

Minutes

Brookline Commission on Disability

Webpage Improvement Subcommittee

March 12, 2021

10:30 – 11:30 AM

Via Zoom

Identification of note taker: Saralynn Allaire

Members present: Ann Kamensky, Henry Winkelman, Saralynn Allaire; Sarah Kaplan, Ex Officio

Members absent: None

Introductions/Public comments: None

Review of Jan 6, 2021 minutes approved by all members

Follow-up

A draft of the webpage created by Henry and the commission's current web page were used to review homepage content. The content of the white section was addressed first. It was determined that the sighted guide video should remain on that page and should be placed at the top of the news section.

The content categories placed in the blue left-hand column were then reviewed along with the material that would be placed under each category. There was discussion about how material placed under the categories would be accessed. Sarah pointed out that she currently does not know how to create hidden pages and that the Town does not have a webmaster. She will learn how to do it from the current IT administrator. But members all thought it was best to have as much web page content visible on the homepage as possible.

The stay connected/receive emails category will be a link to connecting to notify me. The ADA coordinator prefers only that there be links to the grievance process page and to material about the town providing reasonable accommodations under the ADA coordinator category. Under commission information there will be links to the agenda and minutes site and information about how to join boards and commissions. Link to annual reports will also be placed here. The programs and services category may be deleted. Under transportation will be links to the handicap parking map and the application form for accessible parking space. Specific resources and documents were not determined as yet.

Ann discovered the material in the blue left-hand column does not show on cell phones. Therefore, it was determined that all the material should be placed in the white section. Then links and details will be placed in the blue column as needed.

Saralynn will write a list of all the content members decided should be to be placed on the homepage. Sarah offered to make a draft of the webpage. The draft will be reviewed at the next subcommittee meeting, which will be held Friday April 9th at 10:30.