



Resolution

Office of the Commissioners

County of Somerset, Pennsylvania

RESOLUTION APPROVING APPOINTMENT OF SECTION 504 OFFICER & ADOPTION OF GRIEVANCE PROCEDURE FY2025

WHEREAS, as a CDBG Entitlement Grantee with more than fifteen (15) employees, the County of Somerset must designate a Section 504 Officer annually. This designation must be made in writing and at a public meeting. A copy of this resolution must be submitted with its annual CDBG application;

WHEREAS, the Section 504 Officers duties include:

- Compile and maintain Self-evaluation of the County of Somerset’s facilities, hiring practices and citizen participation, as well as each activity funded with the CDBG grant, to assure that there has been no discrimination in the providing of services based on race, color, national origin, sex, disability, religion, familial status, age or ancestry.
- From the Self Evaluation, the County of Somerset will develop a Transition Plan to provide a timetable and responsible entity to bring the County into compliance. The Section 504 Officer will oversee that the County follows the Transition Plan and brings the County into compliance.

AND WHEREAS, the County of Somerset has developed a grievance procedure that must also be adopted publicly, incorporating due process standards and allowing for prompt local resolution of any complaints of discrimination based on disability.

- Any individual or authorized representative who believes that they have been denied opportunities or treated differently due to their race, color, national origin, sex, disability, religion, familial status, age or ancestry may file a complaint with the Section 504 Officer. The 504 Officer must act on the complaint and maintain the records of the process and monitoring.

BE IT RESOLVED, by the Commissioners of the County of Somerset, Pennsylvania, that it has designated Steven R. Spochart, Executive Director of the Redevelopment Authority of Somerset County and Michelle Graham, Human Resources Director for the County of Somerset, as the Section 504 Officers and has adopted a Grievance Procedure as required in compliance with 24 CFR Part 8, Subpart D §8.53.

DULY, adopted by the Commissioners of the County of Somerset, Pennsylvania this 8th day of April, 2025.

Attest:

Scott Dearmitt, Chief Clerk

SOMERSET COUNTY BOARD OF COMMISSIONERS

Brian K. Fochtman, Chair

Irvin H. Kimmel, Vice-Chair

Pamela A. Tokar-Ickes, Secretary

