

**TITLE VI COORDINATOR  
RONALD L. MAY**



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## **2016 ACCOMPLISHMENTS**

**And**

## **2017 Goals**

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### **2016 ACCOMPLISHMENTS**

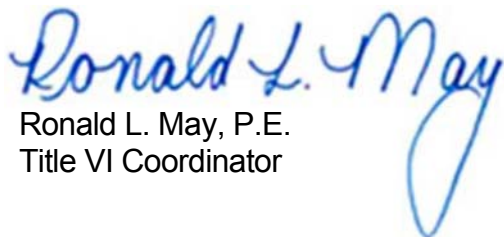
1. Department Staff updates on Title VI requirements
2. Developed Title VI Plan
3. Attended 2016 INDOT Title VI Training
4. Attended Purdue Road School Title VI Training (March 9, 2016)
5. Attended INDOT Title VI Training Summit (March 18, 2016)
6. All City of Greensburg employee trained on Title VI (December 2016 through May 2017)
7. Completed new ADA and Title VI Complaint Log
8. Developed Title VI Policy
9. Developed Title VI Assurances
10. Developed Title VI Grievance Procedure
11. Developed Title VI Implementation Plan
12. Adopted City of Greensburg Title VI Policy, Assurances, Grievance Procedure and Implementation by Plan Resolution of the Common Council on October 3, 2016.
13. Greensburg Title IV Implementation Plan and associated documents placed on City's website
14. No complaints log, so no investigations were conducted
15. Provided Plan and Complaint Forms for ADA and Title VI instruction to all City Departments
16. Opportunities for Special Assistance announcement placed on all Public Meeting Agenda
17. Practice of requesting from the public attending all City meetings to complete the anonyms voluntary survey initiated

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## 2017 Goals

- A. Post Title VI Policy in all City Departments with public bulletin boards,
- B. Yearly Title VI instruction at All Employees Meetings
- C. Yearly attendance at Title VI training for Title VI Coordinator
- D. Develop Logging and Record Keeping Procedure
- E. Develop strategies to seek out Minority and/or low income members to participate in public meetings and events
- F. Review City's standard contract language to insure Title VI laws are met.
- G. Develop yearly review checklist form for Title VI and ADA compliance
- H. Ensure Title VI language is added to Personnel, Policy and Procedure Manual
- I. Work with MPO on Environmental Justice identification areas
- J. Title VI plan review for possible update (minimum of once per year)
- K. Complete INDOT ADA/Title VI Annual Pre-Award Certification survey as required by INDOT
- L. Review policies and procedures of Police Department and Water Utility Office in an attempt to identify improvements to better accommodate Title VI implementation Plan
- M. Review all City Requests for Proposals, Bid solicitations, Contracts, etc., for verification that Title VI language was included in each one.
- N. Select and initiate deployment of "I Speak Cards" to be utilized at all points of public contact in all City Departments.
- O. Identifying, selecting and using the same language interpretation service for all Departments
- P. Develop annual reporting process for all Departments

City of Greensburg



Ronald L. May, P.E.  
Title VI Coordinator