

**ADA Compliance Committee Minutes**  
**October 9, 2019**  
**2:00 p.m. Park Central Conference Room**

Present: John McGovern, WT Engineering, Ashley Burns, Promet Source, Andrew Kusharski, Promet Source, Tom Pope, Doug Kettel, Amy Charlesworth, Tracey Crawford, Andrea Griffin, Brian Selders, Jessica Vasalos

**I. ADA Compliance Submission Process**

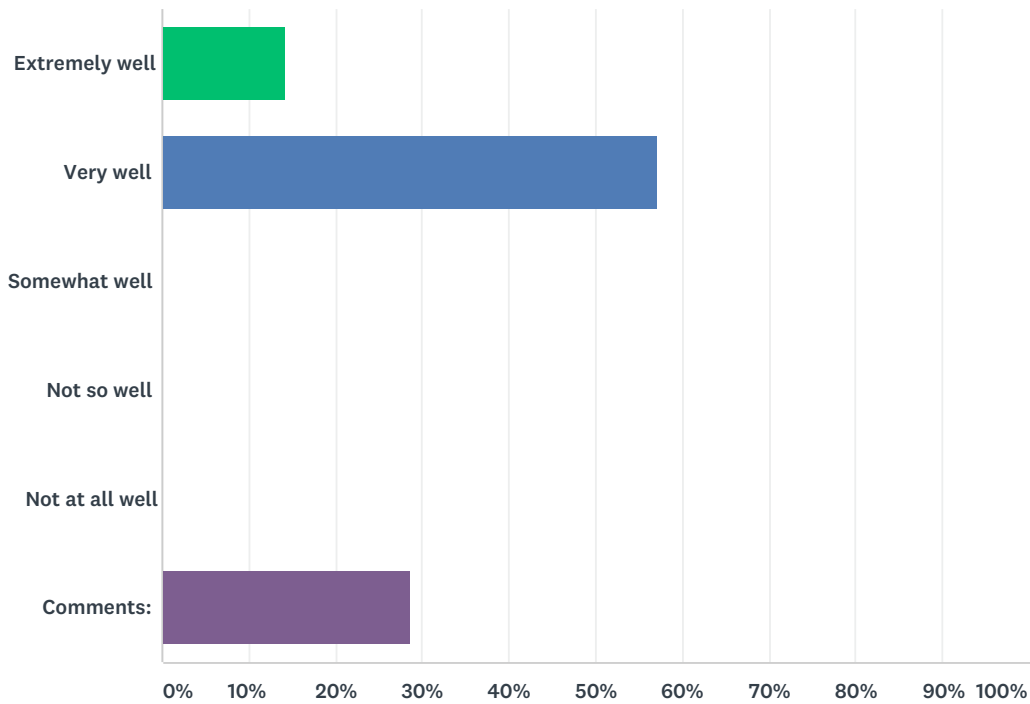
Tracey Crawford, Executive Director, reviewed the ADA Compliance Submission Process survey results with the committee. It has been determined that all submitters are happy with the process and no changes needed to be made. A suggestion was made as to hiring an ADA Resource for Member Districts to reach out to. The survey did indicate that a webinar or training refresher be available to Member Districts for training their own staff. Executive Director Crawford reported that NWSRA Staff will look into completing that before the end of 2019.

**II. Website Accessibility Presentation**

At this time, John McGovern, presented his findings about accessibility issues Member Districts need to update their websites for accessibility. A presentation was also made by Andrew Kusharski and Ashley Burns of Promet Source on their findings of a Park District websites and the accessibility issues participants may have in navigating their sites.

## Q1 Overall, how does the ADA Compliance Submission Process meet your needs?

Answered: 7 Skipped: 0

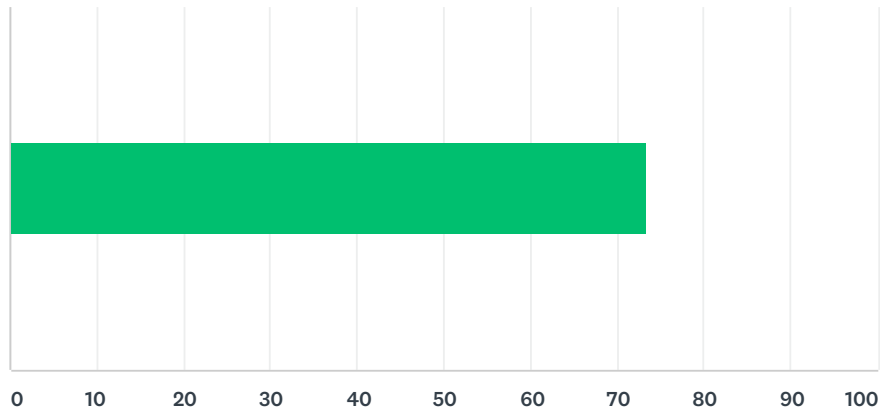


ANSWER CHOICES	RESPONSES	
Extremely well	14.29%	1
Very well	57.14%	4
Somewhat well	0.00%	0
Not so well	0.00%	0
Not at all well	0.00%	0
Comments:	28.57%	2
<b>TOTAL</b>		<b>7</b>

#	COMMENTS:	DATE
1	Have not used the system yet	9/19/2019 1:54 PM
2	Doesn't apply - we have not submitted anything.	9/19/2019 9:20 AM

**Q2 Please rate the process in terms of ease of use, 0 being the hardest and 10 being the easiest:**

Answered: 6 Skipped: 1



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	74	441	6
Total Respondents: 6			

#		DATE
1	89	9/24/2019 8:36 AM
2	72	9/20/2019 10:16 AM
3	100	9/20/2019 4:39 AM
4	94	9/19/2019 3:40 PM
5	85	9/19/2019 10:24 AM
6	1	9/19/2019 9:20 AM

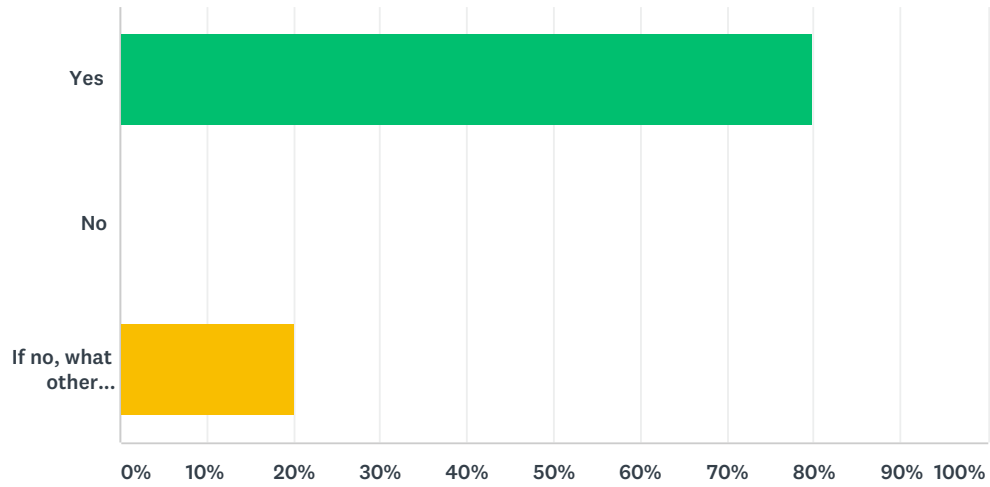
### Q3 Please provide any comments related to ease of use:

Answered: 3 Skipped: 4

#	RESPONSES	DATE
1	It may be helpful to have a consultant on retainer to assist with questions and identifying areas and amounts that are eligible for reimbursement through the Special Recreation Leavy	9/20/2019 10:16 AM
2	so much better than reading pages and pages of hard copy!	9/20/2019 4:39 AM
3	Very easy to understand and user	9/19/2019 3:40 PM

## Q4 Are you able to find the information you are looking for while using the ADA Compliance Project Submission portal?

Answered: 5 Skipped: 2

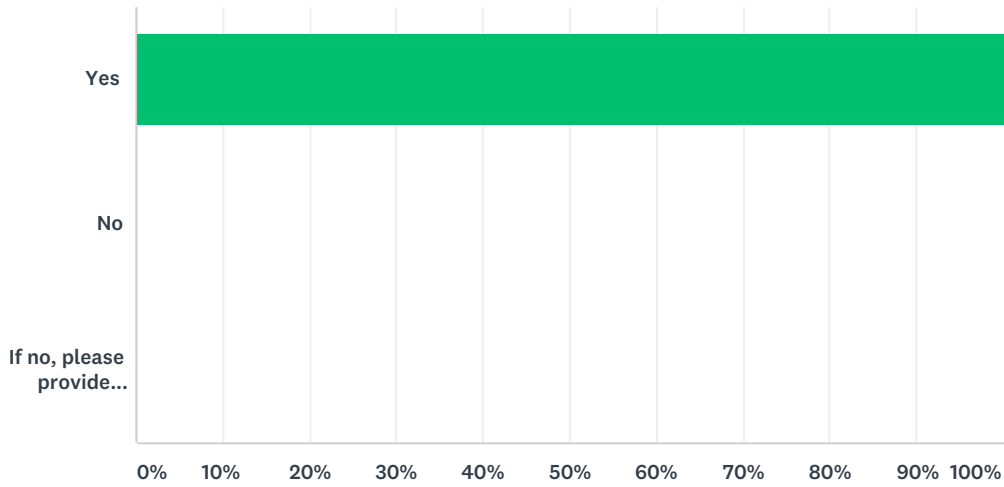


ANSWER CHOICES	RESPONSES
Yes	80.00% 4
No	0.00% 0
If no, what other information would help you?	20.00% 1
<b>TOTAL</b>	<b>5</b>

#	IF NO, WHAT OTHER INFORMATION WOULD HELP YOU?	DATE
1	Please see question 3 above	9/20/2019 10:16 AM

### Q5 Under Step 1 (Reviewing History of ADA Projects), are you able to easily navigate the document to find similar past projects for comparison?

Answered: 5 Skipped: 2

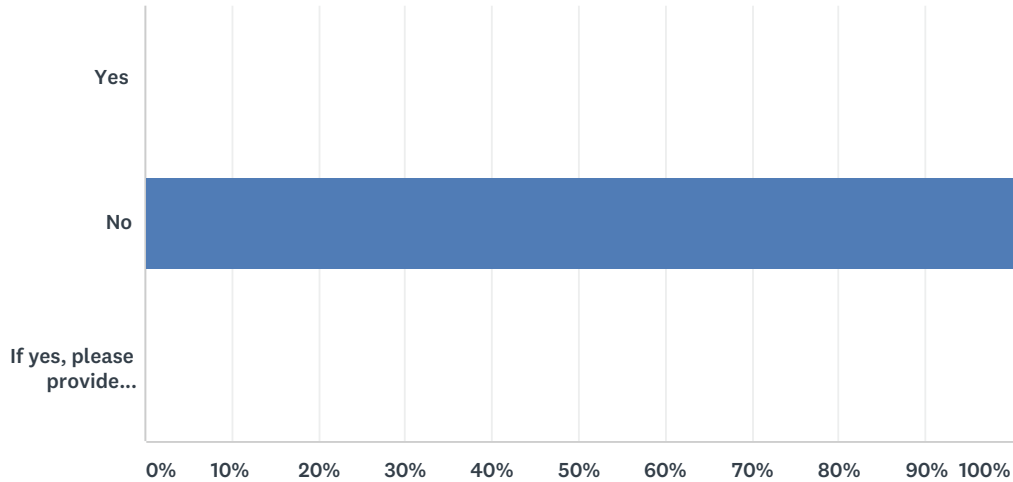


ANSWER CHOICES	RESPONSES	
Yes	100.00%	5
No	0.00%	0
If no, please provide suggestions for improvement.	0.00%	0
<b>TOTAL</b>		<b>5</b>

#	IF NO, PLEASE PROVIDE SUGGESTIONS FOR IMPROVEMENT.	DATE
	There are no responses.	

## Q6 Under Step 2 (Reviewing applicable Standards, Guidelines and Codes), do you have any suggestions for additional links to be added to the page as a resource?

Answered: 5 Skipped: 2

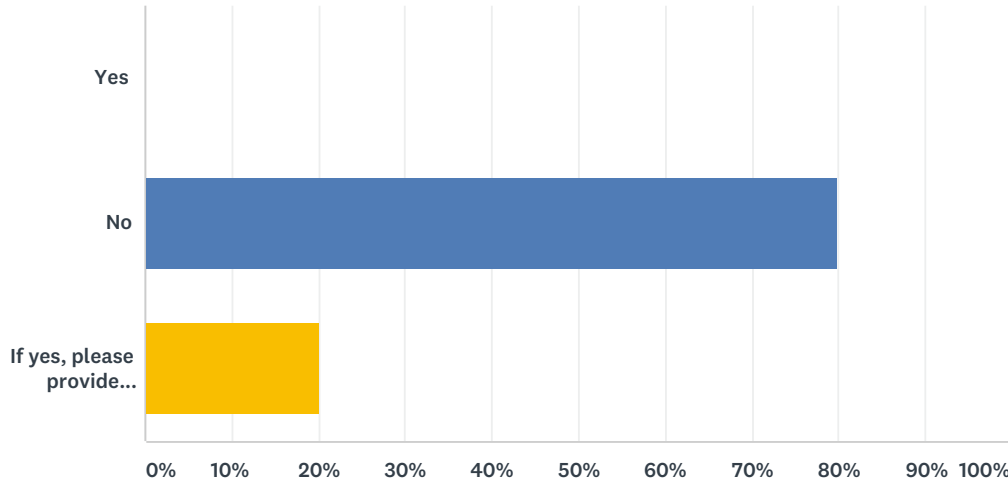


ANSWER CHOICES	RESPONSES	
Yes	0.00%	0
No	100.00%	5
If yes, please provide suggestions below.	0.00%	0
<b>TOTAL</b>		<b>5</b>

#	IF YES, PLEASE PROVIDE SUGGESTIONS BELOW.	DATE
	There are no responses.	

### Q7 Under Step 3 (ADA Compliance Project Request form), do you have any suggestions for improvement to enhance ease of use, clarity in question wording, or any other suggestions?

Answered: 5 Skipped: 2



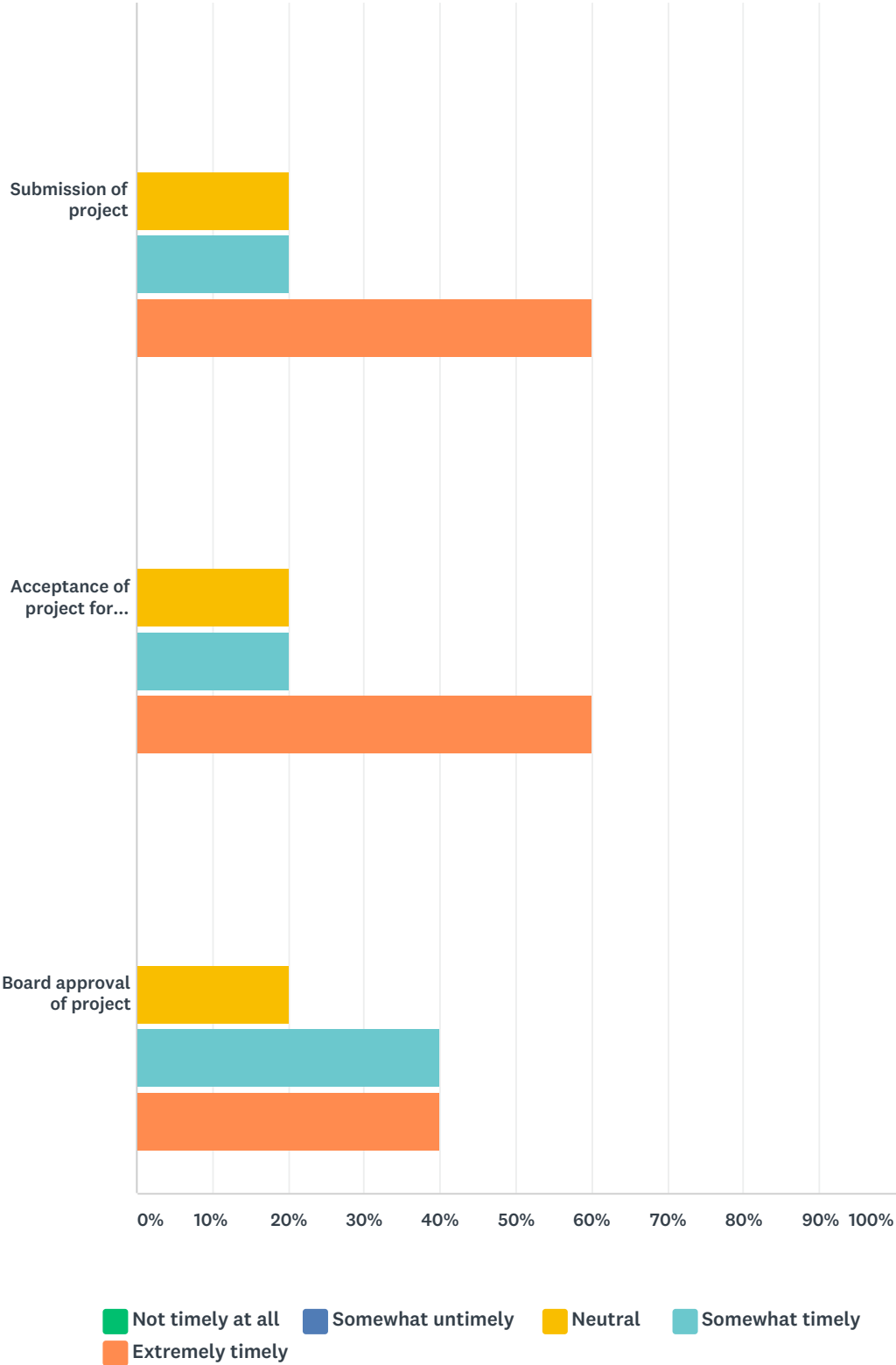
ANSWER CHOICES	RESPONSES
Yes	0.00% 0
No	80.00% 4
If yes, please provide suggestions below.	20.00% 1
<b>TOTAL</b>	<b>5</b>

#	IF YES, PLEASE PROVIDE SUGGESTIONS BELOW.	DATE
1	Refer to comment on question 3	9/20/2019 10:16 AM



### Q8 Please rate the timeliness of communication within each step of submission:

Answered: 5 Skipped: 2



## ADA Compliance Project Submission Process

	NOT TIMELY AT ALL	SOMEWHAT UNTIMELY	NEUTRAL	SOMEWHAT TIMELY	EXTREMELY TIMELY	TOTAL	WEIGHTED AVERAGE
Submission of project	0.00% 0	0.00% 0	20.00% 1	20.00% 1	60.00% 3	5	4.40
Acceptance of project for Board approval	0.00% 0	0.00% 0	20.00% 1	20.00% 1	60.00% 3	5	4.40
Board approval of project	0.00% 0	0.00% 0	20.00% 1	40.00% 2	40.00% 2	5	4.20

#	PLEASE PROVIDE ANY COMMENTS BELOW	DATE
1	sometimes it is a while after the board meeting before the letter is sent out regarding the approval of the project(s).	9/20/2019 4:39 AM

## Q9 Please provide any other suggestions for improvement in the area below:

Answered: 1 Skipped: 6

#	RESPONSES	DATE
1	Please refer to comments on question 3	9/20/2019 10:16 AM