

# Washington Traumatic Brain Injury Strategic Partnership Advisory Council

## Accommodations Policy

### Full Participation

The Council will include all kinds of people in its work. Council members should feel welcome and important. The Council should be the model for providing accommodations to people with disabilities. To meet the needs of people based on their specific concerns, accommodations include but are not limited to:

- Meeting places
  - Transportation needs of individuals officially doing business on behalf of the council
  - Scheduling issues and conflicts
  - Directions to and regarding meetings will be provided in written and electronic formats
  - Facilities will be comfortable and flexible to the needs of those attending
1. The Council DSHS staff person is in charge of accommodations.
  2. Council members with disabilities may request a written accommodation plan.
  3. Written plans agreed upon by the Council DSHS staff person and the person with a disability will be followed.
  4. If a plan includes something that has to happen at a meeting the DSHS staff person will inform the chair persons and facilitator.
  5. If there is a dispute over a plan, the member with the disability may go to the Governance Committee for help.
  6. DSHS will decide if a disputed accommodation will be included in the plan but the council member may request the Governance Committee to advocate for them.
  7. Orientation for all Council members will include training on how to accommodate people in meetings.
  8. The training will include providing the most recent versions of the handouts: "Full Participation Guidelines" and "Accommodations Checklist" developed by the Traumatic Brain Injury Technical Assistance Center". (See attached) Additional handouts may be used if available.
  9. If a member with a disability wants help in reviewing any handouts, it will be provided.
  10. The Council will adopt policies that improve participation by all members in the Council's work.
  11. Council members with disabilities will be invited to meet at least once a year with the Governance Committee to review how well the Council is following the "Full Participation Guidelines" and make suggestions for policy changes.