

RESOLUTION 46-92

WHEREAS, the Americans with Disabilities Act (ADA) was signed into law by President George Bush on July 26, 1990 and covers Mason County;

WHEREAS, this law prohibits discrimination against persons with disabilities and requires that a qualified individual with a disability should not be subjected to discrimination in employment, access to public facilities, services, programs and activities;

WHEREAS, Mason County has done a walk through of its facilities and evaluated its services, programs and activities and will prior to June 30, 1992, complete those recommendations found in Attachment A, and will continue to review input from its citizens on an as needed basis and will continue to make necessary changes as are reasonable, affordable and do not cause an undue hardship;

WHEREAS, Mason County has to its knowledge complied with the law and invites public input to assist in this endeavor;

IT IS HEREBY RESOLVED that the Personnel Coordinator and Facilities and Grounds Coordinator shall be designated as ADA contact persons for any internal or external complaints or grievances and will provide proper notice of this complaint procedure to the community and on official County bulletin boards and will provide complaint/grievance forms (See Attachment B) in all county facilities where there is public access.

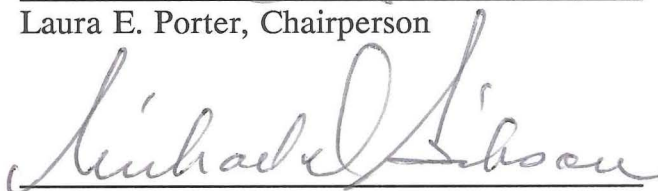
BE IT FURTHER RESOLVED that the Personnel Coordinator or Facilities and Grounds Coordinator will review, investigate and otherwise dispose of such complaints in a manner that meets the good of the service and will provide a quarterly report of any ADA concern to the Board of County Commissioners.

DATED THIS 28th day of April, 1992.

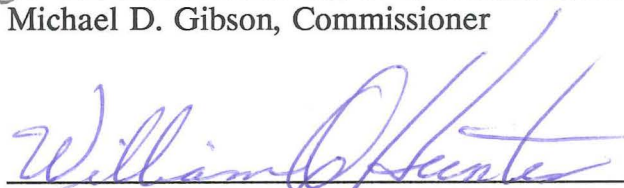
BOARD OF COUNTY COMMISSIONERS
MASON COUNTY, WASHINGTON



Laura E. Porter, Chairperson



Michael D. Gibson, Commissioner



William O. Hunter, Commissioner

ATTEST:



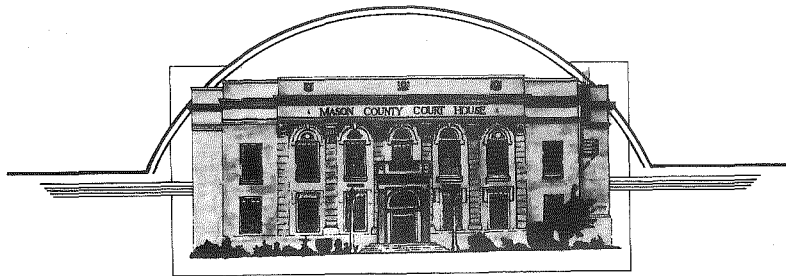
Diane L. Zoren, Clerk of the Board

APPROVED AS TO FORM:



Deputy Prosecuting Attorney
Michael Clift

c: File
Accounting Dept. (2)
Dept Head/Elected Officials
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**MASON COUNTY
CENTRAL SERVICES ADMINISTRATION**

MASON COUNTY COURTHOUSE BUILDING I
411 NORTH FIFTH (206) 427-9670 EXT. 423
SHELTON, WASHINGTON 98584

MEMO

TO: Elected Officials

FROM: Ione Siegler, Budget Director/Admin Asst *ims*

DATE: July 6, 1992

SUBJECT: COMPLIANCE WITH ADA

Attached please find an original signature sheet (for all elected officials except the Board of County Commissioners) and a copy of the Resolution signed by the Board of County Commissioners approving Compliance with ADA. Please sign the signature sheet (if you approve/adopt the ADA policy) and forward the sheet on to the next official listed for their signature. I need an original signature sheet signed by all elected officials (who adopt/approve the resolution) for our files. Your signature on the signature sheet is legal documentation that you have approved the policy for your department.

Attachment

We, the undersigned elected officials of Mason County, do hereby approve and adopt Resolution No. 46-92, COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, which was adopted by the Board of Mason County Commissioners on April 28, 1992.

Assessor	<i>[Signature]</i>	7-7-92
Auditor	<i>[Signature]</i>	07-07-92
Clerk	<i>[Signature]</i>	7-9-92
District Court Judge	<i>[Signature]</i>	7-9-92
Prosecuting Attorney	<i>[Signature]</i>	7/9/92
Sheriff	<i>[Signature]</i>	7-17-92
Superior Court Judge	<i>[Signature]</i>	7-9-92
Treasurer	<i>[Signature]</i>	7-17-92

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ATTACHMENT 1 - PART 1

Self-Evaluation Plan

Answer these questions for each program, service, or activity that your local government provides. Then, do the "analysis" section following the questions.

A small local government may want to complete this questionnaire for each department (such as police or sheriff, administration, city recorder or court clerk), while a larger local government might answer a questionnaire for each division within departments (such as patrol, investigation, and records within the police or sheriff's department).

Your Department: _____

Program, service, or activity being evaluated: _____

1. Is the public aware of the service, program, or activity?

- Yes
- No

2. Methods used to make the public aware of the service:

- a. Telephone book
- b. Brochures
- c. Community relations program
- d. Radio or TV spots
- e. School programs
- f. Public relations training
- g. Organization communications and participation in civic clubs, disabled groups, etc.
- h. Other methods

3. Is the department responsible or potentially responsible for this program, service, or activity aware of its participants who may be disabled?

- Yes
- No

4. What does the department or the local government do to ensure the respective departments are aware of the different categories of disabled citizens in the community?

- a. Surveys
- b. Bureau of Census data analysis
- c. Contact with organizations for the disabled
- d. School programs
- e. Other efforts? _____

5. Are the public buildings, offices, and recreational or other facilities in which the program, service, or activity is offered accessible to the disabled? Are local governmental programs and services fully accessible? Are there eligibility requirements that could be discriminatory?

- Yes
- No

Self-Evaluation Analysis

What follows is an outline for analyzing questions 1 through 11 in the preceding self-evaluation. As you analyze each question, consider how to eliminate barriers to full participation in your services, programs, or activities.

Questions 1 and 2. If you answered question 1 with a "yes," document how you're making the public, including the disabled, aware of your services. If you answered "no," develop methods of ensuring the public is aware of your services. Question 2 suggests several methods for making the public aware. If it's necessary to increase the public's awareness, you should list these or other methods in Attachment 3 (non-structural changes), and have them in place by January 26, 1992.

Notes: _____

Questions 3 and 4. If the answer to question 3 is "yes," again be sure that appropriate government personnel are taking steps, such as those listed in Question 4, to become aware of the disabled public they serve. If the answer is "no," methods must be developed to ensure that personnel are properly educated about the disabled public they serve. The methods adopted should be listed in this attachment and put in place by January 26, 1992.

Notes: _____

Question 5 and 6. The response to this question is the "heart" of the self-evaluation and will be the basis for any required transition plan. All "non-structural" changes necessary to make all activities, programs, and services accessible must be made by January 26, 1992. Structural changes necessary to comply with the ADA must be identified in a transition plan (Attachment 2) if the local government has 50 or more employees.

The ADA provides the local government with a choice of two architectural standards: the ADAAG or the UFAS. Copies of these standards will be made available, upon request, by your MTAS or CTAS consultants. All structural changes must be completed by January 26, 1995. Attachment 3 is the suggested transition plan format and provides for the scheduling of structural changes over the three-year period.

Notes: _____

ATTACHMENT 2

Transition Plan

Name of person completing this plan: _____
Name and address of facility: _____

For this facility, list obstacles to access.

- 1.
- 2.
- 3.
- 4.
- 5.

For this facility, list structural changes necessary to achieve accessibility by disabled citizens, including, but not limited to: wheelchair ramps; enlarged doorways and entrances; rails, full-length mirrors, raised toilet seats, increased space, and accessibility of items such as soap dispensers in restrooms; designated parking; vehicle hand controls; curb cuts in sidewalks and entrances; repositioned shelves; accessible vending machines and storage racks; lowered water fountains; and TDDs.

- 1.
- 2.
- 3.
- 4.
- 5.

List the completion date for each change (no later than January 26, 1995).

- 1.
- 2.
- 3.
- 4.
- 5.

ATTACHMENT 3

Non-Structural Changes Inventory
(No later than January 26, 1992)

Service/ Activity/Function	Change	Date to be Completed
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

ATTACHMENT B

ADA GRIEVANCE PROCEDURE

Mason County has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act. Title II states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination" in programs or activities sponsored by a public entity.

Complaints should be addressed to: the Personnel Coordinator or the Facilities and Grounds Coordinator, at 411 North Fifth, Shelton, Washington 98584, phone no.(206) 427-9670, who have been designated to coordinate ADA compliance efforts.

1. A complaint should be filed in writing or verbally, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
2. A complaint should be filed within thirty (30) calendar days after the complainant becomes aware of the alleged violation. (Processing of allegations of discriminations which occurred before this grievance procedure was in place will be considered on a case-by-case basis.)
3. An investigation, as may be appropriate, shall follow a filing of complaint. The investigation shall be conducted by the Personnel Coordinator or the Facilities and Grounds Coordinator. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Personnel Coordinator or the Facilities and grounds Coordinator, and a copy forwarded to the complainant no later than ten (10) working days.
5. The ADA Coordinators shall maintain the files and records of Mason County relating to the complaints filed.
6. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within thirty (30) calendar days to the ADA Compliance Committee.

7. If the complaint is not resolved to the satisfaction of both parties by the ADA Compliance Committee, the complaint may be appealed to the Board of County Commissioners. A decision will be made by the Board of Commissioners within thirty (30) calendar days and their decision is final.
8. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as filing of an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.
9. These rules shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards, and to assure that Mason County complies with the ADA and implementing regulations.