



BOARD OF COMMISSIONERS

AGENDA REQUEST & STAFF REPORT

MEETING DATE: March 1, 2023

SUBJECT: Policy Revisions: General Administrative Policies 12, 13, and 16

RECOMMENDED MOTION:

Move approval of recommended revisions to Deschutes County General Administrative Policies 12, 13, and 16.

BACKGROUND AND POLICY IMPLICATIONS:

Following an audit in the Fall of 2022, ODOT recommended that the County update its ADA, Title VI and Record Retention policies to align with state and federal public transit program requirements. Proposed revisions were subsequently incorporated into the three policies, as follows:

- **Americans with Disabilities Public Notice and Grievance Procedure (GA-13) and Title VI of the Civil Rights Act (GA-16):**
The recommendation was to adopt a combined Title VI/ADA complaint form to clearly designate the potential categories upon which the discrimination complaint is filed. Staff created a combined Title VI/ADA complaint form and added to both policies.
- **Records Retention Policy (GA-12):**
The recommendation was to establish and implement a records retention procedure which is specific to STIF Funds, in alignment with OAR Rule 732-040-0020(4).

During this review, the policies were also updated to reflect a consistent policy formatting and add more inclusive language.

BUDGET IMPACTS:

N/A

ATTENDANCE:

Stephanie Robinson, Administrative Analyst
Erik Kropp, Deputy County Administrator