

Certified Copy of Record

STATE OF MISSOURI, }
County of Cass, } ss.

In the County Commission of Cass County, Missouri, at the April Term, 2025, held on the 23rd day of June 2025 amongst others, were the following proceedings:

RESOLUTION NO. 25-63 OF THE CASS COUNTY COMMISSION

A RESOLUTION DESIGNATING AN ADA COORDINATOR AND DEPARTMENTAL CONTACTS, AND ADOPTING AN ADA GRIEVANCE PROCEDURE

WHEREAS, the Americans with Disabilities Act of 1990 (ADA) requires public entities to designate an ADA Coordinator and adopt and publish grievance procedures to ensure prompt and equitable resolution of complaints alleging disability discrimination;

WHEREAS, Cass County is committed to providing equal access to its services, programs, and activities for individuals with disabilities and ensuring compliance with the ADA;

NOW, THEREFORE, BE IT HEREBY RESOLVED AND ORDERED BY THE COUNTY COMMISSION OF CASS COUNTY, MISSOURI, THAT,

Section 1. Designation of County ADA Coordinator. Cass County hereby designates the following individual as its primary ADA Coordinator:

Holly Braswell, HR Director
Cass County, Missouri
102 E. Wall Street, Harrisonville, MO 64701
Phone: (816) 380-8103 / Email: hollyb@casscounty.com

The ADA Coordinator shall coordinate the County's efforts to comply with the ADA and investigate complaints concerning disability discrimination in the provision of County services.

Section 2. Designation of Departmental ADA Contacts. The following contacts are designated for ADA-related matters within their respective offices or facilities:

- Cass County Sheriff's Office and Detention Center
Captain Ben Barbarick
Phone: (816) 380-5200 / Email: sheriff@cassmosheriff.org
- Cass County Circuit Courts
Kim York, Circuit Clerk
Phone: (816) 380-8227 / Email: kim.york@mo.courts.gov
- Cass County Facilities
Bob Wray, Maintenance Superintendent
Phone: (816)-380-8155/ Email: bobbyw@casscounty.com

These individuals are responsible for responding to ADA inquiries and facilitating accommodations within their designated areas.

Section 3. ADA Grievance Procedure. Cass County adopts the following procedure for addressing complaints under the ADA:


1. Submission of Complaint. Complaints should be in writing and include the name, address, phone number of the complainant, and a description of the alleged discrimination (including date and location). Alternative means of filing (e.g., personal interviews, audio recordings) are available upon request for persons with disabilities.
2. Filing Deadline. Complaints must be filed no later than sixty (60) calendar days after the alleged ADA violation.
3. Initial Response. Within fifteen (15) calendar days of receiving a complaint, the ADA Coordinator or designee will meet with the complainant to discuss the issue and possible resolutions. A written response, including a proposed resolution, will be issued within fifteen (15) calendar days of the meeting. The response will be provided in an accessible format if necessary.
4. Appeal. If the response does not resolve the issue, the complainant or their designee may appeal in writing to the Cass County Commission within fifteen (15) calendar days of receiving the response. The Commission or its designee will meet with the complainant within fifteen (15) calendar days and issue a final written resolution within fifteen (15) calendar days of that meeting.
5. Recordkeeping. All complaints, appeals, and written responses will be maintained for at least three (3) years.

Section 4. Availability of Policy. This resolution and grievance procedure shall be posted on the County's official website, available in public facilities, and provided in accessible formats upon request.

ADOPTED BY THE COUNTY COMMISSION OF CASS COUNTY, MISSOURI, THIS 23RD DAY OF JUNE 2025.



Bob Huston
Presiding Commissioner



Mike Moreland
Associate Commissioner
Dist. 1

Jeff Fletcher
Associate Commissioner
Dist. 2

ATTEST:





Kathy Lambert
County Clerk

Dated: 6-23-25