



Non-Discrimination Coordinator

Dona Slater, City Clerk has been appointed as the Non-Discrimination Coordinator for The City of Willard. Her contact information is:

Dona Slater, City Clerk
Non-Discrimination Coordinator
City of Willard
P. O. Box 187
224 W. Jackson St.
Willard, MO 65781
Telephone:417-742-5802
clerk@cityofwillard.org

The duties of the Non-Discrimination Coordinator are:

- Provide information to individuals internally and externally that the City of Willard does not discriminate on the basis of race, color, national origin, disability, age, or sex in administration of The City of Willard's programs or activities and The City of Willard does not intimidate or retaliate against any individual or group because of exercised their rights to participate in or oppose actions protected/prohibited by 40 CFR Parts 5 and 7, or for the purpose of interfering with such rights.
- Provide notice of The City of Willard's formal and informal grievance processes and the ability to file a discrimination complaint.
- Establish a mechanism for implementation of The City of Willard's grievance procedures to ensure that all discrimination complaints filed with The City of Willard under federal nondiscrimination laws are processed promptly and fairly. One element of any policy and procedure or mechanism must include providing meaningful access for limited-English proficient individuals and individuals with disabilities to The City of Willard's programs and activities.
- Track all complaints filed with The City of Willard under federal non-discrimination laws, including any patterns or systemic problems.

- Conduct semiannual reviews of all formal and informal discrimination complaints filed with The City of Willard under federal non-discrimination laws and/or any other complaints independently investigated by the City of Willard to identify and address any patterns or systemic problems.
- Ensure that appropriate training is provided for all City Willard staff in the formal and informal process is available to resolve complaints filed with The City of Willard under federal non-discrimination laws.
- Provide or procure training services for The City of Willard staff to ensure they are appropriately trained on The City Willard's non-discrimination policies and procedures, as well as the nature of The City of Willard's obligation to comply with federal nondiscrimination laws.
- Ensure that complainants are updated on the progress of their discrimination complaints filed with The City of Willard under Federal non-discrimination laws and promptly informed as to any determinations The City of Willard has made.
- Undertake periodic evaluations of the efficacy of The City of Willard's efforts to provide services, aids, benefits, and participation in any of The City of Willard's programs or activities without regard to race, color, national origin, disability, age, sex, or prior exercise of rights or opposition to actions protected under federal non-discrimination laws.
- Not having other responsibilities that create a conflict of interest.