

Bob Dixon
Presiding Commissioner

Rusty MacLachlan
1st District Commissioner

John C. Russell
2nd District Commissioner



Shane Schoeller
Clerk of the Commission

Christopher J. Coulter, AICP
County Administrator

Megan Applegate
Executive Assistant

COUNTY COMMISSION
Greene County, Missouri
(417) 868-4112

**Greene County Commission
Commission Briefing Minutes**

Tuesday, March 2, 2021
8:45 AM
Commission Conference Room
1443 N. Robberson, 10th Floor

PLEASE CHECK & RETURN



The Greene County Commission is now offering an alternative to attending the meeting. Please join our meeting from your computer, tablet or smartphone <https://www.zoom.us/j/9101234567>. You can also dial in using your phone. United States: +1 (872) 240-3412. You will be prompted for a PIN number where you will hit the "#" key and be prompted for an access code: 675-853-269

Attendees: Bob Dixon, Rusty MacLachlan, John Russell, Chris Coulter, Megan Applegate and Donna Barton.

Teleconference Attendees: Jeff Scott, Tina Phillips, Mike Cagle, Mailyn Jeffries, Andrea Stewart, Cindy Stein, Jeff Bassham, Linda Simpkins, Rick Kessinger, Jim Arnott, Royce Denny, Crystal Richards and Phil Corcoran.

Informational Items

Budget-Jeff Scott

- Emergency Rental Assistance Funds Update.
- Meeting scheduled today for the Emergency Rental Assistance Program.
- Mike Cagle is working on long term planning.
- Tina Phillips is working on updating various insurance types including cyber security, Medical Examiner and workers comp.
- Bond update.

Human Resources-Mailyn Jeffries

- Recruiter position will be vacant soon and be open for applications.
- Virtual wellness expo had over 1200 views.

Chris Coulter

- Moving forward with 2021 Reconciliation Act
- CARES group meeting Monday.

Donna Barton

- Has reached out to the new Collector to offer assistance.
- Rotunda Advisory group meeting tomorrow

Items for Consideration and Action by the Commission

EX1 Discussion and Possible Vote: ADA Title II Notice, Grievance Procedure, and Coordinator Designation, Human Resources

Commissioner John Russell moved to approve the ADA Title II Notice, Grievance Procedure, and Coordinator Designation as Kevin Barnes. Commissioner Rusty MacLachlan seconded the motion and it passed unanimously. Yes: Dixon, MacLachlan and Russell.

Other:

With no other business the meeting was adjourned.

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Commission Briefing Agenda

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Informational Items
Budget
Human Resources
Chris Coulter
Donna Barton

Items for Consideration and Action by the Commission
Discussion and Possible Vote: ADA Title II Notice, Grievance Procedure, and Coordinator Designation, Human Resource

Other:

Americans with Disabilities Act (ADA) Title II

Prohibits discrimination on the basis of disability by public entities (state and local governments)

§35.107 Designation of responsible employee and adoption of grievance procedures.

(a) *Designation of responsible employee.* A public entity that employs 50 or more persons shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under this part, including any investigation of any complaint communicated to it alleging its noncompliance with this part or alleging any actions that would be prohibited by this part. The public entity shall make available to all interested individuals the name, office address, and telephone number of the employee or employees designated pursuant to this paragraph.

(b) *Complaint procedure.* A public entity that employs 50 or more persons shall adopt and publish grievance procedures providing for prompt and equitable resolution of complaints alleging any action that would be prohibited by this part.

Important Notes:

- The designation and grievance procedure drafted using the ADA toolkit for state and local government
- Section in policy manual updated to avoid confusion between employment and Title II grievances
- All reviewed and approved by John Housley



County of **GREENE** State of *Missouri*

GREENE COUNTY COMMISSION

940 Boonville Avenue
SPRINGFIELD, MO 65802

January 26, 1992

Office of
H. C. "MIKE" COMPTON
Presiding Commissioner

DAVID L. COONROD
Commissioner 1st District

JIM PAYNE
Commissioner 2nd District

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**THE GREENE COUNTY COMMISSION
ADA GRIEVANCE PROCEDURE**

The Greene County Commission had adopted an internal grievance procedure providing for prompt and equitable resolutions 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, that "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 filed with the ADA Coordinator in the Greene County Commission Office.

1. A complaint should be filed in writing, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
2. A complaint should be filed within 30 calendar days after the complainant becomes aware of the alleged violation. (Processing of allegations of discrimination which occurred before this grievance procedure was in place will be considered on a case-by-case basis.)
3. An investigation, as may be appropriate, shall follow a filing of complaint. The investigation shall be conducted by the ADA Coordinator. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint. Under the Department of Justice regulation, the County Commission need not process complaints from applicants for employment.
4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the ADA coordinator and a copy forwarded to the complainant no later than fifteen (15) working days after its filing.

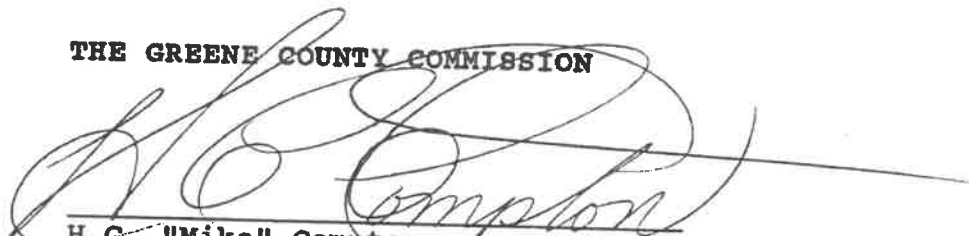
5. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within five (5) working days to the Greene County Commission.

6. The ADA Coordinator shall maintain the files and records of the Greene County Commission relating to the complaints filed.

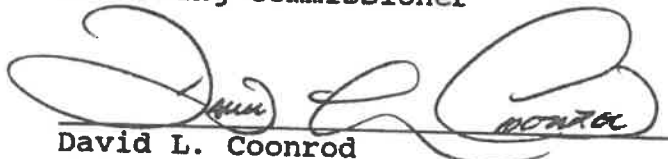
7. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite 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 the Greene County Commission complies with the ADA and implementing regulations.

THE GREENE COUNTY COMMISSION



H.C. "Mike" Compton
Presiding Commissioner



David L. Coonrod
Commissioner 1st District



Jim Payne
Commissioner 2nd District

If the response by the ADA Coordinator or their designee does not satisfactorily resolve the issue, the complainant and/or their designee may appeal the decision within 15 calendar days after receipt of the response to the Greene County Commission or their designee.

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



Bob Dixon, Presiding Commissioner



Rusty MacLachlan, 1st District Commissioner



John C. Russell, 2nd District Commissioner