

# **Shelby County ADA Transition Plan**

**October 6<sup>th</sup>, 2022**

## Table of Contents

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<u>Statement/Mission</u>	<u>3</u>
<u>Non-Discrimination Notice</u>	<u>3</u>
<u>Designation of an ADA Coordinator</u>	<u>4</u>
<u>Grievance Procedure</u>	<u>5</u>
<u>Design Standards for Sidewalks and Building</u>	<u>6</u>
<u>Public Involvement Opportunities</u>	<u>7</u>
<u>Inventory</u>	<u>7</u>
<u>Funding &amp; Schedule</u>	<u>8</u>
<u>Review &amp; Evaluation</u>	<u>8</u>
Appendix A – Grievance Form	
Appendix B – Ramp and Sidewalk Inventory with Maps	
Appendix C – Building Inventory	
Appendix D – Resolutions	



## **Statement/Mission**

In 1990, the Federal Government enacted the Americans with Disabilities Act ("ADA"). Shelby County, Indiana recognizes its legal obligation to comply with Title II of the ADA and hereby establishes a transition plan to ensure compliance of this federal law, rules, and regulations. Therefore, Shelby County will identify barriers that exist and state how and when the barriers are to be removed by providing a means to address complaints of discrimination, by encouraging public input to assess, address and meet access needs, and by establishing periodic reviews of the plan to monitor progress and compliance. The purpose of the Plan is to ensure that the citizens of Shelby County are provided full access to the Shelby County programs, services, and activities in a timely manner. The Shelby County elected officials and staff believe the ability to accommodate disabled persons is essential to good customer service, the quality of life the Shelby County residents seek to enjoy and to effective governance. Title II of the ADA requires that each of the Shelby County services, programs, and activities, when viewed in their entirety, be readily accessible and usable by individuals with disabilities.

## **Non-Discrimination Notice**

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), Shelby County will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

**Employment:** Shelby 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 ADA.

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

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Shelby County, should contact the ADA Coordinator at **317-392-6338 or [dcaldерella@co.shelby.in.us](mailto:dcaldерella@co.shelby.in.us)** as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require Shelby 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 program, service, or activity of Shelby County is not accessible to persons with disabilities should be directed to **the ADA Coordinator** at **317-392-6338 or [dcaldерella@co.shelby.in.us](mailto:dcaldерella@co.shelby.in.us)**.

Shelby 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.

### **Designation of an ADA Coordinator**

Pursuant to Resolution 2022-07 adopted on the 23<sup>rd</sup> day of May 2022, by the County Commissioners the position of ADA Coordinator for Shelby County was created. The following individual was appointed to serve in such capacity:

**[Desiree Calderella](#)**  
**[ADA Coordinator](#)**  
**[Shelby County Commissioners Office](#)**  
**[25 W Polk Street](#)**  
**[Shelbyville, IN 46176](#)**  
**[\(317\) 392-6338](#)**  
**[dcaldерella@co.shelby.in.us](mailto:dcaldерella@co.shelby.in.us)**

The Shelby County ADA Coordinator will hold this position concurrently with their position for the county and is responsible for overseeing compliance with the ADA transition plan and reporting to the County Commissioners. The ADA Coordinator shall document grievances, audits, public complaints, department head comments, transition plan updates or revisions and provide County Commissioners with status updates of any work performed in accordance with this plan. All potential projects are subject to approval and financing by the Shelby County Commissioners.

**Shelby County, Indiana  
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 Shelby County. The Shelby 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 45 calendar days after the alleged violation to:

**Desiree Calderella  
ADA Coordinator  
Shelby County Commissioners Office  
25 W Polk Street  
Shelbyville, IN 46176  
(317) 392-6338  
dcalderella@co.shelby.in.us**

Within 30 calendar days after receipt of the complaint, the ADA Coordinator or their designee will meet with the complainant, at the Shelby County Courthouse, 25 W. Polk St., Shelbyville, IN 46176, or a location mutually agreed upon to discuss the complaint and the possible resolutions. Within 30 calendar days of the meeting the 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 audiotape. The response will explain the position of Shelby County and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator or their designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 30 calendar days after receipt of the response to the County Commissioners or designee.

Within 30 calendar days after receipt of the appeal, the Shelby County Commissioners or designee will meet with the complainant to discuss the complaint and possible resolutions. Within 30 calendar days after the meeting, the Shelby County Commissioners or 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 County Commissioners designee, and responses from these two offices will be retained by Shelby County for at least three years.

*Appendix A* contains the Grievance Form

## **Design Standards**

***Sidewalks:*** Sidewalk and ramps constructed as part of planned development or replaced by or for Shelby County shall be constructed in accordance with the PROWAG (Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way) regulations and standards.

***Buildings:*** Any Shelby County owned buildings that are constructed, remodeled or updated shall be constructed in accordance with the most

current ADAAG (Accessibility Guidelines for Buildings and Facilities) regulations and standards.

### **Public Involvement Opportunities**

The general public is encouraged to participate in identifying needs or barriers to accessibility. This may be done by contacting the ADA Coordinator and/or submittal of a completed grievance form as outlined in this plan. Notices were posted at county buildings.

The Shelby County Transition Plan is available in the Shelby County Plan Commission office for viewing. A copy of the Transition Plan may also be available on the Shelby County website - [Shelby County Indiana Government](http://shelbycountygov.com).

### **Inventory**

***Sidewalks:*** In an effort to remove barriers to streets and sidewalks, Shelby County has inventoried all curbs and sidewalks within the County's jurisdiction. The inventory procedure is intended to identify a comprehensive list or inventory of all curbs and sidewalks in Shelby County's jurisdiction that are not ADA compliant. This is composed of an effort to both fully inventory the infrastructure that is present and then to identify those items in the system which are not compliant with ADA requirements.

***Buildings:*** Shelby County owns a number of properties open to the public. These facilities are as follows:

- 1) **Shelby County Annex 1**, 25 West Polk Street, Shelbyville, Indiana 46176
- 2) **Shelby County Courthouse**, 407 South Harrison Street, Shelbyville, Indiana 46176
- 3) **Shelby County Criminal Justice Center**, 107 West Taylor Street, Shelbyville, Indiana 46176
- 4) **Shelby County Annex 2**, 20 West Polk Street, Shelbyville, Indiana 46176
- 5) **Shelby County Community Correction**, 10 West Polk Street, Shelbyville, Indiana 46176

A self-evaluation/assessment of each of the County of Shelby County's physical facilities has been conducted. The current ADAAG and PROWAG standards have been used to evaluate and collect the data on the buildings.

Appendix B contains the evaluation of the sidewalks.  
*Appendix C* contains the evaluation of the buildings.

## **Funding & Scheduling**

Shelby County will use funding from the General Fund to repair, modify or reconstruct sidewalk, ADA ramps, and facilities. Shelby County intends to spend \$1,000 annually to repair, modify or reconstruct sidewalk, ADA ramps, and facilities ramps to meet current ADA standards.

## **Review & Evaluation**

The Transition Plan and ADA Inventory will be updated every 3 years.

# Appendix A

## Grievance Procedure

# **ADA GRIEVANCE PROCEDURE – SHELBY COUNTY**

## **GRIEVANCE FORM**

### **COMPLAINANT INFORMATION:**

Name:

Address:

Daytime Phone:

Email:

### **LOCATION INFORMATION**

Address (If Known):

Location Description:

### **NATURE OF GRIEVANCE**

Sidewalk, Ramp:

Crosswalk, Pedestrian Signal:

Building Access:

Programming:

Other:

Describe the Grievance/Complaint/Problem:

Date of Incident, If Applicable:

### **FOR LOCAL/ADA COORDINATOR USE ONLY**

County Representative Preparing the Form if not  
by Complainant and Date Complaint Received:

Date Received by ADA Coordinator:

Date of Initial Contact:

Date of Meeting or Site Visit:

Date ADA Coordinator's Decision Mailed:

Date Appeal Received by Commissioners:

Date First on County Commissioners Agenda:

Date County Commissioners Decision:

Date Commissioners Decision Mailed:



## Appendix B

### Ramp and Sidewalk Inventory Maps



# Waldron in Shelby County

Curb Ramp locations

Legend

- ADA compliant curb ramp
- Non-ADA compliant curb ramp





# Appendix C

## Building Inventory

#### I. Annex II Building

- a. ADA ramp is not lined up with the ADA ramp to the south.  
Recommended: Relocating or removing ADA ramp at a cost of \$3,000.
- b. Secondary door closes in less than 5 seconds.  
Recommended: Adjust or replace existing closer at a cost of \$800.
- c. In Health Department waiting room there is no counter 36" or less in height.  
Recommended: Adding window to lower counter at a cost of \$1,500

10% Contingency Factor \$530

Total Cost: \$5,830.00

## I. Annex Building

- a. 3 ADA ramps in parking lot not compliant with slopes.  
Recommended: Reconstructing ADA ramps at a cost of \$3,000 each.
- b. 3 ADA parking signs and van accessible signs missing.  
Recommended: Install ADA parking signs at a cost of \$200 each.
- c. South building entrance not compliant with slopes.  
Recommended: Reconstructing ADA ramps at a cost of \$3,000.
- d. ADA alternate entrance sign missing.  
Recommended: Install ADA alternate entrance sign at a cost of \$200.
- e. Door closes in less than 5 seconds.  
Recommended: Adjust or replace existing closer at a cost of \$800.
- f. Elevator is missing tactile star on both sides of the jamb.  
Recommended: Install new tactile star on both jambs at a cost of \$200.
- g. Light switches cannot be operated without tight grip.  
Recommended: Install new light switches throughout the Annex at a cost of \$600.
- h. Highway Department there is no counter 36" or less in height.  
Recommended: Lower counter and window at a cost of \$2,500
- i. Coat hooks in bathrooms need lowered.  
Recommended: Maintenance staff to lower coat hooks at a cost of \$0.
- j. Sinks not higher than 27" in men and woman's bathroom.  
Recommended: Raise sinks in men and woman's bathrooms at a cost of \$250 each.
- k. Sink faucets require too much force.  
Recommended: Maintenance staff to loosen sink faucets at a cost of \$0.
- l. Grab bars not located in proper location.  
Recommended: Maintenance staff to adjust grab bars at a cost of \$0.

10% Contingency Factor \$1,740

Total Cost: \$19,140.00

## I. Courthouse Entrance, Elevator, and 3<sup>rd</sup> Floor of Building

- a. 4 ADA parking signs and van accessible signs missing.  
Recommended: Install ADA parking signs at a cost of \$200 each.
- b. 3 ADA alternate entrance signs missing.  
Recommended: Install ADA alternate entrance sign at a cost of \$200 each.

## II. Courthouse 2<sup>nd</sup> Floor of Building

- a. Superior Court Door closes in less than 5 seconds.  
Recommended: Adjust or replace existing closer at a cost of \$800.
- b. Court rooms aisles and pathways less than 36" wide.  
Recommended: Maintenance staff to move benches and furniture at a cost of \$0.
- c. Court rooms need more open spaces for wheelchair seating.  
Recommended: Maintenance staff to move benches and furniture at a cost of \$0.
- d. Superior Court and Circuit Court windows and counters too high.  
Recommended: Adjust window and counters at a cost of \$500 each.

## III. Courthouse 1<sup>st</sup> Floor of Building

- a. County Clerk and Child Support Office have no tactile signs.  
Recommended: Add new tactile signs at a cost of \$100 each.
- b. Child Support Office there is no counter 36" or less in height.  
Recommended: Lower counter and window at a cost of \$500.
- c. Men and Woman's Bathroom stall widths next to door less than 18" minimum.  
Recommended: Extend stall wall 2 inches at a cost of \$500 each.
- d. Coat hooks in bathrooms need lowered.  
Recommended: Maintenance staff to lower coat hooks at a cost of \$0.
- e. Sink faucets require more than 5 lbs force to open.  
Recommended: Maintenance staff to loosen sink faucets at a cost of \$0.
- f. Men and Woman's Bathroom sink pipes require insulation.  
Recommended: Install insulation around pipes at a cost of \$300 each.
- g. Men's Bathroom toilet more than 18" from wall.  
Recommended: Move toilet 1 inch closer to wall at a cost of \$500.
- h. Grab bars not located in proper location.  
Recommended: Maintenance staff to adjust grab bars at a cost of \$0.
- i. Men and Woman's Bathroom stall widths next to door less than 18" minimum.  
Recommended: Stall wall to be extended 18 inches at a cost of \$500 each.
- j. Men and Woman's Bathroom stall doors do not self-close.  
Recommended: Install self-closer on stall door at a cost of \$100 each.
- k. Men and Woman's Bathroom stall doors do not have door pull on inside doors.  
Recommended: Install door pull on stall door at a cost of \$100 each.

#### IV. Courthouse Basement of Building

- a. Aisles and pathways less than 36" wide.  
Recommended: Maintenance staff to place 4" barrier around chairs at a cost of \$0.
- b. Magistrate's Office and Magistrates Court have no tactile signs.  
Recommended: Add new tactile signs at a cost of \$100 each.
- c. Magistrate's Office and Magistrates Court widths next to door less than 18" minimum.  
Recommended: Maintenance staff to move bookcase and file cabinet at a cost of \$0. May need to apply for exception for 17" Magistrate Court wall.
- d. Magistrate's Office, Magistrate's Courts, and Prosecutor's Office Doors require more than 5 lbs force to open.  
Recommended: Adjust or replace existing closer at a cost of \$800.
- e. Light switches higher than 48" maximum.  
Recommended: Lower light switches in basement at a cost of \$600.
- g. Court room needs more open spaces for wheelchair seating.  
Recommended: Maintenance staff to move chairs at a cost of \$0.
- h. Prosecutor's Office there is no counter 36" or less in height.  
Recommended: Lower counter and window at a cost of \$500.
- i. Magistrate's Office and Prosecutor's Office window does not have 30"x48" area in front of window.  
Recommended: Maintenance staff to move table in front window at a cost of \$0.
- j. Drinking fountain is more than 4" from wall.  
Recommended: Maintenance staff to place 4" barrier around drinking fountain at a cost of \$0.

10% Contingency Factor \$1,110

Total Cost: \$12,210.00

## I. Criminal Justice Building

- a. Level landing at top of ramp turning area is less than 60"x 60".  
Recommended: Extend level landing 21" at a cost of \$3,000.
- b. 3 ends of the handrail do not extend 12" past the top and bottom of the ramp.  
Recommended: Add 12" handrail extensions at a cost of \$200 each.
- c. ADA alternate entrance sign missing.  
Recommended: Install ADA alternate entrance sign at a cost of \$200.
- d. Door threshold is more than ½" high.  
Recommended: Install new threshold at a cost of \$300.
- d. Carpet mat edges not secured.  
Recommended: Maintenance staff to secure carpet mat at a cost of \$0.
- e. Rooms 1105, 1022, and 1098 have no tactile signs.  
Recommended: Add new tactile signs at a cost of \$100 each.
- f. Visitor Area Door requires more than 5 lbs force to open and less than 5 seconds to close.  
Recommended: Adjust or replace existing closer at a cost of \$800.
- g. Visitor area has no counter 36" or less in height.  
Recommended: Lower counter and window at a cost of \$2,500.
- h. Stalls not deeper than 60" in men and woman's bathroom.  
Recommended: Extend stalls 2" to 10" in men and woman's bathrooms at a cost of \$500 each.
- i. Coat hooks in bathrooms need lowered.  
Recommended: Maintenance staff to lower coat hooks at a cost of \$0.
- j. Men and Woman's Bathroom sink pipes require insulation.  
Recommended: Install insulation around pipes at a cost of \$300 each.
- k. Grab bars not located in proper location.  
Recommended: Maintenance staff to adjust grab bars at a cost of \$0.
- k. Men's Bathroom toilet flush control is on the wrong side.  
Recommended: Install new toilet at a cost of \$500.
- l. Women's Bathroom toilet paper dispenser is more than 9" from toilet.  
Recommended: Maintenance staff to move toilet paper dispenser at a cost of \$0.
- m. Men's Bathroom stall width next to door less than 18" minimum.  
Recommended: Stall wall to be extended 2 inches at a cost of \$500.
- n. Men and Woman's Bathroom stall doors do not self-close.  
Recommended: Install self-closer on stall door at a cost of \$100 each.
- o. Men and Woman's Bathroom stall doors do not have door pull on outside doors and no grip one hand operable lock.  
Recommended: Install door pull on stall door at a cost of \$150 each.
- p. Pay phone does not have TTY service.  
Recommended: Have phone company add TTY service to pay phone at no cost.
- q. No fire visual alarm in waiting room.  
Recommended: Install visual fire alarm at a cost of \$1,000.

10% Contingency Factor \$1,180

Total Cost: \$12,980.00



## I. Community Corrections Building

- a. ADA parking signs and van accessible signs missing.  
Recommended: Install ADA parking signs at a cost of \$200.
- b. ADA parking signs and van accessible signs missing.  
Recommended: Install ADA parking signs at a cost of \$200.
- c. Door closes in less than 5 seconds.  
Recommended: Adjust or replace existing closer at a cost of \$800.
- d. Drinking fountain is more than 4" from wall.  
Recommended: Lower drinking fountain below 27" or recess wall 15" at a cost of \$2,500.
- e. Office tactile sign is in wrong location.  
Recommended: Maintenance staff to relocate staff at a cost of \$0.
- f. Counter window is less than 36" wide.  
Recommended: Widen window 1" on each side at a cost of \$1,000.
- g. Men's restroom has tactile sign in wrong location.  
Recommended: Maintenance staff to relocate staff at a cost of \$0.
- h. Men's Bathroom stall widths next to door less than 18".  
Recommended: Stall wall to be extended 18 inches at a cost of \$500.
- i. Men and Woman's Bathroom toilet more than 18" from wall.  
Recommended: Moving toilets 1 inch closer to wall at a cost of \$500 each.
- j. Grab bars not located in proper location.  
Recommended: Maintenance staff to adjust grab bars at a cost of \$0.
- k. Men and Women's Bathroom toilet paper dispensers are not 7" to 9" from toilet.  
Recommended: Maintenance staff to move toilet paper dispenser at a cost of \$0.
- l. No visual fire alarm in waiting room.  
Recommended: Install visual fire alarm at a cost of \$1,000.

10% Contingency Factor \$720

Total Cost: \$7,920.00

### Total Cost Summary:

Annex II Cost: \$5,830.00

Annex Cost: \$19,140.00

Courthouse Cost: \$12,210.00

Criminal Justice Cost: \$12,980.00

Community Correction Cost: \$7,920.00

Total Project Costs: \$58,080

# Appendix D

## Resolutions

**RESOLUTION 2022- 7**

**A RESOLUTION OF BOARD OF COMMISSIONERS OF SHELBY COUNTY,  
INDIANA APPOINTING THE AMERICANS WITH DISABILITIES ACT (ADA)  
ADA COORDINATOR AND ADOPTING PROCEDURES**

WHEREAS, the Federal government enacted the Americans with Disabilities Act of 1990 (ADA) to prevent discrimination of the physically and mentally disabled relating to employment and access to public facilities;

WHEREAS, in compliance with Title II of the ADA, Shelby County, Indiana shall name an ADA Coordinator;

WHEREAS, in compliance with Title II of the ADA, Shelby County, Indiana shall adopt a grievance procedure for resolving complaints alleging violation of Title II of the ADA; and

WHEREAS, in compliance with Title II of the ADA, Shelby County, Indiana shall publish notice to the public regarding the ADA; and

WHEREAS, in compliance with Title II of the ADA, Shelby County, Indiana shall post the ADA coordinator's name, office address, and telephone number along with the ADA Notice and ADA grievance procedure on its website.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of Shelby County, Indiana:

1. Desiree Calderella, Planning Director, is designated as the ADA Coordinator for Shelby County.

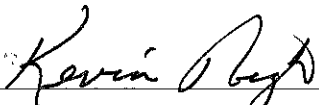
2. The Notice under the Americans with Disabilities Act, a copy of which is attached hereto, is adopted as the Notice under the Americans with Disabilities Act.


3. The Shelby County Grievance Procedure under the Americans with Disabilities Act, a copy of which is attached hereto, is adopted as the grievance procedure for addressing complaints alleging discrimination based on a disability in the provision of services, activities, programs, or benefits by the government agencies of Shelby County.

4. In compliance with Federal and State laws as set forth above, Shelby County resolves to post the required information regarding the ADA coordinator, Notice under the Americans with Disabilities Act, and Shelby County Grievance Procedure under the Americans with Disabilities Act on its website and at such other locations as may be determined from time to time.

RESOLVED AND ADOPTED this 23 day of May, 2022.

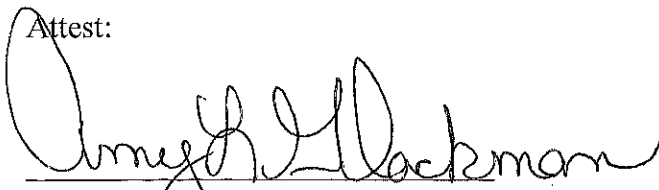
**BOARD OF COMMISSIONERS OF  
SHELBY COUNTY, INDIANA**

  
\_\_\_\_\_  
Kevin Nigh, President

  
\_\_\_\_\_  
Chris Ross, Vice President

  
\_\_\_\_\_  
Don Parker, Member

Attest:

  
\_\_\_\_\_  
Amy Glackman, Auditor

## NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA") Shelby County will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs or activities.

*Employment:* Shelby 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 ADA.

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

Anyone who requires an auxiliary aid or service for effective communication or a modification of policies or procedures to participate in a program, service or activity of Shelby County should contact the office of:

Desiree Calderella  
ADA Coordinator  
Shelby County Commissioners Office  
25 W Polk Street  
Shelbyville, IN 46176  
(317) 392-6338  
[dcaldarella@co.shelby.in.us](mailto:dcaldarella@co.shelby.in.us)

as soon as possible but no later than 48 hours before the scheduled event.

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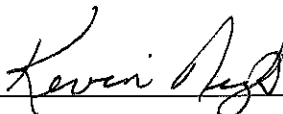
Complaints that a program, service or activity of Shelby County is not accessible to persons with disabilities should be directed to:

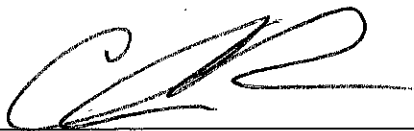
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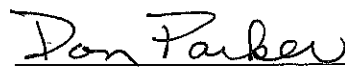
Shelby County will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

Approved this 23<sup>rd</sup> day of May, 2022,

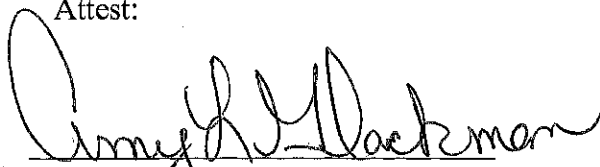
BOARD OF COMMISSIONERS OF SHELBY COUNTY, INDIANA

  
\_\_\_\_\_  
Kevin Nigh, President

  
\_\_\_\_\_  
Chris Ross, Vice President

  
\_\_\_\_\_  
Don Parker, Member

Attest:

  
\_\_\_\_\_  
Amy Glackman, Auditor

## Shelby County 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 Shelby County. Shelby County's 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 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:

Desiree Calderella  
ADA Coordinator  
Shelby County Commissioners Office  
25 W Polk Street  
Shelbyville, IN 46176  
(317) 392-6338  
[dcalderella@co.shelby.in.us](mailto:dcalderella@co.shelby.in.us)

Within 15 calendar days after receipt of the complaint, Desiree Calderella or her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, Desiree Calderella or her 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 Shelby County and offer options for substantive resolution of the complaint.

If the response by Desiree Calderella or her 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 Shelby County Board of Commissioners or their designee. Within 15 calendar days after receipt of the appeal, the Shelby County Commissioners or their designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting the Shelby County Commissioners 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 Desiree Calderella or her designee, appeals to the Shelby County Board of Commissioners or their designee and responses from these two offices will be retained by Shelby County for at least three years.

## ADA Transition Plan - Public Input

Shelby County is in the process of creating a Transition Plan which will be used as a guide for making improvements that will facilitate accessibility by removing physical impediments from the public right-of-way and improve current levels of services in our policies, programs, and procedures to the extent to which they create barriers to accessibility for persons with disabilities.

The Americans with Disabilities Act mandates that Shelby County identify hindrances encountered by persons with disabilities. Upon completion of the Transition Plan, Shelby County will outline a strategy for prioritizing such improvements. Several factors such as the extent of the deficiency, identified need, proximity to certain facilities, available budget, and a realistic schedule will be considered when prioritizing improvements.

Shelby County would like your input in identifying deficiencies and/or problem areas of the County owned buildings as well as the County's controlled right-of-ways. All suggestions, comments or specific deficiencies should be brought to the Shelby County ADA Coordinators attention by **July 1, 2022**, so that they may be evaluated and included in the first draft of the Transition Plan. This can be done by contacting Desiree Calderella, ADA Coordinator, preferably via e-mail at [dcalderella@co.shelby.in.us](mailto:dcalderella@co.shelby.in.us) or by phone at 317-392-6338. You may also send comments or suggestions by mail to: Desiree Calderella, ADA Coordinator, 25 Polk Street, Shelbyville, IN 46176.

Shelby County appreciates your efforts and thanks you in advance for your contributions to the Shelby County Transition Plan.