

10TH ANNUAL FEDERAL AVIATION ADMINISTRATION (FAA)

NATIONAL CIVIL RIGHTS TRAINING CONFERENCE FOR AIRPORTS:

STRENGTHENING OUR NATION’S AIRPORTS THROUGH DIVERSITY, EQUAL ACCESS, AND EQUAL RIGHTS

JULY 16-18, 2019

Location:
The Grand Ballroom
 The Ritz-Carlton, Pentagon City
 1250 S Hayes St.
 Arlington, VA 22202

TENTATIVE AGENDA

<i>Disadvantaged Business Enterprise (DBE) / Airport Concession DBE (ACDBE)</i> <i>(Day One) Tuesday, July 16, 2019</i>	
7:00 AM-9:00 AM	Registration
7:45 AM-8:45 AM	<p style="text-align: center;">New DBE Liaison Officer/ACDBE Liaison Officer Orientation</p> <p><i>Presenters: Sonia Cruz and Alexander Horton, Regional DBE/ACDBE Compliance Program Specialists, FAA Office of Civil Rights</i></p> <p>This workshop is for <u>new</u> DBE and ACDBELOs and will introduce you to the basic requirements of the DBE and ACDBE programs, DBELO/ACDBELO roles and responsibilities, Part 26 and Part 23 regulations and provide a general overview of resources available for new staff at airports responsible for these programs. <i>This is optional for conference attendees as it geared for new DBELO’s/ACDBELO’s in this role for less than 3 years.</i></p>
8:45 AM-9:00 AM	BREAK
9:00 AM-9:45 AM	<p style="text-align: center;">Welcome and Presentation of the 2019 Civil Rights Advocate and Partner DBE Award</p> <ul style="list-style-type: none"> • <i>Michael Freilich, Director, National External Operations Program, FAA Office of Civil Rights</i> • <i>Invited Guest Speakers:</i> The Honorable Elaine L. Chao, US Secretary of Transportation, Daniel K. Elwell, FAA Administrator (A)
9:45 AM-10:00 AM	BREAK
10:00 AM-11:00 AM	<p style="text-align: center;">Prompt Payment Requirements for Airports</p> <p><i>Presenters: Alexander Horton and Thomas Knox, Regional DBE/ACDBE Compliance Program Specialists, FAA Office of Civil Rights</i></p> <p>This session will provide an overview of the Prompt Payment provisions as defined by 49 CFR Part 26 and the new complaint reporting requirements resulting from the 2018 FAA Reauthorization. Topics covered will include contract clauses, retainage options, timing, monitoring, compliance and recently issued guidance.</p>
11:00 AM-12:00 PM	<p style="text-align: center;">FAA Civil Rights Connect DBE Goal-Setting Tool Demonstration</p> <p><i>Presenters: Nancy Cibic, Regional DBE/ACDBE Compliance Program Specialist, FAA Office of Civil Rights, and Justin Talbot-Stern, Chief Executive Officer, B2Gnow</i></p> <p>The session will provide an overview of the new DBE Goal-Setting Tool and includes a demonstration of the tool including features that assist with calculating the triennial goal and writing the goal methodology. Please note: the DBE Goal-Setting Tool is geared toward small and medium size airports.</p>
12:00 PM-1:30 PM	LUNCH – On Your Own –

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<p>1:30 PM-2:30 PM</p>	<p align="center">DBE/ACDBE Best Practices: Hot Topics and Metrics that Matter</p> <p><i>Presenters: Dolores Leyva and Keturah Pristell, Regional DBE/ACDBE Compliance Program Specialists, FAA Office of Civil Rights</i></p> <p>This session will include discussion on best practices, hot topics, and critical metrics related to both the DBE and ACDBE programs.</p>
<p>2:30 PM-3:30 PM</p>	<p align="center">Best Practices: Outreach and Race Neutral Efforts</p> <p><i>Presenters: Airport Panel (TBD) moderated by Gene Roth, DBE/ACDBE Compliance Program Team Lead, FAA Office of Civil Rights</i></p> <p>FAA Staff will moderate an interactive discussion by airport representatives on best practices and strategies in outreach and other race neutral efforts to obtain DBE and ACDBE participation.</p>
<p>3:30 PM-3:45 PM</p>	<p align="center">Break</p>
<p>3:45 PM-5:00 PM</p>	<p align="center">Question and Answers Session & Wrap-Up</p> <p><i>Moderators: Marcus H. England, FAA National Policy and Compliance Team Lead, and Gene Roth, DBE/ACDBE Compliance Program Team Lead, FAA Office of Civil Rights</i></p> <p>FAA staff will provide an update on the 49 CFR Part 23 listening sessions and lead a question-and-answer session to assist airport sponsors with the DBE and ACDBE programs.</p>
<p align="center"><i>Title VI of the Civil Rights Act / Limited English Proficiency (LEP) / Environmental Justice (EJ)</i> <i>(Day Two) Wednesday, July 17, 2019</i></p>	
<p>7:00 AM-9:00 AM</p>	<p align="center">Registration</p>
<p>7:00 AM-8:30 AM</p>	<p align="center">Concurrent Session A: <u>New</u> Title VI Coordinators Orientation (Informal Session)</p> <p><i>Presenters: Cherry Smith, Compliance Program Specialist, FAA Office of Civil Rights</i></p> <p>This workshop is for <u>new</u> Title VI Coordinators and will introduce you to the basic requirements of the Title VI program, Coordinator roles and responsibilities, Part 21 regulations and provide a general overview of resources available for new staff at airports responsible for the program. This is optional for conference attendees as it is geared for new Title VI Coordinators in this role for less than 2 years.</p> <p align="center">Concurrent Session B: <u>Experienced</u> Title VI Coordinators Forum (Private Session)</p> <p><i>This session is organized by the Coordinators.</i></p>
<p>9:00 AM-9:15 AM</p>	<p align="center">Welcome!</p> <p>Welcome and Presentation of the 2019 Civil Rights Advocate and Partner Title VI Award</p>

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	<ul style="list-style-type: none"> • <i>Michael Freilich, Director, National External Operations Program, FAA Office of Civil Rights</i>
9:15 AM-10:15 AM	<p align="center">Session 1 –Keynote Speaker</p> <p>Speaker: TBD In commemoration of the 10th anniversary of this conference, an invited speaker will discuss the history of the Civil Rights Act of 1964 and its implications for vital public services today.</p>
10:15 AM-10:30 AM	BREAK
10:30 AM-11:30 AM	<p align="center">Session 2 – Department of Justice Representatives Discuss Title VI Requirements</p> <p>Presenter: TBD Department of Justice coordinates implementations of Title VI requirements across the Federal government. Each year, it receives thousands of letters, emails and phone calls from individuals, public officials, and organizations about potential civil rights violations, and reviews incoming complaints to identify potential civil investigations.</p>
11:30 AM-12:30 PM	LUNCH – On Your Own –
12:30 PM-2:00 PM	<p align="center">Session 3 – Beyond Title VI: Requirements for Environmental Justice (EJ), Limited English Proficiency (LEP), Sex, and Creed</p> <p>Presenters: Jonathan Klein, Airport Nondiscrimination Compliance Program Acting Team Lead, FAA Office of Civil Rights; Beth Newman, Senior Attorney, FAA Office of Chief Counsel</p> <p>FAA and airport representatives will discuss EJ protections, LEP Plans, sexual harassment policies, and protections against religious discrimination that apply to airports through statutes, orders, regulations, and other authorities that supplement Title VI, at airports. Airport sponsor best practices for meeting the requirements will also be highlighted.</p>
2:00 PM-2:15 PM	BREAK
2:15 PM-3:30 PM	<p align="center">Session 4 – Partners at Airports: Airport Sponsors, FAA, DOT, Equal Employment Opportunity Commission (EEOC), and Transportation Security Administration (TSA)</p> <p>Presenters: Shantray Dickens, Compliance Specialist, FAA Office of Civil Rights; Supriya Raman, Multicultural Branch Acting Manager, Transportation Security Administration; TBD</p> <p>This session will include a presentation on the FAA, DOT, EEOC, and TSA requirements for processing discrimination complaints that fall under their jurisdiction. Airport sponsor best practices for meeting the requirements will also be highlighted.</p>
3:30 PM-3:40 PM	BREAK
3:40 PM-5:00 PM	<p align="center">Session 5 –Title VI Contract Clauses Questions and Answers</p> <p>Presenters: Cherry Smith, Compliance Specialist, FAA Office of Civil Rights; Beth Newman, Senior Attorney, FAA Office of Chief Counsel; Nancy Williams, Operations Research Analyst, FAA Office of Airports</p>

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	<p>FAA staff will provide an overview of frequent compliance issues, and lead a Q&A session to assist recipients with knowledge and/or awareness of the Title VI contract clauses, and scenarios where specific clauses are required and not required. Questions are requested in advance, and can be left with the registration desk anytime on Tuesday, July 16 or before 2:30 PM on Wednesday, July 17.</p>
<p><i>Americans with Disabilities Act (ADA) / Section 504 of the Rehabilitation Act (Day Three) Thursday, July 18, 2019</i></p>	
7:00 AM-9:00 AM	<p>Registration</p>
7:00 AM-8:30 AM	<p>ADA/Sec. 504 Coordinators Forum (Private Session)</p>
9:00 AM-9:15 AM	<p style="text-align: center;">Welcome!</p> <p>Welcome and Presentation of the 2019 Civil Rights Advocate and Partner ADA/Sec. 504 Award</p> <ul style="list-style-type: none"> • <i>Michael Freilich, Director, National External Operations Program, FAA Office of Civil Rights</i>
9:15 AM-10:15 AM	<p style="text-align: center;">Session 1 – Designing Your Airport Website: Required Information and Format</p> <p>Presenters: <i>Sophia Soler, Compliance Specialist, FAA Office of Civil Rights; Pat Pound and Laurel Van Horn, Director of Programs, Open Doors Organization; Larry Rolon, Coordinator for Disability Services, Los Angeles World Airports</i></p> <p>A panel of FAA and airport representatives will discuss key information that must be included on airport websites under ADA/Sec. 504 requirements and best practices for ensuring effective format and usability for people with disabilities.</p>
10:15 AM-10:30 AM	<p>BREAK</p>
10:30 AM-11:30 AM	<p style="text-align: center;">Session 2 – Oversight of Private Entities at Airports</p> <p>Presenters: <i>Elisha Luyeho, Compliance Specialist, FAA Office of Civil Rights; TBD</i></p> <p>A panel of FAA and airport representatives will discuss airport responsibilities for ensuring compliance by airline and concessionaire tenants, as well as licensed ground transportation providers. They will also discuss best practices.</p>
11:30 AM-1:00 PM	<p style="text-align: center;">LUNCH</p> <p style="text-align: center;"><u>Bring your own food to lunchtime event with speaker</u></p> <ul style="list-style-type: none"> • Keynote Speaker: Eric Lipp, Executive Director, Open Doors Organization <p>Speaker presentation will be from 12:00 PM – 12:45 PM. Takeout food options are available in Fashion Center at Pentagon City, adjoining the hotel.</p>
1:00 PM-2:15 PM	<p>Session 3 – Airline Wheelchair and Assistance Service Provider Obligations</p>

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	<p>Presenter: <i>Representative from US Department of Transportation; Heather Ansley, Associate Executive Director, Paralyzed Veterans of America; Phil Burke, Assistant Director for Customer Experience, Metropolitan Airports Commission</i></p> <p>Speaker will discuss requirements under the Air Carrier Access Act and related laws for provision of assistance services by airlines, in order for airport representatives to better understand how to accommodate and monitor the services at airports.</p>
2:15 PM-2:30 PM	BREAK
2:30 PM-3:30 PM	<p>Session 4 – Communication at Airports</p> <p>Presenters: <i>Ty Thomas, Compliance Specialist, FAA Office of Civil Rights; Herlinda Bradley, Office of Compliance and Inclusion Manager, Cleveland Airport System; Leon Patterson, EEO/AAP Compliance Manager, MDOT Maryland Aviation Administration; Maria Wiley, ADA Coordinator, Indianapolis International Airport; TBD</i></p> <p>Panel of speakers of FAA and airport representatives will discuss requirements and best practices for keeping airport guests informed and connected after they arrive at airports.</p>
3:30 PM-3:40 PM	BREAK
3:40 PM-4:45 PM	<p>Session 5 – Meet the Different Types of Service Animals at Airports</p> <p>Presenters: <i>Jonathan Klein, Airport Disability Compliance Program Team Lead and Lori Pierce, National Policy and Compliance Program Specialist, FAA Office of Civil Rights; Dr. Veronica Morris, President and Brad Morris, Director of Government Relations, Psychiatric Service Dog Partners; Jeanine Stanley, Explorer Community Manager, AIRA</i></p> <p>Panel of speakers will introduce different types of service animals. They will discuss the functions that their animals perform, the training that they undergo, and their airport accommodation requirements.</p>