

**Douglas County, Kansas**

**Americans with Disability Act Policy,  
Self Evaluation and Transition Plan**

## **Action Steps**

### **Step 1: Designate a responsible employee.**

Human Resources Manager  
Michelle Spreer 785-832-5149  
[mspreer@dgcoks.gov](mailto:mspreer@dgcoks.gov)

### **Step 2: Provide notice of ADA requirements.**

## **Notice Under the Americans with Disabilities Act**

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

**Employment:** The 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 Americans with Disabilities Act .

**Effective Communication:** The 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 the 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:** The County will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all County programs, services, and activities. For example, individuals with service animals are welcomed in County offices, even where pets are generally prohibited.

Anyone who has a question or concern about services, programs, or activities is encouraged to contact staff most familiar with the program area – see list below for your convenience. Program staff should be able to provide assistance with auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a County program, service, or activity. The County requests notice as soon as possible, but not later than 48 hours before a scheduled event.

As a resource for accommodations or other questions, the County of Douglas County's ADA Coordinator is Michelle Spreer, Human Resources Manager, (785) 832-5149 or [mspreer@dgcoks.gov](mailto:mspreer@dgcoks.gov).

The ADA does not require the 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 County program, service, or activity is not accessible to persons with disabilities should be directed to **Michelle Spreer, Human Resources Manager/ADA Coordinator, (785) 832-5149.**

The 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.

	Department	Contact	Phone	Email
Building construction compliance for the unincorporated area	Zoning & Codes	Tonya Voigt	785-331-1323	<a href="mailto:tvoigt@dgcoks.gov">tvoigt@dgcoks.gov</a>
Buildings (county-owned, general)	Maintenance (facilities list)	Jimmy Wilkins	785-832-5330	<a href="mailto:jwilkins@dgcoks.gov">jwilkins@dgcoks.gov</a>
Parks and outdoor recreation areas	Public Works-Parks Division	Chad Voigt	785-832-5332	<a href="mailto:cvoigt@dgcoks.gov">cvoigt@dgcoks.gov</a>
Sidewalks, curb-ramps, rights-of-way in the unincorporated area	Public Works	Chad Voigt	785-832-5332	<a href="mailto:cvoigt@dgcoks.gov">cvoigt@dgcoks.gov</a>
Site plan compliance/parking lots (Title 3 issues)	Development Services (City of Lawrence)  Zoning & Codes	Tonya Voigt	785-331-1325	<a href="mailto:tvoigt@dgcoks.gov">tvoigt@dgcoks.gov</a>
Polling Places	County Clerk	Jamie Shew	785-832-5181	<a href="mailto:clerk@dgcoks.gov">clerk@dgcoks.gov</a>

Separate program/services from facilities.

Employment (with County)	Personnel	Michelle Spreer	785-832-5149	<a href="mailto:mspreer@dgcoks.gov">mspreer@dgcoks.gov</a>
Grievance/complaint/service accessibility questions	Administration	Michelle Spreer	785-832-5149	<a href="mailto:mspreer@dgcoks.gov">mspreer@dgcoks.gov</a>
Website	IT	Starla Jones (Director)  Ron Raney	785-832-5183  785-832-5395	<a href="mailto:sjones@dgcoks.gov">sjones@dgcoks.gov</a>  <a href="mailto:rraney@dgcoks.gov">rraney@dgcoks.gov</a>

### **Step 3: Establish a grievance procedure.**

Send grievance to Michelle Spreer, ADA Coordinator via email or phone call.

**Douglas County, KS**  
**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 Douglas County. The Douglas County 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:

**Michelle Spreer**  
**ADA Coordinator, Human Resources Manager** [mspreer@dgcoks.gov](mailto:mspreer@dgcoks.gov)  
**(785) 832-5149**

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

If the response by **ADA Coordinator** or **their** 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 **Human Resources Manager** or **their** designee.

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

### **Step 4: Conduct a self-evaluation.**

### **Step 5: Develop a transition plan.**

**Transition Plan: Appendix (see ADA Appendix Transition Plan.xls)**