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## Workforce Development Board Meeting Facility Requirements

### ADA Requirements:

All meetings of a legislative body of a local agency that are open and public shall meet the protections and prohibitions contained in Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. (Brown Act: 54953.2.)

- **Accessible Meeting Location** - All public meetings must take place in locations that are accessible to persons with disabilities. All parts of the building do not need to be accessible but the parking (if provided), the path of travel into and through the facility, the meeting area, and the restrooms must be.
- **Parking** - If parking is provided, ensure that the parking area has the correct number of accessible spaces and that both van and auto access aisles are provided. In addition, verify that there is a safe, accessible path of travel provided between the parking area and the entrance to the facility (Title 24, CCR §1129B.1).
- **Public Transportation** - There must be a safe and accessible path of travel leading from the transportation stop to the facility entrance (Title 24, CCR §1114B.1.2).
- **Restrooms** - Ensure that at least one set of restrooms within the facility is accessible. If there is more than one set of restrooms, but not all are accessible, make sure there is directional signage that indicates where the accessible restrooms are located (Title 24, CCR §1117B.5).

### Additional Requirements:

- The facility must be located within the boundaries of San Luis Obispo County. (Brown Act 54954.)
- The facility must provide an area for posting of the meeting agenda which is freely accessible to the public 24 hours a day. (Brown Act 54954.2.)
- The general public must have free and open access to the facility. This access must be both perceived and actual. (Brown Act 54953.)
- The facility must not require a member of the public to register his/her name, to provide other information, to pay a fee, to complete a questionnaire, or otherwise fulfill any condition precedent to his/her attendance (Brown Act 54953.3.)
- The facility must provide a meeting area with a minimum occupancy limit of 30 persons, equipped with a desk/table of sufficient size for a committee of 15 persons and seating sufficient for a minimum 25 persons.
- It is preferred that the facility is Wi-Fi accessible and has audio visual technology available for presentations.