Title VI Implementation Plan

The Arizona Recreation Center

For the Handicapped

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# Title VI Policy Statement

The Arizona Recreation Center for the Handicapped (ARCH) policy assures full compliance with Title VI of the Civil Rights act of 1964, and related statutes and regulations in all programs and activities. Title VI states that “no person shall on the grounds of race, color, national origin, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination” under any ARCH sponsored program or activity. There is no distinction between the sources of funding.

The Arizona Recreation Center for the Handicapped (ARCH) also assures that every effort will be made to prevent discrimination through the impacts of its programs, policies and activities on minority and low-income populations. Furthermore, ARCH will take reasonable steps to provide meaningful access to services for persons with limited English proficiency.

When the Arizona Recreation Center for the Handicapped (ARCH) distributes Federal-aid funds to another entity/person, ARCH will ensure all subrecipients fully comply with ARCH’s Title VI Nondiscrimination Program requirements. The President of the Board of Directors has delegated the authority to Vera Martinez, Title VI Program Coordinator, to oversee and implement FTA Title VI requirements.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cynthia Bennett, President, ARCH Board of Directors Date

# Title VI Notice to the Public

Notifying the Public of Rights Under Title VI

**The Arizona Recreation Center for the Handicapped (ARCH)**

The Arizona Recreation Center for the Handicapped (ARCH) operates its programs and services without regard to race, color, national origin in accordance with Title VI of the Civil Rights Act of 1964. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the Arizona Recreation Center for the Handicapped (ARCH).

For more information on the Arizona Recreation Center for the Handicapped’s civil rights program, and the procedures to file a complaint, contact Vera Martinez at 602-230-2226, (TTY through Arizona Relay Service at 7-1-1); email Vera\_Martinez@archaz.org; or visit our administrative office at 1550 West Colter Street, Phoenix, AZ 85015. For more information, visit our website at www.archaz.org.

A complainant may file a complaint directly with the City of Phoenix Public Transit Department or the Federal Transit Administration (FTA) by filing a complaint directly with the corresponding offices of Civil Rights: **City of Phoenix Public Transit Department**: ATTN: Title VI Coordinator, 302 N. 1st Ave., Suite 900, Phoenix AZ 85003 **FTA**: ATTN: Title VI Program Coordinator, East Building, 5th Floor-TCR 1200 New Jersey Ave., SE Washington DC 20590

If information is needed in another language, contact 602-230-2226 or 602-230-7193. Para información en Español llame: Azucena Carrillo at 602-230-2226 or 602-230-7193.

# 

# Title VI Notice to the Public -Spanish

**Aviso al Público Sobre los Derechos Bajo el Título VI**

**ARIZONA RECREATION CENTER FOR THE HANDICAPPED (ARCH)**

Arizona Recreation Center for the Handicapped (ARCH) *(y sus subcontratistas, si cualquiera)* asegura complir con el Título VI de la Ley de los Derechos Civiles de 1964. El nivel y la calidad de servicios de transporte serán provehidos sin consideración a su raza, color, o pais de origen.

Para obtener más información sobre la Arizona Recreation Center for the Handicapped’s programa de derechos civiles, y los procedimientos para presentar una queja, contacte Vera Martinez at 602-230-2226, (TTY by Arizona Relay Service 7-1-1); o visite nuestra oficina administrativa en 1550 West Colter Street, Phoenix, AZ 85015. Para obtener más información, visite www.archaz.org.

El puede presentar una queja directamente con City of Phoenix Public Transit Department o Federal Transit Administration (FTA) mediante la presentación de una queja directamente con las oficinas correspondientes de Civil Rights: City of Phoenix Public Transit Department: ATTN Title VI Coordinator 302 N. 1st Ave., Suite 900, Phoenix AZ 85003 FTA: ATTN Title VI Program Coordinator, East Building, 5th Floor –TCR 1200 New Jersey Ave., SE Washington DC 20590

*The above notice is posted in the following locations: Front office/common office of the ARCH facility, and the agencies website.*

*This notice is posted online at www.archaz.org*

# Title VI Complaint Procedures

Complaints for alleged non-compliance with Title VI and related statutes may be lodged with the Arizona Recreation Center for the Handicapped’s Title VI Coordinator. Any such complaint must be filed within 180 days of the alleged discriminatory act (or latest occurrence).

**Title VI complaints may be filed by any of the following methods**:

To submit a complaint online, fill out the “Online Complaint Form”.

To submit a claim by mail or in person, please fill out the printable complaint form and mail/take to:

Arizona Recreation Center for the Handicapped (ARCH)

1550 West Colter Street

Phoenix, Arizona 85015

Email: [Vera\_Martinez@archaz.org](mailto:Vera_Martinez@archaz.org)

Phone: 602-230-2226

TTY: 7-1-1

Forms are available at the physical address listed above if access to a computer is not available.

Individuals may also file complaints directly with the Federal Transit Administration (FTA) within the

180-day timeframe.

Federal Transit Administration (FTA)

Attention: Title VI Coordinator

East Building, 5th Floor – TCR

1200 New Jersey Avenue, SE

Washington, D.C. 20590

Complaints received by ARCH’s Title VI Coordinator will be assigned to appropriate staff member(s) for investigation in accordance with federal standards (28 CFR Part 35 and FTA Circular 4702.1B). After the complaint is processed, the Coordinator will respond to the complaint and, if warranted by the investigation, take appropriate action. The City of Phoenix, as the designated recipient of federal funds for this region, is responsible for monitoring this process.

To request information about ARCH’s Title VI Policy, please contact the Coordinator via email at [Vera\_Martinez@archaz.org](mailto:Vera_Martinez@archaz.org) or by phone at 602-230-2226. To request information in alternate formats, please contact ARCH at 602-230-7193, TTY: Arizona Relay Service 7-1-1

# Title VI Complaint Form

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section I:** | | | | | |
| Name: | | | | | |
| Address: | | | | | |
| Telephone (Home): | Telephone (Work): | | | | |
| E- Mail Address: | | | | | |
| Accessible Format Requirements? | ☐ Large Print | | | ☐ Audio Tape | |
| ☐ TDD | | | ☐ Other | |
| **Section II:** | | | | | |
| Are you filing this complaint on your own behalf? | | | ☐Yes\* | | ☐No |
| *\*If you answered “yes” to this question, go to* ***Section III****.* | | | | | |
| If not, please supply the name and relationship of the person for whom you are complaining. | |  | | | |
| Please explain why you have filed for a third party: | | | | | |
| Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party. | | | ☐Yes | | ☐No |
| **Section III:** | | | | | |
| I believe the discrimination I experienced was based on (check all that apply):  ☐ Race ☐ Color ☐ National Origin  Date of Alleged Discrimination (Month, Day, Year):  Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form. | | | | | |
| **Section VI:** | | | | | |
| Have you previously filed a Title VI complaint with this agency? | | | ☐Yes | | ☐No |
| If yes, please provide any reference information regarding your previous complaint. | | | | | |
| **Section V:** | | | | | |
| Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?  ☐ Yes ☐ No  If yes, check all that apply:  ☐ Federal Agency:  ☐ Federal Court: ☐ State Agency:  ☐ State Court : ☐ Local Agency: | | | | | |
| Please provide information about a contact person at the agency/court where the complaint was filed. | | | | | |
| Name: | | | | | |
| Title: | | | | | |
| Agency: | | | | | |
| Address: | | | | | |
| Telephone: | | | | | |
| **Section VI:** | | | | | |
| Name of agency complaint is against: | | | | | |
| Name of person complaint is against: | | | | | |
| Title: | | | | | |
| Location: | | | | | |
| Telephone Number (if available): | | | | | |

You may attach any written materials or other information that you think is relevant to your complaint. Your signature and date are required below

Signature Date

Please submit this form in person at the address below, or mail this form to:

Arizona Recreation Center for the Handicapped (ARCH), Title VI Coordinator

1550 West Colter Street

Phoenix, Arizona 85015

602-230-2226

Vera\_Martinez@archaz.org

A copy of this form can be found online at www.archaz.org

**Forma Para Poner una Queja**

**(De Acuerdo Al Título VI)**

*Nota: La siguiente información se necesita para procesar su queja.*

**Información de la persona que está poniendo la queja:**

Nombre: Dirección:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ciudad/Estado/Código Postal:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teléfono(Casa): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teléfono rabajo):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Persona A La Que Se Discriminó (alguien que no sea la persona que está poniendo laueja)**

Nombre: Dirección: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ciudad/Estado/Código Postal:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teléfono(Casa):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teléfono (Trabajo):

**¿Cuál de las siguientes razones describe por lo que usted siente que se le discriminó?**

Raza/Color (Especifique) \_\_\_\_\_ Nacionalidad (Especifique) \_\_\_\_\_

**¿En qué fecha(s) sucedió la discriminación**?

**Describa la presunta discriminación. Explique qué sucedió y quién cree usted que fue responsable (si necesita más espacio, agregue otra hoja).**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Escriba una lista con los nombres de las personas que puedan tener conocimiento de la presunta discriminación y cómo contactarlas.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**¿Ha presentado esta queja con otra agencia federal, estatal o local, o con cualquier corte federal o estatal? Marque todas las que apliquen.**

Agencia Federal \_\_\_\_\_\_\_\_\_ Agencia Local \_\_\_\_\_\_\_\_\_ Agencia Estatal \_\_\_\_\_\_\_\_

Corte Estatal \_\_\_\_\_\_\_\_\_ Corte Federal \_\_\_\_\_\_\_\_\_

**Por favor proporcione información de la persona a la que presentó su queja en la agencia/corte.**

Nombre:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dirección:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ciudad/Estado/Código Postal:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teléfono(Casa): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teléfono (Trabajo):

**Por favor firme abajo. Puede anexar cualquier material escrito u otra información que usted crea que es relevante sobre su queja.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Firma de la Persona que presenta la queja Fecha

**Número de Anexos:**

**Someta la forma y cualquier información adicional a:**

Arizona Recreation Center for the Handicapped (ARCH) Title VI Program

Vera Martinez

Title VI Program Coordinator

1550 West Colter Street

Phoenix, AZ 85015

Phone: 602-230-2226 Fax: 602-230-0308

[Vera\_Martinez@archaz.org](mailto:Vera_Martinez@archaz.org)

# Title VI Investigations, Complaints, and Lawsuits

This form will be submitted annually. If no investigations, lawsuits, or complaints were filed, a blank form will be submitted.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description/Name** | **Date (Month, Day, Year)** | **Summary (include basis of complaint: race, color, national origin or disability)** | **Status** | **Action(s) Taken (Final findings?)** |
| **Investigations** |  |  |  |  |
| 1) |  |  |  |  |
| 2) |  |  |  |  |
| **Lawsuits** |  |  |  |  |
| 1) |  |  |  |  |
| 2) |  |  |  |  |
| **Complaints** |  |  |  |  |
| 1) |  |  |  |  |
| 2) |  |  |  |  |

🗹 The Arizona Recreation Center for the Handicapped (ARCH) has not had any Title VI complaints, investigations, or lawsuits in 2015-2018.

# Public Participation Plan

Arizona Recreation Center for the Handicapped

Public Participation Plan

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The Arizona Recreation Center for the Handicapped (ARCH) is engaging the public in its planning and decision-making processes, as well as its marketing and outreach activities. The public will be invited to participate in the process whether through public meetings or surveys. As an agency receiving federal financial assistance, ARCH has made the following community outreach efforts:

* Quarterly Electronic Newsletters
* Monthly E-Mail Blasts
* Quarterly Community Information Fairs
* Corporate Information Fairs
* Social Media (i.e. Facebook, Twitter, etc.)
* Public website
* Quarterly Flyer dissemination to area middle schools and high schools
* Semi-Annual Mass Mailings
* “Kids on the Block” community awareness program

In the upcoming year The Arizona Recreation Center for the Handicapped (ARCH) will make the following community outreach efforts:

***Please see the above list.***

**Public Meetings:**

1. Public meetings are scheduled to increase the opportunity for attendance by stakeholders and the general public. This may require scheduling meetings during non-traditional business hours, holding more than one meeting at different times of the day or on different days, and checking other community activities to avoid conflicts.
2. When a public meeting or public hearing is focused on a planning study or program related to a specific geographic area or jurisdiction within the region, the meeting or hearing is held within that geographic area or jurisdiction.
3. Public meetings are held in locations accessible to people with disabilities and are located near a transit route when possible.

The Arizona Recreation Center for the Handicapped (ARCH) submits to the Arizona Department of Transportation annually an application for funding. Part of the annual application is a public notice, which includes a 30-day public comment period.

# Limited English Proficiency Plan

Arizona Recreation Center for the Handicapped

Limited English Proficiency Plan

****

The Arizona Recreation Center for the Handicapped (ARCH) has developed the following Limited English Proficiency Plan (LEP) to help identify reasonable steps to provide language assistance for LEP persons seeking meaningful access to ARCH’s services as required by Executive Order 13166. A Limited English Proficiency person is one who does not speak English as their primary language and who has a limited ability to read, speak, write, or understand English.

This plan details procedures on how to identify a person who may need language assistance, the ways in which assistance may be provided, training to staff, notification to LEP persons that assistance is available, and information for future plan updates. In developing the plan while determining ARCH’s extent of obligation to provide LEP services, the Arizona Recreation Center for the Handicapped undertook a U.S. Department of Transportation four-factor LEP analysis which considers the following:

1. The number or proportion of LEP persons eligible in the Arizona Recreation Center for the Handicapped’s service area who may be served or likely to encounter the Arizona Recreation Center for the Handicapped’s program, activities, or services;
2. The frequency with which LEP individuals come in contact with The Arizona Recreation Center for the Handicapped’s services;
3. The nature and importance of the program, activities or services provided by the Arizona Recreation Center for the Handicapped to the LEP population; and
4. The resources available to the Arizona Recreation Center for the Handicapped and overall costs to provide LEP assistance. A brief description of these considerations is provided in the following section.

A statement in Spanish will be included in all public outreach notices. Every effort will be made to provide vital information to LEP individuals in the language requested. These will include, but not be limited to:

* Training bilingual staff to act as interpreters and translators
* Information sharing through common industry groups
* Translating vital documents posted on our website
* Pooling resources to reduce translation needs
* Offer written translations of description of documents
* Provide list of resources for translation in languages other than those identified by demographic analysis.

**Safe Harbor Provision**

The Arizona Recreation Center for the Handicapped (ARCH) complies with the Safe Harbor Provision, as evidenced by the number of documents available in the Spanish language. With respect to Title VI information, the following shall be made available in Spanish:

1. Title VI Notice
2. Complaint Procedures
3. Complaint Form

In addition, we will conduct our marketing (including using translated materials) in a manner that

reaches each LEP group. Vital Documents include the following:

1. Notices of free language assistance for persons with LEP
2. Notice of Non‐Discrimination and Reasonable Accommodation
3. Outreach Materials
4. Bus Schedules
5. Route Changes
6. Public Hearings

***Note:*** *The Arizona Recreation Center for the Handicapped (ARCH) has chosen to adopt the City of Phoenix/Valley Metro Language Assistance Plan. Please see the attached document.*

# Non-elected Committees Membership Table

A subrecipient who selects the membership of transit-related, non-elected planning boards, advisory councils, or committees must provide a table depicting the membership of those organizations broken down by race. Subrecipients also must include a description of the efforts made to encourage participation of minorities on these boards, councils, and committees.

Table Depicting Membership of Committees, Councils, Broken Down by Race

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Body** | **Caucasian** | **Latino** | **African American** | **Asian American** | **Native American** |
| **Population** | % | % | % | % | % |
| **TYPE THE NAME OF THE COMMITTEE HERE** | % | % | % | % | % |
| **TYPE THE NAME OF THE COMMITTEE HERE** | % | % | % | % | % |
| **TYPE THE NAME OF THE COMMITTEE HERE** | % | % | % | % | % |

🗹 The Arizona Recreation Center for the Handicapped (ARCH) does NOT select the membership of any transit-related committees, planning boards, or advisory councils.

# Monitoring for Subrecipient Title VI Compliance

🗹 The Arizona Recreation Center for the Handicapped (ARCH) does NOT monitor subrecipients for Title VI compliance.

# Title VI Equity Analysis

A subrecipient planning to acquire land to construct certain types of facilities must not discriminate on the basis of race, color, or national origin, against persons who may, as a result of the construction, be displaced from their homes or businesses. “Facilities” in this context does not include transit stations or bus shelters, but instead refers to storage facilities, maintenance facilities, and operation centers.

There are many steps involved in the planning process prior to the actual construction of a facility. It is during these planning phases that attention needs to be paid to equity and non-discrimination through equity analysis. The Title VI Equity Analysis must be done before the selection of the preferred site.

***Note: Even if facility construction is financed with non-FTA funds, if the subrecipient organization receives any FTA dollars, it must comply with this requirement.***

The Arizona Recreation Center for the Handicapped (ARCH) has no current or anticipated plans to develop new transit facilities covered by these requirements. No facilities covered by these requirements were developed since 2002.

# Board Approval for the Title VI Program

** BOARD OF DIRECTORS**

MEETING MINUTES

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Board of Directors Meeting** | | | | | | | | |
| 12/12/2018 | 6:00pm | | | ARCH 1550 W. Colter St. Phoenix, AZ | | | | |
| Purpose | December Board of Directors Meeting | | | | | | | |
| Secretary | Janice Guckenberg | | | | | | | |
| Officers | Cynthia Bennett, Richard Lustiger, Susan Caldwell,  Janice Guckenberg | | | | | | | |
| Attendees | Board: Cynthia Bennett, Richard Lustiger, Susan Caldwell, Mary Watkins, Janice Guckenberg, Frank Rosales, Larry Wissler  Non-Board: Kip Murray, Executive Director  Vera Martinez, Programs Director | | | | | | | |
| Absent | Excused: Ralph May | | | | | | | |
| **TITLE VI Implementation Plan** | | | | | | | | |
| New Business | | Vera Martinez, Programs Director | | | | | | |
| Discussion | | Vera presented the history of the Title VI plan relating to non-discrimination and LEP concerns, along with changes to the wording used in the new updated plan. New Board members were apprised of the necessity of the plan.  A review of the revised plan was discussed and clarifications were made. | | | | | | |
| Conclusion | | A motion to accept the plan was put forth by Richard and seconded by Frank. The motion carried unanimously. | | | | | | |
| Action Items | | | | | Person Responsible | | Deadline | |
| No action needed as all errors corrected  from last review. Noted ADA deletions | | | | | N/A | | 12-13-18 | |
| **Closing** | | | | | | | | |
| Cynthia Bennett | | | Cynthia adjourned the meeting at 7:55pm | | | | | |
| The next Board meeting is scheduled for 6:00pm on Wednesday, January 9, 2019 at ARCH | | | | | | | | |
| Submitted by: Janice Guckenberg | | | | | | December 13, 2018 | | Email/Fax |

The above is an excerpt of the draft minutes from the December 12th Board of Directors meeting.