**DISABILITY ADVISORY COMMISSION MEETING MINUTES**

**MEETING MINUTES OF THE VIRTUAL/HYBRID**

**ARLINGTON COUNTY DISABILITY ADVISORY COMMISSION**

Monday, June 17, 2024

The **DISABILITY ADVISORY COMMISSION** convened its meeting at **7:05 pm** on **June 17, 2024**.

**PRESENT (IN-PERSON)** Commissioner Alexa Mavroidis, chair

Commissioner Doris Ray

Commissioner Suzette Risacher

**PRESENT (VIRTUALLY)** Commissioner Elizabeth Priaulx, participated virtually from home (via Teams) due to a medical condition that prevented their physical attendance.

Commissioner Karen Audant, participated virtually from NC (via Teams) due personal matter*.*

**ABSENT** Commissioner Bryant Atkins

Commissioner Duncan Barron

Commissioner Justin Boatner

**STAFF** **Courtney Sales**

**SUMMARY OF PRESENTATIONS/DISCUSSIONS**

*Presentation on Commuter Assistance Program (CAP) Strategic Plan and Organizational Assessment*

The Commuter Assistance Program (CAP) Strategic Plan Overview, Virginia Department of Rail and Public Transportation (DRPT) requires each TDM program in the Commonwealth to develop a plan. The purpose of the plan is to: 1.) assess the current program, results, and the needs of the commuters, 2) strategically plan for services and resources needed over a five-year period to maximize alternatives to single occupant vehicle use in the most cost-effective manner and 3) provide a basis for funding requests in statewide planning and programming documents. CAP plan development involved the work of an external consultant, feedback, and input from ACCS and Arlington staff and two workshops and follow-up reviews for internal and external stakeholders.

Based on information collected the following was recommended: 1) Program recommendations, rebrand ACCS to be inclusive of all trips-not just for commuting, update and consolidate branding and websites, focus on equity populations employees and residents, performance reporting, stronger TDM/Transit collaboration, streamlined site plan oversight process, develop a plan for funding resiliency. 2) Business-to-business outreach recommendations, partnerships to reach people in a position to change habits, employers: expand on transit benefit program information including increase focus on low wage/non-office workers, residential: further expand programming to older multi-tenant buildings and affordable housing, hotels: designate a primary point of contact for their unique needs, schools: work with APS to developed a formal TEM for school programs targeting students and families, and streamline roles of Business Development Managers and Site Planners. 3) Marketing and promotion recommendations, update and consolidate branding and online information for easier understanding, update social media to current trends, offer new marketing campaigns outside of Car-Free Diet, consolidate marketing teams across all programs. 4) Commuter/traveler support recommendations, simplify call center menu and branding, re-evaluate commuter information center and commuter stores with respect to current traveler needs, re-evaluate breadth of brochure distribution reporting. 5) Innovation, planning, research, reporting recommendation, re-evaluate goals and purpose of research program, evaluate internal county staff collaboration and coordination between TDM and Transit for provision of transit information to customers, work with DRPT, explore new funding sources and develop a plan for funding, collect and analyze performance data from across sources and visualize through internal and external dashboards. 6) TDM for Site Plans recommendations, streamline responsibilities for outreach to partners between business-to-business outreach staff and TDM for site plans staff and streamline financial contributions process between County finance and Site Plans.

7) ART, CaBi, and Micromobility recommendation, better communication between county staff for ART and ACCS, and contractors for both to ensure the travel options are cross promoted through all organizational materials.

Next steps, finalize CAP strategies plan, continue presentations to commissions and committees, County Board approval (September or October), submit to DRPT (no later than November 30, 2024).

* [PowerPoint Presentation](https://arlingtonva-my.sharepoint.com/personal/csales_arlingtonva_us/Documents/Ready%20to%20File/CAP%20Strategic%20Plan%20Commission%20Presentation%20June%202024.pptx?web=1)

*Discussions*

Per chair and commissioners in attendance, DAC will not meet in July.

DAC will adopt update electronic meeting policy.

Commissioner Doris requested to discuss Ranked voting at August’s meeting.

Commissioner Doris will discuss a letter to the county board regarding audible signals.

Commissioner Karen requested to discuss Section 508 at August’s meeting.

Send comments about WMATA getting new call center contractors to Commissioner Doris.

**MOTIONS & ACTIONS/VOTES**

**No actions/votes**

Meeting adjourned at **9:08 pm**.

No July Meeting

Next Hybrid Meeting: Monday August 19, 2024, conference room 216