

**CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA**



**Agenda Date:** October 4, 2021

**Action Required:** Appointment

**Presenter:** Missy Creasy, Deputy Director NDS

**Staff Contacts:** Missy Creasy, Deputy Director NDS

**Title:** **Appointment of the ADA Coordinator**

**Background:**

The American with Disabilities Act (ADA) is a comprehensive civil rights law for persons with disabilities in both employment and the provision of goods and services. The ADA states that its purpose is to provide a "clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities." Congress emphasized that the ADA seeks to dispel stereotypes and assumptions about disabilities and to assure equality of opportunity, full participation, independent living, and economic self-sufficiency for people with disabilities.

Requirements are in place to establish an ADA Facilities Transition Plan Update to partially fulfill the requirements set forth in Title II of the Americans with Disabilities Act. The ADA states that a public entity must reasonably modify its policies, practices, or procedures to avoid discrimination against people with disabilities. As part of the 2013 update of this document, it was noted that the City's ADA Coordinator shall be appointed by City Council and will staff the ADA Advisory Committee which is a group comprised of staff members from various City Departments and citizens representing the disabled community. The City had appointed James Herndon as ADA Coordinator in 2004 and upon his retirement, staff occupying that position have not gone through this formal approval process. Staff is bringing forward an appointment of our current candidate for appointment.

**Discussion:**

After an almost 40 year career in Charlottesville, James Herndon retired from the City and role of ADA Coordinator in 2016. Following his retirement, the position's written description was clarified as ADA Coordinator/GIS Analyst and two people served in that position between 2017 and 2019. It was determined that the ADA Coordinator needed to be the sole focus of the position due to the volume of responsibilities and three additional

staff served have in the role of ADA Coordinator prior to the recruitment of our current candidate.

Paul Rudacille would join us with recent experience as ADA Coordinator for Rappahannock Regional Jail following a career in corrections. He has earned his ADA Coordinator Training Certification from the University of Missouri while he developed the ADA program for his employer. Attached materials detail his experience and accomplishments.

**Alignment with the City Council Vision:**

**Smart, Citizen-Focused Government**

*The delivery of quality services is at the heart of Charlottesville's social compact with its citizens. Charlottesville's approach to customer service ensures that we have safe neighborhoods, strong schools, and a clean environment. We continually work to employ the optimal means of delivering services, and our decisions are informed at every stage by effective communication and active citizen involvement. Citizens feel listened to and are easily able to find an appropriate forum to respectfully express their concerns.*

**Budgetary Impact:**

The position is currently funded in the budget so the appointment will not have a significant impact on the budget.

**Recommendation:**

Staff recommends the hiring and appointment of Mr. Paul Rudacille as the City ADA Coordinator

**Alternatives:**

If Council does not appoint the recommended hire, the City Manager will work with staff to engage in a search for an additional candidate.

**Attachments:**

Mr. Paul Rudacille's professional credentials

Resolution

Charlottesville ADA Transition Plan -

<https://www.charlottesville.gov/DocumentCenter/View/476/ADA-Transition-Plan-PDF?bidId=>

**Paul Rudacille**

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***PROFESSIONAL PROFILE***

Served as a subject matter expert on federal and state disability laws, including Sections 504 and 508 of the Rehabilitation Act, the Americans with Disabilities Act of 1990 as amended, the Virginians with Disabilities Act, and Web Content Accessibility Guidelines (WCAG). Responsible for leadership, development, implementation and advisement of jail policies, procedures, operations, programs and training that prepares staff to meet and exceed their obligations under with Sections 504 and 508 of the Rehabilitation Act and the Americans with Disabilities Act of 1990 as amended, as well as the Virginians with Disabilities Act, and Web Content Accessibility Guidelines (WCAG). Invested in promoting a culture of accessibility by leading initiatives to promote universal accessibility and inclusion in the realms of facilities, policies, and digital spaces. Experienced Disability Professional with a collaborative disposition and the proven ability to work comfortably with a wide range of people in a demanding professional environment. Motivated leader with strong organizational and prioritization abilities. Constantly seeking ways to improve processes and optimize efficiencies. Take charge of initiatives with minimal guidance and complete all assignments ahead of schedule while exceeding expectations. Continually seeking new opportunities to broaden skills and knowledge while devoting maximum effort to all assigned tasks.

- **Certifications/Licenses:** ADA Coordinator Training Certification  
Program University of Missouri
  - **Computer skills:** Microsoft Office (Excel, PowerPoint, Outlook, Word)
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***PROFESSIONAL EXPERIENCE***

**ADA Coordinator**

2/2016-06/2021

**ADA Coordinator:** Responsible for the primary coordination of activities necessary to ensure compliance with the Americans with Disabilities Act of 1990 (ADA) and section 504 of the Federal Rehabilitation Act of 1973. Subject matter expert of implementation of personnel policies, regulations, and procedures related to Disability/Reasonable accommodations.

- **Assessment and Compliance Review:** Created documents for assessment of disability and accommodation requests, prepared ADA compliance reports every six months to be reviewed by US Department of Justice, and Jail Executive Staff. Completed a self-evaluation which is a public entity's assessment of the programs,

services, and activities, as well as the current policies, practice and procedures and transition plan for the jail. Created assessment processes to ensure proper accommodation for individuals with disabilities entering the jail such as offenders, visitors, employees and ensured its proper documentation. Followed up with all recipients of accommodations to ensure their needs are being met. Researched potential impact and developed policy and procedures regarding ADA issues.

- **Communications:** Established ADA handbook for Jail Supervisors, to include grievance procedure. Coordinated ADA training sessions for all employees and offenders. Designed posters to ensure everyone is aware of their rights under the ADA. Ensured ADA conformity by creating programs related to supervision and evaluation, as well as tracking mechanisms to guarantee supervisors and staff were aware of accommodations. Conducted studies and surveys, which I then used to assess program effectiveness. Communicated outcomes and recommendations verbally and through written documentation such as memos to upper management and other stakeholders.
- **Program Management:** Led, developed, and implemented a process to address and coordinate responses to inquiries related to universal access to all jail programs. Maintained electronic copies of requests and established necessary follow ups to ensure all requests were answered within 14 days.
- Planned, assigned and review work of Digital Accessibility Staff and maintain knowledge of emerging assistive technology information, instructional technologies and solutions, related laws, and common practices to ensure that group objectives are met.
  - Implemented the use of auxiliary aids and services, which include, use of the Virtual Rely Interpreter's, Virtual Rely Telephone, two-way texting keyboards, and screen reading software. Responsible for the tracking of all devices and services.
  - Ensured all aids and/or services were delivered in a timely manner and worked for the individual.

**Reasonable Accommodations Program:** Led the review and approval of the offender/employee accommodation process by ensuring timely responses to inquiries and accommodations requests, engaging in the interactive process and maintaining relevant data records. Created the process in which all persons who were at the jail could request an accommodation. I would ensure that the ADA requirements of reasonable accommodations were met as they relate to three aspects of employment: 1) ensuring equal opportunity in the application process; 2) enabling a qualified individual with a disability to perform the essential functions of a job; and 3) making it possible for an employee with a disability to enjoy equal benefits and privileges of employment. Worked towards the implementation of facility enhancements such as ramps, accessible restrooms, accessible parking lot, and ergonomic workstations. At any given time maintained reasonable accommodations for over 600 people.

***Key Accomplishments:***

- Created Rappahannock Regional Jail’s ADA policy and procedures.
- Created both Reasonable Accommodation documentation and Auxiliary aid request documents.
- Completed Rappahannock Regional Jail’s ADA Self Evaluation and Transition plan.
- Provided exceptional customer service to those contacted in the course of work.
- Created Program to train staff and offenders about rights and responsibilities under ADA.
- Completed ADA Coordinator Training Certification Program University of Missouri.

**Case Manager**

8/2014 – 2/2016

**Rappahannock Regional Jail** Stafford, VA

**SUMMARY:** Conducted initial assessments of inmate needs and developed case plans for each inmate. The case plan is monitored for compliance and is revised as appropriate to meet inmate needs and achieve system objectives during the period of incarceration. Assessed inmate behavior and developed counseling strategies to achieve desired inmate progress toward stated goals. Based upon evaluation of inmates' crimes, sentences, and behavioral factors in comparison to Division classification criteria, made periodic recommendations to the classification committee for retention in current classification level or changes to a more or less secure and restrictive environment. Was also responsible for answering inmate questions about prison policies, giving information about classification and sentencing status, assisting inmates in writing letters, answering questions and conveying information to inmate families regarding inmate status, and providing supportive counseling in dealing with personal issues

***Key Accomplishments:***

- Employee of Quarter
- Letter of Appreciation from Prince William County Board of Supervisors.

**Intake Shift Supervisor**

2/2010 – 8/2014

**Rappahannock Regional Jail, Stafford VA**

**SUMMARY:** Ensured staff properly processed incoming inmates and arrestees by gathering needed information, fingerprints, and mug shots. Responsible for the accurate booking of arrestees into the jail center as indicted by arrest citation and complaint, court order, warrant of arrest or other suitable documentation.

- Entered information into Criminal Justice Information System (CJIS).
- Obtained medical history data during intakes, as required by law.
- Alerted Intakes Officers of medical emergencies, injuries, claims by new arrestee, suicidal tendencies, or other pertinent information.

- Maintained custody and control of inmate's cash accounts.
- Served warrants and summons; ensured bond hearings were completed.

***Key Accomplishments:***

- Letter of appreciation from Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)
- Received General Instructor Certification from the VA Department of Criminal Justice Services

**Administrative Segregation Supervisor  
Rappahannock Regional Jail Stafford, VA**

2/2008– 2/2010

**SUMMARY:** Completed or assisted in the completion of Administrative Segregation Placement Notice to place an inmate in segregated housing as needed. Maintained proper documentation through Incident Reports to file any crimes or unusual occurrences within the institution (e.g., use of force, death of a person, major disturbance), using Offender Management System as needed.

- Ensured housing unit staff conducted welfare checks to maintain the welfare of all inmates housed in Administrative Segregation Unit on a daily basis.
- Acted as a Hearing Officer for Administrative Rules Violation Reports as needed.
- Ensured Post Orders were current, completed, and signed to provide guidelines for staff accountability and knowledge of job functions using frequent tours, inspections, Departmental/local Operating Procedures, etc.
- Ensured staff had access to required safety equipment to maintain personal safety and institutional security in compliance with Departmental/local Operating Procedures using frequent tours and inspections, Post Orders, etc., on a daily basis.

**Classification Officer  
Rappahannock Regional Jail Stafford VA**

6/2007-2/2008

**SUMMARY:** Interviewed inmates to determine housing assignment based on physical, medical, employment and criminal histories and other social background/information. Determined need for additional services such as social, psychological or medical and made necessary referrals while maintaining inmate records.

- Interpreted and applied court orders and state codes
- Utilized teletype equipment to conduct criminal history and wanted checks, and to use as a telecommunications device. Operated computer video display terminal to maintain, update and retrieve information concerning an inmate's commitment status
- Reviews requests for reclassifications and conducted hearings to fulfill/deny request

**Intake Release officer**  
Rappahannock Regional Jail Stafford VA

1/2002-6/2007

**SUMMARY:** Executed established processes to book prisoners into the facility. Prepared reports to document arrest information. Communicated with other City personnel, law enforcement agencies, outside organizations, and the community to exchange information, coordinate activities, and resolve issues or concerns.

- Gathered fingerprints and searched prisoners.
- Recorded all personal property of prisoners and sealed property.
- Scheduled pretrial interviews, prepared court dockets, and released prisoners in response to bail being posted.
- Utilized Teletype equipment to conduct criminal history and wanted checks.
- Responded to court subpoenas and testifies in court concerning inquiries assisted on, conducted, and arrests made in the course of assigned duties

**Housing officer**  
Rappahannock Regional Jail Stafford VA

8/2000-1/2002

**SUMMARY:** Supervised inmates and inmate activity in detention facility. Ensured that inmates remain in custody by properly managing inmate holding areas and enforcing rules and regulations of the facility.

- Transported and escorted inmates within secured areas according to relevant laws, policies, and procedures.
- Performed searches on inmates and visitors.
- Checked mail for contraband, such as weapons or drugs.
- Completed incident reports as needed.
- Intervened during physical confrontations in order to protect inmates and fellow officers from harm.

**United States Marine Corps**  
3<sup>rd</sup> Battalion 10 Marines Regiment Camp Lejeune NC 28445

8/2000-1/2002

**SUMMARY:** Employed transmissions systems to send and receive messages. Responsible for maintaining and repairing radio equipment.

- Conducted periodic equipment inspections and routine tests in order to ensure that operations standards were met.
- Examined and operated new equipment prior to installation in order to ensure that it performs properly.
- Set up antennas and mobile communication units during military field exercises.

**RESOLUTION**  
**Hiring and Appointment of the ADA Coordinator**

WHEREAS, the City Manager wishes to hire Mr. Paul Rudacille as the ADA Coordinator for the City of Charlottesville; and

WHEREAS, Mr. Rudacille has agreed to accept hiring and appointment as the ADA Coordinator, upon certain terms and conditions set forth in writing and accepted by Mr. Rudacille on September 24, 2021,

BE IT RESOLVED by the Council of the City of Charlottesville, Virginia that, Mr. Paul Rudacille's appointment to the position of ADA Coordinator is hereby approved.