

ST. TAMMANY PARISH COUNCIL

RESOLUTION

RESOLUTION COUNCIL SERIES NO. C-2556

COUNCIL SPONSOR: BINDER/DAVIS

PROVIDED BY: FINANCE

RESOLUTION TO ADOPT A POLICY FOR COMMUNICATING INFORMATION TO PERSONS WITH HEARING IMPAIRMENTS FOR THE STATE OF LOUISIANA COMMUNITY DEVELOPMENT BLOCK GRANT ("LCDBG") DISASTER RECOVERY PROGRAM.

WHEREAS, St. Tammany Parish Government ("Parish") has been afforded the opportunity to participate in the LCDBG Disaster Recovery Program administered by the Division of Administration ("State"); and

WHEREAS, the LCDBG Program requires that all grant recipients adopt by resolution a policy for communicating information to persons with hearing impairments:

NOW, THEREFORE, BE IT RESOLVED that the Parish's attached "Policy Statement for Communicating Information to Persons with Sensory Impairments" dated December 17, 2008 is hereby adopted.

BE IT FURTHER RESOLVED that the Parish hereby adopts a policy to utilize the Louisiana Hearing Impaired Relay System for communicating with hearing impaired persons. The relay numbers are: Information 1-800-333-0605, TDD Users 1-800-846-5277, and Voice Users 1-800-947-5277.

THIS RESOLUTION HAVING BEEN SUBMITTED TO A VOTE, THE VOTE THEREON WAS AS FOLLOWS:

MOVED FOR ADOPTION BY \_\_\_\_\_, SECONDED BY \_\_\_\_\_

YEAS:

NAYS:

ABSTAIN:

ABSENT:

THIS RESOLUTION WAS DECLARED ADOPTED ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 2009 AT A REGULAR MEETING OF THE PARISH COUNCIL, A QUORUM OF THE MEMBERS BEING PRESENT AND VOTING.

\_\_\_\_\_  
JERRY BINDER, COUNCIL CHAIRMAN

ATTEST:

\_\_\_\_\_  
THERESA L. FORD, COUNCIL CLERK

0-2000

# ST. TAMMANY PARISH GOVERNMENT

## POLICY STATEMENT FOR COMMUNICATING INFORMATION TO PERSONS WITH SENSORY IMPAIRMENTS

### POLICY ON PROCEDURES FOR COMMUNICATING INFORMATION TO PERSONS WITH SENSORY IMPAIRMENTS

St. Tammany Parish Government ("Parish") will take such steps as are necessary to ensure that qualified handicapped persons, including those with impaired sensory skills, receive effective notice. All aids needed to provide this notice, e.g., sign-language interpreters, readers, etc. are provided without cost to the person being served.

#### FOR PERSONS WITH HEARING IMPAIRMENTS

##### 1. Qualified sign-language interpreter

For persons who are hearing impaired and who use sign-language as their primary means of communication, the following procedure has been developed and resources identified for obtaining the services of a qualified sign-language interpreter to communicate both verbal and written information:

The Parish will provide qualified sign-language interpreters on an as needed basis. Such an interpreter will be used at job interviews, large meetings, explanations of policies and procedures, etc. A minimum advance notice for such use is four (4) days unless circumstances or conditions dictate lesser time. In that case, the minimum time will be that required to notify the organization furnishing the interpreter as well as the time required for that organization to act. When time permits, the request is to be in writing. If request is made orally, written documentation must be prepared and placed in the appropriate file. The following person (s) is authorized to obtain an interpreter:

John Tobin, Compliance Coordinator.

The following organization will be contacted when an interpreter is needed:

Deaf Action Center, North Shore  
19352 North 2<sup>nd</sup> Street  
Covington, Louisiana 70433  
(985) 892-2581

Information to be furnished when requesting an interpreter:

1. Reason for using interpreter services.
2. Date and time services are needed.
3. Place where interpreter is to report and directions if needed.
4. Name and title of person requesting services.
5. Name, address and telephone number of Parish.
6. An understanding of how the cost for services is to be billed (cost per hour, travel cost, etc.)
7. How interpreter is to be notified in case of cancellation or change in time or place.
8. How city will be notified if services cannot be furnished as agreed.

2. Written materials

All program information will be provided to hearing-impaired persons in writing. Printed materials and writing materials are available.

FOR PERSONS WITH HEARING IMPAIRMENTS

1. Telecommunications Device for the Deaf (TDD). The Parish provides a TDD.
2. Sign language interpreters.
3. Written information.
4. Paper and pencil.

## FOR PERSONS WITH IMPAIRMENTS

### 1. Reader

Staff will communicate the content of written materials by reading them out loud to visually impaired persons.

### 2. Large print, taped, and Brailled materials.

## FOR PERSONS WITH MANUAL IMPAIRMENTS

### 1. Personal assistance with completing forms and order writing.

### 2. Typewriters.