

## RESOLUTION 2023-R-7

### A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE COUNTY OF DEKALB, INDIANA APPOINTING THE ADA COORDINATOR

**WHEREAS**, the Federal government enacted the Americans with Disabilities Act of 1990 (ADA) to prevent discrimination of the physically and mentally disabled relating to employment and access to public facilities;

**WHEREAS**, in compliance with Title II of the ADA, DeKalb County will name an ADA Coordinator; and

**WHEREAS**, in compliance with Title II of the ADA, DeKalb County shall adopt a grievance procedure for resolving complaints alleging violation of Title II of the ADA; and

**WHEREAS**, in compliance with Title II of the ADA, DeKalb County shall publish notice to the public regarding the ADA; and

**WHEREAS**, in compliance with Title II of the ADA, DeKalb County will publish notice of its ADA Coordinator's name, office address and telephone number along with its ADA Notice and ADA Grievance Procedure on its website;

**NOW, THEREFORE, BE IT RESOLVED** by the County Commissioners of the County of DeKalb, Indiana as follows:

**Dotty Miller**, Director of Human Resources, is designated as the ADA Coordinator for DeKalb County.

The Notice under the Americans with Disabilities Act, a copy of which is posted to the County's website, is adopted as DeKalb County Government's Notice under the Americans with Disabilities Act.

DeKalb County's ADA Grievance Procedure under the ADA, a copy of which is attached hereto, is adopted as the grievance procedure for addressing complaints alleging discrimination on the basis of disability in the provision of services, activities, programs or benefits by DeKalb County Government.

In compliance with Federal and State laws as set forth, DeKalb County Commissioners resolve to post the required information regarding the ADA Coordinator, Notice under the ADA and Grievance Procedure on its website and at such other locations as may be determined from time to time.

**RESOLVED AND ADOPTED** this 24<sup>th</sup> Day of April, 2023.

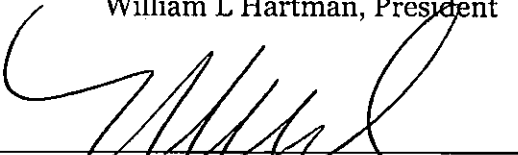
202301914  
04/27/2023 12:41:43 PM  
RECORDER OF DEKALB CO, IN  
LETA HULLINGER  
RECORDED AS PRESENTED  
FEE AMOUNT: 0.00



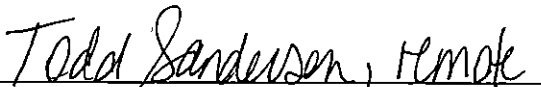
**Commissioners of DeKalb County:**

  
\_\_\_\_\_  
William L Hartman, President

4/24/2023  
Date

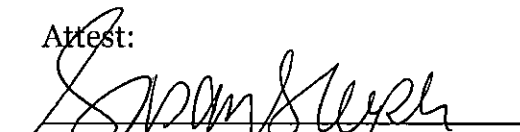
  
\_\_\_\_\_  
Michael Watson, Vice President

4/24/2023  
Date

  
\_\_\_\_\_  
Todd Sanderson, Vice President

4/24/2023  
Date

Attest:

  
\_\_\_\_\_  
Susan Sleeper, County Auditor

## **Grievance Procedure under The Americans with Disabilities Act County of DeKalb, Indiana**

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 County of DeKalb. The County of DeKalb's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, 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 60 calendar days after the alleged violation to:

Dotty Miller  
Director of Human Resources  
DeKalb County Government  
100 South Main Street  
Auburn, IN 46706  
260-333-0701 Ext 4100  
260-333-0235 FAX  
dmiller@co.dekalb.in.us

Within 15 calendar days after receipt of the complaint, the ADA Coordinator designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the ADA Coordinator or designee 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 the County of DeKalb and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator or designee 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 to the County Commissioner or designee.

Within 15 calendar days after receipt of the appeal, the County Commissioner or designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the County Commissioner or designee 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 ADA Coordinator or designee, appeals to the County Commissioner or designee, and responses from these two offices will be retained by the County of DeKalb for at least three years.

# **ADA GRIEVANCE PROCEDURE - COUNTY OF DEKALB**

## **GRIEVANCE FORM**

<b>COMPLAINANT INFORMATION:</b>	
Name:	
Address:	
Daytime Phone:	
Email:	
<b>LOCATION INFORMATION</b>	
Address (If Known):	
Location Description:	
<b>NATURE OF GRIEVANCE</b>	
Sidewalk, Ramp:	
Crosswalk, Pedestrian Signal:	
Building Access:	
Programming:	
Other:	
Describe the Grievance/Complaint/Problem:	
Date of Incident, If Applicable:	
<b>FOR LOCAL/ADA COORDINATOR USE ONLY</b>	
County Rep. Preparing the Form if not by Complainant and Date Complaint Received:	
Date Received by Department Head, If Appl.:	
Date Received by ADA Coordinator:	
Date of Initial Contact:	
Date of Meeting or Site Visit:	
Date Assigned to Department Head/Who:	
Date Returned from Department:	
Date ADA Coordinator's Decision Mailed:	
Date Appeal Received by Council:	
Date First on County Council Agenda:	
Date County Council Decision:	
Date Council Decision Mailed:	