

Nueces County Notice Under the ADA - Annual Procedures 2015

The Nueces County Notice Under the American with Disabilities Act (ADA) informs the public that the ADA applies to services, programs and activities of Nueces County and was adopted by the Nueces County Commissioners Court on February 24, 2015. The notice is posted on the home page of the County website and is posted in each of the County buildings. At least bi-annually the Loss Control Committee with confirm to the ADA Coordinator that the notices posted in all county buildings are in good shape and the contact information is correct. All department heads have received a letter explaining the notice and will receive a reminder letter annually. During New Employee Orientation, new County employees will be made aware of the notice and all employees will receive explanation of the notice in their annual ADA training. The notice was published in a Sunday Caller-Times newspaper and will be published on an annual basis. Alternate formats of the notice are available in the office of the ADA Coordinator and include large print, Braille, audio format, and accessible electronic format.

Action	Date	By Whom	Comment
Post the notice on the home page of the County website	3/18/15	Connie Morgan, Nueces County Webmaster	The notice is to remain on the home page permanently
Send letters to all County department heads	3/30/15	Tyner Little, ADA Coordinator	Send reminder annually
Publish the notice in the Sunday Caller-Times newspaper	3/29/15	Tyner Little, ADA Coordinator	Publish notice annually
Post the notice in each County building in a conspicuous location	3/30/15	Lance Esswein, Asst. ADA Coordinator and <i>Loss Control Committee</i>	Bi-annually, committee will confirm that Notice is posted, in good shape and contact information correct
Include awareness of notice in New Employee Orientation	Began April 2015	Tyner Little, ADA Coordinator	Ongoing, each month
Include explanation of notice in ADA training for all County employees	TBD	Tyner Little, ADA Coordinator	
Notice is available in the following alternate formats: large print, Braille, audio format, and accessible electronic format.		Tyner Little, ADA Coordinator	Each of the alternate formats listed is available in the office of the ADA Coordinator