



DIVISION OF DEVELOPMENTAL DISABILITIES  
Olympia, Washington

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TITLE: ACCESSIBLE MEETING SITES POLICY 8.01

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Authority: Americans With Disabilities Act of 1990 (PL101-336)  
DSHS Administrative Policy 14.10  
DSHS Non-discrimination Plan  
Governor's Executive Order 93-03

**PURPOSE**

This policy sets forth the requirements for making all Division of Developmental Disabilities (DDD) business, business related meetings and activities accessible to persons with disabilities.

**SCOPE**

This policy applies to all services, employees, programs and activities provided by or made available by the division. This policy extends to employees, volunteers, contractors and clients, of the department.

**POLICY**

Consistent with equal access for persons with disabilities, DDD shall hold all official meetings, business related meetings, conferences, training sessions in barrier-free settings.

**PROCEDURES**

- A. The Director shall be responsible for adherence to this policy.
- B. Each manager who has a specific policy manual developed for that work unit shall ensure the Policy 8.01 is reflected in the work unit's policy manual. Each manager will ensure that procedures are developed to assure necessary compliance with the intent of this policy.
- C. Each Regional Manager shall designate an ADA Coordinator for his/her region. The ADA Coordinator shall receive training, which includes how to evaluate physical access

to buildings within ninety (90) days of being named.

- D. Each Regional Manager, Superintendent, Field Services Administrator and SOLA Program Manager/Administrator shall have available a copy of the list of the barrier-free meeting sites from the Governor's Committee on Disability Issues and Employment, Mail Stop 6000.
- E. Each Regional Manager, Superintendent, Field Services Administrator and SOLA Program Manager/Administrator shall make available to his/her staff a copy of the checklist from the Governor's Committee on Disability Issues and Employment's publication, Accessible Meetings in Washington State.
- F. Organizers of meetings shall check the barrier-free meetings list to see if the meeting site they are considering is on the list. If the meeting site is not on the list they shall:
  - 1. Contact the regional ADA Coordinator to assist them in evaluating the site using the above mentioned checklist.
  - 2. Conduct the evaluation, only in the instance that the ADA Coordinator is not available.
- G. Organizers of meetings shall ensure that notices or announcements of the meetings contain a sentence asking participants to provide advance notice if they will need accommodations (i.e., alternate format, braille, large print, interpreters, signers).
- H. Upon review of the checklist for a new site by the regional ADA Coordinator, the regional ADA Coordinator shall forward the checklist to the Governor's Office on Disability Issues and Employment.
- I. Requests made to DDD for full or partial sponsorship through monetary contributions, the use of DDD owned supplies or equipment, a meeting, business related meeting, conference, or training shall be accompanied by a written guarantee that the activity will occur in a barrier-free setting that meets the standards set by the Americans with Disabilities Act of 1990.
- J. At the beginning of each meeting, business related meeting, conference, or training session, the person responsible for conduction of such meetings, business related meetings, conferences, or training sessions, shall describe the evacuation routes from the site, along with any special routes for persons of disability.

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**SUPERSESSSION**

None.

Approved:  /s/ Norm Davis \_\_\_\_\_  
Director, Division of Developmental Disabilities

Date:02/19/1994