



## City of Oakland

Mayor's Commission on Persons with Disabilities (MCPD)  
Special Ad Hoc Committee Meeting on the Self-  
Evaluation and Transition Plan Update  
Wednesday, November 29, 2017

### Minutes

- I. Call to Order at 5:30 p.m.
- II. Roll Call
  - Commissioners present: Gregory, Harrington, Sperling
- III. ADA Self-Evaluation & Transition Plan Project Status; *Anh Nguyen, ADA Programs Division Manager*
  - City Council allocated \$100,000 for phase one, which helped complete the following by late 2016:
    - MCPD adopted Project Plan and formed oversight body
    - Re-established Departmental Access Coordinator (DAC) Network
    - Conducted Self-Evaluation Survey
    - Created the Public Right of Way (PRoW) Gap Analysis Report
  - City Council allocated \$500,000 for phase two, of which approximately \$160,000 has been spent as of late 2017. Phase two includes the following tasks:
    - BlueDAG Software as a Service System (SaaS) procurement, customization and five-year subscription

- ADA Curb Ramp Transition Plan Update
- Project management services
- As-needed consultant services
- Phase two goals:
  - The updated Citywide Disability Access Policy (Administrative Instruction 123) was signed by the City Administrator in October 2017.
  - The new Departmental Access Coordinator (DAC) Policy (AI 181) was signed by the City Administrator in October 2017. Each City department has at least one DAC required to dedicate at five percent of their time on DAC duties. For instance, Jamie Turbak, Associate Director of Oakland Public Library (OPL) serves as the DAC for OPL and regularly performs the following duties:
    - Submits requests for sign language interpreters to ADA Programs Division for events at OPL
    - Coordinates with Public Works and ADA Programs Division on maintenance issues related to equipment for accessibility
    - Moreover, she is working with ADA Programs Division for OPL to host National Disability Voter Registration Week in 2018
  - Modernized Citywide ADA Title II Compliance Systems has been launched via BlueDAG
  - Expanded Digital Access Program via trainings that started in 2017 and will continue through 2018
  - Improved Public Right of Way Access Compliance Systems

- Updated Curb Ramp Inventory and Transition Plan is under contract with Michael Baker, International and nearly complete

IV. ADA Title II Policy Update; *Anh Nguyen and Hoang Banh, ADA Program Analyst; Josh Hovinga and Damon Brown, BlueDAG*

- The integrated, updated Citywide Disability Access Policy (AI 123) was signed by the City Administrator in October 2017 and includes the following:
  - Effective Communications Policy (former AI 135)
  - Grievance Procedure
  - Service Animal Policy
  - Accessible On-Street Parking Policy
- The new Departmental Access Coordinator (DAC) Policy (AI 181) was also signed by the City Administrator in October 2017.
- Grievance Procedure
  - Mr. Hovinga and Brown from BlueDAG presented the work flow created in coordination with Sherri Rita, former ADA Programmatic Access Coordinator.
    - This process includes intake, appeal, interviews, to City Administrator review for final resolution.
    - The ADA Division is required to acknowledge the grievance within 10 days, but typically staff follows up with acknowledgment within one to two days.

- Final resolution letter with proposed solutions must be submitted within 30 days to person filing the grievance.
- BlueDAG will train key staff.
- The new Service Animal Policy is effective as of August 2017 with training for the DAC network by Pacific ADA Center scheduled for December 7.

V. Updated Transportation Policies and Plans; *Anh Nguyen*

- Accessible On-Street Parking Policy effective as of October 2017 is to codify Public Right of Way Accessibility Guidelines (PRoWAG) in City of Oakland policy for on-street parking as opposed to off-street parking for blue zones, loading zones, and residential areas.
  - Multiple Commissioners inquired whether this updated policy would apply to accessible parking along buffered bike lanes. Mr. Nguyen stated that moving forward, his understanding is that this policy would be triggered by new plans for bike lanes.

VI. Adjourned at 6:40 p.m.