



**BOISE COUNTY RESOLUTION #2006-21
A RESOLUTION ADOPTING THE BOISE COUNTY
TITLE II SECTION 504 SELF-EVALUATION**

WHEREAS, the Boise County Board of Commissioners has reviewed the draft updated version of the Boise County Title II Section 504 Self-Evaluation, prepared by Sage Community Resources; and

WHEREAS, diligent review and discussion of the new policy has been held by the Board;

NOW THEREFORE BE IT RESOLVED, that the Boise County Board of Commissioners does hereby approve and adopt attached Exhibit A, as the Boise County Title II Section 504 Self Evaluation for Boise County.

APPROVED and ADOPTED this 7th day of March, 2006, during the regular meeting of the Board of Boise County Commissioners.

BOARD OF BOISE COUNTY COMMISSIONERS

Roger B. Jackson

Roger B. Jackson, Chairman

Fred H. Lawson

Fred H. Lawson, Commissioner

Paul Stutzman

Paul Stutzman, Commissioner

Attest:

Rora A. Canody

Rora A. Canody, Clerk to the Board



TITLE II
SECTION 504 SELF-EVALUATION

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January 2006

Boise County

Roger Jackson, Commissioner

Prepared on behalf of Boise County by

Sage Community Resources
1001 So. Orchard Street
Suite 100
Boise, ID 83705

with funding provided by

Idaho Community Development Block Grant

Boise County
TITLE II
SECTION 504 SELF-EVALUATION

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TABLE OF CONTENTS

Part 1: Program Accessibility3

Part 2: Employment7

Part 3: Facilities Accessibility12

Part 4: Communications13

Part 5: Complaint Procedure.....15

PART 1. PROGRAM ACCESSIBILITY:

1. Who is designated as responsible for coordinating this County's compliance with the Americans with Disabilities Act?

Name: Rora Canody
Title: County Clerk
Agency: Boise County
Address: P.O. Box 1300, Idaho 83631
Telephone Number: (208) 392-6636

2. Identify the persons who assisted in the completion of this self-evaluation and describe their participation.

John Foard, County Commissioner, Rora Canody, County Clerk, and Building Committee served as members of the 504 ADA Committee and participated in the preparation of Boise County's 504 Self-Assessment and Transition Plan. Their participation consisted of research of policies and programs offered by Boise County as well as the review and recommendation of the draft Self-Assessment and Transition Plan.

3. Briefly describe the nature of the County's programs, including their purpose, scope, activities and participants.
4. List the sources that govern the administration of the County's programs, including statutes, rules, policies, manuals and other guidelines.
5. Have individuals with disabilities used the County's services in the past?

Yes. Boise County residents who must use canes, crutches, walkers or other assistive devices have visited the county courthouse regularly to participate in county programs.

6. Have there been obvious difficulties or complaints from individuals with disabilities about their participation in a particular program, service or activity?

No.

If yes, list the problems or complaints.

N/A

7. What response have you made to deal with those specific problems or complaints?

N/A

8. If your office cannot accommodate a certain disability, what do you do?

Boise County will utilize its Reasonable Accommodation Request forms to ascertain what is needed by the individual to assure accommodation is reasonable. Once the determination is made that the request for accommodation is reasonable, but the County is not sure of how to provide such an accommodation, county staff will make contact with various organizations, including state, Federal and non-profit, seeking technical and other assistance in making the accommodation.

9. Describe any services provided by the County to particular disability groups.

Boise County provides no services to any disability groups.

10. If you have a separate or special program for the individuals with disabilities, how do you ensure that they may also participate in programs available to the general public?

N/A

11. Describe any program eligibility or admission criteria, licensing standards or procedures for participation in any aid, benefit or service provided by the County that may directly or indirectly:

- a. Deny a qualified individual with a disability the opportunity to participate in or benefit from the aid, benefit or service;

Boise County has no program eligibility or admission criteria that would deny a qualified individual with a disability the opportunity to participate in or benefit from any aid, benefit or service.

- b. Afford an opportunity for participation or benefit that is not equal to that afforded others;

Boise County has no program eligibility or admission criteria that would deny a qualified individual with a disability the opportunity to participate in or benefit from any aid, benefit or service.

- c. Provide a qualified individual with a disability with an aid, benefit or service that is not as effective in affording equal opportunity to obtain the same result, gain the same benefit, or reach the same level of achievement as that provided to others;

Boise County has no program eligibility or admission criteria that would deny a qualified individual with a disability the opportunity to participate in or benefit from any aid, benefit or service that is not as effective in affording equal opportunity to obtain the same result, gain the same benefit, or reach the same level of achievement as that provided to others.

- d. Provide different or separate aids, benefits or services to individuals with disabilities unless necessary to make them as effective as those provided to others;

Boise County has no program eligibility or admission criteria that would provide different or separate aids, benefits, or services to individuals with disabilities unless necessary to make them as effective as those provided to others.

- e. Provide significant assistance to another person or entity that discriminates on the basis of disability;

Boise County has no program eligibility or admission criteria that would provide significant assistance to another persons or entity that discriminates on the basis of disability.

- f. Deny a qualified individual with a disability the opportunity to participate as a member of planning or advisory boards;

Boise County has no program eligibility or admission criteria that would deny a qualified individual with a disability the opportunity to participate as a member of planning or advisory boards.

- g. May otherwise limit the enjoyment by a qualified individual with a disability of any right, privilege, advantage or opportunity enjoyed by other recipients.

Boise County has no program eligibility or admission criteria that would otherwise limit the enjoyment by a qualified individual with a disability of any right, privilege, advantage, or opportunity enjoyed by other recipients.

- 12. For any item identified in questions 1-10 as excluding or limiting qualified individuals with disabilities from participating in or benefiting from the County's aids, benefits and services, describe the steps taken to modify the County's policies, practices and procedures.

N/A

- 13. For any item identified in questions 1 - 10 as excluding or limiting the participation of or benefit by individuals with disabilities and (b) that will not be modified, explain why modification would fundamentally alter the nature of the service, programs or activity, or why the criterion is necessary to the provision of service.

N/A

14. If any forms are required for admission to the County's program or services, is the following assistance provided?

- a. audio tape
- b. braille
- c. reader
- e. aide
- f. mailed to homes
- g. large print
- h. interpreter
- i. other assistance

15. Do forms contain a notice that the County complies with the ADA and will offer accommodation for disabilities?

Yes.

PART 2. EMPLOYMENT:

1. Describe the County's policies, practices or procedures that are taken to ensure that there is no discrimination based on disabilities in the following areas:

- a. recruiting advertisements -

All recruiting advertisements include a brief description of job, minimum qualifications, starting date, and starting salary. Cut off date and time for acceptance of applications and a statement that the County is an equal opportunity employer are also included. If needed, Boise County will seek assistance from the Idaho Human Rights Commission, Idaho Department of Employment, and/or other appropriate source of technical assistance in implementing its employment procedures.

- b. processing of applications -

After the closing date and time, all applications are reviewed by the appropriate department head, County Commissioners or Council Liaison for the department. The top applicants are scheduled for interviews. If needed, Boise County will seek assistance from the Idaho Human Rights Commission, Idaho Department of Employment, and/or other appropriate source of technical assistance in implementing its employment procedures.

- c. employment testing -

Additional testing to supplement the application may be required for police and heavy equipment operator applicants. If needed, Boise County will seek assistance from the Idaho Human Rights Commission, Idaho Department of Employment, and/or other appropriate source of technical assistance in implementing its employment procedures.

- d. interviewing -

Interviews are scheduled with at least two people comprising the panel conducting the interviews. Questions are reviewed in advance of the interview by the panel and deviation from the pre-determined questions is not permitted. If needed, Boise County will seek assistance from the Idaho Human Rights Commission, Idaho Department of Employment, and/or other appropriate source of technical assistance in implementing its employment procedures.

- e. orientation -

Boise County provides each new employee with a copy of the County's Personnel

Policy Manual and assures that the employee has read and understands the requirements, policies, and procedures of his/her position. If needed, Boise County will seek assistance from the Idaho Human Rights Commission, Idaho Department of Employment, and/or other appropriate source of technical assistance in implementing its employment procedures.

- f. promotion, transfer, demotion, layoff, reinstatement including changes in compensation resulting from these actions -

Boise County strongly believes in promoting its employees. All County employees are encouraged to apply for any position they feel that they are qualified to fill. If needed, Boise County will seek assistance from the Idaho Human Rights Commission, Idaho Department of Employment, and/or other appropriate source of technical assistance in implementing its employment procedures.

- g. job assignments -

A detailed job description is provided to all employees along with a copy of Boise County's Personnel Policy Manual.

- h. job classifications -

See response to 1-g. above.

- i. use of vacation and sick leave, unpaid leave of absence, compensatory time, EAL -

All Boise County full-time employees earn vacation and sick leave. Vacation leave accrual is based upon the number of years the employee has worked for the County. Vacation leave may not be used until the employee has successfully completed six (6) month probation period.. Vacation is capped at 160 hours. Sick leave is earned at the rate of one (1) day per month, after each month of employment. Maximum accrual of sick leave is 720 hours (90) days. Full-time employees who are required to work more than forty hours in a work week, or eight hours a day, shall be given compensatory time figured at one and one-half time. Boise County allows the accumulation and use of compensatory time, in amounts not to exceed accumulation of one hundred (100) hours. After an employee has exhausted vacation time and paid sick leave, the employee may be granted additional leave, without pay, as directed by the elected official in charge of that department or the Boise County Commissioners.

- j. opportunity for and financial support of training opportunities, conferences -

Boise County actively encourages employee self-improvement and professional development. The County will pay for approved classes, training, etc., which will

assist an employee in the performance of his/her job.

k. health and insurance benefits -

Boise County provides comprehensive health and dental insurance to employees and offers family coverage at the employee's option. Continued health coverage is available to former employees at their own cost pursuant to federal law. Limited life insurance coverage and limited disability programs are available to full-time employees. Worker's Compensation insurance covering job-related injuries is provided for all employees.

l. County-sponsored activities, including recreational or social programs -

N/A

2. Describe how you ensure that any employment-related criteria (including minimum qualifications and testing requirements), which would adversely affect the opportunities of individuals with disabilities, are related to the job and are a business necessity.

Individuals with disabilities will be given the same consideration when applying for a position they feel they are qualified to fill. If needed, Boise County will seek assistance from the Idaho Human Rights Commission, Idaho Department of Employment, and/or other appropriate source of technical assistance in implementing its employment procedures.

3. Describe how the County responds to a request for an accommodation in testing (where applicable) and the hiring interview.

Boise County shall provide the individual its Reasonable Accommodations Process forms and follow the established guidelines therein. If needed, Boise County will seek assistance from the Idaho Human Rights Commission, Idaho Department of Employment, and/or other appropriate source of technical assistance in implementing its employment procedures.

4. Describe the steps taken by the County to ensure that nondiscriminatory questions are asked in a hiring interview.

Interviews are scheduled with a least two people comprising the panel conducting the interviews. If needed, Boise County will seek assistance from the Idaho Human Rights Commission, Idaho Department of Employment, and/or other appropriate source of technical assistance in implementing its employment procedures.

5. Describe the steps that are taken to determine if an individual with a disability is capable of performing the essential functions of a particular job, with or without a reasonable accommodation.

If an individual does not request a reasonable accommodation, then the individual will be expected to perform their job responsibilities as any other employee. Boise County, however, shall provide the individual its Reasonable Accommodations Process forms upon request and follow the established guidelines therein. If needed, Boise County will seek assistance from the Idaho Human Rights Commission, Idaho Department of Employment, and/or other appropriate source of technical assistance in implementing its employment procedures.

6. Describe the process the County uses to determine whether a request for a reasonable accommodation on the job can be granted or would cause undue hardship.

In accordance with 24 CFR, Part 8, Boise County will review its financial and administrative burden in providing any accommodation requested to evaluate its reasonableness, impact of the position, and the County. If needed, Boise County will seek assistance from the Idaho Human Rights Commission, Idaho Department of Employment, and/or other appropriate source of technical assistance in implementing its employment procedures.

7. Describe the steps taken by the County to ensure that inappropriate pre-employment medical examinations or inquiries are not conducted.

Only applicants for police officers are required to take pre-employment medical examinations as part of their P.O.S.T. certification process. Police applicants are required to meet the minimum physical requirements for P.O.S.T. certification.

8. Describe the County's policy or procedure for maintaining the confidentiality of employee medical information, voluntary self-identification of disability, and requests for accommodation.

All County employee records are kept in a locked file cabinet and the County Clerk or Chief Deputy is the only person who has access to this cabinet. All employee issues requiring a decision of the County Commissioners are discussed in Executive Session.

9. Describe the training or other measure taken to ensure that employees and supervisors do not subject individuals with disabilities to discrimination because of insensitivity or lack of knowledge.

All County employees are encouraged to attend any training sessions made available through the Idaho Association of Counties Risk Management Program. Employees will be paid regular wages while attending these training events. The County Clerk attends the annual ICRMP meeting where such training is provided.

PART 3. FACILITIES ACCESSIBILITY:

1. List all facilities (including surrounding grounds and parking lots), or portions of facilities, used for the County's activities.

County Courthouse, County Annex Building, Courthouse Annex in Horseshoe Bend.

2. Identify the person or entity responsible for evaluating the architectural accessibility of the County's facilities and for taking corrective action. Include name, address and phone number.

Rora Canody
Boise County Clerk
Idaho City, Idaho 83631
(208) 392-6636

3. Complete the Architectural Barriers Checklist and, to the extent removal of architectural barriers is within the control of the County, prepare a transition plan.

See Attachment B.

4. For each "no" answer in the Architectural Barriers Checklist, what alternative methods of providing service are employed to provide accessibility in areas that serve the general public?

See Attachment B.

5. Describe the procedures used to evacuate individuals with disabilities during an emergency (consider visual, hearing, mobility and learning disabilities).

Evacuation routes shall be posted in all facilities. In addition, smoke alarms have a strobe light for the hearing-impaired.

PART 4. COMMUNICATIONS:

1. Describe the steps taken by the County to ensure that communications with applicants, participants and members of the public with disabilities are as effective as communications with others.

All Commissioner, Planning and Zoning, and other meetings and public hearings are held in a handicapped accessible facility. Information presented in all notices and advertisements make note of this as well as inform persons with disabilities that the County will make reasonable accommodations upon advance request. The County shall provide any individual its Reasonable Accommodations Process forms upon request and follow the established guidelines therein. If needed, the County will seek assistance from the Idaho Human Rights Commission and other appropriate state, Federal, or non-profit organizations for technical assistance.

2. Describe the auxiliary aids and services that will be furnished where necessary to afford an individual with a disability an equal opportunity to participate in and benefit from the County's services, programs or activities.

Boise County will provide auxiliary aids and services which may include, but not be limited to, qualified interpreters, assistive listening devices, note takers and written materials for individuals with hearing impairments, and taped texts, qualified readers, and large print materials for individuals with vision impairments.

3. Describe how an individual with a disability may request assistance and express their preference for aids and services.

Any individual with a disability may make a verbal or written request for a reasonable accommodation. Boise County shall provide any individual its Reasonable Accommodations Process forms upon request and follow the established guidelines therein. If needed Boise County will seek assistance from the Idaho Human Rights Commission and other appropriate state, Federal, or non-profit organizations for technical assistance.

4. Describe how the County will use TDD (telecommunications device for the deaf) or relay telecommunications systems to communicate with those who have impaired hearing or speech, including training of staff.

Boise County may use the Idaho Relay System. See Attachment C for information.

5. If you use TDD's, identify their locations, telephone numbers and phone directories in which the numbers are listed.

Boise County may use the Idaho Relay System. See Attachment C for information.

- 6a. If the public uses the phones at the County, is there at least one designated phone that is hearing-aid compatible?

NA

- 6b. If you use relay services, list the name of the company and type of service.

Boise County will use the Idaho Relay System. See Attachment C for information.

7. Are your TDD or relay service phone numbers printed on all County brochures, notices and letterhead?

The County will include this information in the text of the letter.

8. If the County determines that equally effective communication cannot be provided, attach a statement from the head of your agency or designee describing (a) the reasons why the service, program or activity would be fundamentally altered or would result in undue financial and administrative burdens, and (b) what other action will be taken to provide the benefits or services to the maximum extent possible.

N/A

9. Describe how the County will ensure that meetings, hearings and conferences will be held in accessible locations.

All Commissioner, Planning and Zoning, and other meetings and public hearings are held in a handicapped accessible facility. Information presented in all notices and advertisements make note of this as well as inform persons with disabilities that the County will make reasonable accommodations upon advance request.

10. Describe how the County will provide auxiliary aids or services on request.

Boise County shall provide any individual its Reasonable Accommodations Process forms upon request and follow the established guidelines therein. If needed, Boise County will seek assistance from the Idaho Human Rights Commission and other appropriate state, Federal, or non-profit organizations for technical assistance.

PART 5. COMPLAINT PROCEDURES:

1. How do you notify employees of their right to file complaints alleging disability discrimination?

Written notification of the complaint is made by the employee through processes provided in the Boise County Personnel Policy Manual. See Attachment D for the Boise County Grievance Procedure.

2. Describe how you will make known the County's procedure for prompt and equitable resolution of complaints alleging violations of Title II of the ADA.

Boise County has adopted its Policy regarding Non-Discrimination on the Basis of Disability and published this Policy in the Idaho World on February 6, 2002. See Attachment D.