



Accessibility Advisory Committee

600 Fifth Street NW
Washington, DC 20001
202-962-6060

Meeting Minutes: September 3, 2013

Chairman Patrick Sheehan called the Accessibility Advisory Committee (AAC) meeting to order at 5:30 pm.

ATTENDEES

Present: Patrick Sheehan (Chair), Dr. Tapan Banerjee (2nd Vice-Chair), Elver Ariza-Silva, Carolyn Bellamy, Heidi Case, Darrell Drake, Kevin Hanretta, Chanelle Houston, Regina Lee, Brian Miller, Mary Jane Owen, Doris Ray, Denise Rush, Paul Semelfort, Anthony Stephens, and Dr. William Staderman.

REVIEW OF AGENDA, AND APPROVAL OF MINUTES

The September 3, 2013 meeting agenda was approved as amended.

The Chairman's Report to the Metro Board, dated September 3, 2013, was approved.

The August 5, 2013 meeting minutes were approved as amended.

ACCESSIBLE PUBLIC HEARING LOCATIONS

Loyda Sequeira, Board Secretary, provided an overview of Metro's process to select locations for public hearings. She stated that Metro holds public hearings for three types of proposed changes: service adjustments, construction, and fare policy. Ms. Sequeira also stated that certain parameters dictate the location of the hearing sites. As an example, public hearings for proposed changes on Metrobus service are conducted in the neighborhoods and areas where service will be most impacted by the proposed changes.

Historically, Metro holds two public hearings in each jurisdiction. Ms. Sequeira stated that Metro's preference is to use locations that capture the largest ridership; hold a minimum of 60 people, inclusive of customers who use mobility devices; have open availability on the dates and hours needed; provide easy access to meeting room once inside the building; and provide access to Metrobus, Metrorail, and MetroAccess services. The availability of Metro's Board members is also considered in the selection of locations for public hearings.

Certain public spaces are not available for public use or require indemnification that prohibits Metro's use of the location. Ms. Sequeira stated that this is generally true for public spaces across the jurisdictions. The following jurisdictions have rules that limit Metro's use for public hearings: (1) District of Columbia which does not allow the use of schools or recreations centers; (2) Fairfax County, which limits the use school buildings; (3) Prince George's County, which does not allow the use of recreation centers; and (4) Montgomery County, which does not allow the use of government buildings, library, schools or recreation centers. In response to a question about churches, Ms. Sequeira stated that, in the past, Metro has used churches for public hearings, but not as often because many require indemnification, which involves a lengthy approval process. Dr. Brian Miller expressed an interest in the availability of public space in the City of Alexandria. Ms. Sequeira stated that high schools are available and Metro has used those facilities.

The AAC expressed an interest in the availability of shuttle service at certain public hearing locations. A member stated that during the last public hearing on fares, the District of Columbia location in Southeast was very hilly and created a barrier for customers that use wheelchair. A comment from the public reiterated the need for the shuttle, in stating that such a service would be helpful to people with visual disabilities as well as the riding public in general.

In response to a question about advertisement of public hearings, Ms. Sequeira stated that Metro advertises in multiple languages through national and community newspapers, and on all revenue vehicles. She stated that Metro's Office of Civil Rights is also providing targeted outreach related to public hearings. Chanelle Houston recommended that Metro consider holding public hearings at hospitals, given that most are served by public transportation, can accommodate large crowds, and generally have easy access to meeting rooms once inside the building. Ms. Sequeira stated that she will follow-up with some hospitals in the area. Regina Lee provided the following locations as possible sites for Metro's public hearings: Greenbelt Marriott, Bethesda Marriott Residence Inn, New Song Bible Fellowship Church, Reid Temple AME Church, D.C. Armory, and the D.C. Convention Center. Additionally, a member of the public commented that Metro should consider using the lobby area of corporations or even movie theaters. Denise Pena, Office of Secretary, thanked the AAC for the specific information and stated that Metro will follow-up on all of the recommended locations.

The AAC expressed an interest in date for the next public hearings on fare policy. Ms. Sequeira stated Metro has not set a date for public hearings on fare policy. Chairman Sheehan stated that the Rider's Advisory Council (RAC) is discussing the proposed FY2014 service adjustments for Metrobus at their meeting on September 4, 2013.

ACCESSIBILITY EXCELLENCE AWARD

Frank Roth, Director, Office of Eligibility Certification Outreach, stated that Metro will hold its second annual Accessibility Excellence Awards on Tuesday, October 8, 2013, at the Jackson Graham Building, Lobby-level meeting room from 5:30 p.m. to 7:30 p.m. The awards are in recognition of outstanding contributions to the region's disability community and the accessibility of Metro. Mr. Roth stated that all AAC members are welcome and this event is open to the public.

The Accessibility Excellence Awards event is the occasion in which Metro bestows the honor of the Richard W. Hedding Award and the Dr. Rosalyn Simon Award to deserving individuals. Mr. Roth stated that the Hedding award is in honor of the AAC's first Chairman who led the cause of accessibility on Metrorail. The Rosalyn Simon Award is in honor of renowned expert on the Americans with Disabilities Act (ADA) and the will be presented to an industry professional serving the disability community. Mr. Roth stated that Dr. Simon is also the person to whom Metro's Transit Accessibility Center is dedicated. In response to question about previous honorees Christian Kent, AGM, Access Services, stated the Hedding Award has been presented to a number of distinguished individuals such as Larry Pelkey, Patrick Sheehan, Denise Thomas, Fran Lowder, and Robert 'Bobby' Coward.

The AAC discussed nominations for the Hedding award. Nominations were submitted for three AAC members and two members of the public. After much debate, the AAC recommended that members should have the opportunity to vote during the AAC meeting as well as via email. Dr. B. Moore Gwynn, AAC Coordinator, stated that votes cast via email must be received by 12 noon on September 4, 2013 to be valid. Metro will notify the honoree immediately, and the public announcement of honoree will be made at the Accessibility Excellence Awards on October 8, 2013.

BUS/RAIL SUBCOMMITTEE REPORT

The Bus and Rail Subcommittee (BRS) discussed Metro's new SmarTrip Offboard Recharging Stations. Metro is deploying solar-powered offboard SmarTrip Recharging Stations at various bus stops across the jurisdictions. The recharging stations will have an audio feature, and the exterior covers of the machines will be graffiti proof. The BRS recommended that recharging stations be placed in consistent locations, but not too close to the street; the screen and text should have a good contrast; the machines should be test marketed with members of the disability community; and Metro should add the locations of the recharging stations on its website. The stations will be available in late 2014 depending on funding and jurisdictional cooperation.

The BRS discussed proposed updates to the Metrorail Emergency Evacuation poster as part of its continued discussion on safety. The BRS agreed with the Department of Access Services recommendations to enlarge the lettering and other messages of safety; rearrange the placement of some languages; and the removal of the system map to enable larger safety messaging. The BRS also recommended that the lettering should have good contrast with the background, and that Metro use the ceiling of the rail cars to display the system map. The BRS reiterated one of the AAC's recommendations for the design of 7000 series and stated that the poster should not be placed in the same area as the parking area for customers who use mobility devices.

METROACCESS SUBCOMMITTEE REPORT

The MetroAccess Subcommittee (MAS) discussed the transition of the MetroAccess vehicle fleet. MetroAccess received 139 new vehicles that have been in service since the end of July 2013. Over a two-week period the larger facilities had their fleets moved followed by smaller facilities. In that period, the new vehicles were incorporated into the fleet while older vehicles were retired.

The MAS also discussed the Essential MetroAccess Policies pamphlet. Regina Lee recommended two changes under the sections *Fare Payment Policy* and *Pick-up Window/Wait Time*. The AAC recommended a change in language for personal care assistants. Upon motion, the AAC voted to approve the Essential MetroAccess Policies document. MAS also received an update on MetroAccess comparable to fixed route transportation and information on reporting incidents on MetroAccess.

PUBLIC COMMENT PERIOD

A customer made a comment about the progress of National Capital Citizens with Low Vision (NCCLV) review of lighting in the Metrorail stations. NCCLV identified maintenance as one of the issues for inadequate lighting in the Metrorail system. Mr.

Blake stated that progress is being made on lighting and maintenance in the system and specific details will be provided at the next meeting.

NEW BUSINESS

Heidi Case expressed an interest in the process to correct minutes. According to the AAC By-laws, the minutes are the primary mode of communication to Metro's Board. She stated that corrected minutes should be sent to Metro's Board and AAC members. Dr. Moore Gwynn stated that minutes from the AAC and the subcommittees are summarized each month. Upon approval by the Committee, the amended minutes are posted on-line under the Accessibility tab on Metro's website.

In response to a question about the Chairman's report, Mr. Blake stated that the document is a summary of the monthly highlights and major accomplishments of the AAC and subcommittees. It is Metro's Board of Directors preference to have a summary of the monthly major activities of the monthly meetings from the AAC and the RAC. Metro's Board has access to all the AAC materials, including the minutes. Dr. Miller stated that the AAC must adhere to the By-laws and provide the minutes as an attachment to Chairman's Report to Metro's Board. Mr. Blake suggested that the AAC leadership discuss this issue at their next quarterly meeting with Metro's Executive Leadership.

Mr. Kent stated that staff spends a great amount of time ensuring the accuracy of the minutes. He stated that the AAC has access to Metro's Board and information is shared in multitude of ways. This is in addition to minutes and reports that are available on the internet. Mr. Kent also agreed that it will not be an issue for the meeting minutes to be shared with the Board members in addition to the Chairman's Report. Darrell Drake stated that based on his experience with boards, individuals at high levels do not have the time to read lengthy reports, so the summary is the proper document to send to Metro's Board. The minutes are available on-line for additional information. Ms. Case made a motion to have the revised AAC minutes attached to Chairman's Report and forwarded to Metro's Board of Directors each month. Chair Sheehan stated that the Board has access to the AAC and vice-versa, so a motion is not necessary.

The AAC expressed an interest in the span of time the AAC Chair has to speak to Metro's Board. Chair Sheehan stated that as an organization that reports to Metro's Board, the AAC and the RAC receive five minutes each to present. The Chairman's Report is used as speaking points during public comment period at Board Meetings. Chair Sheehan stated that it is important to demonstrate the progress of the AAC and send a balanced message to the Board of Directors

Doris Ray expressed an interest in program access for all AAC-related events. She stated that all members should be afforded the same opportunity to participate in AAC events. Staff stated that the topic will be on the agenda for the next AAC meeting.

Dr. Tapan Banerjee expressed an interest in transportation to the Silver Line Emergency Exercise taking place later this year. Mr. Blake stated that transportation will be provided to the event and more details will be provided as time gets closer to the date of the event.

Ms. Case suggested that the AAC use Robert Rules of Order to conduct meetings.

ADJOURNMENT:

The meeting adjourned at 8:24 p.m.



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STATUS OF FY 2014 COMMITTEE RECOMMENDATIONS AND ACTIONS

Info/Action Item Number	Description	Date Initiated	Originating Group	Status	Completion Date
Info – 07	Quarterly Meeting with Board Executive Leadership	10/7/13	AAC	AAC members recommend topics for discussion for the 10/24/13 meeting. (includes time from the 7/25/13 meeting).	
Info – 08	Program Access	10/7/13	AAC		

COMPLETED - FY 2014 COMMITTEE RECOMMENDATIONS AND ACTIONS

Info/Action Item Number	Description	Date Initiated	Originating Group	Status	Completion Date
Info – 01	Quarterly Meeting with Board Executive Leadership (7/25/13)	7/1/13	AAC	AAC members recommended topics for discussion	7/1/13
Info – 02	Metro’s Title VI Program	7/1/13	AAC	Completed Presenter: Deborah Coram	7/1/13
Info – 03	PIDS at Mini-Mezzanine	7/1/13	AAC	Completed Presenter: Chief Asante	7/1/13
Info – 04	MetroAccess Fare Calculator (History)	8/5/13	MAS	Presenter: Dan O’Reilly and Ryan Parr	8/5/13
Info – 05	Quarterly Meeting with Board Executive Leadership	7/1/13	AAC	Follow up discussion after the meeting on 7/25/13	8/5/13
Info – 06	Accessible Public Hearing Locations	9/3/13	AAC	Presenter: Loyda Sequeira	9/3/13