. Tuesday of the month.

Kimberly Wright ADA Advisory Chairperson

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