

**BOARD OF SUPERVISORS  
COUNTY OF SIERRA  
STATE OF CALIFORNIA**

**RESOLUTION AOPTING ADA POLICIES  
AND GRIEVANCE PROCEDURES**

**RESOLUTION 2013-078**

**NOW, THEREFORE BE IT RESOLVED** by the Sierra County Board of Supervisors that the Board hereby adopts the American with Disabilities Act (ADA) policies and grievance procedures as set out in Exhibits "A" and "B" as attached hereto and incorporated herein.

Adopted by the Board of Supervisors of the County of Sierra on the 20<sup>th</sup> day of August, 2013, by the following vote:

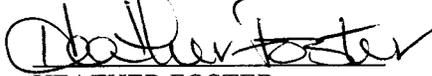
AYES: Supervisors . . Adams, Huebner, Roen, Beard, Schlefstein  
NOES: None  
ABSENT: None  
ABSTAIN: None

COUNTY OF SIERRA



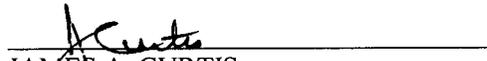
SCOTT SCHLEFSTEIN  
CHAIRMAN, BOARD OF SUPERVISORS

ATTEST:



HEATHER FOSTER  
CLERK OF THE BOARD

APPROVED AS TO FORM:



JAMES A. CURTIS  
COUNTY COUNSEL

## EXHIBIT A

**ADA Public Notice**

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

**Employment:** Sierra 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:** Sierra 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 Sierra 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:** Sierra 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 Sierra 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 Sierra County, should contact the office of Risk Manager Van Maddox as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the Sierra County 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 Sierra County is not accessible to persons with disabilities should be directed to Risk Manager Van Maddox.

Sierra 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.

## EXHIBIT B

**Sierra County**  
**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 the Sierra County. The Sierra County'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 30 calendar days after the alleged violation to:

Risk Manager Van Maddox  
ADA Coordinator  
P.O. Box 425  
Downieville, Ca. 95936

Within 30 calendar days after receipt of the complaint Risk Manager Van Maddox or his designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 30 calendar days of the meeting, Risk Manager Van Maddox or his 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 Sierra County and offer options for substantive resolution of the complaint.

If the response by Risk Manager Van Maddox or his 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 District Attorney Larry Allen or his designee.

Within 30 calendar days after receipt of the appeal, the District Attorney Larry Allen or his designee will meet with the complainant to discuss the complaint and possible resolutions. Within 30 calendar days after the meeting, the District Attorney Larry Allen or his 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 Risk Manager Van Maddox or his designee, appeals to District Attorney Larry Allen or his designee, and responses from these two offices will be retained by the Sierra County for at least three years.