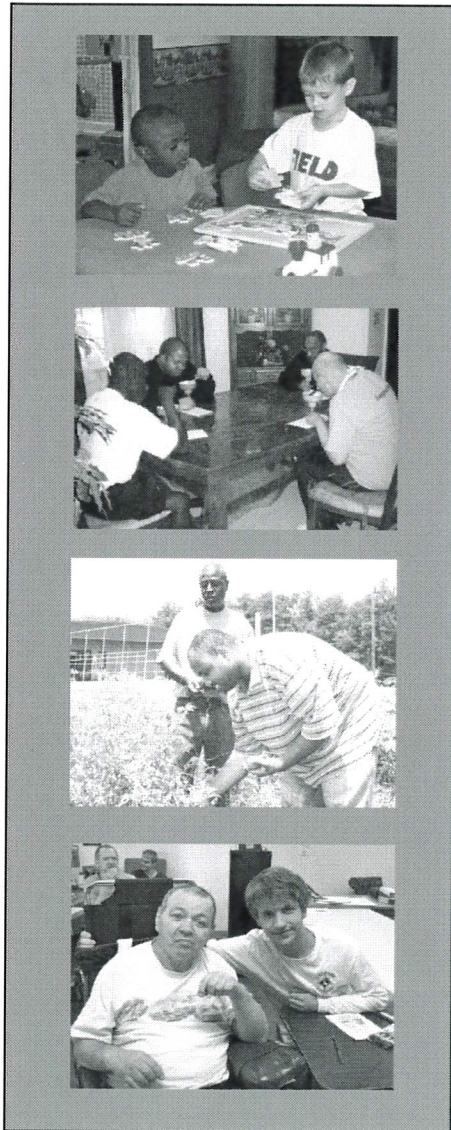


Laurens County Disabilities and Special Needs Board

TITLE VI PLAN



Date Adopted:
June 11, 2018



Serving People with Developmental and Intellectual Disabilities since 1973

Laurens County DSNB

Title VI Plan

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1.0 GENERAL REQUIREMENTS

A. Policy Overview and Objectives

In compliance with Title VI of the Civil Rights Act 1964 and other nondiscrimination authorities, the Laurens County Disabilities and Special Needs Board (DSNB) assures through its policies and procedures that no person shall on the grounds of race, color, national origin, age, sex, income status or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under Laurens County DSNB or any Laurens County DSNB sponsored program or activity. Questions about Laurens County DSNB's Title VI Program may be directed to:

Civil Rights Title VI Program
Attention: Keely Simmons
Human Resource Director
1860 Highway 14
Laurens, SC 29360
Phone No.: (864) 683-5633
Email: kesimmons@lcdsnb.org
Website: <http://www.lcdsnb.org>

Title VI primary goals and plan objectives:

1. To assign and clarify roles, responsibilities, and procedures for ensuring compliance with Title VI of the Civil Rights Act of 1964 and all related regulations and directives.
2. To assure that all participants and beneficiaries affected by any Laurens County DSNB's programs, projects and activities receive the services, benefits, and opportunities to which they are entitled without regard to race, color, national origin, age, sex, disability, economic status, or limited English proficiency.
3. To proactively prevent discrimination in all Laurens County DSNB programs and activities, regardless of funding source.
4. To establish procedures for identifying and eliminating discrimination when found to exist.
5. To establish procedures to annually review Title VI compliance within specific program areas within Laurens County DSNB to determine effectiveness of the area's compliance activities at all levels.
6. To establish procedures to conduct progress reviews, implement training of staff and stress the importance of Title VI overall compliance.
7. To set forth procedures for filing and the processing complaints by persons who believe that they have been subjected to discrimination under Title VI in a Laurens County DSNB service, program or activity.

B. Title VI - Nondiscrimination Assurances

The Laurens County Disabilities and Special Needs Board, **HEREBY AGREES THAT**, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through the South Carolina Department of Transportation (SCDOT), is subject to and will comply with the following:

Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.F.R. Part 21 (entitled *Nondiscrimination In Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964*);
- 28 C.F.R. Section 503 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

The preceding statutory and regulatory cites hereinafter referred to as the "Acts" and "Regulations", respectively.

General Assurances

In accordance with the Act, Regulations, and other pertinent directives, circulars, memoranda, and/or guidance Laurens County DSNB hereby gives assurance that it will promptly take measures necessary to ensure that:

"No person in the United States shall, on the grounds of gender, race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity," for which Laurens County DSNB receives Federal financial assistance from DOT."

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress with respect to Title VI and other Nondiscrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation of 1973), by restoring the broad, institutional wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient and Subrecipient, so long as any portion of the program is Federally assisted.

Specific Assurances

More specifically and without limiting the above general assurance, Laurens County DSNB hereby gives the following specific assurances with respect to the Federal Aid highway program:

1. That Laurens County DSNB agrees that each "program" and each "facility as defined in subsections 21.23(e) and 21.23(b) of the Regulations, will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the Regulations.
2. Designate a Title VI Liaison that has a responsible position within the organization and access to the recipient's Chief Executive Officer or authorized representative.

3. Issue a policy statement signed by the Executive Director or authorized representative, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the Subrecipient's organization and to the general public. Such information shall be published where appropriate in language other than English.
4. Participate in training offered on the Title VI and other nondiscrimination requirements.
5. Develop a complaint process and attempt to resolve complaints of discrimination against Laurens County DSNB.
6. Establish and maintain a process to collect racial and ethnic data on persons impacted by the agency's programs.
7. That where Laurens County DSNB receives Federal financial assistance to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection therewith.
8. Insert the clauses of Section 4.5 of this plan into every contract subject to the Acts and the Regulations.
9. Identify and address, as appropriate, disproportionately high and adverse effects of programs and activities on minority populations and low-income populations.
10. Promote the full and fair participation of all affected Title VI populations in your agency's decision making.
11. Prevent the denial, reduction, or delay in benefits related to programs and activities that benefit minority populations or low-income populations.
12. Submit the information required by FTA Circular 4702.1 B to the primary recipients (refer to Appendix A of this plan).

Laurens County Disabilities and Special Needs Board gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the sub-recipients by the U.S. Department of Transportation. This Assurance is binding on Laurens County Disabilities and Special Needs Board, sub-recipients, contractors, subcontractors and their subcontractors any other participants in the Federal Aid Highway Program the person signing below is authorized to sign this ASSUARANCE on behalf of the sub-recipient.

Laurens County DSNB

By: 

Jason Tavenner
Executive Director

Date: 6/11/2018

C. TITLE VI - NONDISCRIMINATION POLICY STATEMENT



Laurens County Disabilities and Special Needs Board

Serving People with Developmental and Intellectual Disabilities since 1973

TITLE VI - NONDISCRIMINATION POLICY STATEMENT

Laurens County Disabilities and Special Needs Board (DSNB), as policy, assures nondiscrimination compliance on the grounds of race, color, or national origin age, disability, family or religious status, as provided by of Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 200d *et seq.*, the Civil Rights Restoration Act of 1987, Section 504 of the Rehabilitation Act, American with Disabilities Act of 1990 (ADA), Executive Order 12898 (Environmental Justice), Executive Order 13166 (Limited English Proficiency), and with U.S. DOT regulations, "Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act," 49 CFR part 21.

No person will be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination under any Laurens County DSNB program or activity. Every effort will be made to ensure non-discrimination in all programs and activities, whether those programs and activities are federally funded or not. Laurens County DSNB's contractors must also comply with this policy.

Laurens County DSNB Human Resource Director will coordinate efforts to implement the Title VI and all Nondiscrimination Program responsibilities. The agency will work to discern and limit the adverse effects of its program and activities on the health, safety or economic status of minority and low income populations and take full responsibility for preventing discrimination and ensuring nondiscrimination compliance in all programs and activities.

The Executive Director sign assurances and delegates full authority to the Human Resource Director to oversee and implement Title VI and ADA regulations.

Laurens County DSNB

By: _____

Jason Tavenner
Executive Director

Date: _____

6/11/2018

2.0 ADMINISTRATIVE REQUIREMENTS AND DESCRIPTION OF SERVICES

Laurens County DSNB submits this Title VI Plan in compliance with Title VI of the Civil Rights Act of 1964, 49 CFR Part 21, and the guidelines of FTA Circular 4702.1B, published October 1, 2012.

Laurens County DSNB is a sub-recipient of FTA funds and provides service in Laurens County, South Carolina. Services provided by the agency are: Residential Services, Adult Day Services, Family Support Services, Camps, and Caregiver Relief. A detailed description of the current Laurens County DSNB system is included in Appendix B.

Laurens County DSNB has designated a liaison for Title VI issues and complaints within the organization.

Title VI Liaison:

Keely Simmons

Human Resource Director

Phone No: (864) 683-5633 / Email: kesimmons@lcdsnb.org

1860 Highway 14, Laurens, SC 29360

The liaison is the focal point for Title VI implementation and monitoring of activities receiving federal financial assistance. Key responsibilities of the Title VI Liaison include:

- Maintain knowledge of Title VI requirements.
- Attend training on Title VI and other nondiscrimination authorities when offered by SCDOT or any other regulatory agency.
- Disseminate Title VI information to the public including in languages other than English, when necessary.
- Develop a process to collect data related to race, gender and national origin of service area population to ensure low income, minorities, and other underserved groups are included and not discriminated against.
- Implement procedures for the prompt processing of Title VI complaints.
- Investigate and/or resolve Title VI complaints.

2.1 First Time Applicant Requirements

Laurens County DSNB is not a first time applicant for FTA/SCDOT funding.

Current and Pending FTA Funding

Title: Section 5310 Grant Agreement PT-8G410-16/Fed SC-2017-023-00

Date: Fiscal Year 2017-2018

Amount: \$100,000

Current

2.2 Annual Certifications and Assurances

In accordance with 49 CFR Section 21.7(a), every application for financial assistance from FTA must be accompanied by an assurance that the applicant will carry out the program in compliance with Title VI regulations. This requirement shall be fulfilled when the applicant/recipient submits its annual certifications and assurances. Primary recipients will collect Title VI assurances from sub-recipients prior to passing through FTA funds.

Laurens County DSNB will remain in compliance with this requirement by annual submission of certifications and assurances as required by SCDOT OPT.

2.3 Title VI Plan Concurrence and Adoption

This Title VI Plan received SCDOT concurrence on June 19, 2018. The Plan was approved and adopted by Laurens County DSNB's Board of Directors during a meeting held on June 11, 2018. A copy of the meeting minutes and SCDOT concurrence letter is included in Appendix C of this Plan.

3.0 TITLE VI NOTICE TO THE PUBLIC

3.1 Notice to Public

A Title VI Notice to the Public must be displayed to inform the Public of their rights under Title VI and include where the Notice will be posted. The notice must include:

- A statement that the agency operates programs without regard to race, color and national origin.
- A description of the procedures members of the public should follow in order to request additional information on the grantee's nondiscrimination obligations.
- A description of the procedure members of the public should follow in order to file a discrimination complaint against the grantee/subgrantee.

A sample of the notice is included in Appendix D of this Plan. The sample notice should be translated into other languages, as necessary.

3.2 Notice Posting Locations

The Notice to Public will be posted at many locations to apprise the public of Laurens County DSNB's obligations under Title VI and to inform them of the protections afforded them under Title VI. At a minimum, the notice will be posted in public areas of Laurens County DSNB's office(s) including the reception desk, break room(s), bulletin board(s), and meeting rooms, and on the Laurens County DSNB's website at: www.lcdsnb.org. Additionally, Laurens County DSNB will post the notice at stations, stops and on transit vehicles.

A sample version of this notice is included in Appendix D of this Plan.

4.0 TITLE VI PROCEDURES AND COMPLIANCE

4.1 Complaint Procedure

Any person who believes he or she has been discriminated against on the basis of race, color or national origin by Laurens County DSNB may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form (refer to Appendix E). Laurens County DSNB investigates complaints received no more than 180 days after the alleged incident. Laurens County DSNB will process complaints that are complete.

Once the complaint is received, Laurens County DSNB will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing him/her whether the complaint will be investigated by our office.

Laurens County DSNB has ninety (90) days to investigate the complaint. If more information is needed to resolve the case, Laurens County DSNB may contact the complainant. The complainant has ten (10) business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within ten (10) business days, Laurens County DSNB can administratively close the case. A case can also be administratively closed if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. A (Letter of Finding) LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member or other action will occur. If the complainant wishes to appeal the decision, she/he has seven (7) days to do so from the time he/she receives the closure letter or the LOF.

The complaint procedure will be made available to the public on Laurens County DSNB's website (www.lcdsnb.org).

4.2 Complaint Form

A copy of the complaint form in English is provided in Appendix E and on Laurens County DSNB's website (www.lcdsnb.org).

4.3 Record Retention and Reporting Policy

FTA requires that all direct and primary recipients document their compliance by submitting a Title VI Plan to their FTA regional civil rights officer once every three (3) years. Laurens County DSNB will submit updated Title VI Plans to SCDOT for concurrence any time a major change in the Plan occurs.

Should Laurens County DSNB receive federal funding from more than one primary recipient the Title VI Plan will be submitted to all primary recipients; and all Title VI related documents including compliance records will be retained for a minimum of three (3) years and reported to the primary recipient annually.

4.4 Sub-recipient Assistance and Monitoring

Laurens County DSNB does not have any sub-recipients to provide monitoring and assistance. As a sub-recipient to SCDOT, Laurens County DSNB utilizes the sub-recipient assistance and monitoring provided by SCDOT, as needed. In the future, if Laurens County DSNB has sub-recipients, it will provide assistance and monitoring as required by FTA Circular 4702.1B.]

4.5 Contractors and Subcontractors

Contractors and subcontractors are responsible for complying with the Title VI Program of the recipient with whom they are contracting. Contractors are not required to prepare or submit Title VI Programs. Recipients are responsible for ensuring that contractors are following the Title VI Program, and complying with Title VI.

Laurens County DSNB shall include the following assurance in each contract with a contractor (and each subcontract the prime contractor signs with a subcontractor)

"The contractor, sub-recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate."

5.0 TITLE VI INVESTIGATIONS, COMPLIANTS, AND LAWSUITS

In accordance with 49 CFR 21.9(b), Laurens County DSNB must record and report any investigations, complaints, or lawsuits involving allegations of discrimination. The records of these events shall include the date the investigation, lawsuit, or complaint was filed; a summary of the allegations; the status of the investigation, lawsuit, or complaint; and actions taken by Laurens County DSNB in response; and final findings related to the investigation, lawsuit, or complaint. The records for the previous three (3) years shall be included in the Title VI Plan when it is submitted to SCDOT and/or other primary recipient(s).

Laurens County DSNB has had no investigations, complaints, or lawsuits involving allegations of discrimination on the basis of race, color, or national origin over the past three (3) years.

A table to record Title VI Investigations, Complaints, and Lawsuits is provided in Appendix F, should the aforementioned concerns develop.

Appendix A: Reporting Requirements

There are many types of recipients of Federal financial assistance: designated recipients, direct recipients, primary recipients and sub-recipients. The reporting and monitoring requirements vary depending on what role an entity serves. One entity could be all four types of recipients, and therefore have many different reporting and monitoring requirements.

Laurens County DSNB will provide the following documentation to South Carolina Department of Transportation Office of Public Transit with their annual Certifications and assurances as applicable and upon request:

- Title VI Notice to the Public, including a list of locations where the notice is posted.
- Title VI Complaint Procedures (i.e., instructions to the public regarding how to file a Title VI discrimination complaint).
- Title VI Complaint Form
- List of transit-related Title VI investigations, complaints, and lawsuits.
- Public Participation Plan if applicable, including information about outreach methods to engage minority and limited English proficient populations (LEP), as well as a summary of outreach efforts made since the last Title VI Program submission.
- Language Assistance Plan if applicable, for providing language assistance to persons with limited English proficiency (LEP), based on the DOT LEP Guidance.
- A table depicting the membership of non-elected committees and councils, the membership of which is selected by the recipient, broken down by race, and a description of the process the agency uses to encourage the participation of minorities on such committees.
- A copy of board meeting minutes, resolution, or other appropriate documentation showing the board of directors or appropriate governing entity or official(s) responsible for policy decisions reviewed and approved the Title VI Program.

Appendix B: Current System Description

Laurens County DSNB is a public, non-profit agency, which serves individuals with developmental disabilities, head and spinal cord injuries, and autism and their families in all areas of Laurens County. The goal is to offer opportunities for people with disabilities to reach their full potential. All programs are operated in the least restrictive environment and are licensed by the South Carolina Department of Disabilities and Special Needs and /or the South Carolina Department of Health and Environmental Control. Federal, state and local government, United Way, and individual donations fund LCDSNB.

Laurens County DSNB provides support in Residential Services, Adult Day Services, and Family Support Services.

Residential Services:

1. An Intermediate Care Facility - a residential setting that usually provides housing, care, and training for up to eight people. It provides a group living experience within the community with twenty-four hour care, good nutrition, supervision, counseling, teaching, recreation and many other activities. Currently, LCDSNB operates six ICF facilities in Laurens County.
2. A Community Training Home II - usually a 3 bedroom home, occupied by three people, and resembles a single family home. The CTH II provides twenty-four hour care and supervision, good nutrition, supervision, counseling, teaching and recreational opportunities. LCDSNB operates 14 CTH II houses in Laurens County.
3. Supervised Living Program One - provides supervision, as needed for those individuals who are even more independent, but who still may require occasional help. Staff assists these individuals with activities such as money management, shopping and health care.

Adult Day Services

LCDSNB operates Evergreen Skills Work Activity Center. Evergreen Skills provides the adult population with training, independent living skills, vocational and prevocational skills. Individuals learn work skills in a work environment.

Family Support Services

The Service Coordinator works together with the individual and their family to identify and meet their special needs. This may include referrals to the Adult Activity Program, Family Arranged Respite, and Residential Placement.

Appendix C: Board Meeting Minutes and SCDOT Concurrence Letter

LAURENS COUNTY DISABILITIES & SPECIAL NEEDS BOARD
BOARD OF DIRECTORS MEETING
JUNE 11, 2018

The meeting of the Board of Directors of the Laurens County Disabilities and Special Needs Board was held in the Conference Room at the Administration Building on June 11, 2018.

MEMBERS PRESENT

Peter Littlefield, Janis Tribble, Sam Stoddard, Maureen Tiller, Betty Beasley, Brenda Ligon and Joyce Rambo

MEMBERS ABSENT

None

STAFF PRESENT

Jason Tavenner, Kayla Haymes, Beth Wilson, Michelle Stone, Kirk Garrett Jr, Alex Barrett, Keely Simmons and Monica Taylor

OTHERS PRESENT

Jennifer Madden, James Briggs, Essie Powers, Lavonne Powers, Abraham Dendy, Demetrius Briggs, James Boyter, Barbara Simpson and Amelia Gasque

CALL TO ORDER

Peter Littlefield called the meeting of the Board of Directors to order at 5:33 pm.

INVOCATION

Peter Littlefield gave the invocation.

WELCOME AND INTRODUCTIONS

Peter Littlefield welcomed everyone to the June Board of Directors meeting of the Laurens County Disabilities and Special Needs Board.

APPROVAL OF AGENDA

The Board of Directors reviewed the June 11, 2018 agenda. Brenda Ligon made a motion to approve the agenda as presented with the addition of an Executive Session to discuss a contractual matter. Joyce Rambo seconded the motion. The motion passed by a vote of 4-0.

NOTICE OF MEETING STATEMENT

The notice of the meeting of the Board of Directors was posted at each location and the agency website. The notice of the meeting was also sent to the Laurens Advertiser, Clinton Chronicle and WLBG for announcement.

SPECIAL RECOGNITIONS

Amelia Gasque, Retiring Human Rights Committee Member
National Special Olympics Team

PUBLIC COMMENT

No Public Comments

UPCOMING EVENTS

Camp Building Dreams

Lucas Avenue Baptist Church

9am – 3pm

June 11-15 and July 9-13

Camp Good Times

Camp Fellowship at Lake Greenwood

9am – 3pm

July 23-27

Upcoming Board Meetings

Monday, July 9th at 5:30pm

Monday, August 13th at 5:30pm

APPROVAL OF MAY 14, 2018 BOARD MINUTES

The Board of Directors reviewed the May 14, 2018 board minutes. Joyce Rambo made a motion to approve the minutes as presented. Brenda Ligon seconded the motion. The motion passed by a vote of 7-0.

APRIL FINANCIAL STATEMENTS

The Finance Director reviewed the April Financial Statements with the Board of Directors.

EXECUTIVE DIRECTOR'S REPORT

The Executive Director reviewed his monthly report with the Board of Directors.

BOARD MEMBER COMMENTS

Peter Littlefield thanked all the board members for their service.

ITEMS FOR BOARD DECISION

Decision Memorandum 22-18 Information Technology Resources Use and Procedures

The Information Technology Director and Assistant reviewed the proposed changes to Policy 17.0 Information Technology Resources Use and Procedures.

Brenda Ligon moved to approve changes to Policy 17.0 Information Technology Resources Use and Procedures with the addition of the "User ID" added to the Password section of the policy. Maureen Tiller seconded the motion. The motion passed by a vote of 7-0.

Decision Memorandum 23-18 Policy 3.21 Use of Personal Cell Phones

The Human Resources Director reviewed the proposed changes to Policy 3.21 Use of Personal Cell Phones with the Board of Directors.

Janis Tribble moved that the Board of Directors approve the changes for Policy 3.21 Use of Personal Cell Phones as presented. Brenda Ligon seconded the motion. The motion passed by a vote of 7-0.

Decision Memorandum 24-18 Fiscal Year 2018 - 2019 Budget

The Finance Director reviewed the proposed Fiscal Year 2018 – 2019 Budget and Wage Scale with the Board of Directors

Joyce Rambo moved that the Board of Directors approve the Fiscal Year 2018 – 2019 Budget and Wage Scale as presented. Betty Beasley seconded the motion. The motion passed by a vote of 7-0.

Decision Memorandum 25-18 Fiscal year 2018 - 2019 Purchase Order Register

The Finance Director reviewed the proposed Fiscal Year 2018 – 2019 Purchase Order Register with the Board of Directors

Maureen Tiller moved that the Board of Directors approve the Fiscal Year 2018 – 2019 Purchase Order Register as presented. Joyce Rambo seconded the motion. The motion passed by a vote of 7-0.

Decision Memorandum 26-18 Executive Director Spending Authority

The Finance Director reviewed the proposed Executive Director Spending Authority with the Board of Directors

Joyce Rambo moved that the Board of Directors approve the Executive Director Spending Authority, which includes credit cards, as presented. Maureen Tiller seconded the motion. The motion passed by a vote of 7-0.

Decision Memorandum 27-18 Vehicles to Purchase

The Finance Director reviewed the proposed Vehicles to Purchase with the Board of Directors

Brenda Ligon moved that the Board of Directors approve the Vehicles to Purchase as presented. Joyce Rambo seconded the motion. The motion passed by a vote of 7-0.

Decision Memorandum 28-18 SCDOT Title VI Plan

The Grants and Community Relations Director reviewed the SCDOT Title VI Plan with the Board of Directors.

Brenda Ligon moved that the Board of Directors approve SCDOT Title VI Plan as presented. Joyce Rambo seconded the motion. The motion passed by a vote of 7-0.

EXECUTIVE SESSION

Sam Stoddard moved that the Board of Directors move into an Executive Session to discuss a Contractual Matter. Maureen Tiller seconded the motion. The motion pass by a votc of 7-0.

RETURN TO REGULAR SESSION

Joyce Rambo moved that the Board of Directors return to Regular Session. Sam Stoddard seconded the motion. The motion pass by a vote of 7-0.

During the Executive Session a contractual matter was discussed. No action or vote was taken during or after the Executive Session.

ADJOURNMENT

As there was no further business, Joyce Rambo made a motion to adjourn the June 11, 2018 Board Meeting of the Laurens County Disabilities and Special Needs Board. Maureen Tiller seconded the motion. The motion passed by a vote of 7-0.

Appendix D: Title VI Notice to Public



Laicens County Disabilities and Special Needs Board

Serving People with Developmental and Intellectual Disabilities since 1973

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 TITLE VI NOTICE OF PROTECTION AGAINST DISCRIMINATION

Laicens County Disabilities and Special Needs Board (DSNB) operate its programs and services without regard to race, color and national origin. Any person who believes that she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with Laicens County DSNB.

Individuals wishing to request and/or receive additional information on its discrimination obligations, including its complaint procedures, please contact the person listed below or visit the administrative office at the address listed below:

Ms. Keely Simmons, Human Resource Director

Phone No: (864) 683-5633

Email: kesimmons@lcdsnb.org

Laicens County DSNB Website: www.lcdsnb.org

Individuals wishing to file a discrimination complaint under Title VI, the written complaint must be filed to the address above within less than 180 days of the alleged discrimination. Written complaints may also be filed with the U. S. Department of Transportation/Federal Transit Administration (FTA) no later than 180 days after the date of the alleged discrimination, unless the time for filing is \ extended by FTA, at the following address:

Federal Transit Administration

Office of Civil Rights

Attention: Complaint Team

East Building, 5th Floor – TCR

1200 New Jersey Ave., SE

Washington, DC 20590

To accommodate limited English proficient individuals, oral complaints to be documented and/or translated may also be given at the above address.

Appendix E: Title VI Complaint Form

TITLE VI DISCRIMINATION COMPLAINT FORM

| | | |
|---|-----------------|--|
| Last Name | First Name | <input type="checkbox"/> Male <input type="checkbox"/> Female |
| Mailing Address | City/State | Zip |
| Home Telephone | Other Telephone | E-mail Address |
| Do you wish to remain anonymous? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Alleged Discrimination: <input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin <input type="checkbox"/> Age <input type="checkbox"/> Religion <input type="checkbox"/> Disability <input type="checkbox"/> Sex/Gender | | |
| Race of Complainant: <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian American <input type="checkbox"/> American Indian <input type="checkbox"/> Alaska Native <input type="checkbox"/> Pacific Islander <input type="checkbox"/> Other _____ | | |
| How were you discriminated against? Please explain your complaint as clearly as possible. Include how other persons were treated differently. Use additional sheet(s), if necessary. Attach supporting documents if available. | | |
| Date and place of the alleged discriminatory action(s). Please include the earliest date of discrimination and the most recent date(s) of discrimination. | | |
| The law prohibits intimidation or retaliation against anyone because they have either taken action, or participated in action, to secure rights protected by the laws. If you feel that you have been retaliated against, separate from the discrimination alleged above , please explain the circumstances below. Describe the action you took which you believe was the cause for the alleged retaliation. | | |
| Name(s) of individual(s) responsible for the discriminatory action(s). | | |

Name(s) of person(s) who may be contacted for additional information to support or clarify your complaint.
(Attach additional sheets, if necessary).

| | <u>Name</u> | <u>Address</u> | <u>Telephone</u> |
|----|-------------|----------------|------------------|
| 1. | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ |
| 4. | _____ | _____ | _____ |

What action(s) have you or your representative done to attempt to resolve this complaint? Please include filing dates or other dates as applicable.

| <u>Action</u> | <u>Date</u> |
|---|-------------|
| <input type="checkbox"/> Filed with the SC Department of Transportation _____ | |
| <input type="checkbox"/> Filed with the Federal Highway Administration _____ | |
| <input type="checkbox"/> Filed with the U.S. Department of Transportation _____ | |
| <input type="checkbox"/> Filed with another Federal agency _____ | |
| <input type="checkbox"/> Filed in Federal Court _____ | |
| <input type="checkbox"/> Other action _____ | |

Please provide any additional information you feel would be helpful in investigating this matter.

Briefly explain what action you are seeking.

Complainant's Signature

Date

Mail Complaint Form To: Laurens County Disabilities and Special Needs Board
 Civil Rights Title VI Program
 1860 Highway 14
 Laurens, South Carolina 29360

For Official Use Only

Date Complaint Received: _____

Referred to: _____

Date Referred: _____

Appendix F: Transit Title VI Investigations, Complaints & Lawsuits

Laurens County Disabilities and Special Needs Board (DSNB) has not been investigated, received any complaints or lawsuits.

Title VI Investigations, Complaints & Lawsuits Log

| Date | Date Month, Day, Year | Summary | Status | Action(s) Taken |
|----------------|--------------------------|---------|--------|-----------------|
| Investigations | | | | |
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| Lawsuits | | | | |
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| Complaints | | | | |
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| Complaints | | | | |
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |