

APPENDIX H

ACTION PLAN

3-YEAR ACTION PLAN

Issue	Solution	Target Date	Person Responsible
County Department staff are not fully aware of all ADA regulations.	Information on ADA-related topics will be provided to Departments, and training opportunities will be shared with Department Heads.	Ongoing – at least once every six months	ADA Coordinator
Not all public meeting notices include a statement regarding communications aids and services.	All Departments who hold public meetings will be instructed to include provided statement on all public meeting notices.	By year-end 2018	ADA Coordinator
South Annex building has not been evaluated.	Evaluate South Annex using the ADA Checklist for Existing Facilities.	By year-end 2019	ADA Coordinator & Maintenance Supervisor
Employee files need to be reviewed to ensure that medical information is stored separately.	Employee files will be reviewed and medical information will be extracted and stored in separate files.	By year-end 2019	Auditor
No procedure is in place for handling reasonable accommodation requests from applicants and employees.	A reasonable accommodation procedure will be developed.	By year-end 2020	ADA Coordinator & Personnel Administration Committee
Job descriptions need to be reviewed to ensure that fundamental job duties listed are required, with or without accommodation.	Hiring officials will review job descriptions and make any necessary changes.	By year-end 2020	Auditor