



**CHICO AREA RECREATION AND PARK DISTRICT**  
**545 VALLOMBROSA AVENUE, CHICO, CA 95926**  
**Phone (530) 895-4711 Fax (530) 895-4721**  
**Thursday, August 25, 2022 – 4:00 PM**

*Posted Prior to 9:00 AM  
Monday, August 22, 2022*

**BOARD MEMBERS:**

Michael McGinnis, Chair  
Dave Donnan, Vice Chair  
Tom Lando  
Michael Worley

**CARD STAFF:**

Annabel Grimm, General Manager  
Heather Childs, Finance Manager  
Anjie Goulding, Recreation Manager  
Scott Schumann, Park and Facility Manager

**GENERAL INFORMATION:**

1. Agendas:  
Agendas are available on our website at <https://www.chicorec.com/board-meetings>.
2. Agenda Items:  
Agenda items are available for public inspection. Staff reports and supporting documentation are available on our website at <https://www.chicorec.com/board-meeting>.
3. Items Not Appearing On Posted Agenda:  
This agenda was posted at least 72 hours in advance of this meeting. For each item not appearing on the posted agenda upon which the Board wishes to take action, it must make one of the following determinations:
  - a. Determine by a majority vote that an emergency exists as defined in Government Code 54956.5.
  - b. Determine by a two-thirds vote or by a unanimous vote if less than two-thirds of the Board is present, that the need to take action arose subsequent to the agenda being posted.
  - c. Determine that the item appeared on a posted agenda for a meeting occurring not more than five calendar days prior to this meeting, and the item was continued to this meeting.Notwithstanding the above, items may be added to the agenda for Board discussion only or to acknowledge receipt of correspondence or other information.
4. Consent Agenda: All items listed under the Consent Agenda are considered to be routine and will be enacted by one motion. Resolutions will be read by title only. There will be no separate discussion of these items unless members of the Board, or persons in the audience, request specific items to be removed from the Consent Agenda to the Regular Agenda for separate discussion, prior to the time the Board votes on the motion to adopt the Consent Agenda. If any item(s) are removed from the Consent Agenda, the item(s) will be considered at the beginning of the Regular Agenda.
5. Assistance for the Disabled: If you are disabled in any way and need accommodation to participate in the meeting, please contact the CARD Office at (530) 895-4711 at least 48 hours prior to the start of the meeting so the necessary arrangements can be made.
6. Identity of Speakers: Speakers are asked to state their names before speaking.



**REGULAR MEETING OF THE CHICO AREA  
RECREATION AND PARK DISTRICT BOARD OF DIRECTORS  
Thursday, August 25, 2022 – 4:00 PM**

*Posted Prior to 9:00 AM  
Monday, August 22, 2022*

**AGENDA**

**1.0 CALL TO ORDER**

1.1 Roll Call

**2.0 CORRESPONDENCE**

There is no correspondence.

**3.0 PUBLIC COMMENTS**

NOTE: The Chico Area Recreation and Park District Board of Directors may take official action only on items included in the posted agenda for a specific scheduled meeting. Items addressed during the Public Comment section are generally matters not included on the agenda and therefore, the Board will not take action at this scheduled meeting. However, such items may be put on the agenda for a future meeting. The public shall have the opportunity to address items that are on the posted agenda.

**4.0 PRESENTATIONS**

There are no presentations.

**5.0 CONSENT AGENDA**

5.1 Minutes of the Regular Meeting of the Board of Directors of July 28, 2022

*Action Requested – that the Board of Directors approve the minutes as submitted*

5.2 Minutes of the Special Meeting of the Board of Directors of August 15, 2022

*Action Requested – that the Board of Directors approve the minutes as submitted*

5.3 Monthly Financial Report - Action Requested – that the Board of Directors review and approve the Monthly Financial Report

**6.0 REGULAR AGENDA**

6.1 Items Removed from the Consent Agenda

**7.0 UNFINISHED BUSINESS**

7.1 Vacant Board of Directors Position – Information/Possible Action – Discussion about the vacant Board of Directors position for Trustee Area 1.

## **8.0 NEW BUSINESS**

- 8.1 Resolution 22-12 of the Board of Directors of the Chico Area Recreation and Park District Honoring Governing Board Member Thomas Nickell for his Years of Dedicated Service to the Chico Area Recreation and Park District - Action Requested – that the Board of Directors approve Resolution 22-12 Honoring Thomas Nickell.
- 8.2 Conversion of Two Extended Part-Time Positions to Full-Time (Staff Report 22-30) – Action Requested – that the Board of Directors authorize the time-based change of a Recreation Coordinator and Parks Maintenance Aid to full-time.
- 8.3 Review of the Accommodation and Inclusion Policy (Staff Report 22-31) – Information/Possible Action – discussion about potential changes to the Accommodation and Inclusion Policy.

## **9.0 BOARD OF DIRECTORS' REPORTS/SPECIAL ASSIGNMENTS**

- 9.1 Facilities Committee
- 9.2 Other Reports

## **10.0 DIRECTORS' COMMENTS**

Opportunity for the Board to comment on items not listed on the agenda.

## **11.0 GENERAL MANAGER'S COMMENTS**

- 11.1 General Manager's Update

## **12.0 STAFF COMMENTS**

Opportunity for Staff to comment on items not listed on the agenda.

## **13.0 ADJOURNMENT**

Adjourn to the next meeting of the Board of Directors of the Chico Area Recreation and Park District.



**REGULAR MEETING OF THE CHICO AREA  
RECREATION AND PARK DISTRICT BOARD OF DIRECTORS  
545 VALLOMBROSA AVENUE, CHICO, CA 95926  
(Draft)  
MINUTES  
July 28, 2022**

**Board Members Present:** Michael McGinnis, Chair  
Dave Donnan, Board Member  
Tom Lando, Board Member

**Board Members Absent:** Michael Worley, Board Member

**Staff Members Present:** Annabel Grimm, General Manager  
Heather Childs, Finance Manager  
Anjie Goulding, Recreation Manager  
Scott Schumann, Parks and Facilities Manager

**Legal Counsel Present:** Jeff Carter, Attorney at Law

**1.0 CALL TO ORDER**

**1.1 Roll Call**

The meeting was called to order at 4:12 PM, and roll call was taken as noted above.

**2.0 CORRESPONDENCE**

There is no correspondence.

**3.0 PUBLIC COMMENTS**

There were no public comments.

**4.0 PRESENTATIONS**

There were no presentations.

**5.0 CONSENT AGENDA**

**M/S/C/ (Directors Lando/McGinnis)** that the Board of Directors approves the consent agenda as presented.

**The vote was as follows: Ayes** carried

Ayes: Lando, McGinnis, Donnan

Noes: None

Abstain: None

Absent: Worley

**6.0 REGULAR AGENDA**

No items were removed from the consent agenda.

**7.0 UNFINISHED BUSINESS**

**7.1 Bocce Court Project**

General Manager Grimm reviewed the staff report with the Board Member. Three alternate designs were presented with a metal roof structure, shade option, and different court materials.

There was discussion about the potential for solar and associated cost offsets that staff is pursuing. Two community members made comments in support of the metal structure.

Director Donnan requested that the Bocce Community come up with some funds to assist with the project's cost. Chair McGinnis asked that staff work on a policy standardizing the financial contribution from various community groups to advance specific capital projects.

**M/S/C/ (Directors Lando/Donnan)** that the Board of Directors approves the project to go to bid with all three alternatives.

**The roll call vote was as follows: Ayes** carried

Ayes: Lando, McGinnis, Donnan

Noes: None

Abstain: None

Absent: Worley

## 7.2 Keefer Creek Property

General Manager Grimm reviewed the staff report with the Board. Attorney Carter stated that an engineering firm must be contracted if any improvements to that land are contemplated to understand any environmental concerns since the property was not part of the District's Master Plan.

Director Lando asked about the County's plans to continue with that development. Staff will contact the County to inquire about the development.

Director Lando noted that in the last few months, staff found properties that had not been listed in the District's inventory. General Manager Grimm stated that staff had completed a search with the County Assessor and Record's Office to ensure all properties were identified and listed in the inventory.

## 8.0 **NEW BUSINESS**

### 8.1 Vacant Board of Director Position

Attorney Carter stated that because Director Donnan and Nickell were in the same Trustee Area following the re-districting, Director Nickell's death had not resulted in a vacancy. He stated that he was working with General Manager Grimm on County notification of the death and intention to have the election process fill the position in the vacant Trustee Area.

### 8.2 Election of Vice Chair

**M/S/C/ (Directors Lando/McGinnis)** that the Board of Directors elects Director Donnan as Vice Chair.

**The vote was as follows: Ayes** carried

Ayes: Lando, McGinnis, Donnan

Noes: None

Abstain: None

Absent: Worley

### 8.3 Regular Board Meeting Date Change

Due to the holidays in November and December, the Regular Meetings in those months need to be rescheduled.

**M/S/C/ (Directors Lando/Donnan)** that the Board of Directors authorized the date change of the November and December meetings to the third Thursday of those months.

## **9.0 BOARD OF DIRECTORS' REPORTS/SPECIAL ASSIGNMENTS**

### **9.1 Facilities Committee**

General Manager Grimm reviewed the Facilities Committee Staff Report with the Board. In addition to the Bocce project and Keefer Creek property, the Committee discussed the Chapman Park Renovation project. The timeline is on track for the public bid process in the fall, construction in Winter 2023, and grand opening next summer.

The Committee discussed staff initiatives in water conservation due to the ongoing drought. Not only are these efforts in keeping with the District's responsibility, but they will also inform rebate and funding eligibility from Cal Water.

There were no changes from the previous month to the CIP.

## **10.0 DIRECTORS' COMMENTS**

Director Lando inquired about a study to analyze community recreational needs. He stated that having an objective measure of demand for various recreational facilities and amenities would help determine where to invest the District's resources.

Chair McGinnis recalled that a study similar to what Director Lando was requesting had been done a few years ago. Staff will review District files to locate the study.

Director Lando stated he would be out of the country for the August meeting. Given COVID protocols and Director Worley on assignment now that there are only four Board Members, a Special Board Meeting needs to be scheduled to adopt a resolution authorizing remote meetings of the Board. A Special Meeting was scheduled for August 15, 2022, at 4 PM.

## **11.0 GENERAL MANAGER'S COMMENTS**

General Manager Grimm shared that the Business Services Manager position was posted and was optimistic about the candidate pool.

She also noted that there had been several issues with the antiquated financial system, and an initiative to identify a replacement software was underway.

The Projects Crew started on July 18 and has a priority list of deferred maintenance projects they are working on.

The plaque and stone for Ann Willmann's playground dedication are ready. Staff is working with Ann and Rotary to find a date for the dedication ceremony.

Staff spoke with the City about a bench dedication for Director Nickell. Staff will work on a resolution, select a location at Hooker Oak or Sycamore Field, and present it to the Board for approval.

## **12.0 STAFF COMMENTS**

Recreation Manager Goulding mentioned that she is in the process of hiring a part-time Inclusion Coordinator. This summer, there were 13 one-to-one aids for children participating in camps compared to 5-7 in previous years.

Recreation Manager Goulding stated that participant numbers were starting to look like pre-pandemic figures, and big sports users would all be on the same fee schedule.

### **13.0 ADJOURNMENT**

There being no further business, the Regular Meeting of the Board of Directors was adjourned at 5:15 PM to the next meeting of the Board of Directors of the Chico Area Recreation and Park District.



**SPECIAL MEETING OF THE CHICO AREA  
RECREATION AND PARK DISTRICT BOARD OF DIRECTORS  
545 VALLOMBROSA AVENUE, CHICO, CA 95926  
(Draft)  
MINUTES  
August 15, 2022**

**Board Members Present:** Michael McGinnis, Chair  
Dave Donnan, Vice Chair  
Tom Lando, Board Member

**Board Members Absent:** Michael Worley, Board Member

**Staff Members Present:** Annabel Grimm, General Manager  
Anjie Goulding, Recreation Manager  
Scott Schumann, Parks and Facilities Manager

**1.0 CALL TO ORDER**

1.1 Roll Call

The meeting was called to order at 4 PM, and roll call was taken as noted above.

**2.0 PUBLIC COMMENTS**

There were no comments.

**3.0 NEW BUSINESS**

Remote Teleconference/Zoom Meetings of the CARD Board for a Period of 30-days

**M/S/C/ (Directors Lando/Donnan)** that the Board adopt Resolution 2022-11 authorizing remote teleconference meetings of the Board for 30 days pursuant to the Ralph M. Brown Act and California Assembly Bill 361.

**The vote was as follows: Ayes** carried

Ayes: Lando, McGinnis, Donnan

Noes: None

Abstain: None

Absent: Worley

**4.0 ADJOURNMENT**

There being no further business, the Regular Meeting of the Board of Directors was adjourned at 4:05 p.m. to the next meeting of the Board of Directors of the Chico Area Recreation and Park District.





**RESOLUTION 22-12 OF THE BOARD OF DIRECTORS OF THE  
CHICO AREA RECREATION AND PARK DISTRICT HONORING  
FORMER GOVERNING BOARD MEMBER THOMAS NICKELL  
FOR HIS YEARS OF DEDICATED SERVICE TO  
THE CHICO AREA RECREATION AND PARK DISTRICT AREA**

**WHEREAS**, Thomas Nickell has faithfully and graciously served the Chico community through the Chico Area Recreation and Park District (CARD) since 2018, and

**WHEREAS**, as Board Member, was dedicated to the preservation and designation of park spaces throughout the District, and

**WHEREAS**, his knowledge of public safety was always at the forefront of his decision-making as he sought to ensure safe parks and recreational programs for all to enjoy, and

**WHEREAS**, his kind, humorous, and genuine interactions with CARD staff, the CARD Board of Directors, and the Chico Community as a whole resulted in numerous supportive efforts, thus benefiting the community at large, and

**WHEREAS**, with pride, CARD recognizes the countless significant professional achievements of Thomas Nickell and herewith expresses its sincere gratitude for the valuable contributions he made to the Chico Community through his varied and extensive record of public service, and

**NOW, THEREFORE BE IT RESOLVED** that the Chico Area Recreation and Park District Board of Directors hereby honor Thomas Nickell for his outstanding service, commitment, and dedication to sustaining and improving park and recreation resources for generations throughout the Chico area.

**PASSED AND ADOPTED** at the Regular Meeting of the Board of Directors of the Chico Area Recreation and Park District on the 25<sup>th</sup> of August, 2022, by the following vote:

Ayes:  
Noes:  
Abstain:  
Absent:

ATTEST:

\_\_\_\_\_  
Michael McGinnis, Chair  
Board of Directors

\_\_\_\_\_  
Annabel Grimm  
General Manager



## Chico Area Recreation and Park District “Helping People Play”

Staff Report 22-30  
Agenda Item 8.2

# STAFF REPORT

**DATE:** August 25, 2022  
**TO:** Board of Directors  
**FROM:** Annabel Grimm, General Manager  
**SUBJECT:** Conversion of Two Extended Part-Time Positions to Full-Time

### Discussion

**After-School Program (ASP) Coordinator:** The ASP team had been comprised of three full-time and two extended part-time employees. In July, the ASP Kinder Coordinator resigned. With her departure and anticipation that CUSD may move some or all Kinder programs under their Department of Education grant, oversight of the Kinder and other ASP programs was restructured.

Over the last three years, there has been a steady decline in retaining qualified staff to oversee these programs. The decline can be attributed to several factors: students graduating, university enrollment decline, a hot job seekers market, and COVID. Staffing constraints, among other logistical challenges, make it difficult to meet the demand for ASP from both families and the School District.

Changing the time base of the remaining extended part-time employee will allow for better year-round planning and opportunities to expand program offerings.

**Maintenance Worker:** In this budget cycle, the focus was on creating operational stability. It was evident that there is a full-time need to maintain District parks and facilities. Historically, there was an attempt to manage the year-round workload with seasonal positions, which has proven not to be efficient or cost-effective.

There is a continued challenge filling vacant seasonal part-time Maintenance Aid (MA) positions. Shifting a significant portion of MA work to the Facilities Rentals (FR) team has helped fill this gap. Providing more consistent hours to FR employees has gone a long way in retaining them.

MA positions require little to no technical expertise. A more impactful classification to provide additional capacity to the Parks Division is a full-time Maintenance Worker (MW). Reallocating budget from part-time wages and benefits to a full-time MW line would add some of the volume needed to maintain District parks effectively. Capacity needs will continue to be monitored and balanced with budgetary considerations. Should other changes be required, they will be communicated to the Board during the next budget cycle.

**Financial Impact:**

**ASP**

<b>Ext. PT Coordinators</b>	<b>Wages</b>	<b>Benefits</b>	<b>Total</b>
<b>22/23 Budget</b>	83,366	31,262	114,629
<b>Proposed</b>	54,226	29,661	83,887
<b>Savings</b>			<b>30,742</b>

*Please note that salaries and benefits costs for ASP staff are fully recovered by the CUSD contract.*

**Parks Division**

<b>22/23 Budget</b>	<b>Wages</b>	<b>Benefits</b>	<b>Total</b>
Full-time	1,649,000	902,003	2,551,003
Part-time wages	470,000	141,000	611,000
<b>Grand Total</b>			<b>3,162,003</b>

<b>Allocation Change</b>	<b>Wages</b>	<b>Benefits</b>	<b>Total</b>
Maintenance Aid (PT)	25,740	9,653	35,393
Maintenance Worker (FT)	37,440	20,480	57,920
<b>Cost Increase</b>			<b>22,527</b>

<b>Proposed Change</b>	<b>Wages</b>	<b>Benefits</b>	<b>Total</b>
Full-time	1,686,440	922,483	2,608,923
Part-time wages	432,560	120,520	553,080
<b>Grand Total</b>			<b>3,162,003</b>

*Please note there is zero net effect on the 22/23 budget.*

**Recommendation**

It is recommended that the Board of Directors authorize staff to change the two extended part-time positions in ASP and Parks Division to full-time.



## Chico Area Recreation and Park District “Helping People Play”

Staff Report 22-31  
Agenda Item 8.3

# STAFF REPORT

**DATE:** August 25, 2022  
**TO:** Board of Directors  
**FROM:** Annabel, General Manager  
**SUBJECT:** Accommodation and Inclusion Policy

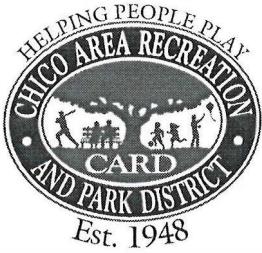
### Discussion

In January 2020, the Board approved the Accommodation and Inclusion Policy. The policy makes reference to the administration of medication, with the most common being the use of an EPI pen. The practice of storing and administering medication to program participants began in 2016.

Assembly Bill (AB) 1386, Low. Emergency medical care: epinephrine auto-injectors, approved in September 2016 outlines the requirements for agencies who render this kind of aid. Specifically, there are various training, certification, and reporting obligations.

Currently, the District does not employ staff with the required training and certifications in place and does not have the tracking, recording, or reporting procedures established.

Staff have been in contact with SDRMA, the District's insurance provider for coverage information and guidance on best practices.



**Chico Area Recreation and Park District “Helping People Play”**

**Staff Report 20-2  
Agenda Item 8.1**

# STAFF REPORT

**DATE:** January 23, 2020  
**TO:** Board of Directors  
**FROM:** Ann Willmann, General Manager  
**SUBJECT:** Accommodations Policy

## **Discussion**

To better serve our customers and provide procedures to respond to requests for accommodations, an Accommodations Policy has been developed to outline the roles and responsibilities of CARD and the accommodations that can be made to ensure that programs and services are accessible.

The attached policy has been developed by researching current policies from other Districts and has been reviewed by District council. In addition to the policy, staff will be evaluating the need for additional resources based on the number of requests received. This may include an assigned staff member to process requests, and program aids if increased staffing ratios are required.

## **Recommendation**

It is recommended that the Board of Directors approve the Accommodations Policy.

By \_\_\_\_\_  
Ann Willmann  
General Manager

## REASONABLE ACCOMMODATIONS & INCLUSION POLICY

### **PURPOSE**

This Reasonable Accommodations & Inclusion Policy is designed to ensure compliance by the Chico Area Recreation and Park District (CARD) with the Americans with Disabilities Act of 1990 (ADA) and to facilitate opportunities for program participants with disabilities to engage in recreational pursuits in the most integrated setting possible. The policy establishes consistent procedures and guidelines for the participation of persons with disabilities in programs, activities and services offered by the Chico Area Recreation and Park District (CARD)

### **POLICIES**

CARD makes every reasonable effort to ensure that its programs, activities, and services, when viewed in their entirety, are readily accessible and usable by individuals with disabilities. It affirms its commitment to assist individuals in developing and implementing a healthy, balanced leisure lifestyle by decreasing barriers to participation through program adaptations and accommodations, with the following goals in mind:

1. To provide quality recreational and support services to persons with disabilities in a non-threatening environment.
2. To increase community awareness and availability of Reasonable Accommodation & Inclusion support services.
3. To provide training and education to District staff on Reasonable Accommodations & Inclusion support services.

### **PROCEDURES**

#### **1. Registration/Accommodations Request**

- a. Participants in need of reasonable accommodations should select the program or activity they wish to participate in and register via CARD's online registration system or in person at its main office.
- b. Participants in need of reasonable accommodations must indicate at the time of registration that they require accommodations in order to participate in the activity or program. Upon registration, a minimum of fifteen (15) business days prior to the start of the activity will be required to allow CARD adequate time to evaluate the need for and to make any and all reasonable accommodations therefor, and to minimize any logistical difficulties in providing certain services. Failure of a participant to provide this required minimum three-week advance notice may limit or delay the District in providing accommodation.
- c. Within two business days of registration for a program or activity, participants requiring such are required to complete and submit a Reasonable Accommodations Questionnaire either online or via mail to CARD. Once received a CARD staff member will contact the parent/guardian/individual to discuss the accommodations that are required for the participant to successfully participate in the program.

#### **2. Assessment and Accommodations Plan**

- a. Participants in need of reasonable accommodations and/or their family members, will be required to participate in an Intake/Assessment process which



includes a review and discussion about the information contained within the Reasonable Accommodations Questionnaire previously submitted. This Intake/Assessment process is conducted by CARD staff, and is intended to enable CARD to understand and identify specific accommodations or support services necessary for participation. Upon completing the intake process, CARD staff will work with the participant/participant's guardian to develop a customized Accommodations Plan, specific to each program or activity.

- b. If, through the assessment process, CARD staff determines that reasonable accommodations or support services cannot be provided for the participant as originally requested, alternative options will be discussed with the participant and/or their family members.
- c. If an accommodation or support service is denied, CARD will provide a letter to the participant and/or their legal guardian, outlining the type of accommodation requested, what CARD considered or attempted in connection therewith, why CARD denied the request, and any alternative accommodations that were offered.

### **3. Participant Monitoring and Evaluation**

- a. The appropriate CARD staff member will coordinate with program staff and modify each individual's specific Accommodations Plan as needed based upon the participant's experience in the program or activity.
- b. Modifications to the participant's Accommodations Plan may need to be discussed with their parent/guardian or other family members.

#### Medication

CARD will only administer medication to participants if the participant has been prescribed medication that must be administered in a medical emergency, the most common being the administration of an EPI pen due to allergies. Should the participant require emergency life saving medication administration, please complete the Medication Administration form and return it to CARD no later than 2 business days prior to the first day of any program. The forms are located on CARD's website at [www.chicorec.com/resources/formsandparentresources](http://www.chicorec.com/resources/formsandparentresources) Should you have additional questions, please contact the main office at 530-895-4711 ext. 0.

#### Personal Care Assistance & Toileting

Individuals with disabilities are welcomed and encouraged to participate in all CARD programs; however, CARD does not provide direct assistance with toileting, feeding and/or dressing. Participants needing this higher level of assistance are permitted to bring their own personal assistant to the program or activity (at no additional charge) to provide any necessary personal care. Please be advised that the personal assistant may be subject to fingerprinting and a criminal background check depending on the registered program or activity. Other invasive procedures or assistance, such as tube feeding, catheterization, injections or oxygen tank monitoring also are not provided by CARD.

CARD staff may provide indirect assistance with toileting through the use of verbal cues and reminders, and may provide assistance with dressing (i.e. snapping, buttoning of clothing). CARD, however, does not provide assistance with diapering of participants. In some cases, the District may assist with lifting if it is identified that a two-person lift is necessary, and CARD is simply assisting the family-provided aide in transferring the participant.

### Social Behavior & Safety

Under the ADA, an accommodation is not reasonable if it compromises the safety of the staff and/or participants, and/or significantly alters the purpose of the program or activity. Safety issues will be formally identified and recorded.

If a participant's behavior is detrimental to the group or to the participant themselves (i.e. kicking, biting, hitting, spitting, self-abusing, refusal to stay with the group), a parent/guardian will be called to pick up the participant immediately. If the behavior continues, a behavior plan will be added to the Accommodations Plan, and possible removal from the program or activity could result if the behavior cannot be reduced or eliminated.

If a parent/guardian has not requested accommodations/modifications and has registered the participant for a program, and it is thereafter determined and communicated that an accommodation/modification is needed, the following steps will be taken.

- If a participant is deemed to be disruptive or unsafe, the participant will be removed from the program until a parent/guardian meeting, inclusion profile and discussion of the accommodation/modification necessary have been completed and a determination has been made by CARD that the participant may return to the program.
- If accommodation/modification is needed which includes the need for additional staff, there may be a time delay for participant to re-enter into the program until staffing is acquired.
- If it is determined that no accommodation/modification is needed, the participant may participate in the program but must continue to meet the basic qualifying skills of the program.

### Types of Reasonable Accommodations

Reasonable accommodations specifically mentioned in the ADA include, but are not limited to, the following:

- **Extra staff:** Providing additional employees or trained volunteers to assist the participant
- **Additional staff training.**
- **Auxiliary Aids or Services:** This may include sign language interpreters, note takers, assistive listening services, cassette versions of documents, and Braille documents.
- **Changes to Rules and Policies:** When a rule can be changed without resulting in a fundamental alteration of the service, it must be changed for the person with a disability.
- **Adaptive Equipment:** Many vendors make adaptive sports equipment, adaptive game pieces, adaptive card holders, special eating utensils, and adaptive musical instruments. CARD shall make every effort to acquire adaptive equipment, if requested.
- **Removal of Non-Structural Architectural Barriers.** This will occur only when it is "readily achievable" to do so. When barrier removal is easily accomplishable and able to be carried out without much difficulty or expense. (ADA 36.304)
- **Other Effective Modifications.** Public entities do not necessarily have to make each of their existing facilities accessible. CARD will make every effort to evaluate how to provide program access through any number of methods. This may include alteration of existing facilities, acquisition or construction of additional facilities, relocation of a service or program to an accessible facility, or provision of services at alternate accessible sites.

### Undue Burden

Reasonable accommodations for qualified participants are determined by individual need, programmatic elements, and staff competencies. Although CARD will give primary



consideration to an individual's choice of accommodation, including auxiliary aids/services, CARD may deny an accommodation, if providing the accommodation, including auxiliary aids or services, would result in a fundamental alteration in the nature of the program, activity or service or result in an undue financial or administrative burden. In such instances, CARD will reasonably attempt to furnish another auxiliary aid that does not result in a fundamental alteration or undue burden.

CARD shall abide by the three legally identified categories to evaluate the determination of an undue burden:

- Undue Administrative Burden - When all existing and available resources are applied and an accommodation cannot be found, CARD has complied with the ADA requirements.
- Undue Economic Burden - When the cost of an accommodation will result in a substantial financial burden to CARD, a finding of economic burden is justified. In this situation, the overall CARD budget is used to determine the economic burden, and not that of the individual program or division budget.
- Fundamental Alteration – When the accommodation could be made, but would fundamentally change the activity or the policy, the accommodation need not be made.