

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: MINUTES OF MEETING HELD
MONDAY, JUNE 5, 2000

PRESENT: HOLMES R. SHAVER, PRESIDENT
ROBERT K. TEBAY, COMMISSIONER
DAVID A. COUCH, COMMISSIONER

On this date, the County Commission of Wood County met in regular session. They signed purchase orders, invoices and other correspondence.

The County Commission, upon a motion made by Robert K. Tebay, seconded by Holmes R. Shaver and made unanimous by David A. Couch, approved minutes from May 8, 2000.

The County Commission approved Erroneous Assessment Applications for PNC Leasing Corp. – Parkersburg City District (1999) and for Penske Truck Leasing Co. LP – Parkersburg City District (1998).

At 10:00 A.M., the County Commission held a hearing in regard to the Application for Renewal of Franchise of Community Antenna Service, Inc. Present for said hearing was Arthur R. Cooper, President of Community Antenna Service and Robert W. Full, its counsel. It appears to this commission that such application was filed with the Clerk of this Commission more than 30 days prior to this date and that public notice of this proceeding has been given by the publication of such as a Class II legal publication, which notice afforded the public adequate notice and opportunity for comment as required and that such notice is otherwise in compliance with the requirements of West Virginia Code Section 24D-1-1 et seq. and the rules and regulations of the Public Service Commission of West Virginia. It further appears that a copy of said application, Order filing the same and setting this hearing and the said Notice of Public Hearing were served

upon the Public Service Commission of West Virginia. Whereupon this Commission proceeded to conduct a public hearing upon the application for renewal of franchise and proceeded to hear comments and evidence from the said Arthur Cooper and gave the opportunity to so comment and give evidence to all persons having an interest in the granting of reviewing of such application. And having heard such comments and evidence and no other persons having made comment or given evidence, and there being no objection to the granting of said application, and having maturely considered all the same, the County Commission hereby ORDERS that the application of the said Community Antenna Service, Inc. is hereby granted and its nonexclusive franchise to operate and conduct the business of cable television systems in the unincorporated areas of Wood County, West Virginia, is renewed for a period of fifteen years from and after the 7th day of June, 2000. It is further ORDERED that the terms and conditions of such franchise shall be in compliance with the laws of the State of West Virginia in effect on this date and that this Commission and the said Community Antenna Service, Inc. shall enter into a written franchise agreement in the form prescribed and required by the West Virginia Public Service Commission to govern said franchise. It is further ORDERED that the said Community Antenna Service, Inc., send a certified copy of the Order that was prepared regarding this matter to the Public Service Commission of West Virginia.

At 1:00 P.M., the County Commission met with Charlie Johnson, Chief Deputy of the Wood County Sheriff's Department. The County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by David A. Couch and made unanimous by Holmes R. Shaver, did hereby AWARD the bid for twenty (20) Model TK780HK Kenwood VHF 146-174 MZ, 45 Watts, LTR 32 Systems Radios to Miller Communications, Route 4 Box 474-A, Parkersburg, West Virginia, in the amount of ten thousand three hundred twenty-five dollars and 00/100ths cents

(\$10,325.00). In the aforementioned motion, the County Commission also AWARDED the bid for the installation of twenty (20) radios in existing center consoles, antennas, lightbar controls, siren controls, amplifiers and two (2) sirens on existing push bars to Miller Communications in the amount of six thousand three hundred dollars and 00/100ths cents (\$6,300.00).

The County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by David A. Couch and made unanimous by Holmes R. Shaver, did hereby AWARD the bid for twenty (20) Whelen 295HSFSA1-200 watt siren amplifier, three (3) tone with hands free and park kill, twenty (20) Whelen SA314A natural aluminum finish 122dB speaker, compact multi-port with universal push bar mount, and twenty (20) Whelen 48-inch 93080HP diagnostic lightbar with control panel (Ohio State Highway Patrol specifications) to the Franklin Fire Equipment Company, Inc., 200 Putnam Street, Marietta, Ohio, in the total amount of twenty-seven thousand nine hundred eighty dollars and 00/100ths cents (\$27,980.00). Awarding of the aforementioned radios, lightbars/sirens package, and installation of equipment is pursuant to an Order appearing in Order Book 64, at Page 223 and bearing the date of May 4, 2000, at which time the County Commission of Wood County ORDERED that the bid be let for radios and for lightbars/sirens package to be installed on twenty (20) police package vehicles. The Bids and other documentation pertaining to the radios and the lightbars/sirens packages are on file in the Office of the County Administrator. An Order was prepared regarding these matters.

At 1:30 P.M., the County Commission met with Ron Jalbert to discuss the Americans with Disabilities Act. Also in attendance were Mary R. Rader, County Administrator; Jamie Six, County Clerk; Jay Day, Administrative Assistant; Carole Jones, Circuit Clerk; Ron Nelson, Jail Administrator; Barbara Johnston, Deputy Clerk; Melody Woollard, Deputy Clerk; Jimmy Fox, Administrative Assistant; Jack Buckley, Maintenance Superintendent; Martin Garino, Westbrook;

Pamela Brust, Parkersburg Sentinel; Jeff Saultan, Parkersburg News; Leone Ohnoutka, WVU Extension Office; and Andy Nicholas, Children's Home Society of WV (Gustke Shelter for Youth) and Jim Armel. Mr. Jalbert discussed the American with Disabilities Act Transition Plan for Wood County (copy attached); a self-evaluation of the Wood County facilities and program checklist (copy attached); a grievance procedure (copy attached); ADA public notice (copy attached); voting in Wood County, working and helping customers with disabilities, etc. Mr. Jalbert also showed a video titled, "The Ten Commandments of Communicating with People with Disabilities".

The County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by David A. Couch and made unanimous by Holmes R. Shaver, did hereby ORDER that the bid be let for a four-wheel drive vehicle to be utilized by the Wood County Emergency Services/E911. The Legal Notice requesting sealed bids will appear in both The Parkersburg News and The Parkersburg Sentinel on June 9, 2000 and on June 16, 2000, with bid opening to be held at 10:00 A.M. on Monday, June 19, 2000. An Order was prepared regarding this matter.

The County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by David A. Couch and made unanimous by Holmes R. Shaver, did hereby ORDER that the bid be let for the exterior restoration of the Wood County Courthouse located at Third and Market Streets, Parkersburg, West Virginia. The Legal Notice requesting sealed bids will appear in both The Parkersburg News and The Parkersburg Sentinel on June 9, 2000 and on June 16, 2000. Pre-bid Conference will be held with Francis A. Guffey II, FAIA at the Wood County Courthouse on Friday, June 16, 2000 at 1:00 P.M., with bid opening to be held at 10:00 A.M. on Thursday, June 29, 2000. An Order was prepared regarding this matter.

The County Commission of Wood County was in receipt of an Abstract From The Records of the Commissioner's Orders from the West Virginia Department of Transportation, Division of Highways, Charleston, West Virginia, in regard to the ADDITION to the Home Access Roads Program (HARP) of the following Orphan Roads in Wood County, District Three:

- ◆ Watson Road - HARP Number 901/15
- ◆ Berry Run Road - HARP Number 901/16

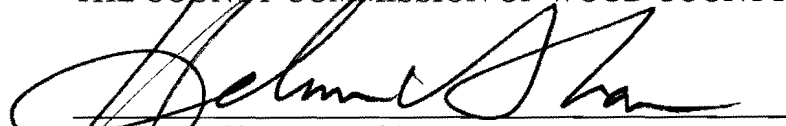
A copy of said Abstract is attached to the Order that was prepared regarding this matter.

The County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by David A. Couch and made unanimous by Holmes R. Shaver, did hereby ORDER that a new Fund Account be set up, and to be known as the Capital Reserve Fund. Monies in said Fund would be used for General Capital Expenses of Emergency Services/E911. The amount of \$53,668.00 will be transferred from the General County Fund to the newly created Capital Reserve Fund. An Order was prepared regarding this matter.

Having no further scheduled appointments or business to attend to, the County Commission adjourned at 12:00 Noon.

Approved:

THE COUNTY COMMISSION OF WOOD COUNTY


Holmes R. Shaver, President


Robert K. Tebay, Commissioner


David A. Couch, Commissioner

To listen to these minutes, please refer to Tape #20 & Tape 21.

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Wood County's Grievance Procedure

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of a disability in employment practices and policies or the provisions of services, activities, programs, or benefits by Wood County and its affiliated departmental agencies.

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 grievant and/or his/her designee should submit the complaint as soon as possible but no later than 60 calendar day after the alleged violation to:

David Couch
Commissioner of Wood County - ADA Compliance Coordinator
Office Address: Wood County Courthouse Complex
Parkersburg WV 26101
Phone Number: Voice 424-1984

Within 15 calendar days after receipt of the complaint, David Couch will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, David Couch 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 Wood County or its affiliated departmental agencies and offer options for substantive resolution of the complaint.

If the response by David Couch does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision of the ADA coordinator within 15 calendar days after receipt of the response to the Wood County Commissioners or their designee.

Within 15 calendar days after receipt of the appeal, the Wood County Commissioners or their designee(s) will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting with the Wood County Commissioners or their designee(s) 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 David Couch appeals to the three Wood County Commissioners or their designee and responses from the Wood County Commissioners or their designee(s) will be kept by Wood County for at least three years.

Draft



Wood County ADA Public Notice

Wood County and its affiliated departmental agencies do not discriminate on the basis of disability in admission to, access to, or operation of its programs, services, or activities. Furthermore, Wood County and its affiliated departmental agencies do not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990.

Questions, concerns, complaints, or request for additional information regarding the ADA may be forwarded to Wood County's designated ADA Compliance Coordinator.

Name: David Couch
Title: Commissioner of Wood County - ADA Compliance Coordinator
Office Address: Wood County Courthouse Complex
Parkersburg WV 26101
Phone Number: Voice 424-1984
Days/Hours Available: 8:30 a.m. to 4:00 p.m.

Individuals who need auxiliary aids for effective communication in programs and services to Wood County and its affiliated departmental agencies are invited to make their needs and preferences known to the ADA Compliance Coordinator.

This notice is available in large print, on audio tape, and in Braille, from the ADA Compliance Coordinator.

Proposed Wood County ADA Transition Plan

Dated 4/8/2000

1. Removal of thresholds in front of at least two curb cuts especially on the north side of the Wood County Courthouse will be completed by June 30, 2000.
2. Proper signage for all three accessible parking spaces will be installed by June 30, 2000.
3. The eight-foot access aisle for the van accessible parking space at the southwest location of the Courthouse will be painted by June 30, 2000.
4. Quotations to upgrade both the men and women's restrooms in the basement or level 1 of the Wood County Courthouse will be published on _____ and the project will be completed by _____.
5. Call buttons, buzzer and signage for accessing the Magistrate's Court on Avery St. and the Deputy Sheriff's office on 2nd Street will be installed by June 30, 2000.
6. Signage in front of the Courthouse Complex and Magistrate's Court facility will be installed by June 30, 2000.
7. The accessible parking spaces, access aisle and signage for the Magistrate's Court facility will be completed by June 30, 2000.
8. Quotations to upgrade all eight public restrooms in the Wood County Judicial Annex will be published by _____ and the project completed by _____ 2001.
9. The Wood County Sheriff will issue procedures and policies regarding unlocking the wheelchair access door entrance to the Magistrate's Court facility while retaining the facilities' restricted access provisions by August 30, 2000.
10. The issue regarding access to the jury room's unisex restroom will be corrected by changing the court's policy or reinstalling all three doors to open outward by _____.
11. Investigate the most appropriate and cost-effective assistive listening system for the Wood County Judicial Annex and Magistrate's Court will be completed by September 30, 2000 with purchase and installation of at least two systems by _____.

12. Install grabs bars for the commode and shower in the jail cell and purchase a portable shower chair and plastic riser for the commode by June 30, 2001.

13. Working with the City of Parkersburg, have curb cuts installed in front of the County jail on Second Street on both the North and South side of the street to match up with the sidewalk on the eastern side of Market Street.

14. Have at least 85% of all County precincts accessible by June 30, 2001 and at least 95% precincts accessible by Sept. 30, 2002.

15. The Wood County Sheriff's Department will enforce the state's Handicap Parking provisions in Wood County that are outside the municipalities of Parkersburg, Vienna and Williamstown.

16. Any public sidewalks that do not currently have curb cuts or ramps that fall under the jurisdiction of the County will be completed by _____.

17. Conduct an employee's sensitivity training on procedures when interacting with individuals with disabilities that should include the Wood County Commissioners, Department heads and other employees by _____.

Self Evaluation - Facilities & Program Checklist

As Conducted by Ronald Jalbert under Contract by the County Commissioners

4/8/2000

Wood County Courthouse Complex

Entrance and Accessible Parking

The two designated accessible parking spaces located on the North side of the courthouse need signposts placed at the curb edge. Each signpost must display the International Symbol of Access sign at a height of at least 7 feet from the top of the sign and the surface of the sidewalk with a second sign below denoting "Fine \$100". At the Southwest corner of the courthouse, the existing accessible parking space needs an eight-foot access aisle added with diagonal markings painted on the pavement adjacent to the accessible parking space. The existing wall mounted accessible parking sign must also have the signage "Van Accessible" sign and beneath it the "Fine \$100" sign.

At least two of the eight curb cuts around the Courthouse need some hot asphalt or concrete placed between the concrete curb cut and street pavement to provide a "smooth" transition to facilitate wheelchair access. Presently there is up to a 1 1/4" threshold barrier at two locations immediately as one exits the northern side of the courthouse where the accessible parking spaces and entrance to the facility are located.

In front of the Courthouse steps, a sign displaying the International Symbol of Access and an arrow pointing north should be mounted on one side of the main stepway at a height of approximately eight feet above the sidewalk to signify how to enter the building via the existing accessible rampway. It should be assumed that not everyone is aware of the side entrance accessible rampway. The electric door opening system to access the rampway works very efficiently and is seldom down for repair.

Restrooms

Both the men's and women's restrooms on level 1 or basement of the courthouse need signage, i.e. the International Symbol of Access along with Braille and raised tactile markings to denote that the restrooms are accessible. They should also designate which are for men and which are for women mounted on the wall entrance to each. The men's restroom needs one additional load bearing grab bar mounted to the back wall and in the women's restroom two parallel, load bearing grab bars are needed along each wall. Both restrooms already have 17-19" commodes. The interior doorway to the women's restroom stall needs to be replaced with a 32-33" wide door that pulls outward and the existing spacer panel near the door jam needs to be reduced in width to accommodate the new wider door. Both doors in the women's stalls need to be mounted so they close fully when not in use. General maneuvering space is unfortunately tight in both restrooms. However, in this old historic courthouse significant restructuring would be needed to make both restrooms totally accessible for everyone i.e. facilities that permit full lateral transfers.

Lavatories within Restrooms

Sinks in both restrooms need levered handles for hot and cold water. Space under lavatory is clear for wheelchair legs. Height and depth are okay. Insulation needs to be added to all of the hot water intake lines and sink drains in all lavatories.

Telephones

There is no public telephone located in the courthouse so public TTY phones are not required.

Elevator

At the elevator in the lower level, there are no exterior raised tactile signage or Braille markings on the call panel for use by someone who is blind to indicate which level one is starting from and whether the elevator goes up or down. This applies to all floor levels of the building. Prior to the recent upgrading of the elevator, tactile raised markings and Braille at a height of 60 inches from the floor were missing and were added to both jambs of elevator hoistway entrances to denote at what floor level the elevator was on. Each sign must be 2" in height. The upgrading corrected this. On the interior of the elevator, the activation buttons now have raised tactile signage and Braille to denote which floor to send the elevator to, and also identification of other function buttons. There is no interior emergency intercom system or audio signal to denote at which floor the elevator is on. Investigate costs to incorporate such devices and install if relatively inexpensive and technically feasible.

Drinking Fountain

Install paper cup dispenser next to the non-accessible drinking fountains.

Raised Tactile Signage at Office Doors Specifically for the Blind

All office doors should have raised tactile lettering and Braille to signify the department and person or persons occupying each office. On levels 1 and 2, raised tactile signage directory boards should be created so persons who are blind can locate a specific department or person's name. Unfortunately, adopting these provisions would be very costly and with all the small indented passageways and indented doorways, it would be futile and very frustrating for someone who is blind to try to locate a specific department or person within the Wood County Courthouse. If someone is blind and wants to visit a specific department or individual, it is recommended that they should be personally escorted from an entrance of the building to the specific department or person they want to conduct business with. This assumes the individual who is blind is all alone and has telephoned ahead of time. Otherwise, every employee within the Courthouse complex must be educated and needs to be very aware and diligent to identify someone who is blind trying to access the courthouse complex on their own and to assist them in reaching the department(s) or person(s) desired.

Accessing Services

All doorways in this Courthouse are sufficiently wide and typically each department on every floor has a traditional 38 to 40" high service counter window. The tension on most interior doors were greater than 5 pounds of force to open and the head of maintenance was loaned a tension gauge to re-set all hydraulic door closures to the proper setting. Furthermore, the ADA calls for a 30 - 32" high by 3-foot long service counter to serve someone in a wheelchair. Rather than renovate each service counter, each clerk should be trained and equipped to have a clipboard with an attached writing instrument available. The clerk can give the necessary paperwork, attached to the clipboard, to the individual in a wheelchair. They can then fill out and complete the needed forms.

All departments should have available upon request in alternative formats of all forms and documents either in Braille, large print, on floppy disk or audiocassette. Furthermore, persons who are blind should be provided pre-made writing templates so they can personally sign their own name and date on the forms to be completed. The writing templates are cutouts 1/16 to 1/8" thick by 3/4" to 1" in height used as guides with the required length for filling in information after a clerk pre-locates where the template needs to be positioned on a given form.

Emergency Alarm System

At the present time all alarms in this courthouse only emit an audible sound and no provisions for flashing lights.

Personnel Administration

After some discussion with Jamie Six's administrative assistant, hourly personnel do not have job descriptions. This is a potential Title I employment discrimination issue. All County employees should have a generic job description or specific job descriptions for critical positions. It is recommended that someone in personnel contact the EEOC Office at the Bureau of the Public Debt to obtain some of their job descriptions that would apply to county employees.

All Public Meeting

Whenever announcements are made regarding a public meeting or hearing, included in the notice should be the sentence stating "For special accommodations, please telephone 424-1984." This will help determine when a sign language interrupter is required or documents in alternative formats are needed, etc.

Precinct Polling Facilities

The County Clerk has ultimate responsibility for the selection of precinct polling facilities and under ADA, all facilities selected must be fully accessible regardless of disability. At the present time approximately 65 to 70% of the County's polling facilities are accessible. All polling workers should be fully trained and knowledgeable as to how to approach, work with and seek information from a potential voter with a disability.

Accessible Housing

All rental housing constructed since 1992 with more than four living units must comply with the design requirements from HUD. At least one unit must be wheelchair accessible, and all living units must have hallways that are 36" wide, all doorways 32" wide and wood blocking built within the wall structure next to commodes and tubs must be installed during the initial construction to accommodate installation of grab bars in the future.

Public Sidewalks

Since January 26, 1992, all public sidewalks constructed must have curb cuts installed. Whenever a county roadway is being resurfaced, monies must be allocated to also renovate any existing sidewalks to build curb cuts that are associated with the street being resurfaced.

Wood County Judicial Annex

Entrance and Accessible Parking

There are two van accessible parking spaces directly in front of the Annex on Third Street. Concrete walkways are positioned to reach the second floor of the Judicial Annex. The building is a secured facility and the main public entrance has a metal detector accompanied by a deputy sheriff to inspect each person and all handbags or packages for firearms, etc. There is an accessible alternative for someone in a wheelchair to access the facility with the deputy using a hand held, metal detector to inspect the individual, their pockets, etc. All other entrances are secured and not accessible by the general public.

Elevators

Raised tactile signage is required next to the elevator's exterior call button. There is only Braille signage on the exterior elevator buttons. Brailled and raised tactile signage are present within the elevator and a bell signal sounds at each floor. There is no emergency phone only an alarm bell button. Tactile raised signage at a height of 60 inches off the floor needs to be added to one elevator door jamb to denote what floor level the elevator is on; each numbered sign is 2" in height. There is already a 2" high, raised tactile sign on one door jamb but at approximately 48" height off the floor. It is not necessary to re-locate these existing signs but a second number must be added at the correct height on the other jamb of the elevator hoistway entrances.

Restrooms and Lavatories

All men's and women's restrooms on each floor have one accessible stall with a 17-19" commode but only one grab bar on the partition side of each of the stalls. A second grab bar needs to be added to comply with ADA requirements. In addition, there is a toilet paper dispenser mounted within the exterior wall in each stall that will interfere with the correct installation of traditional grab bars. This complication needs to be worked around without physically relocating these dispensers. A special customized L shaped grab bar design with flanges at both ends and having a third specially welded flange located for securely mounting to the existing vertical, interior, wooden stud and wallboard is recommended to resolve both issues. Lavatories in each rest room need to have levered hot and cold water handles and insulation covering hot water lines and sink drains. In this building, there are a total of eight public restrooms that need alterations.

Each of the three jury rooms has a unisex, accessible restroom. However they are not functionally usable by anyone in a wheelchair as the door opens inward and once a wheelchair enters the restroom the door cannot be closed for privacy. Options to consider include: 1) at least one of the three jury restrooms needs to be modified so the door opens outward. Judges will have to exchange courtrooms whenever a juror is in a wheelchair otherwise all three restrooms will have to be modified. 2) A second option is a policy change to permit a juror in a wheelchair to use the public accessible restrooms on the same floor within the Judicial Annex.

Court Room Accessibility

Each of the three courtrooms is essentially identical and is accessible for any mobility impaired witnesses, jurors, and defendants. Some minor relocation of furniture or policies may have to be made depending upon the specific situation. Special sign language interpreters are presently available and used for the hearing or speech impaired. Furthermore, closed-captioned transcribing TV systems can be requested via the WV Supreme Court system for the hearing impaired when needed for court proceedings.

Persons with mobility impairments have already been called to serve on both magistrate as well as circuit court juries and special accommodations were provided with no problems experienced according to the court bailiff and my own personal experience with the exception of the jury restroom issue mentioned earlier.

However, the court rooms in the annex are not equipped with assistive listening devices for person who are not deaf but are hard of hearing and may request and need a sound amplification device. These systems are mandated for all assembly areas including visitor's seating areas in courtrooms when the Department of Justice in mid to late 2001 adopts the new ADAAG regulations. There are a variety of audio loops, infrared, or FM systems available and each has its own positive and negative features and varies in cost as well. Each courtroom may have to be equipped and used simultaneously and each system cannot interfere with each other. At this point, it would be advisable to consult with the office of the WV Supreme Court to determine what other county courts have installed to date and which system or systems has performed the best relative to their costs. In Parkersburg the only organization that provides assistive listening devices is the "Actor's Guild of Parkersburg, Inc."

There is presently no space in the visitor's seating area for individuals in wheelchairs and they must remain in the aisleway. Therefor, this may pose a problem with the State Fire Marshall's office. One or two court visitor's benches may need to be modified and shortened to provide space for one or more wheelchairs in each courtroom.

Telephones

There are no public phones in this building; thus no public TTY's are required.

Drinking Fountains

All drinking fountains on each floor comply with the ADA.

Emergency Alarm System

At the present time all alarms in this Judicial Annex are equipped to emit both an audible sound and flashing lights.

Magistrate's Court Facility on Avery Street

Building Access

Signage is needed denoting the International Symbol of Access and an arrow pointing north to direct individuals in wheelchairs to locate accessible parking spaces and accessible entry way to enter this building. This sign needs to be mounted in front of the building and be very visible. Presently, this building is a secured facility and is designed for limited access. Consequently, everyone is required to use the front door entrance, which has four to five steps in front and once inside must pass through a metal detector and be checked by a deputy sheriff on duty. Prior to my initial inspection persons in wheelchairs wishing to enter this facility were required to knock loudly on the "exit only" locked door that also has no exterior handle. Since my initial inspection, a door bell button has been installed adjacent to this exterior doorway. Now a sign stating "For Wheelchair Access Only, Please Press Button" needs to be installed and a policy issued as to who will open this restricted access door for the person in a wheelchair when this door buzzer is activated. Presently either the officer monitoring the front door has to leave his or her post or an unofficial volunteer visitor transacting his or her own business has to release the locking mechanism and open the door. At this point the person in a wheelchair has not been inspected for weapons, etc. Currently, this is a security problem for this building, which must be resolved by the sheriff via an updated written policy.

Accessible Parking

There are three accessible parking spaces without the proper signage or a signpost denoting such and there is no van accessible mandated eight (8) feet or five foot access aisles for each of the accessible parking spaces. It is recommended that the center parking space be diagonally marked off on the pavement and the two remaining accessible parking spaces share the eight foot access aisle and only two signposts be installed with both indicating they are van accessible and each having the \$100.00 fine signage posted.

Access/Movement within the Front Waiting Room

There is a row of attached benches that are positioned normally within 28" between the clerk's desk and the center row of benches in the waiting room area. In order to enter the magistrate's courtroom this center row of benches must be moved to provide a 32" wide passageway for someone in a wheelchair to access the courtroom. This is a minor inconvenience for everyone sitting in that center row. However, an alternative is to physically eliminate one end seat that is mounted onto the metal frame. The issue of removing an end seat may be rather costly and asking everyone to move may be the most cost-effective solution.

Restrooms/Lavatories

Commodos and grab bars are okay within this facility and lavatories have levered handles on sinks. However, insulation on hot water intake lines and sink drains in both men's and women's restrooms are required. Raised tactile signage and Braille needs to be added to both walls adjacent to restroom entrances.

Court Room Access

No significant issues were identified within the magistrate's court room other than the potential need, as in the Judicial Annex Courtrooms, for assistive listening devices for persons who are not deaf but are hard of hearing and need a sound amplification system. The courtroom is very small but someone may request this accommodation, never the less. This also assumes, special sign language interpreters are available for the hearing or speech impaired and closed captioned transcribing TV systems are employed as necessary.

Emergency Alarm System

At the present time all alarms in this Magistrate Courthouse are equipped to emit both an audible sound and flashing lights.

Deputy Sheriff's Office Complex

There is no accessible parking space nearby and the rampway installed in front of this building is of little value. Once the doorway is opened a four-step surprise is encountered which is a major impediment for someone in a wheelchair. A sign posted "For Service, Please Press Button" and a door bell button on the wall at the base of the ramp needs to be installed to indicate service is requested and a buzzer installed inside at the clerk's desk so service from that building can be provided. The entire facility is restricted access and the need for anyone to physically enter this building is questionable unless an individual is being questioned by a deputy regarding an accident or other incident or is providing a completed accident report to an individual. If it is necessary for an officer to question an individual in a wheelchair, I suggest all business be conducted either at the entryway, in the magistrate's building or in someone's vehicle.

County Jail

Jail Cell

Deputy Lee Myers identified which single cell would be best to modify in the event an inmate is in a wheelchair. To make the jail cell accessible one grab bar needs to be mounted adjacent to the commode and a grab bar both on the back and either left or right side be mounted to the shower wall. A portable shower chair can be used to take a shower and then removed. Also, a plastic riser can be provided to raise the height of the commode and when not needed be removed from the cell. No provision for a hand held showerhead is proposed due to the nature of this facility.

Transfers to/from Jail to the Wood County Judicial Annex

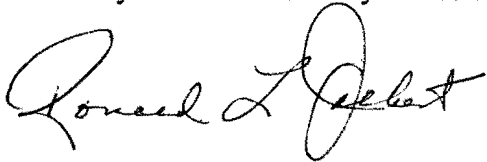
There are no curbscuts in front of the Wood County Jail Complex on Second Street, nor are there curbscuts on either side i.e. east or west of Market and Second Streets. Therefore, to move an inmate in a wheelchair from the jail to the Judicial Annex, it is necessary to use the Television Plaza driveway, which has a 1-inch threshold to overcome. It is necessary to walk within the Judicial Building Annex parking lot in order to reach a curbscut. Thereafter, the walkway leads us to a secured doorway and accessible passage into a holding area.

E-911 Facility/Services on Core Road

The newly renovated building appears to be fully ADA compliant both for visitors and employees as soon as regular and accessible parking spaces are striped, signpost and necessary signage installed. The only serious issue encountered early in this study was that the E-911 system has a problem in displaying text of in-coming TTY phone calls. This problem has since been corrected. Individuals using TTY's must have equal and equivalent access to the E-911 services offered.

NOTE: Qualifying Limitations

The ADA does not provide special provisions for any individual or organization to certify that a facility or program is ADA compliant; thus my review and report is attempting to identify areas and situations that need to be corrected or questioned. My review covered not only situations involving individuals with mobility impairments but also included others who are visually impaired or blind, are hearing impaired or deaf, speech impaired, have difficulty with manual dexterity or have a learning disability.



Ronald L. Jalbert
ADA Compliance Consultant

4/8/2000

June 5 - 2000

Arthur Gosh
Paul W. Jell
Jimmy Conley

Jim Ammel

ANDY NICHOLAS - GUSTKE SHELTER

RON JACOB