

Administrative Policy No. 14.10

Subject: Accessible Meetings

Information Contact: Human Resources Division
Investigations Unit
MS 45830
Toll Free 1-800-521-8060
Toll Free TDD 1-800-521-8061

Authorizing Source: Americans With Disabilities Act of 1990 (ADA),
[Public Law 101-336](#), subtitle A Title II
[Chapter 49.60 RCW](#)
[Chapter 162.26 WAC](#)
[Governor's Executive Order 96-04](#)
Office of Financial Management Policy (SAAM) [50.50](#)
[Administrative Policy 7.02](#)
[Administrative Policy 7.20](#)
[Administrative Policy 18.26](#)

Effective Date: June 1, 1992

Revised: October 16, 2014

Approved By: Original signed by David L. Steward
Senior Director, DSHS Human Resources

Purpose

The purpose of this policy is to provide guidance for making all Department of Social and Health Services (DSHS) meeting sites accessible to persons with disabilities, to include state employees, applicants, clients, and members of the general public.

Scope

This policy applies to meetings held and/or sponsored in whole or in part by DSHS.

Definitions

Meeting(s) means a gathering of people for a particular purpose, including, but not limited to, forums, hearings, trainings, conventions, conferences, social events, retirement parties, etc.

Sponsored means activities which, with authorization:

- Are funded in whole or in part by DSHS;
- Use supplies, services, or equipment which are owned or paid for by DSHS; or
- Use event announcements (invitations, posters, or fliers) which display the symbol, acronym, or name of DSHS.

Minimal accessibility means:

- That the meeting site meets the minimum access requirements as outlined in the Office of Financial Management State Administrative and Accounting Manual, Policy [50.50.60](#); and
- The known accessibility needs of individuals who will be in attendance have been accommodated per Administrative Policies [7.02](#) and [7.20](#).

Policy Requirements

A. Responsibilities

1. Assistant Secretaries/Designees are responsible for compliance with this policy.
2. Each administration is responsible for developing appropriate procedures to implement this policy.
3. DSHS staff must assess and determine accessibility prior to using a site.
4. Each administration is responsible for any costs associated with compliance with this policy.

B. Meeting Access

1. DSHS must hold meetings in sites that are free of barriers that deny a participant an equal opportunity to participate.
2. All open or public meetings must meet minimal accessibility standards.
3. All other meeting sites must meet minimal accessibility standards when the accessibility needs of all participants are unknown.
4. When requested within the specified time frame, communication access for public meetings shall be provided to meet the needs of individuals requesting such accommodations and may include:
 - a. Assisted listening systems compatible with hearing aids and cochlear implants;
 - b. Use of microphones by speakers;
 - c. Real-time captioning;
 - d. Sign language interpreters and/or other methods of communication that are requested and can reasonably be made available.

5. The department shall inform clients, employees, and the general public of:
 - a. The right to request auxiliary aids and services for meetings;
 - b. How to initiate such a request; and
 - c. The internal complaint procedures and external mechanisms and remedies when an individual believes the department has discriminated on the basis of a disability.
6. When an individual requests accommodations within fourteen calendar days of the event and the accommodations cannot be scheduled or provided, the meeting must be postponed and rescheduled at a date and time when appropriate accommodations can be provided.

C. Technical Resources

1. See DSHS Administrative Policies [7.02](#), Equal Access to Service for Individuals with Disabilities, and [7.20](#), Communication Access for Persons Who are Deaf, Deaf/Blind and Hard of Hearing.
2. See [Accessible Meeting Facility Checklist](#) developed by the Governor's Committee on Disability Issues and Employment (GCDE) to help evaluate a non-state facility for ADA compliance prior to executing a contract with a facility vendor.

D. Civil Rights

1. Any person with a disability who believes that they have been discriminated against in the application of this policy may file a complaint with any or all of the following:

Human Resources Division, Investigations Unit

1115 S. Washington, OB - 2nd Floor NE Wing

PO Box 45830

Olympia, WA 98504-5830

360-725-5807 or 1-800-521-8060

Toll Free TDD 1-800-521-8061

Washington State Human Rights Commission

Olympia Headquarters Office

711 S. Capitol Way, #402

P.O. Box 42490

Olympia, WA 98504-2490

Fax: 360-586-2282

Toll Free Phone: 1-800-233-3247

Toll Free TTY: 1-800-300-7525

Web site: www.hum.wa.gov

The United States Department of Justice

Civil Rights & Civil Liberties Complaints

Office of the Inspector General

U.S. Department of Justice

950 Pennsylvania Avenue, NW

Room 4706

Washington, D.C. 20530

Web site: <http://www.usdoj.gov/oig/FOIA/hotline2.htm>

Email: inspector.general@usdoj.gov

Hotline: 1-800-869-4499, Hotline Fax: 1-202-616-9898

The United States Health and Human Services Office for Civil Rights

Web site: <http://www.hhs.gov/ocr/discrimhowtofile.html>

Office for Civil Rights

U.S. Department of Health & Human Services

2201 Sixth Avenue – Mail Stop RX-11

Seattle, WA 98121

(206) 615-2290; (206) 615-2296 (TDD)

(206) 615-2297 FAX

2. Additional information on how to file a complaint is contained in Administrative Policy [18.69](#), Delegation of Authority for Civil Rights Complaint Investigations.
3. The department will not retaliate against any person who exercises his/her rights or assists others in exercising their rights under this policy or under federal or state civil rights law.