

1 Introduced December 16, 2008, by  
2 Councilman Canada, seconded by  
3 Councilman Hursey, (by request of  
4 Administration)

5 **RESOLUTION R08-73**

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7 A resolution by the Slidell City Council adopting the Policy Statement for  
8 Communicating Information to Persons with Sensory Impairments while participating in the  
9 State of Louisiana Community Development Block Grant (CDBG) Disaster Recovery  
10 Program administered by the Division of Administration.

11 WHEREAS, the City of Slidell has been afforded the opportunity to  
12 participate in the State of Louisiana Community Development Block Grant (CDBG)  
13 Disaster Recovery Program administered by the Division of Administration; and

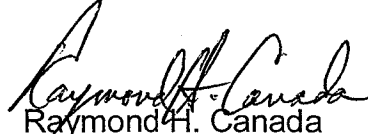
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15 WHEREAS, the CDBG Program requires that all grant recipients adopt by  
16 resolution a policy for communicating information to persons with hearing impairments.

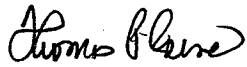
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18 NOW THEREFORE BE IT RESOLVED by the Slidell City Council that the  
19 attached "Policy Statement for Communicating Information to Persons with Sensory  
20 Impairments" for the City of Slidell dated December 16, 2008 is hereby adopted.

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22 BE IT FURTHER RESOLVED that the City of Slidell hereby adopts a policy  
23 to utilize the Louisiana Hearing Impaired Relay System for communicating with hearing  
24 impaired persons. The relay numbers are: Information 1-800-333-0605, TDD Users 1800-  
25 846-5277 and Voice Users 1-800-947-5277.  
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2 **RESOLUTION R08-73**  
3 **PAGE 2**


4 **ADOPTED** this 16th day of December, 2008.

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6   
7 Raymond H. Canada  
8 President of the Council  
9 Councilman, District E

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12 Thomas P. Reeves  
13 Council Administrator

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16 **CERTIFICATE**

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18 I, Thomas P. Reeves, Clerk of the Slidell City Council, certify that the above and foregoing  
19 constitutes a true and correct copy of a Resolution passed and adopted by the City of  
20 Slidell on December 16, 2008.  
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25 Thomas P. Reeves  
26 Council Administrator  
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**POLICY STATEMENT  
FOR COMMUNICATING INFORMATION TO PERSONS WITH SENSORY  
IMPAIRMENTS**

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

**DECEMBER 16, 2008**

The City of Slidell, Louisiana 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 City of Slidell 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 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:

Marina Stevens - 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 City.
6. How is cost for services to be billed? Understanding of cost (cost per hour, travel cost, etc.)
7. How is interpreter 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 to.

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. Sign language interpreters.
2. Written information.
3. 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.