Advisory Committee on Accessibility
Monday, May 16, 2022 3:00 – 4:00 PM

Draft Minutes

Attendance:
Nate Besio
Laura Siegel
Sophie Suave
Amber Fulcher
Ethan Fellows, CEDO
Virginia Clark, ASL Interpreter

3:00 – 3:05: Introductions
• Goal for the meeting is to review and edit the draft memo to the Mayor.

Feedback and edits on Draft Memo
• Suggestion from Laura: Add a method/document of tracking for accommodation requests to better establish estimated costs/needs.
  o Nate: For city employees and for city held events. (Interpreters, equipment, etc).
  Also how many requests are being made and what kind of requests are being made.
  o Sophie: Also important to track reports of barriers/barrier removal
  o Perhaps have two tracking documents: 1. Report of barriers and type. 2. Resolution and solution.
  o Additionally, a need to establish an avenue to alert the people on services and solutions used.
  o Final edit: Establish tracking document for
• Suggestion from Nate: Make sure the FAQ section on disability-related issues includes where to make accommodation requests and other accessibility services.
• Invite upcoming event organizers and coordinators to come present at the accessibility committee to receive advice and feedback on accessibility measures.
  o Host public community forums for feedback
• Need to confirm if the memo will be sent out to the Mayor, Chief Administrative Officer, and CEDO.
• Deadline for sending out memo: try and get it out by the end of this week (5/20)

Other Issues
• Looking for statistics on communications-related disabilities in order to provide background for the language access website and trainings. –Ethan

Next Steps:
• Send out list of revisions to those who missed the meeting
• Hope to have feedback in order to submit the memo by May 20th.
• Send out the Memo.
Next Meeting Date June 20th

Meeting Adjourned at 4:00