

RESOLUTION NO. 94-18

A RESOLUTION DESIGNATING THE AMERICANS WITH DISABILITIES  
COORDINATOR FOR ASOTIN COUNTY

WHEREAS, Asotin County is required under the Department of Justice, Americans with Disabilities (A.D.A.) Act, Title II, to designate at least one employee as A.D.A. Coordinator.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Asotin County Board of Commissioners designate the Personnel Officer, Asotin County Courthouse, 135 Second Street, Asotin, WA 99402 (509) 243-2060 as the Americans with Disabilities Coordinator.

BE IT HEREBY FURTHER RESOLVED, that the A.D.A. Coordinator is directed to routinely administer, revise, and improve upon the Americans with Disabilities Act Policies and Procedures in accordance with the provisions of effective county management and regard for the provisions of the Americans with Disabilities Act and any subsequent revisions or amendments thereof.

DATED this 2 day of May, 1994.

ASOTIN COUNTY BOARD OF COMMISSIONERS

ATTEST:

Kathie A. Dahlin  
KATHIE A. DAHLIN  
CLERK OF THE BOARD

Harley Williams  
HARLEY W. WILLIAMS, CHAIRMAN

Jim Fuller  
JIM FULLER, MEMBER

APPROVED AS TO FORM:

Ray D. Lutes  
RAY D. LUTES  
PROSECUTING ATTORNEY

Don Scheibe  
DON SCHEIBE, MEMBER

RESOLUTION NO. 94-19

A RESOLUTION ADOPTING A POLICY AND GRIEVANCE PROCEDURE  
PURSUANT TO THE AMERICANS WITH DISABILITIES ACT

WHEREAS, the Asotin County Board of Commissioners has been advised that it would be in the best interest of Asotin County to have a policy and grievance procedure governing the county's compliance with the Americans with Disabilities Act; and

WHEREAS, a proposed Americans with Disabilities Act Policy and Grievance Procedure has been presented to the Board of Commissioners which is attached hereto; and,

WHEREAS, the Board of Commissioners supports implementation of the policies and grievance procedure set forth.

NOW, THEREFORE, IT IS HEREBY RESOLVED, that the Americans with Disabilities Act Policy and Grievance Procedure attached hereto are hereby adopted.

BE IT FURTHER RESOLVED that the A.D.A. Coordinator is directed to routinely administer, revise, and improve upon the Americans with Disabilities Act Policies and Procedures attached hereto in accordance with the principles of effective county management and regard for the provisions of the Americans with Disabilities Act and any subsequent revisions or amendments thereof.

ADOPTED this 16 day of May, 1994.

ASOTIN COUNTY BOARD OF COMMISSIONERS

ATTEST:

Kathie A. Dahlin  
KATHIE A. DAHLIN  
CLERK OF THE BOARD

Harley L. Williams  
HARLEY L. WILLIAMS, CHAIRMAN

Jim Fuller  
JIM FULLER, MEMBER

APPROVED AS TO FORM

Ray D. Lutes  
RAY D. LUTES  
PROSECUTING ATTORNEY

Don Scheibe  
DON SCHEIBE, MEMBER

# ASOTIN COUNTY

## NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), Asotin County will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

**Employment:** The County does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

**Effective Communication:** The County will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the County's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

**Modifications to Policies and Procedures:** The County will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in Asotin County offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the County should contact the office of:

Asotin County  
Human Resources  
PO Box 250  
Asotin, WA 99402  
509-243-2060

A copy should also be given to the Clerk of the Board, at the same address, as soon as possible but no later than 5 working days before the scheduled event.

The ADA does not require the County to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Send complaints that a program, service, or activity of Asotin County is not accessible to persons with disabilities to the Human Resources in writing or accessible format within 30 days of the alleged violation.

Asotin County will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

## ASOTIN COUNTY GRIEVANCE PROCEDURE

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Asotin County. The Asotin County Personnel Policy governs employment-related complaints of the complainant, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 30 calendar days after the alleged violation to:

Asotin County  
Human Resources Director  
PO Box 250  
Asotin, WA 99403  
509-243-2060

Within 30 calendar days after receipt of the complaint, an Asotin County designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, Asotin County will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of Asotin County and offer options for substantive resolution of the complainant.

If the response by the Asotin County staff does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response.

Within 30 calendar days after receipt of the appeal, the Board of County Commissioners or his/her designee will meet with the complainant and possible resolutions within 15 calendar days after the meeting and will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the Human Resources Director or his/her designee or appeals to the Board of County Commissioners and responses from these two offices will be permanently stored by Asotin County.