

LAKE COUNTY



AMERICANS WITH DISABILITIES ACT ADA

GRIEVANCE PROCEDURE NOTICE

AUGUST 2004
UPDATED AUGUST 2005

PREFACE

In June of 2004, Lake County personnel, Vicki Riebe and Tom Newgard performed a survey of county buildings with regard to compliance of the Americans with Disabilities Act (ADA). The ADA guidebook states, "Local governments cannot discriminate on the basis of disability for services, programs, activities, or benefits offered to the public.

A facility survey checklist was provided by the Community Development Block Grant (CDBG) program of the Montana Department of Commerce. That along with the ADA Guidebook was used to accomplish this self-evaluation survey. This report was compiled by Vicki Riebe, ADA Compliance Team member.

STEPS TAKEN TO COMPLIANCE:

1. Conduct self-evaluation.
2. Appoint ADA Compliance Coordination Team.
3. Establish a grievance policy for complaints.
4. Provide notice of ADA compliance to the public.
5. Develop transition plan.

The transition plan was approved and adopted by the Lake County Commission on _13th_____ day of _October_____, 2004.

Copies of the Lake County Facility Inventory and transition plan are available upon request from Vicki Riebe, ADA Compliance Team member.
Lake County Courthouse, 106 4th Ave E. Polson MT 59860.
Telephone 406-883-7239 or e-mail vriebe@lakemt.gov.

NOTICE

Lake County does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities. Lake County does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990.

Questions, concerns, complaints, or requests for additional information regarding the ADA may be forwarded to Lake County's designated ADA Compliance Coordination team.

Name: Chuck Whitson, Coordination Team Chairman or his successor
Title: Commissioner
Address: 106 4th Ave E., Polson, MT 59860
Phone: (406)-883-7204
Available: 8:00-5:00 Monday through Friday

Name: Mitchell Young, Coordination Team Member or his successor
Title: County Attorney
Address: 106 4th Ave E., Polson, MT 59860
Phone: (406)-883-7245
Available: 8:00-5:00 Monday through Friday

Name: Ruth Hodges, Coordination Team Member or her successor
Title: Clerk & Recorder/Public Administrator/Auditor/Surveyor
Address: 106 4th Ave E., Polson, MT 59860
Available: 8:00-5:00 Monday through Friday.

Name: Vicki Riebe, Coordination Team Member or her successor
Title: Budget Director/Deputy Clerk & Recorder
Address: 106 4th Ave. E., Polson, MT 59860
Available: 8:00-5:00 Monday through Friday

Individuals who need auxiliary aids for effective communication in programs or services of Lake County are invited to make their needs and preferences known to the ADA Compliance Coordination Team chairman.

This notice is available in large print, in Braille, and on audiotape, from the ADA Compliance Coordination team.

GRIEVANCE PROCEDURE

This grievance procedure is established to meet the requirements of the Americans with Disabilities Act. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in employment practices and policies or the provision of services, activities, programs, or benefits by Lake County.

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:

Chuck Whitson, ADA Coordination Team Chairman
(406)-883-7204
106 4th Ave E., Polson, MT 59860

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

If the response by the ADA Coordination Team does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision of the ADA Coordination Team within 15 calendar days after the receipt of the response to the Commissioners or their designee.

Within 15 calendar days after receipt of the appeal, the Commissioners or their designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after meeting, the Commissioners or their 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 Coordination Team, appeals to the Commissioners or their designee, and responses from the ADA Coordinator and Commissioners or their designee will be kept by Lake County for at least three years.