

NJ State Council on the Arts
FY15-FY17 ADA PLAN OUTLINE FOR COUNTY ARTS AGENCIES

This ADA Plan Outline has been revised to aid in standardizing the review of all ADA plans. The Plan Outline is organized to follow the ADA Self-Assessment Survey Tool, which is available on the New Jersey Theatre Alliance's website in the Access section.

The Plan Outline provides abbreviated guidelines for the type of items that a good plan should address.

Note: These items do not necessarily have to be accomplished by an organization, but they should be a part of the long range ADA plan.

1) Please provide your organizational information.

County Arts Agency: Ocean County Cultural & Heritage Commission

Contact Name: Tim Hart

Title: Division Director

City: Toms River

County: Ocean

Email Address: thart@co.ocean.nj.us

Phone Number: 732-929-4779

Website: www.co.ocean.nj.us/ch/

Submission date: 12/16/2014 and 2/6/2015

2) Category: County Arts Agency

3) Please provide one paragraph outlining your County Arts Agency's mission and one paragraph describing the type of programming your County Arts Agency offers here:**

The mission of the Ocean County Cultural & Heritage Commission (OCCHC) is as follows: By encouraging creative and cultural expressions through inclusiveness and education, the Ocean County Cultural & Heritage Commission promotes public interest in the arts and the preservation of culture and heritage. The Ocean County Cultural & Heritage Commission was created in 1969, and is the central county agency charged with advocating for the arts and heritage. A division within the Ocean County Department of Parks and Recreation, the Commission has nine members and two alternates, each appointed to five year terms, and currently three fulltime and two part-time staff. The agency develops, fosters and evaluates programs and services in the arts and history, which further the growth and knowledge of the county's cultural & heritage resources. Staff works directly with individuals, organizations, and community groups, as well as local, state, regional, and federal agencies to enhance and support arts, cultural, and historic activities. The agency's vision is to be the primary leader and catalyst in promoting the arts and cultural heritage in Ocean County.

4) Please indicate the types of events your County Arts Agency offers:

Teen Arts

Lectures/Workshops

Concerts

Docent Tours

Outdoor Events

Organizational Policies and Practices

5) County Arts Agency has used the ADA Self-Assessment Survey Tool or contracted a professional assessment of its facilities and programs. Was This Self-Assessment completed in conjunction with the County's ADA Compliance Officer or as a separate entity?

Yes

Explain the process your organization used to conduct the assessment, who from the organization was involved and how you plan to use the assessment in the future. How often does the County Arts Agency reassess its programs and facilities? **The Division Director and Program Development Specialist reviewed the Self Assessment Survey over the course of two days. Findings were shared with the Cultural Access Advisory Committee and Parks Superintendent/ADA coordinator. Formally, the plan is reviewed twice a year but informally ADA concerns are discussed at most staff meetings.**

6) County has a board-approved policy statement regarding ADA compliance. Please include date of adoption. If the County provides a link to their policy online, place the link in the box below. Non-Government agencies please place your policy in the box below.

Yes

Place link or policy here: **Access Policy: Making history and the arts accessible to all people is a major priority of the Ocean County Cultural & Heritage Commission. Every organization receiving grant funds is expected to encourage and develop the participation of a broad cross section of citizens, including, but not limited to, diverse ethnic populations, individuals with disabilities, older adults, and women. Accessibility involves both the facilities used for programming and offices, as well as the content of the programming activity, or product.**

Date of adoption: **01/17/2012**

7) County Arts Agency has a Board of Commissioners-approved non-discrimination policy statement, separate from the County's, regarding ADA compliance. Please include date of adoption? Yes

Place link or policy here: **The Ocean County Cultural & Heritage Commission does not discriminate on the basis of disability in admission or access to, treatment of or employment in, its services, programs, or activities. Upon request, accommodation will be provided to allow individuals with disabilities to participate in Ocean County Cultural & Heritage Commission's services, programs and activities.**

The Ocean County Cultural & Heritage Commission has a designated coordinator to facilitate compliance with the Americans with Disabilities Act of 1990 (ADA) as required by section 35.107 of the U.S. Department of Justice regulations, and to coordinate compliance with Sections 504 and 508 of the Rehabilitation Act of 1973. While the above laws mandate equal access to people with disabilities, The Ocean County Cultural & Heritage Commission makes it a priority to establish a work place and environment that embraces the spirit of the law ensuring an optimal experience for all. Upon request, information will be made available in alternative formats, such as large print, audiotape, and/or computer disc.

Date of adoption: **01/17/2012**

8) County Arts Agency has an assigned, separate from the County ADA Compliance Officer or shares an ADA coordinator.

Yes

Please provide Name, Phone and Email of ADA Coordinator. If your organization does not have a coordinator, please explain the plan for identifying one or one who can serve in that capacity.

Nicholas Wood Program Development Specialist 732-929-4779 nwood@co.ocean.nj.us

9) County Arts Agency has/shares an established ADA advisory board or County Arts Agency shares an ADA advisory board with the county's Office on Disability Services/Aging & Disabilities Resource Connection.

Yes

List names and affiliation (note if any of the members has a disability): If no, please explain your organization's process and timeline for establishing an advisory board.

Jeanine Niemira, Commission member of the County Commission on Individuals with Disabilities

Michele Niemira, arts/cultural advocate, assists Jeanine

Scott Lepley, arts/cultural advocate, knowledge of physical access issues, Architect, Adamson, Riva & Lepley. Member, Commission on Individuals with Disabilities. Knowledgeable about building/facility issues.

Frank Kowalczyk. Affiliated with Stafford Township Historical Society, Tuckerton Seaport, Ocean County Historical Society. Hearing disability advocate.

Camille Crane. Past director of the Strand Theatre in Lakewood, NJ. She is a former immigration advocate and former program coordinator for Catholic Charities. She currently serves as the Program Director for SHARP in Ocean County;

Mary Jane Bavais Mehorter, Superintendent of Parks & Recreation and ADA coordinator the Ocean County Parks & Recreation Department;

Lia Grasso, Confidential Assistant to the Director, Advocate that our parks are ADA are up to date so that everyone can enjoy them.

Jaclyn Stewart Wood, director of Education for the Tuckerton Seaport and Director of the Jersey Shore Folklife Center. She serves as the ADA Coordinator for the Tuckerton Seaport & Baymen's Museum;

Kim Fleischer, part time financial manager and active in the life and educational challenges of children with Autism;

Dr. Francis Polk, retired attorney and college dean, advocate and coordinator of issues of adults with developmental issues.

10) County Arts Agency offers sensitivity training to staff, board, and/or volunteers and re-grantees on an annual basis.

Most Years

Provide a description of the training and who conducts the sessions and their qualifications. If no, please explain process and timeline for offering training opportunities.

2012 Open Arts Conference featuring internationally renowned performer Bill Shannon, who uses his disability to perform, educate, and sensitize individuals around the world. A panel of ADA/sensitivity experts were also presented for the public, staff, and volunteers. 2013 - 2014 Lack of Staff and Sandy Recovery Efforts overtook other programming efforts 2015 The Cultural Access Network will be providing a sensitivity and training workshop for our Grantees.

11) Please explain what your agency requires of your re-grantees as it relates to an ADA Plan. Do you require a plan similar to this one or an ADA checklist?

Facility & Program Accessibility Survey (Attached) [New Applicants in their first two years] ADA Plan w/Grievance Policy & Procedures [Applicants with more than two years]

Employment Issues

12) County Arts Agency or County has an organizational employment non-discrimination policy statement, which includes people with disabilities.

Yes

Place statement or link to online policy here: If no, please explain your organizations process and timeline for adopting a non-discrimination policy.

The Ocean County Cultural & Heritage Commission does not discriminate on the basis of disability in admission or access to, treatment of or employment in, its services, programs, or activities. Upon request, accommodation will be provided to allow individuals with disabilities to participate in Ocean County Cultural & Heritage Commission's services, programs and activities. The Ocean County Cultural & Heritage Commission has a designated coordinator to facilitate compliance with the Americans with Disabilities Act of 1990 (ADA) as required by section 35.107 of the U.S. Department of Justice regulations, and to coordinate compliance with Sections 504 and 508 of the Rehabilitation Act of 1973. While the above laws mandate equal access to people with disabilities, The Ocean County Cultural & Heritage Commission makes it a priority to establish a work place and environment that embraces the spirit of the law ensuring an optimal experience for all. Upon request, information will be made available in alternative formats, such as large print, audiotape, and/or computer disc. Approved: January 17, 2012

13) County Arts Agency or County offers employment forms in alternate formats or offers assistance in filling out employment forms.

Yes
Explain: As an equal opportunity employer, the County of Ocean is committed to ensure that it complies fully with the employment standards set by the ADA Act of 1990 and subsequent regulations. All employment forms and policies have been revised to reflect ADA standards. Applications are available in large-print and reading and writing assistance is provided upon request. Detailed individual job descriptions are provided for each position through the Civil Service System.

14) County Arts Agency or County has a plan to provide reasonable accommodations for meeting and/or employee interviews if its current administrative office is not accessible.

Yes
Explain: The Ocean County Cultural & Heritage Commission provides accessible facilities to interview prospective employees. The interview process is conducted at Commission offices at 14 Hooper Avenue and at the County Administration building at 101 Hooper Avenue.

15) County Arts Agency is proactive in hiring artists/staff/volunteers with disabilities.

Yes
Explain: Because the Cultural & Heritage Commission is a county government agency with a limited number of administrative positions, the agency hires very infrequently. However, when it does, the positions are openly advertised through the civil service system and regular public media channels. The Commission aspires to improve this area with notifications in employment newsletters in conjunction with the County's Office on Individuals with Disabilities.

16) When hiring individuals with disabilities, it is important to identify the essential and the marginal functions of the job.

Many counties have positions that are maintained by the NJ Department of Personnel, the Commission on Civil Service and other positions that are political appointees (which are outside the realm of civil service and subject to serving at the advice of the county Administration). Many political appointees may not/do not have traditional job descriptions.

If positions are civil service, the job descriptions should list essential and/or marginal responsibilities. The ADA Plan for the Ocean County Dept. of Personnel had stated that each time a job description was opened, an update, clearly distinguishing the essential and/or marginal job responsibilities, would be initiated by the state.

If you do have a *sample* job description that separates marginal and essential functions, please paste here:

As of the time of submission, the most recently filled civil service position (08/13/2013) has not been updated by the state to include the essential and marginal jobs: <http://info.csc.state.nj.us/jobspec/06403.htm> The Commission makes every reasonable accommodation possible to patrons and employees with disabilities.

Grievance Procedure

17) Does the County Arts Agency have a Board of Commissioners/Directors approved procedure for accepting grievances from the public? Please include the date the procedure was adopted. If no, please explain your organization's process and timeline for adopting a Grievance Procedure.

Yes

Place procedure or explanation here: The Commission, as a division within Ocean County Government, must use the Ocean County Freeholder Board- Approved Grievance Procedure. County of Ocean Grievance Procedure under The Americans with Disabilities Act The Ocean County Board of Chosen Freeholders has adopted an internal grievance procedure to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the County of Ocean. The County's Personnel Policy governs employment-related complaints of disability discrimination. The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request. The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 15 calendar days after the alleged violation to: Jill Perez, ADA Coordinator County of Ocean, Human Services Department PO Box 2191 Toms River, NJ 08754-2191 Upon receipt of the complaint, the designated ADA Coordinator will notify the complainant of the receipt of the complaint and initiate an investigation. A report of the final resolution will be issued no later than 60 days from the date of receipt of the complaint, unless a later date is agreed to by the complainant. This decision shall be transmitted to the complainant and/or his/her designee. If the response by the ADA Coordinator or her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 10 calendar days after receipt of the response to the County Administrator or his designee. A written response will explain the position of the County of Ocean and offer options for substantive resolution of the complaint. The determination will also be forwarded to the Ocean County Board of Chosen Freeholders for action (if required). All written complaints received by Jill Perez or her designee, appeals to the County Administrator or his designee, and responses from these two offices, will be retained by the County for at least three years

REGRAantee: The Commission has approved a grievance procedure for dealing with complaints about regrantee inaccessible programs: REGRAantee: GRIEVANCE PROCEDURE: REGRAantee-SPONSORED PROGRAM The Ocean County Cultural & Heritage Commission (OCCHC) makes every reasonable effort to make its programs and services accessible to everyone. To ensure that its programs and services do remain accessible, the OCCHC sets forth the following grievance policy and procedures for constituents to file complaints about inaccessible programs or services. Because the OCCHC administers grant funds awarded by state agencies and regrants funding to local cultural organizations, a complaint may be made about lack of accessibility to a regrantee program or project. The griever should be encouraged to communicate first with the organization which sponsored the inaccessible program. If an acceptable response is not received within 14 days, then the griever should communicate the grievance to the OCCHC Division Director. Most complaints will probably be informally initiated by the complainant notifying the OCCHC office soon after inaccessibility was encountered. It is important to deal with the problem and try to resolve it as soon as possible. The OCCHC is committed to ensuring access to its programs, services, and publications. Grievances about accessibility of programs or services must be filed with the OCCHC Division Director no later than 30 days from the date the access incident occurred. Grievances can be communicated to the OCCHC Division Director in written or audio form, or in another means of communication most appropriate to the griever. The individual or organization filing the grievance will bear any costs associated with preparing and filing the grievance to the Division Director. The grievance must include the following: Griever's full name, address, and telephone number. [If a person other than the person who experienced the alleged discrimination makes the grievance, that person's name, address, and telephone number must also be included]; Special Assistance/Accommodations Available on Two Week Notice and Request LARGE PRINT AVAILABLE. The specific program or service involved in the complaint; Date of incident; A description of the specific complaint about the accessibility of the program or service; Any other background information necessary to support the complaint. If the grievance is presented in audio form, a staffperson will ask the griever for the information listed above and record the information in written format. A written copy of the grievance will be sent to the address provided. Efforts will be made to accommodate special circumstances. The OCCHC Division Director will conduct an investigation of the grievance. The OCCHC Division Director will consult the Ocean County Cultural Access Advisory Committee regarding the grievance, and formulate an informed response

based upon the Committee's recommendation, and respond as soon as possible, but not later than 30 days from the filing date of the grievance. The response will be communicated in a form most appropriate to griever (i.e., large type, audio tape, Braille, sign language interpretation, or other means). The cost of (communicating) the response will be borne by the County of Ocean. The response of the OCCHC Division Director may then be appealed to the full Commission by presenting the above material, the Division Director's decision, and the reason for appealing the decision. This appeal must be filed with the Commission (original to the Commission Chairman and a copy to the Division Director) within 30 days from the date of the Division Director's decision. The appeal will be presented to the Commission at its next regularly scheduled Commission meeting. The Commission's decision will be set forth by the Commission Chairperson 10 days after the Commission meeting. Direct Grievance to:

Timothy G. Hart

Division Director Ocean County Cultural & Heritage Commission

14 Hooper Avenue

PO Box 2191

Toms River, NJ

08754-2191

732-929-4779 (Voice)

732-506-5062 (TTY)

732-288-7871 (FAX)

www.culturalheritage@co.ocean.nj.us (EMAIL)

Date of adoption: 01/17/2012

Programmatic Issues

18) Assisted listening system provided in assembly areas, seating areas, and for guided tours, lectures and/or workshops.

Yes

Person Responsible: **Nick Wood**

Estimated Cost: **N/A (Owned - \$850 paid)**

Explain Frequency of Service (e.g. ongoing, upon request, a specific number of performances or exhibits, etc.): **Upon Request and at One Performance Annually**

Please describe your service.

or

If you do not offer the service, please explain your FY 15, FY 16 and FY 17 goals for offering the service or why the service is not applicable to your organization. **The Commission owns an assisted listening system and provides these units upon request. The units will also be featured at the Annual Salute to Ocean County as a sensitivity training component of that performance.**

19) Sign language interpretation of performances, and for guided tours, lectures and/or workshops. **Yes**

Person Responsible: **Tim Hart**

Estimated Cost: **\$300**

Explain Frequency of Service (e.g. ongoing, upon request, a specific number of performances or exhibits, etc.): **Upon Request and at One Performance Annually**

Please describe your service.

or

If you do not offer the service, please explain your FY 15, FY 16 and FY 17 goals for offering the service or why the service is not applicable to your organization. **Sign language interpretation is provided through a partnership with the Ocean County College utilizing faculty and students in their ASL-EIP certification program. It is anticipated that the annual Salute to Ocean County will feature sign language interpretation.**

20) Open/closed captioning at performances, lectures, tours, workshops, or for film/video. **Yes**

Person Responsible: **Tim Hart**

Estimated Cost: **\$522**

Explain Frequency of Service (e.g. ongoing, upon request, a specific number of performances or exhibits, etc.): **Upon Request and at One Performance Annually**

Please describe your service.

or

If you do not offer the service, please explain your FY 15, FY 16 and FY 17 goals for offering the service or why the service is not applicable to your organization. **CART services are provided upon request and will be featured at the Annual Salute to Ocean County program.**

21) Advance copies of event information either by mail or online (i.e., workshop/lecture agendas bios, etc.) **Yes**

Person Responsible: **Tim Hart**

Estimated Cost: **N/A**

Explain Frequency of Service (e.g. ongoing, upon request, a specific number of performances or exhibits, etc.): **Upon Request**

Please describe your service.

or

If you do not offer the service, please explain your FY 15, FY 16 and FY 17 goals for offering the service or why the service is not applicable to your organization. **Digital Copies of all event materials are provided upon request. As none of the Commission programs are pre-scripted, providing a word-for-word program is unlikely, however materials related to the presentation would be provided.**

22) Printed self-guided tours. **No (Explain in text box below)**

Person Responsible: **No self-guided tours offered**

Estimated Cost: **No self-guided tours offered**

Explain Frequency of Service (e.g. ongoing, upon request, a specific number of performances or exhibits, etc.): **No self-**

guided tours offered

Please describe your service.

or

If you do not offer the service, please explain your FY 15, FY 16 and FY 17 goals for offering the service or why the service is not applicable to your organization. **The Commission currently offers only guided tours with a staff member who facilitates discussion rather than a passive self-guided tour. Reasonable accommodations, such as Large Print or Tactile Displays, would be provided upon request.**

23) Admits service animals. **Yes**

Person Responsible: **All Staff**

Estimated Cost: **N/A**

Explain Frequency of Service (e.g. ongoing, upon request, a specific number of performances or exhibits, etc.): **Ongoing -**

Approximately 15-20 Times Annually

Please describe your service.

or

If you do not offer the service, please explain your FY 15, FY 16 and FY 17 goals for offering the service or why the service is not applicable to your organization. **One of our patrons has a service dog who visits the site 15 - 20 times annually.**

24) Audio described performances or guided tours. **Yes**

Person Responsible: **Nick Wood**

Estimated Cost: **\$500**

Explain Frequency of Service (e.g. ongoing, upon request, a specific number of performances or exhibits, etc.): **Upon Request**

and at One Performance Annually

Please describe your service.

or

If you do not offer the service, please explain your FY 15, FY 16 and FY 17 goals for offering the service or why the service is not applicable to your organization. **The Commission will be offering an audio described tour of the Ocean County College Gallery as part of the FY 15 Salute to Ocean County. This will be an Annual offering.**

25) Sensory seminars in conjunction with an event or exhibition. **Yes**

Person Responsible: **Upon Request**

Estimated Cost: **N/A**

Explain Frequency of Service (e.g. ongoing, upon request, a specific number of performances or exhibits, etc.): **Upon Request**

Please describe your service.

or

If you do not offer the service, please explain your FY 15, FY 16 and FY 17 goals for offering the service or why the service is not applicable to your organization. **Performers are frequently made available before or after a show to speak with the audience, including individuals who may wish to have a closer interaction with the props and instruments used - regardless of vision loss.**

26) Braille materials (event brochures, programs, exhibit or display signage, and/or other materials). **Yes**

Person Responsible: **Tim Hart**

Estimated Cost: **\$700**

Explain Frequency of Service (e.g. ongoing, upon request, a specific number of performances or exhibits, etc.): **Upon Request with Two Weeks Notice**

Please describe your service. Or If you do not offer the service, please explain your FY 15, FY 16 and FY 17 goals for offering the service or why the service is not applicable to your organization. **The materials used in performances, tours, programs, or show would be provided in braille with two weeks notice.**

27) Are your materials available online or in hard copy? Do you offer large print materials (event brochures, programs, signage, exhibit or display signage, and/or other materials)? **Yes**

Person Responsible: **Tim Hart**

Estimated Cost: **In-House Printing & IT Departments**

Explain Frequency of Service (e.g. ongoing, upon request, a specific number of performances or exhibits, etc.): **Ongoing - 3-4 Times Annually**

Please describe your service.

or

If you do not offer the service, please explain your FY 15, FY 16 and FY 17 goals for offering the service or why the service is not applicable to your organization. **Online distribution of publications and flyers is provided three to four times annually in the case of newsletter and up to twice a month for flyers and promotional materials. Large print publications are routinely offered at performances and for the Commission Newsletter.**

28) Digital media of exhibits, such as MP-3s digital audio, smartphone, iPod or other recordings. **No (Explain in text box below)**

Person Responsible: **No exhibitions offered currently**

Estimated Cost: **No exhibitions offered currently**

Explain Frequency of Service (e.g. ongoing, upon request, a specific number of performances or exhibits, etc.): **No exhibitions offered currently**

Please describe your service.

or

If you do not offer the service, please explain your FY 15, FY 16 and FY 17 goals for offering the service or why the service is not applicable to your organization. **The commission currently has no permanent or temporary exhibitions. Future exhibition efforts will look to include audio-tour components.**

29) Admits service animals. **Yes**

Person Responsible: **All Staff**

Estimated Cost: **N/A**

Explain Frequency of Service (e.g. ongoing, upon request, a specific number of performances or exhibits, etc.):

Ongoing - Approximately 15-20 Times Annually

Please describe your service.

or

If you do not offer the service, please explain your FY 15, FY 16 and FY 17 goals for offering the service or why the service is not applicable to your organization. **One of our patrons has a service dog who visits the site 15 - 20 times annually (Repeat Question?)**

30) Please explain other services your organization offers or plans to offer individuals with autism, cognitive disabilities or developmental disabilities. Explain here: **The Commission is looking to include a demonstration of Sensory-Friendly performance at the Annual Salute to increase awareness of this performance technique among grantees.**

Effective Communications (Publications, Marketing/Outreach, Website)

31) County Arts Agency or County has an accessible website (or web presence) providing basic accessibility features: high contrast, adjustable type size, alternate text for images, plain text option, etc. **Yes**

Person Responsible: **Ocean County IT Department**

Estimated Cost: **N/A**

Frequency of Service: **Available 24 Hours A Day**

Please describe your service.

or

If you do not offer the service, please explain your FY 15, FY 16 and FY 17 goals for offering the service or why the service is not applicable to your organization. **The Ocean County Website has been designed to be usable by the widest audience possible. It complies with ADA Section 508 accessibility standards and the World Wide Web Consortium's Priority 1 and most of the Priority 2 accessibility guidelines. Popular screen readers such as Jaws and WindowEyes can be used effectively by the visually impaired on this web site. In addition, contrasting colors have been employed for low vision readability.**

32) County has an accessibility statement on their website. If separate, County Arts Agency has an accessibility statement on their page of the County website. **Yes**

Person Responsible: **Nick Wood**

Estimated Cost: **N/A**

Frequency of Service: **Available 24 Hours A Day**

Please describe your service.

or

If you do not offer the service, please explain your FY 15, FY 16 and FY 17 goals for offering the service or why the service is not applicable to your organization. **County Accessibility Statement:**

<http://www.co.ocean.nj.us/AccessibilityStatementPage.aspx> The Commission includes the following language on its website: Making history and the arts accessible to all people is a major priority of the Ocean County Cultural & Heritage Commission. Every organization receiving grant funds is expected to encourage and develop the participation of a broad cross section of citizens, including, but not limited to, diverse ethnic populations, individuals with disabilities, older adults, and women. Accessibility involves both the facilities used for programming and offices, as well as the content of the programming activity, or product. Approved: January 17, 2012 Learn more about our ADA. Learn more about our ADA (<http://www.co.ocean.nj.us/ch/frmADA.aspx> - please note subsections)

33) County has an accessibility section on the website that lists accessible programs and services to patrons. If separate, County Arts Agency has an accessibility section on the website that lists accessible programs and services to patrons of the County website. **No (Explain in text box below)**

Person Responsible: **Nick Wood**

Estimated Cost: **In House IT Department**

Frequency of Service: **Available 24 Hours A Day**

Please describe your service.

or

If you do not offer the service, please explain your FY 15, FY 16 and FY 17 goals for offering the service or why the service is not applicable to your organization. **As of the time of writing, the Commission is continuing to roll out sections of its new website. The new website, upon completion, will include universal accessibility symbols in the events listings and on**

Commission Sponsored Programs as the various website featured.

34) Does your agency sell tickets to events?

If no, skip to Question 40. **No**

35) County Arts Agency offers ticket sales on its website or through an on-line ticketing service. **N/A (Explain in text box below)**

Person Responsible:

Estimated Cost:

Frequency of Service:

Please describe your service.

or

If you do not offer the service, please explain your FY 15, FY 16 and FY 17 goals for offering the service or why the service is not applicable to your organization. **The Commission does not offer this service.**

36) County Arts Agency offers seating diagram or chart showing location of accessible seating for ticket sales on its website or through an on-line ticketing service. **N/A (Explain in text box below)**

Person Responsible:

Estimated Cost:

Frequency of Service:

Please describe your service.

or

If you do not offer the service, please explain your FY 15, FY 16 and FY 17 goals for offering the service or why the service is not applicable to your organization. **The Commission does not have a permanent venue of this type or offer online ticketing services.**

37) County Arts Agency offers tickets in all price ranges to people with disabilities and up to three companions requesting accessible seating. **N/A (Explain in text box below)**

Person Responsible:

Estimated Cost:

Frequency of Service:

Please describe your service.

or

If you do not offer the service, please explain your FY 15, FY 16 and FY 17 goals for offering the service or why the service is not applicable to your organization. **The Commission does not charge for its events or programs.**

38) County Arts Agency offers optional discounted ticket prices to individuals with disabilities and their companion. **N/A (Explain in text box below)**

Person Responsible:

Estimated Cost:

Frequency of Service:

Please describe your service.

or

If you do not offer the service, please explain your FY 15, FY 16 and FY 17 goals for offering the service or why the service is not applicable to your organization. **The Commission does not charge for its events or programs.**

39) Brochures and other marketing materials are available or offered in alternate formats (e.g. large print/Braille/electronic media).* **Yes**

Person Responsible: **Nick Wood**

Estimated Cost: **In-House**

Frequency of Service: **Ongoing**

Please describe your service.

or

If you do not offer the service, please explain your FY 15, FY 16 and FY 17 goals for offering the service or why the service is not applicable to your organization. **Programs, Newsletters, and other offerings are routinely produced in Large Print for public consumption. Depending on the nature of the materials, electronic copies are made available prior to the event or after upon request (turn around on requests of this type are usually less than one day). Braille copies would be provided with two weeks notice.**

40) Brochures and other marketing materials list appropriate international access symbols and/or include a statement regarding accessibility policies.* **Yes**

Person Responsible: **Nick Wood**

Estimated Cost: **N/A In-House**

Frequency of Service: **Program/Publication Dependant**

Please describe your service.

or

If you do not offer the service, please explain your FY 15, FY 16 and FY 17 goals for offering the service or why the service is not applicable to your organization. **Current Commission offerings that use access symbols include: Out and About and Old Website Content. The Commission intends to make a concerted effort to include more accessibility options in future publicity materials. The Commission is in the process of redesigning its website and publications to incorporate these items.**

41) County Arts Agency has reasonable advance notification policy for patrons interested in utilizing its accessible programs and services (e.g. sign interpretation, large print programs, etc.).* **Yes**

Person Responsible: **Tim Hart**

Estimated Cost: **\$1,500 Annually**

Frequency of Service: **Ongoing, Two Weeks Notice**

Please describe your service.

or

If you do not offer the service, please explain your FY 15, FY 16 and FY 17 goals for offering the service or why the service is not applicable to your organization. **The Commission has a two weeks notice policy concerning accommodations that can not be offered In-House**

42) County Arts Agency utilizes its ADA advisory board (or shared advisory board/council with the Office on Disability Services/Aging & Disabilities Resource Connection) or similar representation to reach patrons with disabilities.* **Yes**

Person Responsible: **Nick Wood**

Estimated Cost: **\$1,500 Annually**

Frequency of Service: **Program Dependant**

Please describe your service.

or

If you do not offer the service, please explain your FY 15, FY 16 and FY 17 goals for offering the service or why the service is not applicable to your organization. **The C&H staff develops its programmatic accommodations in consultation with the Cultural Access Advisory Committee. For example, the Commission and CAAC worked to produce the Open Arts Conference in 2012 (see attached materials), ADA accommodations demonstration at the March 26 Salute, and July 21 ADA workshop.**

43) The County/County Arts Agency has developed or is planning to develop a targeted marketing approach to reach out to patrons with disabilities. How is the County's Public Information Officer involved in the marketing of these services?* **Yes**
Person Responsible: **Nick Wood**

Estimated Cost: **In House**

Frequency of Service: **Ongoing**

Please describe your service.

or

If you do not offer the service, please explain your FY 15, FY 16 and FY 17 goals for offering the service or why the service is not applicable to your organization. **The Commission is completing the launch of its new website to include ADA related symbols and offerings. The Commission actively maintains an email marketing program (constant contact) and does sub-divide its patrons according to interests. One of goals for FY 15 is to add new target markets in our emarketing for individuals with disabilities who are interested in our programs.**

Facility Accessibility

44) Accessible route from public transportation to the facility.

Please accurately describe this accommodation for ALL of the facilities you maintain or utilize. **The Commission office can be reached by public transportation by the following method: The Ocean Ride Toms River Connection provides access from all major NJ transit hubs in Ocean County and has a bus stop one block from the Commission Office. The sidewalks between the bus stop on Hooper Avenue and the Commission office has curb cuts and cross walks with push button walk lights.**

If you do not offer the accommodation, please explain the timeline, estimated resources and the person responsible for implementing the accommodation. **N/A**

45) ADA compliant parking.

Please accurately describe this accommodation for ALL of the facilities you maintain or utilize. **The office has an ADA compliant parking spot with curb cuts, ramps, and handrails maintained by the Building and Grounds Department.**

If you do not offer the accommodation, please explain the timeline, estimated resources and the person responsible for implementing the accommodation. **N/A**

46) Accessible route from parking to primary accessible entrance.

Please accurately describe this accommodation for ALL of the facilities you maintain or utilize. **The accessible parking spot sits immediately adjacent to the Accessible entrance accessed by a curb cut and ramps.**

If you do not offer the accommodation, please explain the timeline, estimated resources and the person responsible for implementing the accommodation. **N/A**

47) ADA compliant doors to entrance, bathrooms, assembly areas, gallery and display areas.

Please accurately describe this accommodation for ALL of the facilities you maintain or utilize. **The Commission office is located in a historic structure but does possess an ADA compliant Restroom and Entrance. The Second Floor is not ADA access compliant.**

If you do not offer the accommodation, please explain the timeline, estimated resources and the person responsible for implementing the accommodation. **Small meetings can be accommodation on the first floor of the structure with larger meetings being relocated to a suitable off site location with two weeks notice.**

48) Multi-level facility has an elevator or interior ramps at level changes.

Please accurately describe this accommodation for ALL of the facilities you maintain or utilize. **The Historic Structure that the Commission office inhabits has no interior ramps or elevators. All accommodated meetings take place on the first floor or off site.**

If you do not offer the accommodation, please explain the timeline, estimated resources and the person responsible for implementing the accommodation. **N/A**

49) Restrooms (or unisex bathroom) used by the public are ADA compliant.

Please accurately describe this accommodation for ALL of the facilities you maintain or utilize. **Aside from a mirror that is mounted too high, the office's restroom is ADA compliant.**

If you do not offer the accommodation, please explain the timeline, estimated resources and the person responsible for

implementing the accommodation. **We anticipate remounting the offending mirror at the appropriate height within six months. Work will be conducted by County personnel.**

50) Seating area(s) of facility has the correct percentage of wheelchair locations on each level as required by law. Please accurately describe this accommodation for ALL of the facilities you maintain or utilize. **All seating is movable and wheelchairs can be accommodated at most workstations on the first floor. Any and all accommodations would be provided on this floor.**

If you do not offer the accommodation, please explain the timeline, estimated resources and the person responsible for implementing the accommodation. **N/A**

51) ADA compliant signage (compliant signage would include Braille, correct type size, high contrast design elements, correct mounting and height).

Please accurately describe this accommodation for ALL of the facilities you maintain or utilize. **The accessible parking space is marked on the ground and has a posted penalty sign. The universal symbol is not present but will be replaced.**

If you do not offer the accommodation, please explain the timeline, estimated resources and the person responsible for implementing the accommodation. **The missing wheelchair sign will be replaced within six months by County Personnel.**

52) ADA compliant box office window/information desk.

Please accurately describe this accommodation for ALL of the facilities you maintain or utilize. **The Commission does not possess a box office or information desk - however the first office space encountered after entering is fully accessible.**

If you do not offer the accommodation, please explain the timeline, estimated resources and the person responsible for implementing the accommodation. **N/A**

53) ADA compliant concession stand.

Please accurately describe this accommodation for ALL of the facilities you maintain or utilize. **The Commission does not possess or operate a concession stand.**

If you do not offer the accommodation, please explain the timeline, estimated resources and the person responsible for implementing the accommodation. **N/A**

54) ADA compliant performance/dressing room/artist space.

Please accurately describe this accommodation for ALL of the facilities you maintain or utilize. **The Commission does not have a performance/Dressing Room/Artist Space.**

If you do not offer the accommodation, please explain the timeline, estimated resources and the person responsible for implementing the accommodation. **N/A**