Morrow County
Non-Discrimination Notice

Morrow County is committed to a non-discrimination plan in the conduct of its business, including meeting its responsibilities under Title VI of the Civil Rights Act, the Americans with Disabilities Act, and other federal and state laws, and to the delivery of equitable and accessible services.

Morrow County is dedicated to ensuring that no person is subjected to discrimination with regard to race, color, religion, sex, gender identity, pregnancy (including childbirth and related medical conditions), sexual orientation, national origin, age, disability, genetic information, veteran status, domestic violence victim status, limited English proficiency, or any other status protected by applicable federal, Oregon, or local law.

Any person who believes they have been subjected to unlawful discriminatory practice, may file a complaint. For more information, to request language or disability assistance, or to file a complaint about discrimination, retaliation, or intimidation, contact:

Human Resources Director, Lindsay Grogan
Non-Discrimination Coordinator
110 N Court St
PO Box 593
Heppner, OR 97836
lgrogan@co.morrow.or.us
(541) 676-5620

Morrow County
Non-Discrimination Complaint Procedure

General Overview

Morrow County has adopted a standard process for investigating civil rights complaints (hereinafter "Complaint"). Members of the public may file a written Complaint within one hundred eighty (180) days from the date of alleged discrimination. Morrow County will make all reasonable efforts to resolve Complaints in a prompt and fair manner. Morrow County will attempt to resolve informally at the Department level, including complaints based on the actions of sub recipients or contractors.

Any person who believes they have been the object of unequal treatment or discrimination by the County based on their race, color, religion, sex, gender identity, pregnancy (including childbirth and related medical conditions), sexual orientation, national origin, age, disability, genetic information, veteran status, domestic violence victim status, or limited English proficiency, has the right to file a written complaint under non-discrimination regulations. If complaints are initially made to Morrow County staff or representatives, the complainant shall be directed to the Morrow County Non-Discrimination Coordinator, Lindsay Grogan. Morrow County shall make reasonable accommodations as necessary to ensure that the public has a meaningful opportunity to submit a complaint form.

Complaint Process

Any person who believes they has been the object of unequal treatment or discrimination on the grounds of race, color, national origin, age, sex, disability, limited English proficiency or any other protected class identified under applicable civil rights law, may file a complaint with the Morrow County Non-Discrimination Coordinator. This process applies to all complaints arising from any program, service of or activity of Morrow County or its subrecipients.

The Complaint process outlined herein is an administrative process and does not provide for compensatory or punitive damages. The County's process is not exclusive, and the person filing a complaint may have other remedies under applicable laws.

<u>To be accepted, a Discrimination complaint must:</u>

a. Involve discrimination on the basis of one of the protected classes;
b. Allege that the discrimination was committed by the County, a County employee, or a subrecipient of the County; and
c. Be filed within 180 days of the alleged discrimination.

Filing a Discrimination Complaint

Complaints should be filed with the Non-Discrimination Coordinator. Complaints must be in writing, signed by the complainant, and on the form provided herein. If the complainant needs assistance in reducing the complaint to writing or signing it (disability accommodation or language assistance), he or she may request assistance from the Non-Discrimination Coordinator or may have another person write and acknowledge the complaint on his or her behalf.

The original copy may be delivered or emailed to:

Morrow County Human Resource Department
Attention: Non-Discrimination Coordinator, Lindsay Grogan
PO Box 593
110 N Court St
Heppner, OR 97836
Email: lgrogan@co.morrow.or.us
(541)676-5620

Processing a Discrimination Complaint

After receiving a complaint, the Non-Discrimination Coordinator will determine:

a. If the complaint is complete. In order to determine if a complaint is complete, the Non-Discrimination Coordinator shall determine whether the complaint sets forth facts that, if substantiated in an investigation, would constitute a violation of an individual's rights under Civil Rights;
b. If additional information is needed; and
c. If the complaint is timely.

The Non-Discrimination Coordinator will notify the complainant in writing no later than 30 County workdays that the complaint is accepted or if the complaint is not accepted. The Civil Rights Coordinator shall state the reasons for the non-acceptance of any complaint. If additional information is needed, the complainant will be asked to provide that information.

If the complaint is accepted, the County will investigate the merits of the complaint and attempt to resolve it in a way that is prompt and fair. The County will also assume the jurisdiction to investigate complaints against subrecipients.

Any complaint may be dismissed for the following reasons:

a. Withdrawal of complaint;
b. The complaint was untimely filed;
c. The complainant cannot be located or is unresponsive; or
d. The Complaint is determined to be legally insufficient.

Investigation of Discrimination Complaints:

If the complaint is accepted under the section above, the Non-Discrimination Coordinator, or designee, shall investigate and determine the disposition of the complaint. The investigation of the complaint will include, but is not limited to:

a. Date, time, location and specific circumstances of the alleged incident;
b. Interviews with witnesses, if any; and
c. Interviews with the person against whom the complaint was made, as applicable.

Within sixty (60) days of the written acceptance of a complaint, the Non-Discrimination Coordinator shall report a summary of findings and resolution of the complaint in writing, including the proposed disposition of the matter, and will provide a copy to the complainant. The investigation shall be prompt and fair and the preponderance of the evidence standard will be applied during the analysis of the complaint. If possible, the Non-Discrimination Coordinator shall attempt to resolve the complaint informally through written agreement or compromise.

The resolution of complaints not settled through written agreement shall be as follows:

Exonerated - The investigation revealed sufficient evidence to prove by a preponderance of the evidence that the allegations were untrue.

Unsubstantiated - The investigation did not present sufficient evidence to clearly prove or disprove the allegations.

Sustained - The investigation does disclose sufficient evidence to prove the allegations by a preponderance of the evidence.

Any Complaint found to be "Sustained" shall be acted upon directly by the Non-Discrimination Coordinator, using available County resources to resolve the incident in a manner consistent with the severity of the Discrimination violation sustained. This may include mandatory training, disciplinary action, or appropriate contraction remedies with subrecipients and contractors.

Appeals of the Non-Discrimination Coordinator's Determination

If the complainant is not satisfied with the written decision of the Non-Discrimination Coordinator, the complainant has 7 days from the date of the written decision to provide a notice of appeal in writing. Discrimination complaints receiving a final determination by the Non-Discrimination Coordinator may be appealed to the Morrow County Board of Commissioners. The 'Board of Commissioners, or designee shall issue a written decision on the appeal within 30 days of receipt of the notice of appeal, which shall be the final decision of the County.

Retaliation and intimidation in response to a complaint or investigation is strictly prohibited

Morrow County
Non-Discrimination Language Access Plan

Overview

Morrow County intends for all its residents to enjoy the services and amenities of this community and will strive to make reasonable accommodations for individuals who speak English less than very well.

The County has prepared this Language Access Plan ("LAP" or "Plan"), to ensure meaningful access to services, programs, and activities on the part of persons who have limited English proficiency (LEP persons).

According to World Population Review, "In 2024, 64.72% of Morrow County, Oregon residents speak only English, while 35.28% speak other languages. The non-English language spoken by the largest group is Spanish, which is spoken by 33.66% of the population". This data will be reviewed on an intermittent basis, to assess current needs.

The government of Morrow County has a diverse array of departments that provide numerous services for the community. Each department has its own set of needs and procedures to serve the LEP community. Some departments are more robust than others in terms of the policies and procedures they have in place. Most departments have an employee or access to an employee who speaks Spanish.

Various departments are highly involved in outreach or community-involvement. Those departments have qualified Interpreters, bilingual staff, or access to language lines or transcript interpreting services. In some cases when appointments can be scheduled, arrangements are made in advance for an interpreter to accompany the constituent or to provide a staff member or outside agency employee to assist. Not all departments can meet the on-demand needs of LEP persons. To address this deficiency, various departments have informal agreements in place with other internal departments whom have the necessary resources to provide assistance with language access.

The County intends to address language services using a variety of strategies that are consistent with current resources constraints. These may include;

- Continue to make hiring of English/Spanish bi-lingual employees in public-facing departments a priority.
- Expand the use of on-demand translation services, written or verbal. Especially in public meetings with vital information.
- More intentional examination of printed materials that warrant translation.
- Partner with external or State Agencies to improve resources.

Beyond these various improvements, the County would have to expend resources that would substantially exceed the benefits. Regarding offering translation and interpretation services, written or verbal, to languages other than Spanish, the factual and anecdotal evidence does not indicate significant expenditures are justified.

MORROW COUNTY

DISCRIMINATION COMPLAINT FORM

Section I

Name: _____

Address: _____

Telephone (Home): _____

Telephone (Work): _____

E-Mail Address: _____

Section II

Are you filing this complaint on your own behalf? ☐Yes ☐No

(If you answered "yes" to this question, go to Section III.)

If not, please supply the name and relationship of the person for whom you are complaining: _____

Please explain why you have filed for a third party: _____

_____

Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party: ☐Yes ☐No

Section III

I believe the discrimination I experienced was based on (check all that apply):

☐ Race ☐ Color ☐ National Origin ☐ Sex

☐ Disability ☐ Low Income ☐ Limited English Proficiency ☐ Age

Date of Alleged Discrimination (Month, Day, Year): _____

Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all person(s) who were involved, including the name and contact information of the person(s) who discriminated against you (if known). List name(s) and contact information of any witnesses. If more space is needed, please use the back of this form.

_____

_____

Section IV

Have you previously filed a Title VI complaint with this agency? ☐Yes ☐No

Section V

Have you filed this complaint with any other federal, state, or local agency, or with any federal or state court? ☐ Yes ☐ No

If yes, check all that apply and enter name of agency or court:

☐ Federal Agency: ☐ Federal Court ☐ State Agency ☐ State Court ☐ Local Agency

Please provide information about a contact person at the agency or court where the complaint was filed:

Name: _____

Title: _____

Agency: _____

Address: _____

Telephone: _____

Section VI

Name of agency complaint is against: _____

Contact person: _____

Title: _____

Telephone: _____

Please attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below

_____ _____

Signature Date

Please submit this form in person at the address below, or mail this form to:

Morrow County

HR Director, Non-Discrimination Coordinator

lgrogan@co.morrow.or.us

110 N Court St; PO Box 593

Heppner, OR 97836