

**BOARD OF COUNTY ROAD
COMMISSIONERS**

COUNTY OF BAY, MICHIGAN

**ADA PUBLIC DOCUMENT
POLICY**

Richard S. Gromaski, Chairman
Edward L. Rivet, Vice-Chairman
Michael G. Rivard, Commissioner

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ADA POLICY FOR COMMUNICATION WITH PERSONS HAVING HEARING IMPAIRMENT

The Bay County Road Commission and its Department of Water and Sewer will communicate with hearing impaired citizens using the most reasonable option to meet both the needs of the person making the request and the Road Commission from the following options:

1. Provide a sign language interpreter for public meetings, and when appropriate, for other business when a request is made within a reasonable amount of time in advance of the meeting or other business being conducted. Whenever possible, the request shall be made at least ten (10) days in advance of the date that the interpreter is needed. The expense of hiring a sign language interpreter shall be borne by the Road Commission, as required by the Americans With Disabilities Act.
2. On some occasions, particularly for face-to-face encounters with the Road Commission, the most appropriate method of communication may be to use paper and pencil. The Road Commission will also offer training in American sign language to interested employees. Upon receipt of a request, signers for the hearing impaired will be requested from one or more of the following sources:

VOICE for the Hearing Impaired
1017 S. Washington Avenue
Saginaw, MI
(517) 753-7111

SSHI - Statewide Services for the Hearing Impaired
Regional Headquarters
Flint, MI 48502
1-800-466-SSHI

**Any other source of qualified
Sign Language Interpreters**

One interpreter is needed for an assignment of two hours or less, or hands-on orientation training. One team of interpreters is needed for a platform assignment of one or more hours; training, meetings, or conferences of two or more hours; and when deaf citizens are situated in two locations.

3. The Michigan Relay Center is available to persons who are deaf, have a hearing problem, or are speech impaired, by calling 1-800-649-3777.

Relay calls may be made via the Michigan Relay Center any time of day, any day of the week, as often as desired. Under normal circumstances, there are no time limits or other restrictions on relay calls. The Relay Center handles only calls within the State of Michigan. Currently, it cannot transmit calls to other states.

To use the relay system, a person who is deaf, hard-of-hearing, or speech impaired must have a device with a key board called a Telecommunications Device for the Deaf, or TDD.

The TDD caller dials the Center at 1-800-649-3777 to reach a specially trained employee called a relay representative. The representative calls the person with whom the TDD caller wishes to communicate. The caller types a messages into the TDD, which the relay representative receives and "voices" to the called party. The representative then types the called party's response back to the caller.

The County of Bay also has a Telecommunications Device for the Deaf (TDD) in the office of the Bay County Executive which may be used by hearing impaired persons having business with the Road Commission. Messages will be relayed by staff in the Executive Office to the appropriate department of the Road Commission. The telephone number for this TDD telephone is (989) 895-4049.

Hearing persons of non-TDD users may also use the service by calling the same statewide "800" number. The caller tells the representative the area code, telephone number and name of the person they're calling. As the conversation is being relayed, the non-TDD user talks as though speaking directly to the TDD user. In addition to direct dial calls, users can make local calls, long distance calls within Michigan, collect calls, calling card calls, and calls billed to a third number.

5. The TDD telephone number shall be printed on all Road Commission letterhead, and in general on all documents which display regular voice telephone numbers.

6. The TDD telephone number shall appear in public notices and advertisements where regular voice telephone numbers appear.

ADA PUBLIC DOCUMENT POLICY

The Bay County Road Commission and its Department of Water and Sewer will handle request for conversion of public documents, including vital records, minutes and agendas for meetings, reports, correspondence, forms and other items from a printed format for vision impaired persons on a case-by-case basis, using the option which meets the needs of the party making the request and is most reasonable for the Road Commission to fulfill. Whenever possible, the requests shall be made at least ten (10) days in advance of the date when the documents are needed. One of the following options will be used:

1. Provide the document(s) in a large print format.
2. Record the documents(s) on audio tape.
3. Provide an employee to read the document(s) aloud.
4. Provide the document(s) in Braille.

The Bay County Road Commission and its Department of Water and Sewer will periodically review document handling technology in light of new developments which may assist disabled persons in accessing information.