

Minutes from Wednesday, November 9, 2011 Commission on
Disability Meeting
Worcester Public Library – Banx Room
4:30PM

Attendance:

Members: Rachel Shannon Brown, Herbert Cremer, Deborah Malone, David Perry, Steve Stolberg, Lynne Towler

Members of the Public: Mary Healey, Jackie Norton, Scott Ricker

Staff: Derek Brindisi, Dawn E. Clark

The meeting began with welcome from the chairperson and around the room introductions.

Minutes

A motion was made by Ms. Malone and seconded by David Perry to approve the August 10, 2011 minutes. One opposed. Motion carried.

A motion was made by Ms. Malone and seconded by David Perry to approve the September 14, 2011 minutes. One opposed. Motion carried.

A motion was made by David Perry and seconded by Steve Stolberg to amend the September minutes reflect that Mr. Cremer addressed a personal issue related to a discrimination case at MCAD and requested assistance and referrals. All approved.

A motion was made by David Perry and seconded by Steve Stolberg to approve the September minutes as amended. All approved.

Communications and Reports

- a. Intake Update – will be presented at the December meeting
- b. John Street Church – DPW&P staff conducted a site visit and indicated it had been repaired. However, the sidewalk could use some additional work. The suggestion was made that the Commission work with the district Councilor to request the work be done. The chairperson asked staff to clarify process of asking the Councilor for the repair of the sidewalk.
- c. Meeting – Dates, Times and Locations – The Commission meetings have been scheduled to meet at the Public Library through April 2012. The Chairperson stated that if members had other suggestions of public places to meet to let the staff know.
- d. WRTA Hub presentation made in October – The Chairperson reported the presentation was given by Stephen O’Neil and Jacques Akelian, Project Engineer of Skanska USA Building Inc. hired by WRTA to oversee the project. The project will be built on approximately one acre of land owned by the City of Worcester adjacent to Union Station. Most buses will continue to go to City Hall. The plan is at the 60% plan stage and plans are in place for a March 2012 groundbreaking. There were questions about snow removal. There will be a canopy over the buses for boarding and then existing Union Station contractor will be used to remove snow in other parts of the grounds. Mr. Cremer asked a question about the extension of Front Street and the provision of lighting and benches along the way for resting was asked. While this was not part of the WRTA project, the concerned will be passed along to the City Square project managers. There will be benches and lighting on the Hub property as was indicated on the plans. Mr. Cremer also raised a concern about the planned number of restrooms: two for the public and others for staff in a private section of the building. Presenters assured that the potential for additional restroom

facilities for the public would be thoroughly reviewed in relation to the law. A question about the relationship between WRTA service and computer train service was asked. The response was that every effort in being made to coordinate the schedules however, the infrequency of both services do not allow for total synchronization of the services. Plans for the future are to be able to use a card that could be used on both transportation modes with a new fare box system. WRTA is working with MetroWest RTA to connect the system. Right now one can not travel between the two RTAs using public transportation. The total fleet of pull-out ramp buses should be completed by 2014. There would be no lift-operated buses in service after 2014.

Old Business and Updates

- a. Elections Commission/Anna Maria College Location – The Commission reviewed the “Review of the AutoMARK System During the Preliminary Election Held on September 20, 2011 and Recommendations for Future Elections. The Chairperson was assured by staff that the observations that had been made as a result of the visits made to polling sites on the 20th had also been sent to the City Clerk. The Chairperson reported that she had sent the City Clerk a letter regarding observations she made at Ward 10, Precincts 1 and 3. Staff will include these observations in the November 8th visit report. Regarding Ward 10, Precinct 2, Mr. Perry spoke about his experience of a scaffolding pile that blocked the path of travel. Position of the AutoMark machine could be placed in a better position. However, he did not know about electricity availability. These issues will also be included in the visit report as well.
- b. Snow Removal and Moratorium – The Commission reviewed the action taken by the City Council on Tuesday, October 25, 2011: Chapter 12, § 23 of the Revised Ordinances of the City

of Worcester is hereby amended by deleting subsection (a) thereof in its entirety and inserting in lieu thereof the following new subsection (a) as follows.

(a) The owner or occupant of land which is bounded by any street, including state highways, whereon there is a sidewalk shall within ten hours after any winter storm, cause all snow, ice or other forms of freezing precipitation to be removed from such sidewalk to a width of not less than four feet for the entire distance that the sidewalk abuts the land. After shoveling, to the extent that snow, ice or freezing precipitation shall remain on any sidewalk required to be shoveled by this section, the owner or occupant shall treat the same with sand, salt or other suitable material. This Ordinance shall not apply to sidewalks abutting the rear lot line of any property along a state highway which is maintained by the state as the same shall from time to time be identified and published by the commissioner.

The Chairperson drew attention to the last sentence of the ordinance as it relates to safe passage for pedestrians and expressed her concern that at this point in time no entity had been named as responsible for clearing the exempt sidewalks.

Ms. Malone encouraged the Commission members to report unclear sidewalks 10 hours after end of storms and to spread the word.

Ms. Malone offered a motion that the Commission submits a Letter to the Editor for T&G and Worcester Magazine about snow and ice removal in the city. Mr. Stolberg seconded the motion. All approved. Mr. Perry agreed to write and submit this letter.

Staff noted there were plans to put snow removal ordinance

- reminder in the winter City of Worcester tax bills.
- c. Bullying Project Update – Mr. Cremer said that he has Asperser’s Syndrome. He wanted to speak up for the disabled elderly on Vernon Hill who had to go to their City Councilor to get air conditioning when the weather got hot in May. They suffered a before they were able to get help. He felt that there was a lack of commitment on these people’s behalf.
 - d. HP Parking (Fine Increase; Documenting Violations) - The discussion resulted in a motion to explore the possibility of increasing the fine for illegally parking in a designated handicapped parking spaces made by Mr. Perry and seconded by Mr. Stolberg. Motion carried. A question of whether or not these fines extended to private parking was asked. The suggestion was made that the fines be a way of funding the Commission’s work. The Chairperson asked staff to follow up on the question and motion. Mr. Cremer reminded the Commission that Salem, Waltham and Framingham have Disability Commissioners deputized to ticket violators. This idea has been explored and is not likely to happen in Worcester.
 - e. Service Animal/Companion Animal Ordinance – Commission reviewed draft request to the City Manager to amend Ordinance to include Companion Dogs for free license. A suggestion was made to expand the definition for the use of guide/working beyond use for visually impaired owners. Ms. Brown moved to approve the request in principal to include the suggestion, Mr. Perry second the motion. Motion carried with one member opposed. Mr. Cremer moved to amend the approved motion the include the free license would be removed if the dog was deemed as having bad behavior. There was no second to the motion. The motion was withdrawn. Commissioners then began to ask questions about training and eligibility. The Chairperson offered a motion to rescind the motion so the questions could be

further explored. Mr. Perry seconded the motion. Motion carried with one opposing.

- f. Emergency Management Taskforce Update – The Taskforce visited 4 high schools and church and the Senior Center to determine shelter capacity for emergencies. Mr. Cremer is concerned with the shelter windows not being safe in a heavy wind emergency and the lack of quality in the restrooms of facilities reviewed although they may have met ADA guidelines. There was a discussion about the recent snow storm that necessitated Worcester to open a shelter at Forest Grove. A guest was happy with the shelter and suggested more work needs to be done to match available transportation and the need when emergencies are declared. While special cots are available there was a concerned raise about people with disabilities having difficulty having their sleeping requirements met. Staff will review with emergency management.

Member Update and New Business

- a. Human Rights Commission Proposal – The Human Rights Commission requested the Commission on Disability to consider supporting The Teenager and Human Rights proposal that was distributed via email. Commissioners were supportive of proposal. Mr. Cremer suggested mediation is an old method of solving issues and that the Human Rights Commission may want to consider trying to incorporate the idea of intervention when bullying is present. Mr. Perry made a motion to support the proposal. Lynn Towler seconded. Motion carried.

Announcements and Adjournment

Scott Ricker, member of the public, requested that he be heard. He asked if the Commission would consider adopting an ADA Compliance Event Planner. The commission received the document. The Chairperson asked staff to review and present to the Commission for any action needed.

A Commission membership list was requested. The Chairperson reported that since this was not considered public information, members would need to share information among each other.

A guest indicated that she had been harassed by young people as she was going out of the library on October 12th meeting and thought the Commission should be aware of this situation. Staff will review.

Meeting was adjourned.

Respectfully Submitted,
Debbie Malone, Secretary

Attachments:

New Bus Hub

Fact Sheet

Project

New hub will consist of a 14,000 square foot, three (3) story building and a sheltered platform covering eight (8) bus slips. The project will be built on approximately one acre of land owned by the city of Worcester. The building will provide "one stop" shopping for our customers. For example, customer service, ticket purchases, transfers, customer waiting area, bus arrival information and other amenities will be built as part of the project. For our drivers, a rest area, storage area, and private restrooms will be provided. Offices and conference room space will be built for PBSI and the WRTA administration will complete the building component of the project. Surrounding the building and bus platform will be landscaping and hardscaping.

Cost

The project will cost approximately \$12 million. The funds are provided by the Federal Transit Administration and the state. None of these funds can be used for operations.

Timeline

The project is expected to begin in the Spring of 2012 and will take approximately fourteen (14) months to complete.

Project Team

Wendel – Architects and Engineers
Skanska – Owner Project Manager
Construction Manager -- to be determined

Benefits

- One stop shopping for our customers
- Better connections between transportation modes offered at Union Station
- Downtown stops consolidated at the new hub
- Various amenities for our customers
- Timely bus information
- Convenient access
- Link to the Blackstone River Bikeway
- Bathrooms for Operators with supply of schedules, towels, gloves, water etc.
- Eight bays under cover and protected from the elements
- Electronic Signage directing passengers to one of eight bays
- Snow Removal
- Egresses to Front and Foster Streets

Michael V. O'Brien
City Manager



CITY OF WORCESTER

To: Commission on Disabilities

From: Dawn Clark, Staff Liaison, Office of Disabilities
Christina Andreoli, Director of Operations

Date: October 12, 2011

Re: Review of the AutoMARK System During the Preliminary Election Held on September 20, 2011 and Recommendations for Future Elections

The following report is in response to the Commission's request to review the elections process specifically as it relates to the accessibility and use of the AutoMARK Voting System. The AutoMARK Voting System is an optical scan ballot marker designed for use by people who are unable to personally mark an optical scan ballot due to physical impairments or language barriers. Any voter is allowed to use the AutoMARK Voting System.

Prior to the September 20th preliminary election, the Chair of the Commission, Rachel Brown, the Interim ADA Coordinator Derek Brindisi and Acting Director Christina Andreoli met with City Clerk David Rushford and Elections Clerk Josh Meduna to discuss complaints about the AutoMARK and review opportunities for improving accessibility and privacy in the elections process. Previous complaints about the AutoMARK system included: location of the system at polling sites; wardens' and clerks' general lack of knowledge about the machine; frequent technical issues; and expediency of fixing those technical problems.



OFFICE OF THE CITY MANAGER, CITY HALL, WORCESTER, MA 01608
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EMAIL: citymanager@worcesterma.gov



After our discussion, the following procedures were agreed to by all parties and put into place for the preliminary election on September 20:

- a. AutoMARK testing would be complete by 7 AM. Wardens would notify Police Officer (via radio system) to let them know that testing had been completed.
- b. The Clerk would provide a police-escorted liaison from the Office of Disabilities to visit each polling site to observe, offer suggestions, and correct issues on-site.
- c. The Office would provide a greeting script for all wardens and clerks. This greeting would be posted for all voters to read upon check-in.
- d. The Commission would assist the Clerk during its annual Warden and Clerk Training Sessions to educate poll workers on use of the AutoMARK system. These sessions were held on Wednesday, August 31, 2011 from 10:00 AM to Noon and Thursday, September 1, 2011 from 1:00 PM to 3:00 PM.

In addition to the agreed-upon procedures, the Clerk's Office indicated that it had a number of procedures already in place (see attached), including providing instruction on loading new ink into the machine with printed graphics, providing a "Good Morning" letter with instructions about the machine and proper location tips, as well as conducting a test ballot through and spoiling it, and repeating that throughout the day to make sure that the machine is operational. Verbal reminders are also provided to each police officer once dispatched, and officers were given spare machines to store in their vehicles for swapping out any machine that becomes a problem. Technicians are on-call either by phone or in-person to assist with technical problems that election staff cannot solve.

On September 20th, two Commissioners and two staff members visited a total of 26 of the 50 polling sites. Dawn Clark, of the

Office of Disabilities, was escorted by a police officer to the majority of polling locations.

In general, the findings revealed that the problems with the AutoMARK are not systemic and all parties including those volunteering their time to work the polls are putting in a good-faith effort 1.) to ensure that the machines are set-up in time and in working condition; 2.) that all voters are made aware of their right to use the AutoMARK system; and 3.) that the machine is in a location in which the voter would be able to privately mark his/ her ballot.

Even with these great efforts, these visits revealed however, that continued education and training of all involved in the elections process is critical to ensure that voters are introduced to the machine, know their rights, and know that the machine is available for their use.

Secondly, these visits also revealed that the State-purchased system is very sensitive and are not without technical problems throughout the day. At Ward Two, Precinct Five (Great Brook Valley), the AutoMARK did not work at the start of the election. It was subsequently replaced by the Clerk early in the morning. However, the replacement machine did not work and the promise of a technician from the vendor had not come as of 6:15 PM. This particular instance was disappointing but speaks to a larger issue with the actual machine, in which we present a recommendation below.

Based on these visits, the Office of Disabilities is making the following recommendations to the City Clerk and the Commission on Disabilities for future elections:

1. The Office of Disabilities and the Commission on Disabilities should commit to continue assisting the City Clerk in the training of wardens and clerks prior to an election. This training should include an overview of the system, a take-away script, proper locations for the system, and acknowledgment of the training (via a signed form).

2. If a warden and/or clerk is unable to attend the training session, the Commission and the City Clerk should put a system in place to train that individual on use of the machine.
3. All wardens and clerks should receive a letter about the AutoMARK system. This letter would be drafted by the Office and be included in the general packet mailed by the City Clerk prior to an election.
4. As part of the general inspection of each polling location on election day, wardens, clerks and general election staff should review the location of the machine, ensure that visible signage about the system is placed at the check-in table, ensure that each poll worker has a laminated script, and ensure that the machine is functioning by 7 AM.
5. In terms of the frequent technical problems with the machine, it would be beneficial for the Commission on Disabilities to draft a letter to the Secretary of State outlining issues and lobbying for a better solution—specifically having a technician provided by the State in Worcester on election days. Please note that the Elections Commission has made a similar request to the Secretary of State.

The key to improving accessibility at the polls will be continued education and training of all involved in the elections process.

AUTOMARK VOTER ASSIST TERMINALS (VAT)

Annually prior to Election season, under a State Service Contract, certified technicians inspect, test, and perform preventative maintenance on all 50 units. This includes:

- Inspect Storage case for broken latches
- Inspect Automark for case damage
- Inspect CompactFlash card reader for broken or bent pins
- Tighten door lock nut for compact flash compartment
- Inspect the storage case of bottom tray
- Ensure motor belts are tight
- Ensure drive belts are consistently tight from right and left side.
- Ensure belts are in good condition
- Check drive pulleys for wear
- Blow dust out of transport machinery
- Clean all three scanners; top, bottom, and PV
- Check the USD board
- Install wire tires after print calibration
- Check roller bushings for grease
- Check power supply connections
- Check cable connections and routing
- Check print head for smooth side to side operation
- Adjust rubber wiper (if necessary)
- Check inkpad and replace if necessary
- Check diverter for proper operation
- Check display hinge mounting screws
- Touch screen calibration
- Check time/date and adjust if necessary
- Check firmware version and upgrade if needed
- Print calibration
- Check stereo audio (left and right output)
- Check all buttons on keypad to make sure they are operational
- Test the ADA interface
- Check final assembly
- Update City Clerk on the operational condition of equipment

Technical work Prior to Election Day. In the months leading up to Election Day:

- City Clerk provides paper ballots to vendor
- All ballot styles are programmed to CF cards
- Vendor tests all compact flash cards with all ballot styles
- Certified memory cards are returned to City Clerk
- Staff installs Compact Flash cards in all machines
- Machines are tested with ballots from different boxes
- One machine is setup in Elections Office for absentee voting

Training work prior to Election Day:

- In person training for Warden/Clerks
- Opportunity for pollworkers to vote a practice ballot
- All pollworkers (Wardens, Clerks, and Inspectors) watch video stressing the technical operations of the VAT. All pollworkers also watch video on sensitivity.
- Wardens and Clerks get additional ADA related training from Disability Commission members.

On Election Day, by order of the Worcester Election Commission:

- Police Officers are briefed on the installation of ink at City Hall prior to deployment
- Written instructions with pictures provided to police officers
- All machines are tested prior to the polls being opened
- Warden/Clerks are required to mark a test ballot and include in the Clerk's records.
- Automarks are encouraged to be used at the check-in table
- “1-2-3 Voting with Automark” pictorial documentation available for poll workers and the public alike, included with the VAT.
- Additional written instructions and troubleshooting available in pollworker handbook
- Automark technical assistance number available on EDay (all polls issued cell phones)
- City Clerk and Assistant Director are in the field to assist if a machine has technical issues
- Roving police cars have spare machines if an Automark problem cannot be resolved via phone or by Elections staff
- During down times, pollworkers are encouraged to mark additional test ballots, and keep with “spoiled” ballots, which get returned to City Hall.
- Machines remain on for the entire Election Day

On a Limited-Scope user acceptance test conducted by an outside independent technical auditor, ES&S Automarks have shows to have an 8% failure rate, even when proper procedures and preventative maintenance are conducted.¹

¹ Limited-Scope User Acceptance Test Results of the AutoMARK Vote Assist Terminal in Wake County For The Wake County NC Board of Elections By InfoSENTRY Services, Inc.

Clark, Dawn E.

From: Andreoli, Christina
Sent: Tuesday, October 18, 2011 10:41 AM
To: Clark, Dawn E.; 'David Perry'; 'Deborah Malone'; 'Herbert Cremer'; 'Lyñe Towler (Associate Member)'; 'Rachel Brown '; 'Stephen Stolberg'; 'David Perry'; 'Deborah Malone'; 'Herbert Cremer'; 'Rachel Brown '; 'Stephen Stolberg'; 'lab3998@charter.net'; 'ckhiamah@gmail.com'
Cc: Andreoli, Christina; Brindisi, Derek S.; McCabe, Abigail M.; 'MARY HEALEY'; 'jnorton43@peoplepc.com'; 'Mike Kennedy'
Subject: Sidewalk Snow Removal Ordinance

Commissioners – The snow moratorium expired by its own terms. City Council drafted an amendment to the snow Ordinance, which is scheduled for a vote on Tuesday, October 25th. If approved, this Ordinance amendment will take effect immediately. I pasted the wording of the amendment below for your review and for discussion at your meeting on Wednesday, as I noticed this is an agenda item. Note the exemption in the last line.

**AN ORDINANCE AMENDING CHAPTER TWELVE SECTION TWENTY-THREE OF
THE REVISED ORDINANCES OF 2008 RELATIVE TO SIDEWALK SNOW
REMOVAL**

Be it ordained by the City Council of the City of Worcester, as follows:

Chapter 12, § 23 of the Revised Ordinances of the city of Worcester is hereby amended by deleting subsection (a) thereof in its entirety and inserting in lieu thereof the following new subsection (a) as follows.

(a) The owner or occupant of land which is bounded by any street, including state highways, whereon there is a sidewalk shall within ten hours after any winter storm, cause all snow, ice or other forms of freezing precipitation to be removed from such sidewalk to a width of not less than four feet for the entire distance that the sidewalk abuts the land. After shoveling, to the extent that snow, ice or freezing precipitation shall remain on any sidewalk required to be shoveled by this section, the owner or occupant shall treat the same with sand, salt or other suitable material. This Ordinance shall not apply to sidewalks abutting the rear lot line of any property along a state highway which is maintained by the state as the same shall from time to time be identified and published by the commissioner.

To: City Manager Michael V. O'Brien

From: Commission on Disability

Subject: Consider amending Ordinance to include Companion Dogs for free license

Date: November 9, 2011

This request comes to you in an effort to be in compliance with Fair Housing case law and a request from a resident for a free dog license for a companion dog. We understand that Fair housing case law has determined service animals and companion animals are to be treated equally.

The Ordinances for the Licensing and Control of Dogs Chapter 8 § 10. Dog Licenses section h reads:

“(h) No fee shall be charged for a license for a dog specially trained to lead or serve a blind person; provided, that the Massachusetts commission for the blind certifies that such dog is so trained and is actually in the service of a blind person. No fee shall be charged for a license for a dog professionally trained in the hearing dog business to serve a deaf or audibly impaired person; provided, that the director of the office of deafness certifies that such dog is so trained and is actually in the service of a deaf or audibly impaired person. For purposes of this section an “audibly impaired person” shall be any individual unable to hear air conduction thresholds at an average of forty decibels. Any license issued to a blind, deaf or audibly impaired person shall bear a special designation indicating that such dog is a “registered service dog”.”

This ordinance limits the members of the community who have disabilities with dogs needed for assistance to: “Any license issued to a blind, deaf or audibly impaired person shall bear a special designation indicating that such dog is a “registered service dog”.”

The use of dogs has expanded in caring for people with disabilities. Service dogs perform tasks for people who are not described in the ordinance. There is another whole classification of dog, companion, which assists people. Companion dogs are prescribed by a number of professionals. Listing authorized proscribing professionals can be tedious and may unintentionally limit those professional prescriptions accepted if included specifically in an ordinance.

The number of companion dogs in the City of Worcester is unknown and may be difficult to determine.

We respectfully request that you consider including all service and companion dogs for free dog licenses in the City of Worcester. Thank you.

TEENAGE YOUTH IN HUMAN RIGHTS

INTENTION

It is the intention of the Human Rights Commission to establish a youth human rights program within the commission to offer a Human Rights and a Peer Mediation Training Program to middle, high schools and college level throughout the city where students are experiencing significant conflict. Trainers from the Commission shall conduct a series of sessions at City Hall and neighboring youth centers and if invited at schools to train selected students to mediate disputes involving their fellow students.

The Commission's approach is grounded in the principles that shape the City of Worcester Human Rights Ordinance. For a school's inclusion in the program, school administrators must support its goal and select a coordinator to sustain the Human Rights and Peer Mediation Program after the Commission's training are completed. It is also the intention that Commission to work closely with both the City Manager's Office and the Mayor's Office to carry out this program.

BENEFITS

THE HUMAN RIGHTS AND PEER MEDIATION PROGRAM HAS MANY BENEFITS FOR THE COMMUNITY, SCHOOLS AND STUDENTS.

- Resolves existing conflicts and help prevent future disputes.
- Teaches valuable life skills such as patience, persistence, active listening and problem solving.
- Empowers student^s and increases self-esteem.
- Models an effective alternative to threats and violence.
- Promotes greater tolerance, empathy and understanding.
- Reduces tensions in the communities so the law enforcement agencies can focus on other crimes cases and schools administrators, teachers and students can focus on education.

PURPOSE

To incorporate the Mission Statement of the Human Rights Commission:

“The office of human Rights strive to ensure that all city residents are treated fairly and eqally by reducing bias, bigotry and prejudices. Through outreach, educational programs, events and advocacy the office promotes ways to increase respect in our community and opporunity for all.”

The purpose of the Teenage Youth for Human Rights is to teach, prepare our youth with regard to United Nations Universal Declaration of Human Rights and have clear understanding of our mission within the City of Worcester. By preparing and educating our youth we will be able to inspire them respect themself and value the rights of others.

Teenage Youth for Human Rights will have conferences, workshops, using the local cable access television to present various programs that relate to the teenage Youth and directed by them, reggaton, hip-hop music, rap, poetry and group presentation. to spread the message of human right and teach conflict resolution skills throughout the city.

The Commission will incorporate materials of Youth For Human Rights international (YHRI)* that will futher assist the Commission (i.e. UNITED music video -a street savvy, multiethnic, anti-bullying message. YHRI 30 short public service message videos depicting the 30 Articles of the United Nations Unverisal declaration of Human Rights.

ROUND TABLE

The Commission will setup an round table where the youth of this program will be able to host and meet on monthly basis to discuss various topics that affect them in school and the community. Inviting guest from the community, educational system and various level of governments to discuss issues of concern. Setup their own elected leadership, prepare their own agenda, and select their own site to meet

For example topics that may be presented and discussed:

- Bullying
- Gang violence
- Child abuse
- Child labor

APPOINTMENT THE HUMAN RIGHTS COMMISSION

The Commission will propose to the City Manager to appoint a teenage youth to the Commission on Human Rights to participate in our meeting as a member and to represent the teenage youth of the City Worcester.

BI-ANNUAL AWARD DINNER

The Commission shall develop and establish an bi-annual award presentation to be held at various locations within the City of Worcester. The award presentation will be based on the activity of human rights involving our youth and presented to a youth. This award will be separated from the bi-annual E Wright Award and presentation, each award will be hosted every other year. The Commission will host this award, the Commission will supervise the activities of the presentation and the agenda.

RECOMMENDATIONS

The award to will be named after an individual that has devoted the majority of their personal and professional career in the field of human rights, (i.e. Robert F. Kennedy, Fran Manocchio, etc).

The Commission shall reestablish the Thurgood Marshall essay contest or for that matter rename the essay contest for individual who stand for Human Rights.

The Commission shall establish a city-wide poster contest about the theme of the the presentation and the winning poster to be display and used as the cover to agenda book.

The Commission shall establish a theme display where each participate will make a paper cut -out of their hand. Write a positive message on the hand, such as, "I will use my hands for helping, not hurting".

The Commission shall have the youth create 5 x 7 mural with positive slogans to be displayed in the front of the area. ?

The Commission shall establish a pledge wall where everyone signs the names promising to respect each other and honor their human rights in the rear of the area.

front The Commission shall have the youth present skits for young individuals about respect and honor.

The Commission shall will invite a special guest[s] to the presentation to speak about the theme.

The Commission shall have display tables from different programs, organizations, and agencies aimed at providing services for the youth with their banners, or posters

The Commission shall have it's own display table

RECOMMENDATIONS

The Commission shall have the presentation during the evening hours. The presentation shall be for period of two hours

The Commission shall have music either live or recorded

The Commission shall have an a organization, program, or agency sponsor the evening dinner and refreshment.

The Commission shall develop a program book that incides the following:

- Sponser Sheet
- Letter or sponsership
- Sponser Donation sheet

The Commission shall ask the Office of the Mayor to issue an proclamation.

GENERAL RECOMMEDATIONS

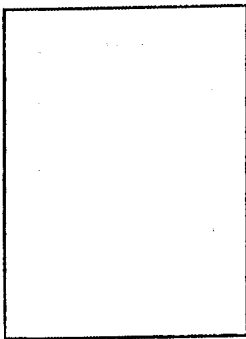
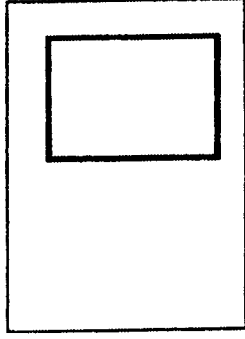
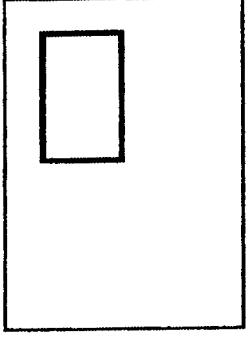
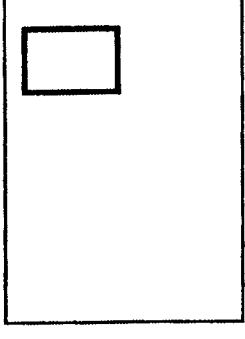
1. The Commission shall approve the project
2. The Commission shall form a Sub-committee to oversee this project.
3. The Commission shall inform the Office of the City Manager and the Office of the Mayor of it's intention.
4. The Commission shall inform the City Council of it's recommendations

DECLARATION OF HUMAN RIGHTS DAY!

ATTENTION! ... ATTENTION!

BE A SPONSER!

**Teenage Youth
in Human Rights
Reconation Award
Presentation Nights**

Full Page	Half Page	Quarter Page	Business Card
			
Size "7.5 x 4.75" \$600	Size "3.50 x 4.50" \$450	Size "4.75 x 2" \$300	Size "4.75 x 1.25" \$100

PROGRAM BOOK SPONSER SPECIFICATION

Black & White
Electronic Formats: PDF (HIGH RESOLUTION), JPG, EPS

To make your reservation early and for more information contact Edward Rivera at 774-437-2074 or emailspenser questions to:

latinousa@verizon.net

✓ YHR
2012

TEENAGE YOUTH
IN HUMAN RIGHTS
LATINOUSA PAC
HUMAN RIGHTS COMM.

Welcome to our PROGRAM TEENAGE
YOUTH IN HUMAN RIGHTS. PLEASE
read the guidelines below to make
sure you understand the procedure
to make the event as smooth as
possible. For your convenience, attached
is the layout of event.



Southwest Asian Coalition
120 Chandler St., Worcester, MA 01609
Phone: 508-791-4373; Fax: 508-459-5284
www.seacma.org

8th Asian Festival – Sunday, June 26th 2011
Guidelines for Tables/Booths

We are pleased to welcome you/your group to the 8th Annual Asian Festival. Please read the guidelines below to make sure you understand the procedure to make the event go as smooth as possible. For your convenience, attached is the layout of the tables.

Tables/Chairs: Tables will be provided with one tablecloth and 2 chairs.

Business and culture tables/booths:

Tables will be set up around the hall and the name of your organization will be on top of your table. You are responsible for setting up your own materials. Please clean up and remove your materials from the table by 6 PM.

Set-up Schedule:

You will have two opportunities to set up your table: Saturday June 25th from 1 – 4 PM or Sunday June 26th from 10:30 - 11:30 AM.

Food Tables:

Food will be set up from 11:00 AM in the Cafeteria room on Sunday June 26th, 2011.

Resources tables:

Please check in at the SEAC table. You will be responsible for the setup of your own materials and you will need to remove your materials from the table by 6 PM.

Survey Form:

Please take a few minutes before you leave to fill out the table/booth survey. We would greatly appreciate your feedback on how to better prepare for next year's festival.

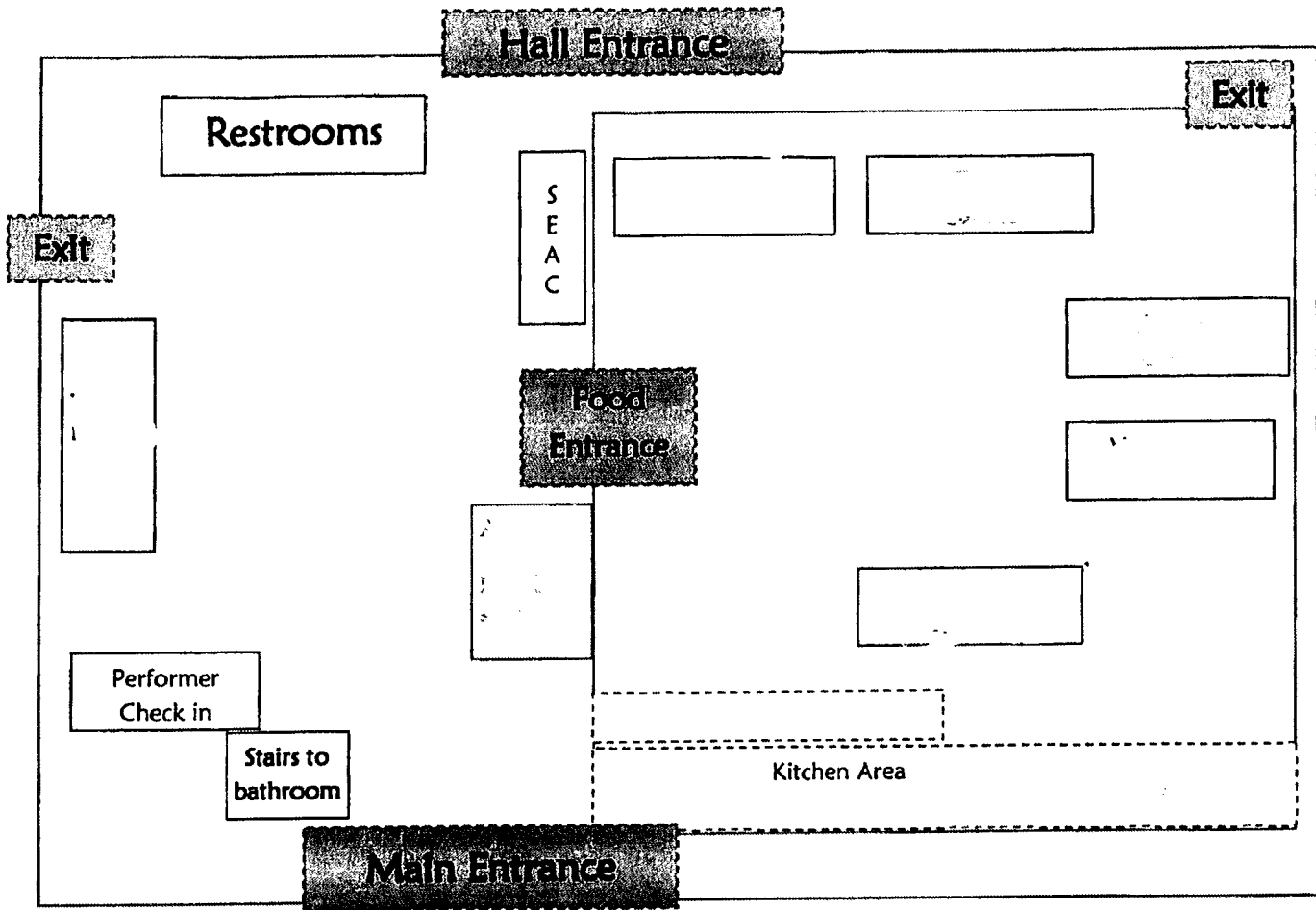
Directions: See attached map.

Parking:

Parking is located in the front and back of the Italian-American Cultural Center and along Mulberry Street. However, to conserve parking space for our guests, we ask that once you have set up your materials to park in the city parking lot under the bridge next to Union Station (free on Sundays). This will allow more guests to attend the event, and therefore more people can visit your table! Please let someone from the SEAC staff know when you are moving your vehicle and we will arrange for our shuttle to transport you back to the Italian-American Cultural Center.

Contact:

SEAC Center: Thuha Le or Tracy Nguyen: 508-791-4373. Email: thuhale@seacma.org.
Setup day and Festival day only: Thuha Le: 508-723-4896 or Andrew Le: 508-768-7592.



EVENT PLANNING
WORK SHEET

Date of event: _____

Time: _____ (AM) (PM)

Location: _____

Theme: _____

Host: _____

Sub committee: _____

Budget: _____

Entertainment:

Music: Live Recorded

Note: _____

Marketing and Publicity plan:

Start publicizing at least a month before the actual event.

Special Guest:

Two to three months advance booking for guest speaker.

Total of individuals attending: _____

EVENT PLANNING
WORK SHEET

Food Arrangement:

Cartering: Yes No

What of food

Bottled Water No

Coffee:

decafe Yes No

regular yes No

Tea Yes No

How many will be attending: _____

NOTE:

Commission on Disabilities Meeting Schedule

Time: 4: 30 PM – 6: 30 PM

November 9th - Library: Banx Room

December 14th - Library: Banx Room

January 11, 2012 - Library: Banx Room

February 8, 2012 - Library: Banx Room

March 14, 2012 - Library: Banx Room

April 11, 2012 - Library: Banx Room

Other possible locations suggested:

Worcester Senior Center - Closes at 3:00 PM

Various Housing Complexes – These residences are locked for security purposes and do not meet the public place requirement for as public meeting.

WRTA Meeting Room – Available to 7:00 PM