

## THE WASHINGTON FISH AND WILDLIFE COMMISSION INVITES APPLICATIONS FOR THE COMMISSION'S ADVISORY COMMITTEE FOR PERSONS WITH DISABILITIES

OLYMPIA – The Washington Fish and Wildlife Commission is seeking applicants to fill three vacancies on its advisory committee for persons with disabilities.

The seven-member committee advises the commission on issues of concern for hunters and fishers with disabilities, including special hunts, modified sporting equipment, access to public land and recreational opportunities.

Committee members are appointed by the commission, which sets policy for the Washington Department of Fish and Wildlife (WDFW). Qualified applicants must have a permanent disability and reside in Washington state.

The vacant positions represent WDFW Region 1 (Pend Oreille, Spokane, Stevens, Ferry, Lincoln, Whitman, Garfield, Columbia, Walla Walla and Asotin counties); WDFW Region 2 (Okanogan, Douglas, Chelan, Grant and Adams counties); and WDFW Region 6 (Kitsap, Clallam, Jefferson, Grays Harbor, Mason, Thurston, Pacific and Pierce counties).

Members serve four-year terms and are required to attend advisory committee meetings, held at least twice each year. Members serve without compensation, but receive reimbursement for travel expenses.

For additional information, prospective candidates can contact WDFW Office of Human Resources (360-902-8132) or visit the commission's website at <http://wdfw.wa.gov/commission/>.

To receive consideration, applicants must submit a resume and a statement of interest by July 10, 2014 to DFW Human Resources Office, Washington Department Fish and Wildlife, 600 Capitol Way North, Olympia, WA 98501-1091.

## AN OPPORTUNITY TO SERVE THE PEOPLE OF WASHINGTON

**The Washington Fish and Wildlife Commission is seeking applicants for the “Commission’s Advisory Committee for Persons with Disabilities” to represent agency designated Regions’ 1, 2 & 6 as shown below:**

**Region 1 Counties:** Asotin, Columbia, Ferry, Garfield, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman

**Region 2 Counties:** Adams, Chelan, Douglas, Grant, Okanogan

**Region 6 Counties:** Clallam, Grays Harbor, Jefferson, Kitsap, Mason, Pacific, Pierce, Thurston

Please review the attached documents to see the full notice.

Attachments:

1. WDFW Administrative Regions County Map
2. Recruitment Notice
3. [RCW 77.04.150](#)
4. WDFW ADA Committee Charter

# WDFW ADMINISTRATIVE REGIONS COUNTY MAP



# RECRUITMENT NOTICE

## THE WASHINGTON FISH AND WILDLIFE COMMISSION INVITES APPLICATIONS FOR ADA EXECUTIVE ADVISORY COMMITTEE MEMBER REPRESENTATIVES FOR REGIONS' 1, 2 & 6 (See County map)

The ADA Advisory Committee to the Fish and Wildlife Commission (ADAAC) consists of Washington residents with disabilities representing each of the agency designated administrative regions, and one member at large. This committee works closely with the Department to review, enhance, and create more recreational opportunities for citizens with disabilities.

### RESPONSIBILITIES:

- Provide advice and recommendations to the Fish and Wildlife Commission regarding ADA issues brought forth by the Department, Constituents, and/or Commission members.
- Provide advice and recommendations to Department Staff regarding ADA issues in the Regions
- Provide advice and recommendations to the ADA Access Committee regarding on-going ADA issues.

### TERMS & CONDITIONS:

- Advisory Committee members are selected to represent each of the Department of Fish and Wildlife's six administrative regions and serve four-year terms.
- The committee must meet at least semi-annually or at other times as requested by the majority of the Members
- A majority of Members currently serving on the advisory committee constitutes a quorum
- Members serve without compensation but receive reimbursement for travel expenses (lodging, meals, and transportation).

### QUALIFICATIONS:

#### Committee Members must be-:

- Persons with a disability as defined in [RCW 77.04.150](#)
- Motivated to advocate for persons with disabilities
- Have a good understanding of hunting, fishing and wildlife viewing
- Available to travel and attend meetings and site visits

See [RCW 77.04.150](#) and [ADA Committee Charter](#) for further information

### TO APPLY:

Submit a resume, and a statement of interest, stating how you meet the Qualifications and why you want to be a member of the ADA Committee by July 10, 2014 to:

DFW Human Resources Office,  
Washington Department Fish and Wildlife  
600 Capitol Way North  
Olympia, WA 98501-1091

**Please call the WDFW Human Resources Office at (360) 902-8132, if you have any questions**

## RCW 77.04.150

Hunters and fishers with disabilities — Advisory committee — Composition — Terms — Pilot project — Report to the legislature.

(1) The commission must appoint an advisory committee to generally represent the interests of hunters and fishers with disabilities on matters including, but not limited to, special hunts, modified sporting equipment, access to public land, and hunting and fishing opportunities. The advisory committee is composed of seven members, each being an individual with a disability. The advisory committee members must represent the entire state. The members must be appointed so that each of the six department administrative regions, as they existed on January 1, 2007, are represented with one resident on the advisory committee. One additional member must be appointed at large. The chair of the advisory committee must be a member of the advisory committee and shall be selected by the members of the advisory committee.

(2) For the purposes of this section, an individual with a disability includes but is not limited to:

- (a) An individual with a permanent disability who is not ambulatory over natural terrain without a prosthesis or assistive device;
- (b) An individual with a permanent disability who is unable to walk without the use of assistance from a brace, cane, crutch, wheelchair, scooter, walker, or other assistive device;
- (c) An individual who has a cardiac condition to the extent that the individual's functional limitations are severe;
- (d) An individual who is restricted by lung disease to the extent that the individual's functional limitations are severe;
- (e) An individual who is totally blind or visually impaired; or
- (f) An individual with a permanent disability with upper or lower extremity impairments who does not have the use of one or both upper or lower extremities.

(3) The members of the advisory committee are appointed for a four-year term. If a vacancy occurs on the advisory committee prior to the expiration of a term, the commission must appoint a replacement within sixty days to complete the term.

(4) The advisory committee must meet at least semiannually, and may meet at other times as requested by a majority of the advisory committee members for any express purpose that directly relates to the duties set forth in subsection (1) of this section. A majority of members currently serving on the advisory committee constitutes a quorum. The department must provide staff support for all official advisory committee meetings.

(5) Each member of the advisory committee shall serve without compensation but may be reimbursed for travel expenses as authorized in RCW 43.03.050 and 43.03.060.

(6) The members of the advisory committee, or individuals acting on their behalf, are immune from civil liability for official acts performed in the course of their duties.

(7) Beginning December 1, 2011, and again at least once every four years, the commission shall present a report to the appropriate legislative committees detailing the effectiveness of the advisory committee including, but not limited to, the participation levels, general interest, quality of advice, and recommendations as to the advisory committee's continuance or modification.

## **ADA COMMITTEE CHARTER 2014**

Washington Fish and Wildlife  
Commission's  
ADA Advisory Committee (ADAAC)

**Committee Charter and 13-15 Work plan**

June 1, 2014

## **Overview**

Washington State is recognized for its wide array of outdoor recreational activities and wildlife. The Department of Fish and Wildlife (WDFW) encourages all persons with a disability to experience recreation in Washington's wonderful outdoors. Numerous opportunities are offered for hunters and anglers with disabilities through legislative mandates, statutes, and policies complying with provisions of the Americans with Disabilities Act (ADA).

The ADA Advisory Committee to the Fish and Wildlife Commission (ADAAC) consists of Washington residents with disabilities representing each region. This committee works closely with the Department to review, enhance, and create more recreational opportunities.

WDFW also partners with Cities, Counties, other State Agencies, US Forest Service (USFS), private landowners and Timber Companies to develop hunting, fishing and wildlife viewing opportunities. Our programs and projects are good examples of accomplishments through the cooperative efforts of public-private partnerships and the many dedicated members non-governmental organizations, sporting clubs, and WDFW personnel who have all volunteered their time, dollars and efforts to make these many programs and projects successful.

This charter is intended to define roles/responsibilities of ADAAC and the Department and establish a biennial workplan. It was developed from material within previous ADAAC reports and the discussion at the ADAAC March 8, 2014 meeting.

## **Committee's Mission Statement, Goals, Objectives**

### **Mission Statement:**

The ADAAC will provide accurate and meaningful information to the Washington State Fish and Wildlife Commission regarding the needs of persons with disabilities as they seek to enjoy equal opportunity to access all the programs provided by the Department of Fish and Wildlife.

### **Goals:**

- Provide advice and recommendations to the Fish and Wildlife Commission regarding ADA issues brought forth by the Department, Constituents, and/or Commission members.
- Provide advice and recommendations to Department Staff regarding ADA issues in the Regions.
- Provide advice and recommendations to the ADA Access Committee regarding on-going ADA issues.

### **Objectives:**

- Actively engage with WDFW on the ADA Advisory Committee's Management Plan.
- Develop and maintain a collaborative working relationship with the Regional Biologists and Land Managers in each region in order to achieve access to Fish and Wildlife lands for persons with disabilities to hunt, fish, and view wildlife.
- Serve as subject matter advisor between WDFW ADA Access Committee and the Commission.

- Identify and establish a working network of organizations that advocate for the various communities of people with disabilities.

### **Authorities**

RCW 77.04.150: Hunters and fishers with disabilities — Advisory committee — Composition — Terms — Report to the legislature.

(1) The commission must appoint an advisory committee to generally represent the interests of hunters and fishers with disabilities on matters including, but not limited to, special hunts, modified sporting equipment, access to public land, and hunting and fishing opportunities. The advisory committee is composed of seven members, each being an individual with a disability. The advisory committee members must represent the entire state. The members must be appointed so that each of the six department administrative regions, as they existed on January 1, 2007, are represented with one resident on the advisory committee. One additional member must be appointed at large. The chair of the advisory committee must be a member of the advisory committee and shall be selected by the members of the advisory committee.

(2) For the purposes of this section, an individual with a disability includes but is not limited to:

(a) An individual with a permanent disability who is not ambulatory over natural terrain without a prosthesis or assistive device;

(b) An individual with a permanent disability who is unable to walk without the use of assistance from a brace, cane, crutch, wheelchair, scooter, walker, or other assistive device;

(c) An individual who has a cardiac condition to the extent that the individual's functional limitations are severe;

(d) An individual who is restricted by lung disease to the extent that the individual's functional limitations are severe;

(e) An individual who is totally blind or visually impaired; or

(f) An individual with a permanent disability with upper or lower extremity impairments who does not have the use of one or both upper or lower extremities.

(3) The members of the advisory committee are appointed for a four-year term. If a vacancy occurs on the advisory committee prior to the expiration of a term, the commission must appoint a replacement within sixty days to complete the term.

(4) The advisory committee must meet at least semiannually, and may meet at other times as requested by a majority of the advisory committee members for any express purpose that directly relates to the duties set forth in subsection (1) of this section. A majority of members currently serving on the advisory committee constitutes a quorum. The department must provide staff support for all official advisory committee meetings.

(5) Each member of the advisory committee shall serve without compensation but may be reimbursed for travel expenses as authorized in RCW 43.03.050 and 43.03.060.

(6) The members of the advisory committee, or individuals acting on their behalf, are immune from civil liability for official acts performed in the course of their duties.

(7) Beginning December 1, 2011, and again at least once every four years, the commission shall present a report to the appropriate legislative committees detailing the effectiveness of the advisory committee including, but not limited to, the participation levels, general interest, quality of advice, and recommendations as to the advisory committee's continuance or modification.

### **Roles and Responsibilities**

This section is intended to clarify and define roles and responsibilities of ADAAC members and staff to enhance communication and ensure ADAAC work plan is developed and implemented.

#### **ADAAC Chairperson**

- Coordinate Agenda Development with HR Director or appointed designee and Commission Liaison
- Facilitates ADAAC meetings and ensures protocols are followed
- Presents committee recommendations and concerns to the Fish and Wildlife Commission

#### **ADAAC Members**

- See agency brochure for general expectations for Advisory Group members.
- Coordinates with Agency's ADA committee in region to provide input/awareness of any on-going ADA issues.
- Bring their creativity/interest/energy and assist in making WDFW programs accessible to persons with disabilities.
- Will not be asked to adjudicate complaints.
- Help draft and edit reports to Commission and Legislature.
- In order to promote the effectiveness and efficiency of the ADA Advisory Committee, ADAAC members must maintain a high degree of neutrality at all times when performing their duties and serving on the ADAAC. Promoting and preserving the ADAAC neutrality will enable ADAAC members to work effectively with the Commission, WDFW employees, and with members of the general public.
- Recommend awards that recognize outstanding effort to improve accessibility.

#### **Commission Liaison**

- Coordinates with Committee Chair for Committee Agenda Development
- Attends ADAAC meetings; monitors ADAAC work plan and status of activities
- Brings forward recommendations and Committee meeting summaries to FWC meetings with ADAAC Chair
- Can schedule ADAAC meetings, as needed, in coordination with the HR Director.

#### **HR Director**

- ADA lead for agency; serves as *ex officio* member of Committee for expertise on ADA issues and support for Committee
- Monitors progress of ADAAC work plan, recommendations, and provides executive support with Commission Liaison for committee activities
- Keeps meeting minutes and develops and maintains ADAAC website on Department's webpage of advisory groups.

### ADA Program Coordinator

- Coordinates ADAAC meeting logistics
- Raises emerging issues to HR Director and ADAAC

### Resource Program Assistant Directors

- Ensures appropriate policy/technical staff support Committee meetings, when appropriate
- Implements recommendations/WAC from Commission
- Ensures recommendations or constituents' concerns regarding ADA issues are relayed to HR Director or appointed designee to resolve or bring to attention to ADAAC.
- Works with HR program staff to resolve issues and respond to constituent problems outside the scope of HR authority

### FWC Executive Assistant

- Processes travel for ADAAC members

### **ADAAC Operations**

Members are selected to four-year terms. Per RCW 77.04.050(1), the Chair of ADAAC would be selected by ADAAC members. Appointment of Chair will be completed at the first meeting of the calendar year.

HR Director or appointed designee will take notes of ADAAC meetings. The official records of the ADAAC shall be retained by WDFW. Any writing that is prepared, owned, used in the possession of or retained by the ADAAC in the performance of an official function is subject to the Public Records Act. Minutes of the ADAAC meeting shall be available for public inspection and copying, subject to any Public Records Act exemptions. Audio recordings will not occur. Minutes from ADAAC meetings will be posted to the ADAAC Advisory Committee webpage.

HR Director or appointed designee will set up room such that ADAAC members and Department staff have name tags and seated at primary meeting table. Members of the public may observe ADAAC deliberations and will be provided seating.

ADAAC Chair will facilitate ADAAC meeting, including reviewing agenda and approval of previous meeting minutes. Time will be provided for any members of the public to address ADAAC and staff at the close of the meeting. Time limits may be established for public testimony, depending on number of attendees and time remaining in the agenda. ADAAC Chair and/or HR Director may ask for executive sessions of only ADAAC members and staff should confidential matters need to be discussed; and members of the public may be excused and a time provided when ADAAC agenda would resume.

### **Removal**

The Commission may remove an ADAAC member who does not attend three (3) consecutive meetings. The Commission may also remove a member of the ADAAC for good cause.

### 13-15 Committee Workplan

<u>Activity</u>	<u>Priority</u>	<u>Completion Date</u>
Assist w/ Develop of Criteria for Special Use Permits	High	August 2014
Review Road Access Program and make recommendations for improvement	Medium	Winter 2015
WDFW website ADA compliant	High	Fall 2014
Meet/greet with Hunter Education ???	Medium	Summer 2014
Provide recommendations for ADA opportunities with Damage Hunts	Medium	Winter 2015
Complete assessment of ADA blinds	High	Summer 2014
Complete assessment of WDFW boat launches	Medium	Summer 2015
Provide written recommendations to Increase Private Lands ADA Opportunities	High	June 2016
Review agency-request License Fee Legislation and make recommendations	Medium	Summer 2015
Provide written recommendations on 2015-17 Three-year Hunting Package	High	Winter 2015
Review and provide written recommendations on WAC defining Fishers with Disabilities	High	???
Participate in and review the results of 2014 USFWS ADA review	High	Aug/Sept 2014
Develop an agency award for recognizing staff and landowner that has provided exceptional support for persons with disabilities.	Medium	Fall 2014