



**REASONABLE ACCOMMODATIONS POLICY FOR
MADERA COUNTY TRANSPORTATION COMMISSION
MEETINGS SUBJECT TO THE BROWN ACT**

November 23, 2022

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Effective January 1, 2023, Government Code Section 54953(g) requires that all public agencies have and implement a procedure for receiving and swiftly resolving reasonable accommodation requests for individuals with disabilities, consistent with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and resolving any doubt in favor of accessibility. Requests may be made by any individual that participates or conducts the meeting, including members of the public, staff, and members of the legislative body.

Readily Available Accommodations

Any of the following accommodations can be provided for a publicly-noticed Commission meeting or meetings open to the public:

- Agendas and staff reports: Upon request, any agendas or staff reports can be made available in appropriate alternative formats to persons with a disability, including hyperlinks where appropriate so that the user can access the linked information.
- For individuals with hearing loss: Upon request, accommodations can include the following:
 - Qualified interpreters on-site or through video remote interpreting (VRI) services;
 - Real-time computer-aided transcription services;
 - Telephone handset amplifiers;
 - Assistive listening devices;
 - Assistive listening systems;
 - Telephones compatible with hearing aids;
 - Open and closed captioning, including real-time captioning;
 - Videotext displays; and
 - Accessible electronic and information technology.
- For individuals with visual impairments: Upon request, accommodations can include the following:
 - Qualified readers;
 - Taped texts;

- Audio recordings;
- Brailled materials and displays;
- Screen reader software;
- Magnification software;
- Optical readers;
- Secondary auditory programs (SAP);
- Large print materials; and
- Accessible electronic and information technology.

Note that electronic agendas are available on the Commission’s website at <https://www.maderactc.org/meetings> in .pdf format, which should be compatible with the screen readers that are commonly used by those who are visually impaired.

- For individuals with mobility impairments: Upon request, accommodations can include the following:
 - ADA accessible facilities, including ramps and elevators (if needed), to access the MCTC Board Room or other locations where public meetings are being held;
 - Closed circuit broadcast/Zoom/Teams/telephone access.

Process for Other Accommodations

Individuals who are deaf or hard of hearing, who are blind or have low vision, have mobility impairments, or have any other disability, may also request accommodations other than those readily available using the process outlined below. Accommodations should be requested as early as possible as additional time may be required in order to provide the requested accommodation. Note that an accommodation will be considered to be unreasonable and will not be provided if it imposes undue financial or administrative burdens on the Commission, or requires a fundamental alteration in the nature of a program. If a particular accommodation is unreasonable, the Commission will offer an alternative accommodation that is reasonable.

Process to request an additional accommodation: A request for an accommodation other than those listed above may be made as follows:

1. Make the request for the accommodation as soon as you can, preferably before the meeting you wish to attend, or at the meeting itself if necessary. The sooner the request is made, the more likely it is that the Commission can provide the additional accommodation or an alternative. You can make this request yourself, or someone can make it on your behalf with your permission.

2. Make the request orally or in writing, and submit it to the Administrative Analyst or to the Executive Director so as to avoid delay in reviewing and processing the request. Requests can be made at either the following email address or mailing address:

Email Address: accommodation@maderactc.org

Mailing Address:

Madera County Transportation Commission
2001 Howard Road, Suite 201
Madera, CA 93637

3. The request for an accommodation must provide the following information:
 - (a) *Identify the proposed accommodation.* Tell us the type of accommodation you are seeking, and how the accommodation will allow you to access and participate in the meeting. The specific impairment does not need to be disclosed. Instead, a general statement of explanation of the type of need will suffice. A letter from a physician that the requested accommodation is required for you to access and participate in the meeting can also be submitted, but is not required.
 - (b) *Contact information.* Provide current contact information so we can respond in a timely manner. This can be a mailing address, an email address, or telephone number, for example. Note that if only a mailing address is provided, you need to make the request early enough that a mailed response can be timely provided.
 - (c) *Identify the meeting where the additional accommodation is requested.* Specify the specific meeting(s) where the accommodation is requested.

Procedures for Commission Staff: Once Commission staff have received a request for an additional accommodation, the following procedures will apply:

1. Any Commission staff member who receives, or believes they may have received, an accommodation request will promptly relay the request and the requestor's contact information to the Administrative Analyst and Executive Director.
2. General Counsel may be requested to assist in the review of requests, and assist staff in providing a response to the requestor as soon as practicable.
3. All responses to written reasonable requests for additional accommodation shall be provided in writing, if the request was made sufficiently in advance such that a written response can be transmitted in a timely manner prior to the start of the specific meeting. Otherwise, Commission staff will provide an oral response if the requestor has provided sufficient contact information. Responses will identify whether the accommodation is granted or granted in the alternative, and will provide any instructions necessary for the accommodation to be accessed. If an additional accommodation request is denied, the response will identify the grounds for denial. Commission staff will document requests and responses provided orally.

4. Any doubt regarding whether a request is reasonable and feasible should be resolved in favor of accommodations. Staff will make reasonable efforts to communicate with requestors to obtain clarifications or to discuss whether alternative accommodations will be viable.