Dear Department Heads:

As you may know, Sacramento County completed an update of the County-wide Americans with Disabilities Act (ADA) Self Evaluation and Transition Plan in April 2020. A legal obligation under the ADA, the Self-Evaluation is a comprehensive report which outlines the barriers for people with disabilities as they seek to use County services and programs. The Transition Plan portion lists both the architectural and administrative barriers (policies, procedures, and practices) that need to be addressed in order to improve accessibility of County programs, and it establishes a reasonable timeline for making those enhancements. We were successful in completing this 3 year review process with the help of numerous employees representing virtually every County department.

Despite being delayed by Covid 19 response activities, the Department of Personnel Services’ Disability Compliance Office (DCO) has been working to develop the training and resources staff need to fulfill our ADA obligations. Our next step is to create a more robust team of departmental representatives who will assist the County in fulfilling its obligation under the ADA to engage in removal of access barriers and continuous improvements in accessibility. This team of Public Access Liaisons (PAL) will be provided ongoing training and support from the DCO. Their responsibilities are described in the attached program description.

Your cooperation in this process is needed. We request that you, or your designee, appoint representatives from your department who have responsibility for and knowledge of

* Facility planning and management
* Program or service delivery
* Public communication
* Web site content

We appreciate your support and thank you in advance for the cooperation of your staff in taking on this important role. We would like to have the PAL members identified by May 31, 2024. Should you have any questions or need assistance, please contact Cori Stillson, Equal Employment Opportunity Officer, at 874-6494.

Thanks!