

County of Cumberland

Cultural & Heritage Commission:

Americans with Disabilities Act (ADA) Plan: 2010-2013

Organizational Background

The Cumberland County Cultural and Heritage Commission (hereinafter "Commission") is responsible for the development of County programs to promote public interest in local and county history, in the arts, and in the cultural values, goals and traditions of the community. It serves as an Advisory Board on arts/heritage to the Board of Chosen Freeholders, aids them in seeking available State and Federal funds to develop and support historical, arts and cultural programs, and works to foster interest of the community members in volunteering for arts/heritage projects.

The Commission administers the local arts re-grant and block grant program, which directs grant funding from the State Council on the Arts and the Historical Commission to local arts and history organizations. The Commission administers the Teen Arts Festival in Cumberland County, as well as East Point Artists Day, where art celebrating the pristine environment of our Bayshore region is highlighted. The Commission also provides funding for events marking Older Americans Month and Humanities Month.

Organizational Policies and Practices

The County of Cumberland has established a comprehensive equal employment opportunity policy, which does not discriminate on the basis of race, religion, color, national origin, sex, age, political affiliation, sexual orientation or disability in employment or in the provision of services. The County is currently in full compliance with the Civil Rights Act of 1964, as amended, the American with Disabilities Act, N.J.A.C. Chapter 7 and any other related federal, state or local regulations. For further reference on issues relating to employment policy, please refer to the attached Equal Employment Opportunity/Affirmative Action policy (#1.01) for the County of Cumberland. It should be noted as well that a non-discrimination clause is a requirement of this policy in every contract executed with the county.

Many of the procedures for hiring personnel within the County are regulated by the New Jersey Department of Personnel. These procedures include safeguards to address non-discrimination within the hiring and promotion activities of the County. As well, a variety of reasonable accommodations are utilized to address physical and mental limitations, including the modification of doors and desks and job reassignment and reclassification.

The ADA Coordinator for matters involving the Cultural & Heritage Commission as an Advisory Board to the Board of Chosen Freeholders is Ralph Brownlee, Director of Personnel and the ADA Coordinator for the County of Cumberland. In addition, the Cultural & Heritage Commission, in April 2006, resolved to create an ADA Advisory Subcommittee to the Commission. This subcommittee is comprised of three members of the Cumberland County Disabled Advisory Council along with a liaison from the Commission. Serving currently are: Sandra Rosen, Chairperson of the Disabled Advisory Council; LuAnn Parkin, Vice-Chairperson of the Disabled Advisory Council; Margaret Murphy, an alternate member of the Council, and; Patricia Gale of the Cultural & Heritage Commission. All four subcommittee members have extensive experience either with disabilities of their own or professional experience with the disabled community.

As a component of the Commission's application checklist, each re-grant applicant is required to include their organization's current ADA Plan. One of the tasks of the ADA Advisory Subcommittee is to review and comment on the adequacy of the ADA plans submitted by re-grantees. Should an organization submit an unsatisfactory ADA plan, the ADA Advisory Subcommittee is made available to provide technical assistance to the organization in amending its plan. In addition, each year within the Commission's workshop series, a ADA planning/sensitivity training workshop is held. These workshops are usually conducted jointly by the Office for the Disabled for Cumberland County and the Cultural Access Network. Besides mandatory attendance for those re-grant organizations which submit less than satisfactory ADA plans, Commission members and staff are required to attend.

Beyond the ADA workshop, the Cultural and Heritage Commission meets individually with each re-grant organization and reviews the implementation of their ADA Plan by completing the checklist provided within the Cultural Access Network ADA Self-assessment Survey and Planning Tool. The goal of the Commission is to attain satisfactory ADA Plans for all returning re-grant organizations.

Grievance Procedure

Both the County of Cumberland and the Cultural and Heritage Commission maintain individual grievance procedures, both of which are attached herein. These procedures provide for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing title II of the Americans with Disabilities Act. Complaints and responses to complaints may be submitted in a variety of formats in order to accommodate various disabilities. These formats may include, but are not limited to, written letters or emails, verbal phone conversations, person-to-person conversation and via a third party. Meetings with individuals making complaints will be held on the first floor of the County Administration Building, which is fully accessible.

Programs and Services for people with disabilities

The Cumberland County Cultural & Heritage Commission administers the county's re-granting program. This program is open to non-profit organizations within the county. The application is provided on the Commission's website and mailed upon request. A large print version of the application is also available upon request. All public meetings relating to the program are fully accessible.

The Commission, besides administering the re-grant program, often conducts events at the Performing Arts Center at Cumberland County College. This facility provides the following services and programs for people with disabilities:

- ✓ Infrared listening devices are offered free-of-charge to all performances, which work from any seat in the house;
- ✓ Sign Language Interpretation is offered for appropriate performances with two weeks notice;
- ✓ Captioning services are available at appropriate performances with two weeks notice, and;
- ✓ Service animals are accommodated in the wheelchair accessible seating.

The Commission produces a monthly newsletter which is distributed digitally via email. The newsletter can be mailed in large print upon request.

The Commission hosts the East Point Artists Day at the East Point Lighthouse in Maurice River Township each year. During this event, handicapped accessible portable restroom facilities are provided for the participants.

The Commission hosts an annual Teen Arts Festival held in the Arts District of the City of Millville. This event utilizes a variety of venues throughout Millville, with the majority of events held in the Riverfront Renaissance Center for the Arts, which is entirely handicapped accessible.

The Commission participates in Disability Awareness Day, an annual event held in October facilitated by the Cumberland County Disable Advisory Council. Accessible events and activities funded through the Commission's re-granting program are advertised at the Commission's booth and a presentation is made highlighting the Commission's accessibility efforts throughout the county.

In an effort to document accomplishments over time, this plan lists the goals of the previous three-year plan and indicates their current status. If a goal was not met, it is shown as a Year 1 goal in this plan.

2006-2009 Plan goals by year:

Year 1:

- ✓ The list of interpreters at the Performing Arts Center will be expanded to include persons from the Cumberland County area;

CUMBERLAND CULTURAL & HERITAGE COMMISSION
AMERICANS WITH DISABILITIES ACT (ADA) PLAN

- ✓ New batteries will be purchased for the infrared system at the Performing Arts Center to extend usable time;
- ✗ Audiotape cassettes/cds will be provided of the contents of the newsletter for those who request it;
- ✓ ADA compliance riders or contract statements regarding access to venues will be required for touring companies who receive re-grant funding;
- ✓ An ADA Plan for East Point Lighthouse will be requested to ensure accessibility to all components of East Point Artists Day, and;
- ✓ ADA Plans for all venues participating in Teen Arts Festival will be requested to ensure accessibility to all components of this event.

Year 2:

- ✓ New sensitivity training guidelines will be implemented for all full and part-time personnel participating in any of the events hosted by the Commission;
- ✗ 10 new infrared hearing devices will be purchased by the Performing Arts Center, bringing their total to 25 or 5% of the available seating, and;
- ✓ A comprehensive list explaining the services and programs available to handicapped patrons of all re-grant organization events and Commission hosted events will be developed.

Year 3:

- ✓ The ability to utilize an on-site TTY device at the Performing Arts Center will be explored.

2010-2013 Plan goals by year:

Year 1:

- ▶ Audiotape cassettes/cds will be provided of the contents of the newsletter for those who request it.

Year 2:

- ▶ Audio podcasts of the Commission newsletter will be available for download from its website.

Year 3:

- ▶ 10 new infrared hearing devices will be purchased by the Performing Arts Center, bringing their total to 25 or 5% of the available seating.

Staff time will be required to develop and maintain the comprehensive list of services and programs, as well as to research and develop sensitivity training sessions and materials. Cumberland County College will provide the resources necessary for upgrading the services and programs provided through the Performing Arts Center.

Effective Communication: Marketing of Programs and Services to people with disabilities

All of the Commission's marketing/outreach advertising has the accessibility symbols. As well, the performances that occur at the Performing Arts Center are put on a list-serve for patrons that are deaf. The Commission newsletter and programs for the Performing Arts Center are provided in large print as standard policy without advanced request. Signs are exhibited in the Lobby of the Performing Arts Center for assistive listening devices and large print programs. The Commission utilizes its dedicated website as the primary informational resource for activities conducted by the Commission and its re-grantees. Spelling and grammar is double-checked on the website to ensure speech synthesizers function correctly and all abbreviations and acronyms are spelled out to make the information more readable for someone using a Braille reader.

2006-2009 Plan goals by year:

Year 1:

- ✓ All publicity will carry accessibility logos;
- ✓ The Commission's website will carry accessibility logos;
- ✗ Skip navigation will be provided on the website;
- ✓ Relative units will be utilized on the website;
- ✓ Website pages will not depend on style sheets for content, and;
- ✓ Color and contrast will be checked to ensure people who do not perceive color can read and understand the information being presented.

Year 2:

- ✓ An informational statement will be developed and used in conjunction with all marketing materials including website, and;
- ✓ The Commission's advertising press list will be expanded to include more organizations that serve patrons with disabilities.

Year 3:

- ✗ A notification policy will be implemented through the Commission for performances conducted by re-grantees which do not have advance notification policies, and;
- ✗ TTY device will be implemented at the Performing Arts Center, if deemed feasible by Cumberland County College.

2010-2013 Plan goals by year:

Year 1:

- ▶ Skip navigation will be provided on the website (*NOTE: The Commission's website vendor has indicated that skip navigation negatively impacts search engine results and consequently may not be implemented.*)

- ▶ A notification policy will be implemented through the Commission for performances conducted by re-grantees which do not have advance notification policies,

Year 2:

- ▶ The website will provide a text equivalent for every non-text element (e.g. via "Alt", "longdesc" or in element content.
- ▶ All advertisement will include information on public access routes to facilities/events/programs associated with the Commission.

Year 3:

- ▶ Market the New Jersey Relay "711" number for TTY service for all events conducted and funded through the Commission.
- ▶ Advertise all accessibility services through the Cultural Access Network website's on-line calendar.
- ▶ Increase marketing to older adults and retirement communities, with special emphasis on the county-managed Cumberland Manor.

Staff time will be required to develop and maintain website services and to research and develop an expansive press list. Resources for a TTY device will be provided by Cumberland County College, if deemed feasible.

Facility Accessibility

The Performing Arts Center at Cumberland County College is often utilized as the venue by the Commission and numerous re-grant organizations. The Performing Arts Center provides parking which includes the adequate number of accessible parking spots. This designated accessible parking is the closest to the building with no curbs to maneuver, and there is a van-accessible space. General parking has cuts through islands and ramps leading to the accessible entrance creating an unobstructed path. The Center includes a designated drop off/passenger-loading zone that is out of the traffic pattern, and the grounds crew of the College maintains accessible routes in the event of inclement weather. Entrances to the Center are completely accessible, with doubles sets of self-opening doors that are operated by clearly identified post-mounted activators. The entrances are either level with grade or within slope requirements.

The interior spaces of the Performing Arts Center are also completely accessible. Restrooms are accessible, with signs clearly marked in raised letters and Braille. Five feet by five feet stalls are provided, with toilet seats that are 17 inches high and 18 inches from the wall. The faucets and soap dispensers are push-actuated and the sinks have a minimum of 29" of open space below each with insulated pipes and drains. Floor surfaces throughout the Center are all non-slip ceramic tile, both visual and audible fire alarms are installed in all spaces, there are two accessible public telephones, and water fountains are 36 inches high with clear space in front and push-activated, front-mounted controls.

The Theatre space is fully accessible, with seats on either side of the wheelchair spaces reserved specifically for companions. The wheelchair spaces are located on two levels, either close to the stage or in a prime location. The assistive listening system works for any seat in the audience. As well, the backstage/technical areas are fully accessible.

East Point Artists Day is held outside, on firm soil surrounding the lighthouse. Level access is provided from the road to the site with no curbing. Although the lighthouse is open for tours, since it is not fully accessible, no arts programming is conducted within the building proper.

The Teen Arts Festival is held in several facilities along High Street in the city of Millville. Curbing and sidewalks are all ADA compliant, with the main venue of the Riverfront Renaissance Center for the Arts being fully accessible.

Commission meetings are held at the Cumberland County Complex in Bridgeton, which is fully accessible, complying with the individual components listed under the Performing Arts Center.

The Cumberland County Complex in Bridgeton is a stop on N.J. Transit Route 553, a fully-accessible public transportation bus.

An ADA Compliance Rider (attached) is included as a required attachment to all re-grantee contracts. This document includes a checklist for re-grantees to complete, which identifies the accessibility of all venues utilized for performances funded through the Commission's block granting program.

2006-2009 Plan goals by year:

Year 1:

- ✓ Accessible signage for emergency phones will be installed in the Performing Arts Center;
- ✓ Accessibility plan will be formulated for inclement weather at the East Point Artists Day;
- ✓ ADA Plans will be requested from all venues participating in the Teen Arts Festival;
- ✓ The pull force on all doors within the County Complex will be reduced to an opening pressure of five pounds;
- ✓ The public pay phone within the Complex will be made accessible, and;
- ✓ The emergency phone in the elevator of the Complex will have Braille lettering provided.

Year 2:

- ✗ A new wheelchair-accessible window, with appropriate-height writing area, will be installed in the box office of the Performing Arts Center, and;
- ✓ All stair railings within the Complex will extend beyond the top and bottom of the stairs.

Year 3:

- ✓ Appropriate aisle seats will have removable armrests installed in the Performing Arts Center;
- ✓ The doorways to the restrooms in the Complex will be enlarged from 31 inches to provide full accessibility, and;
- ✓ The restroom sinks in the Complex will be altered to provide the necessary clearance from the floor to provide full accessibility.

2010-2013 Plan goals by year:

Year 1:

- ▶ A new wheelchair-accessible window, with appropriate-height writing area, will be installed in the box office of the Performing Arts Center.

Year 2:

- ▶ Facility accessibility throughout the county for cultural events will be published via the Commission's website.

Staff time will be required to ensure accessibility to the Complex, Teen Arts Festival, and East Point Artists Day. Staff from the College will handle issues related to the Performing Arts Center. The College will incur the costs related to the Performing Arts Center.

Cumberland County Cultural & Heritage Commission

Arts & History Re-grantee Compliance Rider

The Cumberland County Cultural & Heritage Commission makes good-faith efforts to comply with all requirements of the Americans with Disabilities Act of 1990 (ADA) and has developed a long-range plan to become ADA compliant. Included are all aspects of the Commission's programming, employment practices and venue selection process.

In an effort to ensure that organizations which receive re-grant funding through the Commission are actively in the process of complying with ADA standards, all re-grantees are asked to complete this rider as part of their contractual duties. **Please read the listing below and indicate services either you or the venues you utilize are currently able to provide, and return it signed, with your contract.**

Please provide the contact information of your organization's accessibility coordinator:

Name

Phone

Email

FACILITY

- ☐ WHEELCHAIR ACCESS
- ☐ WHEELCHAIR SEATING
- ☐ WHEELCHAIR ACCESSIBLE
RESTROOM FACILITIES
- ☐ STAFF TRAINED TO HANDLE
PERSON W/ DISABILITIES
- ☐ TTY
- ☐ ASSISTIVE LISTENING SYSTEM

PROMOTION

- ☐ USE ACCESS SYMBOLS
- ☐ INTERIOR SIGNAGE
- ☐ BROCHURES IN ALTERNATE
FORMAT

PROGRAM ACCOMODATIONS

- ☐ AUDIO DESCRIPTION
- ☐ SENSORY SEMINARS
- ☐ OPEN CAPTIONING
- ☐ SIGN INTERPRETATION
- ☐ LARGE PRINT PROGRAMS
- ☐ BRAILLE PROGRAMS

OTHER

- ☐ PROVIDE TRANSPORTATION
- ☐ REDUCED TICKET RATES
- ☐ COMPANION REDUCED TICKET
RATES

Please add anything that you or your venues offer to people with disabilities that is not mentioned:

Signature: _____

Officer

Organization

COUNTY OF CUMBERLAND
AMERICANS WITH DISABILITIES
GRIEVANCE PROCEDURE

The County of Cumberland has adopted a grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act. The act states, in part, that "no otherwise qualified disabled individual shall solely by reason of such disability be excluded from the participation in, be denied benefits of, or be subjected to discrimination" in programs or activities sponsored by a public entity.

PROCEDURE

Complaints shall be addressed to: Ralph S. Brownlee, Cumberland County ADA Coordinator, 790 East Commerce Street, Bridgeton, New Jersey 08302, 856-453-2121, who has been designated to coordinate ADA compliance efforts.

1. A complaint shall be filed within 5 days after the complainant becomes aware of the alleged violation. The complaint shall be made in writing or verbally, shall contain the name and address of the person filing it and shall describe the alleged violation(s).
2. A written determination as to the validity of the complaint and resolution, if any, shall be issued by the ADA Coordinator for Cumberland County. A copy shall be forwarded to the complainant no later than 10 working days after its filing.
3. The County ADA Coordinator shall maintain the files and records relating to the complaints.
4. The complainant, if dissatisfied with the resolution, may request reconsideration within 5 days after receiving written notice of resolution from the ADA Coordinator. The request shall be made to the Chairperson of the County of Cumberland ADA Compliance Committee.
5. The County of Cumberland ADA Compliance Committee shall hear the grievance within 15 days of the request and render a final decision within 5 days of the grievance hearing.
6. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies, such as filing an ADA Complaint with the responsible federal agency. Use of this procedure is not a prerequisite to the pursuit of other remedies.

COUNTY OF CUMBERLAND
AMERICAN'S WITH DISABILITY ACT / SECTION 504
COMPLIANCE COMMITTEE

GRIEVANCE FORM FOR COUNTY OPERATIONS

CLAIMANT NAME:

ADDRESS:

CITY:

STATE:

ZIP:

HOME TELEPHONE:()

WORK TELEPHONE:()

CELL TELEPHONE: ()

ADDRESS OF INCIDENT:

COUNTY GOVERNMENT OFFICE OR BUILDING:

TIME AND DATE OF INCIDENT:

DESCRIBE THE INCIDENT (PLEASE INCLUDE NAMES OF COUNTY EMPLOYEES
INVOLVED IN THE INCIDENT):

PLEASE USE REVERSE SIDE OF FORM FOR ADDITIONAL COMMENTS

SIGNATURE OF CLAIMANT:

DATE:

Adactygrivanceform 7/18/08

Resolution # 2009-01
RESOLUTION OF THE CUMBERLAND COUNTY CULTURAL & HERITAGE
COMMISSION
Adopting its Americans with Disabilities Act (ADA) Plan: 2010-2013

WHEREAS the Cumberland County Cultural & Heritage Commission (hereinafter "Commission") receives funding from the New Jersey State Council on the Arts for its arts re-grant program and for general operating support, and;

WHEREAS a condition to receive such funds is compliance with the Americans with Disabilities Act and any other related federal, state or local regulations, and;

WHEREAS the Commission makes every good faith effort to enhance programming and access for persons with disabilities, and;

WHEREAS the Commission has completed a self-assessment of its organizational policies and practices, employment practices, grievance procedures, programming, communications, and facility access as they relate to standards established under the Americans with Disabilities Act (ADA) ;

NOW THEREFORE BE IT RESOLVED as follows:

1. The Cumberland County Cultural & Heritage Commission hereby adopts The Americans with Disabilities Act (ADA) Plan: 2010-2013.
2. A copy of the adopted plan be sent to the New Jersey State Council on the Arts for its record and acceptance.

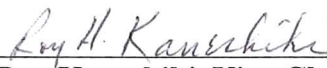
Motion made by:

John Garrison

Motion seconded by:

Suzanne Merighi

September 15, 2009
DATE


Roy Kaneshiki, Vice-Chair