

RESOLUTION 2005 - 40

A RESOLUTION AMENDING RESOLUTION 95-120, WHICH RE-DESIGNATED THE PERSON DIRECTLY RESPONSIBLE FOR THE ADA COMPLIANCE FOR NASSAU COUNTY AND ESTABLISHED PROCEDURES AND POLICIES REGARDING THE ADA; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners enacted Resolution 95-120, which designated the County Coordinator to be the person responsible for County-wide ADA compliance; and

WHEREAS, the Board has found it necessary to amend Resolution 95-120 to substitute the County Administrator for the County Coordinator.

NOW, THEREFORE, BE IT RESOLVED this 28th day of March, 2005, by the Board of County Commissioners of Nassau County, Florida, that Resolution 95-120 is amended as follows:

SECTION I. ADMINISTRATION AND IMPLEMENTATION

A. The County ~~Coordinator~~ Administrator shall be directly responsible for the ADA compliance program for Nassau County, Florida, and has the complete support of the Board of County Commissioners in the implementation of this program. The County ~~Coordinator~~ Administrator shall be responsible for the following functions:

1. Development of policy statements, guidelines, and internal and external communications about

the requirements of the ADA and the County's compliance program.

2. Meeting with managers, supervisors, and employees to discuss any problems or concerns that may arise in accommodating individuals with disabilities to ensure that the program is being followed.

3. Determining the need for remedial action and designing policies to correct deficiencies in the program.

4. Serving as liaison between the County and enforcement agencies, persons with disabilities, and organizations representing individuals with disabilities.

5. Keeping the Board informed of the latest developments in hiring and employing persons with disabilities.

## SECTION II. DISSEMINATION OF POLICY

A. The County ~~Coordinator~~ Administrator shall make every effort to ensure that all interested parties are informed about the implementation of the ADA compliance program. All recruitment and job referral agencies will be notified of the County's nondiscrimination policy. The County ~~Coordinator~~ Administrator shall also notify other entities and organizations with which the County deals about the County's obligation and commitment to comply with

the nondiscrimination requirements of the ADA. These entities include, but are not limited to, the following:

1. Subcontractors
2. Labor unions
3. Training organizations.

B. The following actions will be taken to ensure proper dissemination of information about Nassau County's compliance program:

1. Supervisors and other employees will be notified about the program.

2. Internal procedures to ensure dissemination will be developed, including training sessions and briefings on the program, for all employees.

3. Nondiscrimination clauses will be included in all contracts and subcontracts, including modifications, renewals, and extensions to these contracts.

4. This program or parts of it will be printed in Nassau County's Policy and Personnel Manuals as well as other County publications, such as newsletters, magazines, and annual reports.

5. This program shall be reviewed and discussed in employee orientation sessions and in management training programs.

6. Nassau County's nondiscrimination policy will be posted on all County bulletin boards.

SECTION III. CONFIDENTIALITY

A. Applicants and employees are assured that all information regarding a disability shall be kept completely confidential except that:

1. Appropriate supervisors and managers may be informed regarding restrictions on the work or duties of disabled employees and any accommodations that have been made;

2. If the condition may require emergency treatment, first aid and safety personnel may be informed; and

3. Government official investigating compliance with federal laws may be informed.

B. All employees with responsibilities which may require knowledge of disabilities are advised that they are to treat the knowledge with confidentiality.

SECTION IV. COMPLIANCE PROCEDURES

A. Any employee or job applicant who believes that he or she has been discriminated against on the basis of disability should immediately bring the problem to the attention of the County ~~Coordinator~~ Administrator. Any employee or job applicant who believes that he/she has been

discriminated against on the basis of disability shall set forth the basis for his/her complaint in writing and shall insure that the County ~~Coordinator~~ Administrator received the complaint within ten (10) days of the date of the allegation.

B. The County ~~Coordinator~~ Administrator shall investigate the complaint and may meet with the individual if the County ~~Coordinator~~ Administrator feels it is necessary. The County ~~Coordinator~~ Administrator, if he/she feels a meeting is necessary, shall notify the complainant in writing of the date and time of the meeting and advise that they have a right to have legal counsel available. The meeting shall be set within twenty (20) days of the County ~~Coordinator~~ Administrator's receiving the complaint.

C. The County ~~Coordinator~~ Administrator shall respond to the complaint within twenty (20) days of receipt of the complaint, if a meeting is not required, or within thirty (30) days of the meeting, if a meeting is required.

D. The time frames set forth herein for a response may be extended for up to twenty (20) additional days by the County ~~Coordinator~~ Administrator, and the complainant shall be notified in writing.

E. No applicant or employee will be subjected to coercion, intimidation, interference, or discrimination for

registering a complaint or for assisting in an investigation of any alleged violation of laws prohibiting discrimination on the basis of disability.

SECTION V. EFFECTIVE DATE

A. This Resolution shall become effective upon its being signed by the Chairman of the Board of County Commissioners.

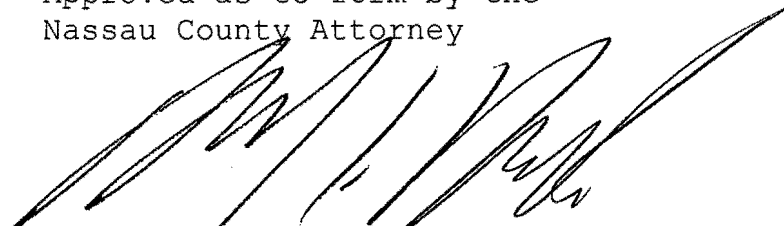
BOARD OF COUNTY COMMISSIONERS  
NASSAU COUNTY, FLORIDA

  
ANSLEY N. ACREE  
Its: Chairman

ATTEST:

  
JOHN A. CRAWFORD  
Its: Ex-Officio Clerk

Approved as to form by the  
Nassau County Attorney

  
MICHAEL S. MULLIN

z/amyers/res/ada-designation-amd-2005