Tuesday, July 2, 2024 at 5pm
Join Zoom Meeting
https://us06web.zoom.us/j/86831512168?pwd=9igKCsdJoaW4zDRsUncxCAo9QGEFNe.1

Meeting ID: 868 3151 2168
Passcode: 641842
Virtual via Microsoft Teams

July Public Meeting
Facilitator: Mia Schultz
Notetaker: Ann Miller

AGENDA			
5:00 pm	Language Accessibility		Mia
5 min	Land Acknowledgement		Melody
2 min	Attendance *(place name, pronouns, where from and organization you are representing in the chat) optional unless speaking during the meeting. Share email addresses with us if you want periodic emails and updates.*		
4 min	Welcome and introductions		Mia
2 min	Meeting agreements review		Mia
5 min	Voting on draft minutes from June meeting (June 4 & June 11th)		Vote
5 min	Budget Criteria for Expenditures		Faith
5 min	TRC Team Update		Faith
5 min	Commissioner Deliberation Update		Melody
Old Business			
5 min	Building and Planning Committee Meeting Update		Mia
New Business			
5 min	In person and Virtual Accessibility Protocol (Commissioners vote)		Faith
10 min	Public Meetings vs. Events (not a public meeting with voting powers)		Mia/Melody
Announcements			Faith
	Public comments *(limit of 2 minutes per person)*		
6:00 pm	Adjourn		

All meeting materials, when available, can be found on the Truth and Reconciliation Commission webpage https://vtrc.vermont.gov .

Meetings will be transcribed, and minutes will be posted in a timely manner.
To request language translation, including American Sign Language, please contact us at VTRC@vermont.gov.
Please contact us 72 hours in advance if you need these services for meetings.

Accessibility and Safety Checklist - Draft

Purpose

The Vermont Truth and Reconciliation Commission (VTRC) believes that a person's ability to fully participate in matters that affect them is a human right. In this spirit, VTRC has created and will continue to revise accessibility protocols that ensure Vermonters full access.

The VTRC is committed to creating equitable and accessible in-person activities and virtual events. The VTRC is taking guidance from State disability organizations and local activists that shape and advocate for accessible protocols and practices.

Disclaimer

Effort has been made to avoid complex language and maintain people-first language. Terms used are meant to reflect the variedness of humans. Like other entities of the State, the VTRC aims to make all aspects of its charge inclusive and reflective of human diversity.

Contact

The VTRC recognizes that disabilities might take a range of forms, including intellectual, mental or physical. Please contact the VTRC team at VTRC@vermont.gov to request accessible services for in-person or virtual meetings or events.

In-Person Checklist

*Hybrid options are being explored.

Prep Work Planning

☑ Learn the accessibility needs (including language interpretation and translation) ahead of time by contacting invitees through social media and email through VTRC's listserv. Write a message that conveys intention, such as "We strive to host inclusive, accessible events that enable all individuals, including individuals with disabilities, to engage fully. To be respectful of those with allergies and environmental sensitivities, we ask that you please refrain from wearing strong fragrances. To request an accommodation or for inquiries about accessibility, please contact (name, email, phone)." (Cornell University, http://www.hr.cornell.edu/)

Alternative Option: Write an email with the following RSVP:

"I will need the following accommodations in order to participate:
- ❑ Assistive listening device
- ❑ Captioning
- ❑ Reserved front row seat
- ❑ Large print
- ❑ Braille
- ❑ Advance copy of slides and on-site hardcopies to be projected
- ❑ Fidget Space/Low-Sensory Space
- ❑ Wheelchair access
- ❑ Wheelchair access to working tables throughout room
- ❑ Scent-free room
- ❑ Lactation room
- ❑ Food Restrictions. Specify restrictions: _____
- ❑ Audio to text option
- ❑ Pacing
- ❑ High contrast illustration
- ❑ *Language translation (including ASL). Specify language: _____
- ❑ **Language interpreter. Specify language: _____
- ❑ Hybrid option (attend remotely)
- ❑ Other: _____

*Definition
**Definition
(Citation: Cornell University, http://www.hr.cornell.edu/)

☑ Inform public about accessibility services that will be available and how to request other services

☑ Follow-up with requests and offer alternative methods of involvement if requests cannot be achieved

☑ Create email and social media post to request that participants **minimize fragrance use** and **bring masks**. VTRC's protocol for in-person events includes the use of masks to reduce the spread of infectious diseases

☑ Inform speakers of accessibility procedures, including receiving power-points and other documents ahead of time to share with the public; verbally describe visual material; make material on screen readable from a distance; microphone use; activate captions; create breaks every hour; create distance between groups for smaller conversations

Before Event

Instructions: Write or type an "x" beside the action (left column) after the action has been completed.

Material

"x"   **Actions**

	Health Safety - check for HEPA filters, masks, hand sanitization
	Food - create signs for available food options available (indicate allergens, gluten free, vegan, nut-free)
	Make Accessibility Tool Kit - communication cards, *assistive technology, make forms/documents in large print and braille, signs to direct the public into primary space and low sensory/rest spaces
	QR Codes – add code to publications and documents with announcements in advance
	Accessibility One-Sheet – make document about available accessibility options available at the event (VTRC Language Accessibility and Interpretation Protocol)
	Share Information to Public in Advance - - Provide transcripts and presentation material, including power-points, in advance of meeting when possible and when applicable - Accessibility One-Sheet
	Translation Option – [Check 7 Step Language](#) Translation if translation of written documents is requested
	Reduce Sensory Input - create signs for laptop/digital device use (back of the room) and low sensory/rest spaces
	Presentations - make presentations accessible using Power-Point and Word Accessible Guidelines.

	• Use [Plain Language Protocol](#) from Green Mountain Advocates and Neuroinclusive [Commnication](#) recommendations. Adjustment for readability, write out numbers between zero and nine.
	Communication Notification Systems – decide on a method to communicate text, vibrations, low light flicker, etc.
	Zoom – if hybrid, check Zoom's Accessibility practices https://zoom.us/accessibility and VTRC Language Accessibility Protocol
	Safety - Verify Safety Protocol • Create Safety Resource Document (resources at event and contacts for post event)
	Information Sharing - make sure VTRC Team is aware of accessibility protocols for event
	Feedback - create feedback forms to improve accessibility. Use paper and digital forms

* Assistive Technology examples:

- Screen readers
- Ipads with word enhancement, dictation, and language interpretation
- Noise cancelation headphones
- Hearing Loop system
- Microphones that can roam and amplifiers (if room is conference size)

Venue Check

"x"   Actions

	Check Venue's Accessibility - close bus stop
	Check Handicap Parking and Entrance Venue's Accessibility
	Check Primary Space's Accessibility - • entrance/exit for wheelchairs and other assistive devices • elevator • **bathrooms • movability within room (cords or cables along the parameter of a room or taped down) • accessible outlets • signs for laptops, ipads, etc. use at the back of the room • paths without obstructions
	Check Presentation Needs - • Internet

	• Technology • Projector and Screen. Screen accessible from any angle
	Check Lighting • venue's dimmable lighting capability • lit spaces for ASL interpreters
	Check Accessible Tables and Chairs (seating for all body types)
	Check Entrance Tables (for placing material)
	Check Low/No Sensory and Rest Rooms
	Create an Accessibility Map - include gender inclusive bathrooms
	Check Service Animals Accessibility - close proximity to outside and water

**Gender Inclusive Accessible Bathrooms

At Event

"x"   Actions

	Accessibility Coordinator - Inform public of the Accessibility Coordinator
	Signs - Hang signs to direct public (into primary space and low sensory/rest spaces)
	At Entrances - Place accessible maps, assistive technology, one-sheets, masks and hand sanitizers at entrance of all rooms.
	Clear Entrances – Ensure there is easy of entry and exiting
	Reserved Seating – Identify seats at the front for ASL interpreter and audience members who communicate with ASL.
	Announce Speaker - Always announce self before speaking
	Descriptions - Provide brief visual descriptors first time speaking
	Clearness and Pace - Verify that speakers will speak clearly and slowly
	Presentation Closed Captions - Use power-point live (closed caption)
	Apply Plain Language - Use Plain Language Protocol from Green Mountain Advocates and Neuroinclusive Commnication recommendations
	Summarization - Repeat take-aways
	Repetition - Repeat questions and answers from self and audience
	Reduce Distractions - If hybrid, clear background and mute participants not speaking
	Content Warnings - Offer Content Warnings to minimize triggers/activation
	Accessibility One-Sheet – make document about available accessibility options available event (VTRC Language Accessibility and Interpretation Protocol)

	Review Safety Measures and Available Resources – if appropriate discuss Care Team role and how to identify them (Care Team is a term used by Education Justice Coalition of Vermont)

After Event

"x"   **Actions**

	Feedback - Distribute feedback forms to learn better ways to make events accessible. (paper and digital)
	Wrap-Up - Remove signs, cords, and equipment after the public has left
	Keep Organized - Pack Accessibility Took Kit
	Check-In – Offer a debrief or check-in with Presenters, Interpreters, Safety Volunteers, and Impacted Communities

Helpful Links
- [Accessibility by Disability (sharepoint.com)](#)
- [Accessible Events and Meetings Handout.pdf (adobe.com)](#)
- [Accessible Meetings.pdf (adobe.com)](#)
- [Plain-Language-Checklist.pdf (selfadvocacyinfo.org)](#)
- Language Interpretation - [Vancro](#) and [Language Link](#)

Work Cited List
- Heath Hicks, Agency of Human Services (3/2024) [Minimum Accessibility Requirements (sharepoint.com)](#)
- [Accessible Meeting and Event Checklist (cornell.edu)](#)
- Green Mountain Self-Advocates ~ 2019 ~ [www.gmsavt.org](#)

Prep Work Planning

☑ Inform public about accessibility services that will be available and how to request other services

☑ Follow-up with requests and offer alternative methods of involvement if requests cannot be achieved

☑ Create email and social media post to request that participants **minimize fragrance use** and **bring masks**. VTRC's protocol for in-person events includes the use of masks to reduce the spread of infectious diseases.

☑ Inform speakers of accessibility procedures, including receiving power-points and other documents ahead of time to share with the public; verbally describe visual material; make material on screen readable from a distance; microphone use; activate captions; create breaks every hour; create distance between groups for smaller conversations

Before Event

"x"   Actions

	Check Zoom Accessibility Protocol – https://zoom.us/accessibility and VTRC Language Accessibility and Interpretation Protocol • Avoid Closed Caption as a replacement of ASL. The English language in written form is not the same as ASL • Alternative to Closed Caption (refer to Sarah Launderville's recommendation)
	Check Language Interpretation Needs - when possible, request language interpretation needs and use Zoom Interpretation tool
	Recording and Transcription – check recording and transcription capability
	Speech to Caption - Ensure speaking and written captions are synchronized
	Device Check - Verify that Closed Captions, or alternative to CC, can work on tablets, iPhones, computers, etc.
	Accessibility Check - Check accessibility with checker for Power-Points and Microsoft Word • Use Plain Language Protocol from Green Mountain Advocates and Neuroinclusive Commnication recommendations. Adjust for readability like screen-readers and write out numbers between zero and nine.
	Accessibility One-Sheet – check document about accessibility options available event (VTRC Language Accessibility and Interpretation Protocol)
	Translation Option – Check 7 Step Language Translation if translation of written documents is requested
	Signs - Accessible Signage Icons – use when accommodation is available
	Colors – Create docs for high contrast colors on screen
	Speech – Prep to use concise, active, and direct language
	Consistency – Create docs to use same font (Sans), color (High Contrast), size (12 +)
	Cultural Awareness – Prep for cultural sensitivity regarding colloquial terms, imagery, and euphemisms
	Videos - Video clips need a written summary when applicable
	Share Information to Public in Advance - • Provide transcripts and presentation material in advance of meeting when possible and when applicable • Accessibility One-Sheet
	Reduce Sensory Input – Check for Blur Background

	Safety - Verify Virtual Safety Protocol • Create Safety Resource Document (resources at event and contacts for post event)
	Information Sharing - make sure VTRC Team is aware of accessibility protocols for event
	Feedback - create feedback forms to improve accessibility. Use paper and digital forms

At Event

"x"   Actions

	Zoom Accessibility Protocol – https://zoom.us/accessibility and use VTRC Language Accessibility and Interpretation Protocol
	Language Interpretation Protocol - use Zoom Interpretation tool
	Recording and Transcription – when possible, record and transcribe events
	Plain Language - Use Plain Language Protocol from Green Mountain Advocates and Neuroinclusive Commnication recommendations. Adjustment for readability, write out numbers between zero and nine.
	Signs - Accessible Signage Icons – use when accommodation is available
	Descriptions - Provide brief visual descriptors first time speaking
	Announce Self – Say your name each time speaker changes
	High Contrast Colors – use high contrast colors on screen
	Speech - use concise, active, and direct language
	Consistency - use same font (Sans), color (High Contrast), size (12 +)
	Viewing – magnify content on screen if possible
	Cultural Awareness – Apply cultural sensitivity
	Videos – Apply written summary when applicable
	Reduce Sensory Input – Blur Background
	Safety - Mention Virtual Safety Protocol • Make Safety Resource Document (resources at event and contacts for post event) available

After Event

"x"   **Actions**

	Feedback - Distribute feedback forms to learn better ways to make events accessible. (paper and digital)
	Check-In – Offer a debrief or check-in with Presenters, Interpreters, Safety Volunteers, and Impacted Communities

Helpful Links
- Accessibility by Disability (sharepoint.com)
- Accessible Events and Meetings Handout.pdf (adobe.com)
- Accessible Meetings.pdf (adobe.com)
- Plain-Language-Checklist.pdf (selfadvocacyinfo.org)
- Language Interpretation - Vancro and Language Link
- **Digital Accessibility: Communication and Marketing**
  - Minimum Accessibility Requirements (sharepoint.com) See https://youtu.be/uAz4jVx9bjk

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VTRC
Vermont Truth & Reconciliation Commission

English If you need an interpreter free of charge, please indicate your language.

ASL American Sign Language

Arabic العربية

إذا كنت في حاجة إلى مترجم مجانا، أشر إلى اللغة المطلوبة.

Nepali नेपाली

यदि तपाईंलाई दिना कुनै शुल्क ि‍भाषेको सहयोग आवश्यक परेमा कृपया आफ्नो भाषा छान्नुहोस् ।

Bosnian

Ako vam je potreban besplatni prevodilac, pokažite na svoj jezik.

Pashto پښتو

که تاسو وريا ژباري ته اړتيا لرئ، مهرباني وکړئ خپلې ژبې ته اشاره وکړئ

Burmese မြန်မာ

သင် စကားပြန်တစ်ဦး၏အကူအညီကို အခမဲ့လိုအပ်ပါက ကျေးဇူးပြု၍ သင့်ဘာသာစကားကို ရွေးချယ်ပါ။

Russian Русский

Если вам нужен бесплатный переводчик, выберите ваш язык.

Dari داري

اگر شما به ترجمان رایگان ضرورت دارید، لطفاً به زبان تان اشاره کن

Somali Soomaali

Haddaad u baahan tahay turjumaan bilaash ah, fadlan tilmaamo luqadaada.

French Français

Si vous avez besoin de l'assistance gratuite d'un interprète, indiquez votre langue.

Spanish Español

Si necesita un intérprete gratuito, por favor seleccione su idioma respectivo.

Kirundi Ikirundi

Niba ukeneye ubufasha bw'umusiguzi ata kiguzi, hitamwo ururimi rwawe.

Swahili Kiswahili

Ikiwa unahitaji mkalimani bila malipo, tafadhali onyesha lugha yako.

Mandarin 简体中文

如果您需要译员, 请指向您的语言

Ukranian Українська

Якщо вам потрібна безкоштовна допомога усного перекладача, виберіть свою мову.