



MORROW COUNTY COMMISSIONERS

80 North Walnut Street, Suite A
Mount Gilead, Ohio 43338

Commissioners:

Jon Mason
Timothy D. Abraham
Timothy R. Siegfried

Phone: (419) 947-4085
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www.morrowcountyohio.gov

The following action was taken by the Board of Morrow County Commissioners during regular session on May 29, 2024:

**IN THE MATTER OF
APPROVAL OF NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT AND
BOARD OF COMMISSIONERS GRIEVANCE PROCEDURE UNDER THE ADA
ACT: 24-R-408**

Mr. Siegfried made a motion to approve the following Notice Under the Americans With Disabilities Act and the Morrow County Board of Commissioners Grievance Procedure under the Americans With Disabilities Act as presented. This notice will be advertised as well as placing on the County website.

Notice under the Americans with Disabilities Act

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

Employment: **Morrow County Board of Commissioners** 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: **Morrow County Board of Commissioners** will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in **Morrow County Board of Commissioners'** 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: **Morrow County Board of Commissioners** 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 **Morrow County Board of Commissioners** 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 **Morrow County Board of Commissioners**, should contact the ADA Coordinator (contact information below) as soon as possible but no later than 48 hours before the scheduled event.

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

Complaints that a program, service, or activity of **Morrow County Board of Commissioners** is not accessible to persons with disabilities should be directed to: **Michael Nelson, Morrow County ADA Coordinator, 140 South Main Street, Mount Gilead, OH 43338; Phone: 419-947-4041; Email:**

ada@morrowcountyohio.gov

Morrow County Board of Commissioners 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.

Morrow County Board of Commissioners Grievance Procedure under the Americans with Disabilities Act

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 **Morrow County Board of Commissioners**. Morrow County’s Employee Handbook governs employment-related complaints of disability discrimination and provides for a grievance procedure therein.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, and 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:

Michael Nelson
ADA Coordinator
140 South Main Street
Mount Gilead, OH 43338

Phone: 419-947-4041

Email: ada@morrowcountyohio.gov

Within 15 calendar days after receipt of the complaint, the ADA Coordinator or 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 **Morrow County Board of Commissioners** 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 Morrow County Director of Operations or designee.

Within 15 calendar days after receipt of the appeal, the Morrow County Director of Operations or designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Morrow County Director of Operations 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 Morrow County Director of Operations or designee, and responses from these two offices will be retained by the **Morrow County Board of Commissioners** for at least three years.

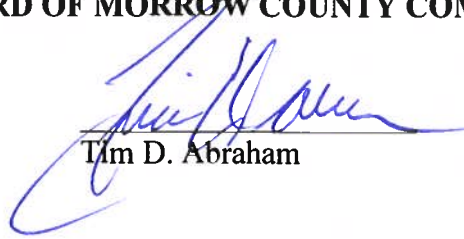
Mr. Mason duly seconded this motion.

Roll Call Vote: .., Mr. Abraham..., “yea” .., Mr. Siegfried..., “yea” .., Mr. Mason..., “yea”

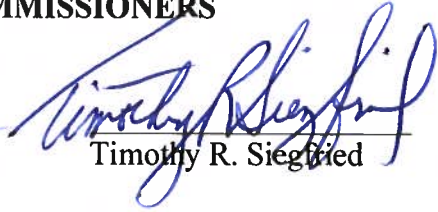
BOARD OF MORROW COUNTY COMMISSIONERS



Jon Mason



Tim D. Abraham



Timothy R. Siegfried

MCC/ch

c: Michael Nelson