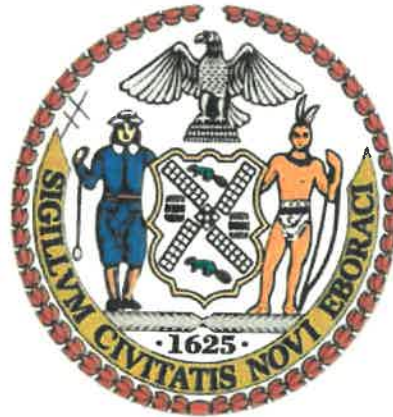


**Staten Island  
Community Board 1**



**Local Law 12 of 2023  
5-Year Accessibility Plan  
2024-2028**

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**Local Law 12 of 2023**  
**5-Year Accessibility Plan**  
Office of the Staten Island Community Board 1

Local Law 12 of 2023 (“Local Law 12”), codified as section 23-1004 of the NYC Administrative Code, requires agencies to prepare and publish 5-year accessibility plans using a template provided by the Mayor’s Office for People with Disabilities (MOPD). The Staten Island Community Board 1 Office (the “**Agency**”) hereby publishes this 5-year Accessibility Plan (the “**Plan**”).

**General**

1. Under Local Law 27 of 2016 (codified as NYC Admin Code § 23-1002), every city agency is required to appoint a Disability Service Facilitator (DSF) to coordinate its efforts to comply with and carry out its responsibilities under the ADA and other federal, state, and local laws and regulations concerning accessibility for persons with disabilities. The DSF shall serve as the primary contact within the agency for persons with disabilities who request auxiliary services and do the following: (1) coordinate auxiliary services for persons with disabilities (2) respond to inquiries from members of the public concerning accessibility (3) develop Agency policy and procedures to ensure full programmatic and communication accessibility for persons with disabilities (4) conduct training for agency staff on disability access issues (5) provide accessible notices to members of the public to advise them of their rights and the agency’s grievance procedures (6) assist in the investigation of complaints that pertain to non-compliance in the ADA and other applicable laws.

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2. Pursuant to Local Law 27 of 2016 (codified as NYC Admin Code § 23-1002) the name and contact information (including email, mailing address, and phone number) of the Agency's Disability Service Facilitator (DSF) is:

Name:	Joan Cusack
Email:	jcusack@cb.nyc.gov
Phone:	718-981-5900
Address:	1Edgewater Plaza. Ste. 217, Staten Island, NY 10305

3. The Staten Island Community Board 1 District Manager is responsible to prepare and update the Agency's 5-year plan;
4. A link to the Agency's notice of non-discrimination/notice of rights, grievance procedure, and website accessibility statement will be posted here:
  - a. <https://nyc.gov/sicb1>
  - b. This will also be attached as Appendix A

## **Mission and Background of Agency**

The mission of the Agency is to advocate for District 1 in the Borough of Staten Island and all its residents and represent the Borough's interests within the city government.

Community Boards are autonomous City agencies and members are City officers. The Community Board plays an important role in improving the quality of life for all New Yorkers. The purpose of each New York City Community Board is to encourage and facilitate the participation of citizens within City government within their communities, and the efficient and effective organization of agencies that deliver municipal services in local communities and boroughs.

Each community board has a District Manager who establishes an office, hires the staff, and implements procedures to improve the delivery of city services to the district. While the main responsibility of the board office is to receive complaints from community residents, they also maintain other duties. Many boards choose to provide additional services and manage special projects that cater to specific community needs, such as coordinating neighborhood cleanup programs, and more.

Under Chapter 4 of the New York City Charter, the Agency is mandated to monitor borough service delivery, establish a budget, and establish a Land Use Committee that will assist in land use and environmental matters. In addition, the Agency may conduct public hearings on land use matters.

The Agency is made up 2 employees and will make a deliberate effort, by policies and procedures, to promote a diverse work environment where Agency employees, regardless of race, ethnicity, gender, age, or any other protected EEO status are treated with the same level of professionalism and respect. The Agency will implement an open floor plan to encourage diversity, ensure equal opportunities, and foster collaboration.

## **Executive Summary**

Local Law 12 of 2023 (“Local Law 12”), codified as section 23-1004 of the NYC Administrative Code requires agencies to prepare and publish 5-year accessibility plans using a template provided by the Mayor’s Office for People with Disabilities (MOPD). The Office of Staten Island Community Board 2 (the “Agency”) hereby publishes this 5-year accessibility plan (the “Plan”) herein. The Law contemplates five specific areas identified in section (b)(2) of Local Law 12 (NYC Admin Code § 1004(b)(2)): physical access, digital access, programmatic access, effective communications, and workplace.

In keeping with its obligations under city, state, and federal laws, the Agency is committed to providing reasonable accommodations for applicants, employees, and program participants with disabilities.

The ADA defines a person with a disability as someone with a physical or mental impairment that significantly restricts one or more major life activities. It also includes individuals who do not have a disability but are regarded as having a disability. The ADA prohibits discrimination against an individual due to their association with a person with a disability.

Additionally, the Agency continues to conduct self-evaluations in one or more areas outlined in Local Law 12 to meet the goals established in this plan. The Agency strives to ensure that persons with disabilities are included and can participate effectively in government functions.

## **Accessibility Statement**

The Agency is committed to maintaining a workplace accessible to persons with disabilities.

The Agency through its DSF Coordinator will strive to explore new approaches. Accessibility will be integrated into the Agency's operations and activities, both within and outside the office as circumstances require.

It is the policy of the Office Staten Island Community Board 1 (the "Agency") to comply with all applicable laws including, but not limited to, the Americans with Disabilities Act (ADA), Rehabilitation Act, the New York State Human Rights Law, and the New York City Human Rights Law (NYCHRL). The Agency does not discriminate based on disability in its hiring practices, programs, services, and activities.

The agency expects all managers and supervisors to promote a work culture that is fair, safe, and accessible for all individuals with disabilities while prioritizing accessibility, inclusion, and respect for everyone.

## **Agency Plan**

Local Law 12 requires the Agency to publish a plan outlining the steps it is

currently taking, as well as those it will take over the next 5 years to ensure that its workplace, services, programs, and activities are accessible, accommodating, and inclusive for individuals with disabilities. The following five (5) areas must be identified in section (b)(2) of Local Law 12 (NYC Admin Code § 1004(b)(2):

1. Physical Access

- a. Access Issues: The Agency is housed within an office building/office park complex. DCAS leases the Agency approximately 1,063 square feet of office space. The common areas and public spaces of the building are generally accessible to individuals with physical disabilities.
- b. Actions: The Agency will explore ordering and installing additional signage (including braille signage) to address any gaps between the common areas and the agency-specific areas. While the landlord is responsible for maintaining the common areas of the building, DCAS makes efforts to monitor the areas of the building to ensure that the building operations can run smoothly and to ensure that there are no barriers to accessibility. If the Agency has an issue, it promptly notifies the landlord's maintenance manager who is required to remediate the issue.

2. Digital Access

- a. During its Agency review prompted by Local-Law 12, we determined that the Agency's website does not include an accessibility statement. Also, the website itself may not have been fully accessible for those who are blind or have low vision and compliant with the standards adopted under Local Law 26 of 2016 (currently, the Web Content Accessibility Guidelines (WCAG) 2.1 Level AA).
- b. Website. The Agency continues to advance the accessibility of its information and resources in digital formats.
- c. Actions: The Agency will post a website accessibility statement and ensure that its website meets applicable standards, to improve the



accessibility of its digital content, including electronic documents. Additionally, the Agency will train staff to work with the Job Access with Speech (JAWS) software to ensure the website accessibility is accessible to individuals who use screen readers. The Agency will also implement processes to include captioning on shared videos.

### 3. Programmatic Access

- a. Access Issues: The agency is not solely responsible for event notices, as most events are held in partnership with other governmental and non-governmental entities.
- b. Actions: Event notices distributed by the agency will include information required under Local Law 28 of 2016, including information on accessibility features that are being provided as a matter of course, as well as information on how to request a reasonable accommodation

### 4. Effective Communications

- a. Access Issues: The agency may not have sufficient mechanisms in place to provide CART, ASL interpretation, and large print and Braille promptly upon request. Additionally, digitally distributed items may not meet MOPD guidance.
- b. Actions: The agency is working to ensure that it has mechanisms in place to expeditiously provide CART, ASL interpretation, large print, Braille, and other auxiliary aids and services upon request. Additionally, it is working to ensure that videos shared with the public include captioning and that electronic documents shared with the public are accessible, including images that always include Alt text, Further, the Agency's EEO Office, including the DSF will continue to maintain an open-door policy and respond to all inquiries from employees, prospective employees, and members of the public as such inquiries are received. This includes any accommodation requests from persons with disabilities. The Agency works effectively and efficiently to ensure that services, programs, and activities are

accessible and inclusive for all constituents including persons with disabilities.

5. Workplace Inclusion

- a. Access Issues: It is the policy of the Agency to provide equal employment opportunities to all qualified individuals with disabilities. All prospective employees who is a qualified individual with a disability may request a reasonable accommodation to assist in performing the essential duties.
- b. Actions: The Agency will explore posting eligible employment positions on the NYC ATWORK job board and engaging in other recruitment specifically targeted to people with disabilities. The Agency is also working with MOPD to ensure that Agency staff receive Disability Etiquette and Awareness training as applicable. Additionally, the EEO Office ensures that all employees are given the City Equal Employment Opportunity Policy along with information about the reasonable accommodation process and the complaint process. Annually, the EEO Office includes information about the reasonable accommodation process and the complaint process via the monthly EEO Newsletter. The EEO Office maintains an open-door policy and responds to all inquiries from employees, prospective employees, and members of the public as such inquiries are received.

## Methodology

The agency assessed the access issues identified herein by the Staten Island Community Board 1 Office in conjunction with the General Counsel and Agency staff, including staffmembers with family and friends with disabilities.

Additionally, since the Agency is physically housed in an ADA compliant building. The building management team was consulted regarding access for persons with physical disabilities.

## **Appendix A**

### **AGENCY'S NOTICE OF NONDISCRIMINATION / NOTICE OF RIGHTS**

OFFICE OF COMMUNITY BOARD 1, STATEN ISLAND (THE "AGENCY") POLICIES PROHIBITING DISCRIMINATION AGAINST PEOPLE WITH DISABILITIES IN ACCESS TO CITY SERVICES.

It is the policy of Office Community Board 1, Staten Island to comply with all applicable laws including, but not limited to, the Americans with Disabilities Act (ADA), the Rehabilitation Act, the New York State Human Rights Law, and the New York City Human Rights Law. The Office of Community Board 1, Staten Island does not discriminate based on disability in the operation of its programs, services, and activities.

Employment-related complaints for employees and applicants for employment seeking a reasonable accommodation are covered under the City's Diversity, Local Law 12, and EEO Policy which can be found at <http://www.nyc.gov/html/dcas/html/about/eoo.shtml>.

Any member of the public who requires an auxiliary aid or service for effective communication, or a reasonable modification of policies or procedures (involving matters other than employment) to participate in our programs, services, or activities is invited to direct their needs and preferences to Debra A. Derrico, Disability Service Facilitator ("Facilitator") by mail, telephone, or email:

Disability Service Facilitator  
Joan Cusack  
1 Edgewater Plaza,  
Staten Island, NY 10305  
(Phone) 718-981-6900 | (Email) [jcusack@cb.nyc.gov](mailto:jcusack@cb.nyc.gov)

Requests should be made as soon as possible but no later than three (3) business days before the scheduled program, service, or activity. Questions, concerns, or requests for additional information may be directed to Joan Cusack, Facilitator.

If you believe that you have been denied an auxiliary aide or service or a reasonable modification of policies or procedures to participate in programs, services or activities provided by Office Community Board 1, Staten Island. Please see the Office of Community Board 1, Staten Island grievance procedure.

## **AGENCY'S GRIEVANCE PROCEDURE**

### **OFFICE OF COMMUNITY BOARD 1, STATEN ISLAND GRIEVANCE PROCEDURE UNDER THE AMERICANS WITH DISABILITY ACT, THE REHABILITATION ACT AND STATE AND CITY HUMAN RIGHTS LAWS IN ACCESS TO CITY SERVICES**

This grievance procedure may be used by any member of the public who wishes to file a grievance alleging discrimination based on disability in the provision of services, activities, programs, or benefits by the Office of Community Board 1, Staten Island. Employment-related complaints for employees and applicants for employment seeking a reasonable accommodation are covered under the City's Diversity and EEO Policy which can be found at <http://www.nyc.gov/html/dcas/html/about/eoo.shtml>.

The grievance should be in writing and contain information about the alleged discrimination such as the name, address, and telephone number of the grievant, as well as the location, date, and description of the complaint or alleged violation of the ADA, the Rehabilitation Act, the New York State Human Rights Law or the New York City Human Rights Law. Examples of discrimination include, but are not limited to an agency refusing to provide an American Sign Language interpreter, large print or Braille documents and, real-time captioning also known as computer-assisted real-time transcription (CART) when requested within a reasonable time frame or failing to provide adequate information regarding accessibility for people with disabilities at the Office of Community Board 1, Staten Island hosted public events.

Alternative means of filing grievances, such as in-person interviews or an audio recording of the grievance, may be made available, as needed, to persons with disabilities upon request.

The grievance should be submitted as soon as possible but no later than sixty (60) calendar days after the date of the alleged violation of the ADA, the Rehabilitation Act, the New York State Human Rights Law, or the New York City Human Rights Law to:

Disability Service Facilitator  
Joan Cusack  
1 Edgewater Plaza,  
Staten Island, NY 10305  
(Phone) 718-981-6900 | (Email) [jcusack@cb.nyc.gov](mailto:jcusack@cb.nyc.gov)

Within thirty (30) calendar days after receipt of the grievance, the facilitator or his or her designee will contact the grievant to discuss the grievance and any possible resolutions.

Within fifteen (15) calendar days of this contact with the grievant, the facilitator or his or her designee will respond to the grievance in writing or, where appropriate, in a format accessible to the grievant, such as large print, Braille, or audio recording. This response will explain the Agency's position and offer options for substantive resolution of the grievance, where applicable.

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The grievant or its designee may appeal the decision by the facilitator or his or her designee within thirty (30) calendar days of receipt of the response by mail to:

Office of Staten Island Community Board1  
1 Edgewater Plaza,  
Staten Island, NY 10305

The appeal should be submitted in writing. Alternative means of filing an appeal, such as an in-person interview or an audio recording of the grievance, may be made available for persons with disabilities upon request.

The Office of Community Board 1, Staten Island's response to the appeal will be provided to the grievant within sixty (60) days following receipt of the request for the appeal. All responses by the Office of Community Board 1, Staten Island will be in writing or, where appropriate, in a format accessible to the grievant. All written grievances, appeals, and responses received in connection with a grievance made to the Office of Community Board 1, Staten Island, will be retained for at least three (3) years. This document is available in alternative formats, including large print, audio recording, and Braille, from the facilitator upon request.

## **AGENCY'S WEBSITE ACCESSIBILITY STATEMENT**

### **Staten Island Community Board 1 Website Accessibility Statement**

The Office of Community Board 1, Staten Island is committed to ensuring its digital content is accessible to and usable by people with disabilities. We are continually improving the user experience for everyone and applying the relevant accessibility standards.

#### **Conformance Status**

The Web Content Accessibility Guidelines (WCAG) defines requirements for designers and developers to improve accessibility for people with disabilities. It defines three levels of conformance: Level A, Level AA, and Level AAA. Our digital content is partially conformant with WCAG 2.1 level AA. Partially conformant means that some parts of the content do not fully conform to this accessibility standard.

#### **Feedback**

If you need assistance accessing a particular program or service, please reach out to the Office of Community Board 1, Staten Island at [lmaffeo@cb.nyc.gov](mailto:lmaffeo@cb.nyc.gov).

#### **Assessment Approach**

The Office of Community Board 1, Staten Island will assess the accessibility of its digital content through self-evaluation.

#### **Date**

This statement was created on September 30, 2024.