

## ADA GRIEVANCE PROCEDURE

Bay County has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S Department of justice regulations implementing title II of the Americans with Disabilities Act. Title II states, in part “no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination” in programs or activities sponsored by a public entity.

Complaints should be addressed to: **Amber Davis-Johnson, ADA Coordinator, 515 Center Avenue, Bay City MI, 48708, (989)895-4131, TDD (989)895-4049**, who has been designated to coordinate ADA compliance efforts.

1. A complaint should be filed in writing or verbally, contain the name, address of the person filing it, and briefly describe the alleged violation of the regulations.
2. A complaint should be filed within **10 business days** after the complainant becomes aware of the alleged violation. (Processing of allegations of discrimination which occurred before the grievance procedure was in place will be considered on a case-by-case basis.)
3. An investigation, may also be appropriate, shall follow a filing of complaint. The investigation shall be conducted by **Amber Davis-Johnson, ADA Coordinator**. These rules contemplate informal but through investigations affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by **Amber Davis-Johnson, ADA Coordinator**, a copy forwarded to the complainant no later than **20 business days** after its filing.
5. The ADA coordinator shall maintain the files and records of the **County of Bay** relating to the complaints filed.
6. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for consideration should be made within **10 business days to the Bay County Executive**.
7. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person’s pursuit of other remedies such as the filing of an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.
8. These rules shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards and to assure that **Bay County** complies with the ADA and implementing regulations.