



Monday, April 15, 2024, 3:00 PM, This hybrid meeting will take place in the Sharon Bushor Conference Room, first floor of City Hall 149 Church Street, Burlington, Vermont and online over Zoom.

Join Zoom Meeting

<https://zoom.us/j/92902344422?pwd=ZzlnbFISdFhsdnh6ZG9FTehLTFRnQT09>

Meeting ID: 929 0234 4422

Passcode: 803707

1. Adopt the Agenda

2. Introductions

3. Approve and Adopt Minutes

Subject	3.1. March 18th 2024 Meeting Minutes - Draft
Meeting	April 15, 2024 - Burlington Advisory Committee On Accessibility - Monday, April 15, 2024, 3:00 PM, This hybrid meeting will take place in the Sharon Bushor Conference Room, first floor of City Hall 149 Church Street, Burlington, Vermont and online over Zoom.
Category	3. Approve and Adopt Minutes
Department	Other
Type	

4. Public Forum

5. News & Updates

6. Discussion on Format & Goals of Committee Going Foward

7. Other Committee Business

8. Adjournment

Subject	8.1. Motion to adjourn
Meeting	April 15, 2024 - Burlington Advisory Committee On Accessibility - Monday, April 15, 2024, 3:00 PM, This hybrid meeting will take place in the Sharon Bushor Conference Room, first floor of City Hall 149 Church Street, Burlington, Vermont and online over Zoom.
Category	8. Adjournment
Department	Council and Board

Type

Recommended Action

9. Informational and Non-Discrimination Statements

Subject 9.1. This agenda is available in alternative formats upon request. For more information on access, call Lori Olberg, Licensing, Voting and Records Coordinator (802-865-7136)(TTY 802-865-7142). Persons with disabilities who require assistance or special arrangements to participate are encouraged to contact 802-865-7000 (voice) or 802-865-7142 (TTY) at least 72 hours in advance so that proper arrangements can be made.

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Category 9. Informational and Non-Discrimination Statements

Department Council and Board

Type

Subject 9.2. **ASL Interpreting Provided upon request in person or over Zoom. To request an interpreter, please contact Committee Chair, Nate Besio, at 802-861-3092 or nbesio@vcil.org at least seven days prior to the meeting.*
The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, and national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

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Category 9. Informational and Non-Discrimination Statements

Department Human Resources

Type

ADVISORY COMMITTEE ON ACCESSIBILITY
MINUTES for MONDAY, MARCH 18, 2024 at 3:00 PM
CHAMPLAIN ROOM
3rd FLOOR, BURLINGTON CITY HALL
VIA ZOOM

Attendees

- Nate Besio, Chair
- Vanessa Santos-Eugenio
- John Adams-Kollirz
- Tim Williams
- Karen Downey
- Sophie Sauvé
- Laura Wheelock
- Kelly Monham
- Katherine Schad
- Scot Barker
- Elana Rosen
- Laura Siegel
- ASL Interpreters: Abigail Murray, Bobbi

Agenda Items and Discussions

- **Approval of Previous Meeting Minutes**
 - Call for approval of January meeting minutes by VCIL Burlington.
 - Motion to approve made by Sophie and seconded by Elena.
- **Agenda Adoption**
 - Motion discussed to adopt the minutes and agenda
- **Accessible Meeting Practices Discussion**
 - Vanessa introduced NEOGOV: a training tool focusing on accessibility practices for city employees.
- **Accessibility in Venues**
 - Vanessa working with departments to list accessible rooms/venues.
 - Interactive map by Public Works showing accessible parking spaces introduced.
 - Venue checklist discussed: visibility, acoustics, mobility, technology, and service animals.
- **Preparation for Actual Events**
 - Presenters should be aware of accessibility needs.

- Responsibilities for accommodations at events highlighted.
- **Presenter Guidelines for Accessibility**
 - Checklist for presenters to include materials in advance, describe visuals, and use large, high-contrast fonts.
 - Suggestions by Laura Wheelock on font types and colors.
- **Event Publicity and Preregistration**
 - Importance of disability accommodation statements in materials.
 - Suggestion for a set time frame for providing accommodation information.
 - Discussion on options for accommodation requests.

Action Items

- **Refinement of Accessibility Training Content**
 - Integrate feedback into the training material.
 - Establish clearer protocols for responding to accessibility requests.
- **Improvement of Meeting Setups**
 - Implement solutions for audio and communication issues in hybrid meetings.
- **Finalize and Distribute List of Accessible Venues**
 - Complete and share the list of accessible rooms and venues.
- **Event Accessibility Planning**
 - Develop plans for event publicity, including accommodation statements and symbols.
 - Address logistical issues for smoother future meetings.
- **Next Meeting Preparation**
 - Continue the discussion on accessibility at the next meeting.

Additional Notes

- Acknowledgment of ongoing adjustments needed in accessibility practices.
- Recognition of the need to adapt and learn from practical experiences in hosting accessible meetings.

Concluding Remarks

- Vanessa to follow up with the committee via email with revised notes and questions.
- Next meeting scheduled for the third Monday of April to continue the discussion.