

Advisory Committee on Accessibility
Monday, June 27, 2022 3:00pm-4:00pm

Draft Minutes

Attendance:

Nate Besio

Laura Siegel

Vanessa Santos Eugenio

Bridget O'Keefe, CEDO Staff Support

Mareike Larson, ASL Interpreter

Call to meeting: 3:04pm

Update on Memo to Mayor's Office and CEDO

Nate sent the memo on May 23 to the Mayor's Office and CEDO and will resend after this meeting.

As of June 28, the committee learned that the 15k was approved for FY23. Once FY23 begins (July 1) the new 15K is to be added to CEDO budget. Vanessa is checking in with the HR Director to find out what will happen to the remaining dollars from FY22.

Language Access Plan

There was a request from CEDO for statistics surrounding people who have disabilities, particularly communication-related disabilities, in the Burlington area. Laura clarified that she sent Ethan some US Census resources previously. Nate had asked Peter at VCIL for communication and deaf/hard of hearing statistics in the Burlington area, but has not heard back. Nate will recheck with him.

Laura suggested reaching out to VANCRO for statistics on how many people they serve, which could be a better strategy.

The State of Vermont is working on its own Language Access Proposal, which will soon be sent to the Governor.

Health and Human Services with the State of Vermont is launching disability page on their intranet page.

Laura shared two resources with the group, related to Language Access training:

- [Working with Deaf, HOH, and DeafBlind people- State of Vermont Department of Disabilities, Aging, and Independent Living](#)
- [Accessibility Quick Cards- Minnesota IT Services](#)

The quick cards could be adapted for the City of Burlington's use, or use the quick cards as is and credit the State of Minnesota.

Nate asked the group what their outreach strategy should look like.

For City employees, Vanessa will be in charge of training and development. Vanessa suggested to put these resources or a presentation on accessibility on Neogov, the City's training platform.

The committee could potentially do 2-3 workshops per year telling the public about accessibility issues/rights.

Immediate Goal: Provide training materials to Vanessa and CEDO in the next few weeks.

Updates on BACA Webpage and Providing Accessibility FAQ Section

Nate started the discussion asking how to provide more information on the website.

The committee requests that the meeting agenda and minutes be posted on the website regularly by CEDO staff.

The Zoom recordings from these meetings are uploaded to a private YouTube channel. A question was posed on whether the Zoom recordings should be posted to the website and made available to the public.

The website also does not show who is on the committee. It would be helpful to establish that.

Nate shared his screen to show the Barre Accessibility Committee website, which is something we could help to model the Burlington website after.

Nate asked about committee appointments. Previously, the City Council appointed members of this committee but that has not been done in a few years. Bridget suggested getting in touch with Katherine Schad on how appointments will work in the future.

There is still a lingering question about the position of "ADA Coordinator." Nate received call a while back from a member of the public asking about the status of this position within the City of Burlington. One of the purposes of this committee was to establish this position, which is outlined in the memo to the Mayor's Office and CEDO. Vanessa suggested that this is also an opportunity to have more internal discussion on how accessibility requests are/should be handled, particularly with the Department of Public Works. That department would have more insight on sidewalk maintenance requests. There was a suggestion to include someone from DPW in this committee.

Nate mentioned that SeeClickFix could be platform to give out to members of the public, though it's unclear how quickly those requests are addressed.

Nate asked how the committee could get more members of the public to come to the meetings?

Bridget suggested utilizing Front Porch Forum and CEDO social media to promote the meetings, as well as making sure the meetings are warned and put on the Government Meetings calendar.

Laura asked whether the City of Burlington sends out weekly emails? Could this committee send out e-updates?

Nate suggested that e-updates could come further down the road, but their focus now should be to get these meetings on the government calendar.

Nate shared his screen and brought the Advisory Committee on Accessibility Facebook page. The group was unsure who is running the page but Nate said that he would contact the administrator.

There was a discussion about Zoom webinars. Webinars can be a way to avoid "Zoom bombing" as participants need to request to speak and can have their ability to speak removed more easily than in a Zoom meeting.

Laura voiced a concern around accessibility issues with webinars. The Zoom host needs to be well versed in the webinar function when utilizing interpreters because the participants/panelists who need to be spotlighted and pinned could change frequently.

Nate suggested that having registration required for the Zoom webinar could help with accommodation requests.

Laura also suggested that if participants/panelists are not speaking in a Zoom webinar, they should keep their camera off to avoid confusion.

Nate proposed to get the website up and running with agenda and meeting minutes. He will also create reservation link for upcoming Zoom meetings.

Nate asked about a timeframe for posting the agenda. Bridget explained that to warn a public meeting, CEDO would need to send the notification out at least 2 days before the meetings. The committee should aim to send the agenda to CEDO a few days ahead of time.

Call to Adjourn: 3:47pm