

## **ADA Task Force Meeting Topics (Public Entity)**

---

### **Role of ADA Compliance Coordinator**

- Maintain Accountability within Task Force for Completion of Assigned Tasks
- Coordination with Disability Community Representatives
- Coordinate Responses to Specific Questions
- Contact with Federal Authorities
  - Technical Assistance
  - Complaints
- Response to grievances, complaints and plaintiffs
- Maintain Updated Library of ADA Standards
- Other

### **Role of ADA Task Force Members**

- Determine Philosophical Basis for Compliance Decisions
  - Motivators
  - Financial Perspective
- Process for Responding to Specific Needs
  - Requests
  - Grievances
  - Complaints
  - Lawsuits
  - Media Requests
- "Adopt-a-Disability" Exercise for all Task Force Members
- Other

### **Compliance Responsibilities (Abbreviated List)**

- Self-Evaluation of Programs, Policies, Procedures and Practices
- Ongoing Review of ADA Communications Requirements
  - Notification of Interested Parties about ADA Coverage
  - Develop Complaint Procedures
  - Review Telephones, TDD's, Security Phones, etc. for Compliance
  - Develop Notification Procedures for Additional Auxiliary Aids and/or Services
  - Verify Individuals with Disabilities can Obtain Info. about Accessible Programs
- Review Entities Receiving Contracts or "Significant Assistance"
- Review Policies for Licenses and Appointments
- Review Procurement Criteria and Procedures
- Survey of Facility Barriers
- Review Streets and Walkways under Control of Entity
- Transition Plan
- Barrier Removal
  - Physical
  - Administrative
- Periodic Review of Maintenance and Repair Policies
- Verify New Construction and Alteration Projects' Compliance (Continuing Process)