

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting
7:00 P.M.

October 20, 2015

A G E N D A

1. Call to order.
2. Invocation and Pledge of Allegiance to the flag.
3. Adoption of the agenda.
4. Approval of the October 6, 2015 Regular Business Meeting minutes.
5. PUBLIC COMMENT: Citizens will be given a three (3)-minute maximum time limit to speak before the Board of Commissioners about various topics, issues, and concerns. Following thirty minutes of hearing from the public, the Board of Commissioners will allow the remainder of citizens who have signed up to be heard at the next Tuesday business meeting.
6. PRESENTATION: "MARTA Update". (Presented by Jerry Griffin)
7. PRESENTATION: "Economic Development Update". (Presented by Courtney Pogue- Director of Economic Development)
8. Consider requests of Debra Brewer, Director of Central Services. (NOTE: The entire Purchasing Ordinance for Clayton County, Georgia can be viewed on the MuniCode website. Citizens can access this website via the following website address: <http://library.municode.com/index.aspx?clientId=10562>.)
 - 1) **Recommendation for Award: RFQ #2015-19 Influenza Vaccine Administration.** (\$20.00 per vaccine / Rite Aid Hdqtrs. Corp. (Rite Aid), located in Camp Hill, PA. On site flu shot clinic. Self-Funded Insurance or participant direct pay). As requested by the Human Resources Department. Pursuant to Section 2-136 (4) of the Clayton County Code of Ordinances, General Purchasing Methods; the written quote method is used for all purchases from \$500.00 to \$24,999.99. Buyers are required to solicit quotations and receive written responses from vendors. All reasonable efforts will be made to obtain three written quotations for each item solicited. Awards for written quotations are given strictly on a lowest quote.
 - 2) **Recommendation for Award: RFQ #2015-21 Auditing Services for Clayton County Hospital Authority.** (\$6,500.00 / Draffin & Tucker, LLP, located in Atlanta, Georgia. Funding is available through the Auditing Fees Account). As requested by the Finance Department. Pursuant to Section 2-136 (4) of the Clayton County Code of Ordinances, General Purchasing Methods; the written quote method is used for all purchases from \$500.00 to \$24,999.99.

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Buyers are required to solicit quotations and receive written responses from vendors. All reasonable efforts will be made to obtain three written quotations for each item solicited. Awards for written quotations are given strictly on a lowest quote.

9. Consider the requests of Ramona Bivins, Chief Financial Officer.
 - 1) Budget Amendment #2-68/Professional Services/FYE 6-30-15 - To amend in additional revenue for the payment of legal fees and litigation claims, in the amount of \$1,366,335.
 - 2) Budget Amendment #2-69/Other General Government/FYE 6-30-15 - To amend in additional revenue for payment of utilities, claims, care and monitoring, sanitation expense, repair and maintenance, autos and trucks, and extraordinary items, in the amount of \$1,857,197.
 - 3) Budget Amendment #2-70/Ellenwood Town Center Redevelopment/FYE 6-30-15 - To amend the budget for the Ellenwood TAD to provide for agent fees and operating transfers out, in the amount of \$521,662.
 - 4) Budget Amendment #2-71/Debt Service Fund/FYE 6-30-15 - To transfer funds to cover the cost of debt service principal payment, in the amount of \$1,000.
 - 5) Budget Amendment #2-13/3% Hotel/Motel Discretionary Fund/FYE 6-30-16 - To provide grant matching funds to Arts Clayton for roof repair, in the amount of \$25,000.
 - 6) Budget Amendment #2-14/Senior Services/FYE 6-30-16 - To amend in revenue received from participants to cover the cost of an overnight trip, in the amount of \$13,789.

10. Consider the requests of Renee Bright, Human Resources Director.
 - 1) Renew the vision coverage offered to employees and retirees through Davis Vision effective June 1, 2016.
 - 2) Reorganization of the Juvenile Court's administration due to added State mandates.

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- a. Delete the Chief of Staff / Juvenile Court (grade 30) position and create Director of Juvenile Court Programs and Resource Development (grade 33)
 - b. Delete Director of Juvenile Court Services (grade 34) and create Director of Juvenile Court Operations (grade 35)
11. Resolution 2015-259 - A Resolution authorizing Clayton County to amend a consultant agreement with TUSA Consulting Services.

***Synopsis:** This will extend the contract with TUSA Consulting Services to May 13, 2016 for an additional cost of \$26,000.00.*

12. Resolution 2015-260 - A Resolution authorizing Clayton County to enter into an agreement with Sweet Serenity, Inc. to host a children's toy giveaway at Clayton County International Park.

***Synopsis:** The Parks and Recreation Department recommended fee to be paid by the Promoter for the event scheduled for December 12, 2015.*

13. Resolution 2015-261 - A Resolution authorizing Clayton County to enter into an amended and restated license agreement with Diversity Talent Agency to host a Labor Day weekend at Clayton County International Park.

***Synopsis:** This amended and restated license agreement which sets forth new conditions in the event that the monies received by the County from admission ticket sales are less than \$18,000.00 at which time the County would accept such total received based on a revenue split of \$5.00 for each \$15.00 ticket sold as full and complete compensation under the terms of the new agreement.*

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14. Resolution 2015-262 - A Resolution authorizing Clayton County to enter into a Memorandum of Understanding with the Georgia Public Defender Standards Council.

Synopsis: To effectuate the most efficient and cost-effective manner of delivering quality indigent defense services.

15. Resolution 2015-263 - A Resolution authorizing Clayton County, on behalf of the Clayton County District Attorney's Office, to enter into a grant award agreement with the State of Georgia Department of Human Services and, in accordance therewith, accept grant funds to be used in connection with child support recovery efforts associated with the District Attorney's Office.

Synopsis: Georgia Department of Human Services has awarded grant funds to the District Attorney's Office in the amount of \$ 683,658.20, with a local match of \$13,243.24, to be used in connection with child support recovery efforts in the District Attorney's Office.

16. Resolution 2015-264 - A Resolution authorizing Clayton County to enter into an intergovernmental agreement with the City of Morrow for the provision of Emergency Communications Services (E-911)

Synopsis: This Resolution allows Clayton County provisions of E-911 for the City of Morrow.

17. Resolution 2015-265 - A Resolution to reappoint Gregory Porter as the permanent Chief of the Clayton County Police Department; To combine the 911 Communications Center Department with the Clayton County Police Department.

Synopsis: This Resolution will reappoint Gregory Porter and combine the 911 Department with the Clayton County Police Department.

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18. Resolution 2015-266 - A Resolution authorizing Clayton County to enter into a grant award agreement with the Prosecuting Attorney's Council of Georgia and in accordance therewith accept grant funds to be used in connection with the Victims of Crime Act (VOCA) and the Clayton County District Attorney's Victim Assistance Program.

Synopsis: The Prosecuting Attorney's Council of Georgia has awarded grant funds in the amount of \$88,771.00, with a local match of \$22,193.00, to be used in connection with VOCA and the Clayton County District Attorney's Victim Witness Assistance Program.

19. Resolution 2015-267 - A Resolution authorizing Clayton County to enter into an intergovernmental agreement with the City of Lake City for the provision of Fire Services, Emergency Management Services, and Emergency Communications Services (E-911).

Synopsis: This Resolution allows Clayton County provisions of Fire Services, Emergency Management Services and E-911 for Lake City.

20. Resolution 2015-268 - A Resolution whereas the Board of Commissioners of Clayton County has determined that a need exists for the purchase of the fire station described in the Agreement of Sale to be entered into between Clayton County, Georgia and the City of Lake, City, Georgia.

Synopsis: Agreement of Sale for Clayton County to purchase the fire station from Lake City.

21. Appointment to the Department of Behavioral Health and Developmental Disabilities Region 3 Advisory Council to fill a vacant seat formerly held by Mr. Brent Benedetti. The term is for three years expiring on April 2, 2016. (Full-Board Appointment) (*Held from the October 6, 2015 meeting.*)

22. ZONING PETITION: **ELLEN SMITH/ CUP-15/05-16 & BZA-15/06-69** (*Reconsideration from August 18, 2015 Meeting*)

The Applicant, Ellen Smith on behalf of SBA Towers V, LLC c/o Carter Smith, is requesting a CUP (Conditional Use Permit) from Article 3, Section 3.31 HI (Heavy Industrial)

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District; a variance from Article 6, Section 6.37 TF-06.A.1 Design Standards for Telecommunication Facilities to reduce the tower height setback and a variance from Article 6, Section 6.37 TF-06.D.1, Landscaping to eliminate ten (10) feet wide landscape buffer requirement to allow for the construction of a new wireless communication facility (cell tower). The subject property is located at 1053 Mt. Zion Road, Morrow, GA 30260 and otherwise known as parcel number 13-145A-E009. The subject property contains approximately 3.963 +/- acres of land and it is currently zoned HI (Heavy Industrial) District.

Commissioner District 4 – Michael Edmondson

The Zoning Advisory Group Recommended APPROVAL

23. ZONING PETITION: **CHRIS KNIGHT/MOD-15/07-5** (*Tabled from the September 15, 2015 Meeting*)

The Applicant, Chris Knight on behalf of RES-GA MCC, LLC, is requesting modification to conditions of zoning. The request is for properties located in the **Garners Ridge Residential Subdivision**. The subject property is approximately 19.821 +/- acres of land, located in Land Lots 113 & 114 of the 5th District. The property is zoned RS-180-Conservation.

Commissioner District 3 – Shana M. Rooks

The Zoning Advisory Group Recommended DENIAL

24. ZONING PETITION: **CLAYTON NORTHBRIDGE, LLC/MOD-15/08-6**

The Applicant, Clayton Northbridge, LLC, is requesting a **Modification to a Condition of Zoning** in the Northbridge Estates Subdivision, Unit Five, located in Land Lots 77, 78, and 84 of the 5th District. The final plat was recorded in plat book 37, pages 21-26, and dated 5-24-2005. The applicant's request **to modify a condition from 33% of units with 1-car garage side entry to 9% of units with 2-garage side entry**. The subject properties are zoned

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Residential District (RS-180-CR), consists of 114+/- acres of land and have primary access off of Northbridge Road.

Commissioner District 3 – Shana M. Rooks

The Zoning Advisory Group Recommended APPROVAL

EXECUTIVE SESSION –

25. Consider any action(s) necessary based on decision(s) made in the Executive Session.

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FINANCE SUPPORTING DOCUMENTATION
BEGINS ON NEXT PAGE

**CLAYTON COUNTY
INTER - OFFICE MEMO**

DATE: October 14, 2015
TO: Board of Commissioners
FROM: Ramona Thurman Bivins, Chief Financial Officer
SUBJECT: Request for Budget Amendment- Professional Services

I do hereby request and submit the following transfer of funds to be approved for FYE 6-30-15:

INCREASE REVENUES:

True Up Title Ad Valorem Taxes	101-1801-3024	\$ 989,666
Reimbursement- Cost of Collect Delinq. Tax	101-1801-3070	197,097
Alcoholic Beverage Excise Taxes	101-3401-3081	<u>179,572</u>
		\$ 1,366,335

INCREASE EXPENSES:

Legal Fees	101-1601-4125	\$ 386,131
Litigation Claims and Settlements	101-1601-7520	<u>980,204</u>
		\$ 1,366,335

Reason: To amend in additional revenue for the payment of legal fees and litigation claims.

TO: Ramona Thurman Bivins, Chief Financial Officer

According to the Statement of Policy, the above listed transfer has been approved.

Date

Sandra Davis, Clerk of Commission

**CLAYTON COUNTY
INTER - OFFICE MEMO**

DATE: October 14, 2015
TO: Board of Commissioners
FROM: Ramona Thurman Bivins, Chief Financial Officer
SUBJECT: Request for Budget Amendment- Other General Government

I do hereby request and submit the following transfer of funds to be approved for FYE 6-30-15:

INCREASE REVENUES:

Real Property Taxes- Current Year 101-1801-3000 \$ 1,857,197

INCREASE EXPENSES:

Electric Utilities	101-6501-4500	\$ 173,578
Claims Expense	101-6501-4735-87605	729,527
Landfill Postclosure Care and Monitoring	101-6501-4749	3,999
Sanitation Expense	101-6501-4770	220,000
R & M- Buildings	101-6501-4815	417,867
Autos and Trucks	101-6501-6020-83001	150,982
Autos and Trucks	101-6501-6020-83201	141,280
Extraordinary Item	101-6501-7590	19,964
		<u>\$ 1,857,197</u>

Reason: To amend in additional revenue for payment of utilities, claims, care and monitoring, sanitation expense, repair and maintenance, autos and trucks, and extraordinary items.

TO: Ramona Thurman Bivins, Chief Financial Officer

According to the Statement of Policy, the above listed transfer has been approved.

Date

Sandra Davis, Clerk of Commission

slw

**CLAYTON COUNTY
INTER - OFFICE MEMO**

DATE: October 13, 2015
TO: Board of Commissioners
FROM: Ramona Thurman Bivins, Chief Financial Officer
SUBJECT: Request for Budget Amendment- Ellenwood Town Center Redevelopment

I do hereby request and submit the following transfer of funds to be approved for FYE 6-30-15:

INCREASE REVENUES:

Appropriation from Fund Balance	315-7402-7000	\$ 1,105
Operating Transfer In	315-7402-7010-72098	<u>520,557</u>
		\$ 521,662

INCREASE EXPENSES:

Paying Agent Fees	315-7402-5520-72096	\$ 3
Paying Agent Fees	315-7402-5520-72097	30
Paying Agent Fees	315-7402-5520-72098	59
Paying Agent Fees	315-7402-5520-72099	10
Paying Agent Fees	315-7402-5520-72016	3
Appropriation to Fund Balance	315-7402-7500	520,557
Operating Transfer Out	315-7402-7510-72098	<u>1,000</u>
		\$ 521,662

Reason: To amend the budget for the Ellenwood TAD to provide for agent fees and operating transfers out.

TO: Ramona Thurman Bivins, Chief Financial Officer

According to the Statement of Policy, the above listed transfer has been approved.

Date

Sandra Davis, Clerk of Commission

slw

**CLAYTON COUNTY
INTER - OFFICE MEMO**

DATE: October 14, 2015
TO: Board of Commissioners
FROM: Ramona Thurman Bivins, Chief Financial Officer
SUBJECT: Request for Budget Amendment- Debt Service Fund

I do hereby request and submit the following transfer of funds to be approved for FYE 6-30-15:

INCREASE EXPENSES:

Principal Retirement	400-7214-5510	\$	1,000
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DECREASE EXPENSES:

Interest and Fiscal Charges	404-7215-5500	\$	1,000
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Reason: To transfer funds to cover the cost of debt service principal payment.

TO: Ramona Thurman Bivins, Chief Financial Officer

According to the Statement of Policy, the above listed transfer has been approved.

Date

Sandra Davis, Clerk of Commission

slw

**CLAYTON COUNTY
INTER - OFFICE MEMO**

2-13

DATE: October 13, 2015

TO: Board of Commissioners

FROM: Ramona Thurman Bivins, Chief Financial Officer

SUBJECT: Request for Budget Amendment - 3% Hotel/Motel Discretionary Fund

I do hereby request and submit the following budget amendment to be approved for FYE 6-30-16:

INCREASE REVENUE:

Appropriations from Fund Balance	210-1101-7000	\$	25,000
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INCREASE EXPENSE:

General Assistance	210-1101-5010	\$	25,000
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Reason: To provide grant matching funds to Arts Clayton for roof repair.

TO: Ramona Thurman Bivins, Chief Financial Officer

According to the Statement of Policy, the above listed amendment has been approved.

Date

Sandra Davis, Clerk of Commission

slw

**CLAYTON COUNTY
INTER - OFFICE MEMO**

2-14

DATE: October 14, 2015
TO: Board of Commissioners
FROM: Ramona Thurman Bivins, Chief Financial Officer
SUBJECT: Request for Budget Amendment - Senior Services

I do hereby request and submit the following budget amendment to be approved for FYE 6-30-16:

INCREASE REVENUE:

Recreation Program Fees	101-5335-3314	\$	13,789
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INCREASE EXPENSE:

Recreation Program Expense	101-5335-4760	\$	13,789
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Reason: To amend in revenue received from participants to cover the cost of an overnight trip.

TO: Ramona Thurman Bivins, Chief Financial Officer

According to the Statement of Policy, the above listed amendment has been approved.

Date

Sandra Davis, Clerk of Commission

slw

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting
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HUMAN RESOURCES SUPPORTING DOCUMENTATION
BEGINS ON NEXT PAGE



Board of Commissioners Approval Process System

New Request

After completing Request form and attaching supporting documentation, click on the SUBMIT button at the bottom to submit your request for approval. Fields with an (*) are required.

Department:	Human Resources
Phone:	E-mail:
(770) 477-3240	Renee.Bright@claytoncountga.gov
<i>Example: (000) 000-0000</i>	<i>Example: john.doe@claytoncountyga.gov</i>

Requests must be submitted a minimum of 12 days prior to Agenda Meeting Date.

FYE:	Select Agenda Meeting Date:
FYE16	2015-10-14T14:00:00
Request Type:	
Insurance	
Purpose:	
Renewal of the vision coverage available to County employees and retirees through Davis Vision effective 6/1/16.	
Rationale:	
Continue to offer this benefit.	
Facts:	
The renewal quote includes a rate guarantee until 5/31/2020. There are no coverage changes; however, there is a 2.5% rate increase due to fees associated with Health Care Reform legislation.	
Impact:	
There is no budgetary impact to the County as the premium is fully paid by the employee/retiree. For single coverage, the rate increase is \$0.17 per month.	

*Documents must be submitted in PDF format.
Large PDF files may be compressed and saved to a ZIP file before attaching to Request form.*

Supporting Documentation:	Davis Vision Renewal Letter 2016.pdf
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Alternate contact should be available to answer questions regarding your request.

Alternate Contact Name:	Alternate Contact Phone:
Nella Cooper	(770) 473-3743
	<i>Example: (000) 000-0000</i>

Alternate Contact Email:
Nella.Cooper@co.clayton.ga.us
Example: john.doe@claytoncountyga.gov

Comments:

Initiated Date:

9/30/2015

3:29:03 PM

Initiated By:

Renee Bright

DAVIS VISION™
EYECARE REFRAMED

September 30, 2015

Nella Cooper
Human Resources Manager, Benefits Division
Clayton County Board of Commissioners
134 Spring Street
Jonesboro, Georgia 30236

Re: Clayton County Board of Commissioners - Policy #503759 (the "Group")

Dear Ms. Cooper:

At HM Life Insurance Group and Davis Vision, Inc. our commitment is to provide the Group with quality vision benefits, exceptional service and value at a reasonable cost. The plan is periodically reviewed in order to determine appropriate rates and benefit design.

Rate Modifications

Our review is complete. Below are the new rates that will become effective June 1, 2016. These rates will be guaranteed until May 31, 2020, subject to the terms and conditions in the policy:

Tiers	Current	06/01/2016-05/31/2020
Employee Only	\$6.45	\$6.62
Employee + One	\$11.62	\$11.91
Family	\$18.07	\$18.52

Implementation of Changes

Please review the above modifications at your earliest convenience. These modifications will be implemented and a policy amendment and notice to current certificates of coverage will be generated and forwarded to your attention. In addition, any applicable member communication materials will automatically be modified to incorporate the aforementioned changes.

Please feel free to contact your Davis Vision Client Manager if you have any questions. We genuinely appreciate the opportunity to continue serving the Group.

Sincerely,



C. Scott Hamey
Chief Financial Officer

cc: Cathy Proffitt



I Like It

Tags & Notes



Board of Commissioners Approval Process System

New Request

After completing Request form and attaching supporting documentation, click on the SUBMIT button at the bottom to submit your request for approval. Fields with an (*) are required.

Department:	Juvenile Court
Phone: (770) 477-3261 Example: (000) 000-0000	E-mail: Steve.Teske@co.clayton.ga.us Example: john.doe@claytoncountyga.gov

Requests must be submitted a minimum of 12 days prior to Agenda Meeting Date.

FYE: FYE16	Select Agenda Meeting Date: 2015-09-30T14:00:00
Request Type: Reorganization within Department	
Purpose:	Juvenile Court Chief Judge Teske requests a reorganization of the Court's administration as a result of added State mandates. This includes the deletion and creation of two positions

Rationale:
The added mandates cannot be supported by the Court's current administrative structure. The mission of the Court can be accomplished effectively and efficiently by dividing responsibilities and duties into two domains: Court Operations and Programs & Resource Development.

Facts:

- Delete the Chief of Staff/ Juvenile Court (grade 30) position and create Director of Juvenile Court Programs & Resource Development (grade 33).
- Delete Director Juvenile Court Services (grade 34) and create Director of Juvenile Court Operations (grade 35).

Please refer to the Supporting Documentation for more information regarding this request.

Impact:
The Court is not requesting any additional funds. The cost of this request will be covered by utilizing part time funds and unexpended indigent defense funds currently budgeted in the Juvenile Court budget. There will be no impact to the general fund.

- Total cost for Director of Juvenile Court Programs & Resource Development is \$12,214.
- Total cost for Director of Juvenile Court Operations is \$4,745.

*Documents must be submitted in PDF format.
Large PDF files may be compressed and saved to a ZIP file before attaching to Request form.*

Supporting Documentation:	Juvenile Court Class Spec amendments 2015.pdf Juvenile Court Org Charts 2015.pdf Reclassification Justification (ST).pdf
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Alternate contact should be available to answer questions regarding your request.

Alternate Contact Name:	Alternate Contact Phone:
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John Johnson (770) 477-3245
Example: (000) 000-0000

Alternate Contact Email:
John.Johnson@co.clayton.ga.us
Example: john.doe@claytoncountygov

Comments:

Initiated Date:

9/3/2015
5:53:02 PM

Initiated By:
Renee Bright

**SUMMARY OF RE-ORGANIZATION/RE-
CLASSIFICATION OF JUVENILE COURT
ADMINISTRATIVE POSITIONS**

September 1, 2015

Re-Organization and Re-Classification Summary

I. Introduction

On January 1, 2014, a new juvenile code was enacted that included substantial changes that have changed the way the court does business in child welfare and juvenile justice. These changes have significantly impacted how the court must administer these new changes, which has placed a greater demand on the court administrators. These new laws have required the chief judge to modify the roles of the director of juvenile court services and the chief of staff in order to ensure the laws are effectuated with as minimal adverse impact on the overall operations of the court. Going on two years with these changes in place, it is obvious that these modified roles need to be made permanent and salary adjustments made to accommodate these changes and added responsibilities. These mandated changes in the law have brought specialization to how we do our work in ways never contemplated in the old code. This paper will provide the reasons justifying the re-organization, the re-classification of the director of juvenile court services and the chief of staff positions.

II. Mandated Changes in Court Operations and Programs

Following the 2012 legislative session, Governor Nathan Deal established by executive order the Georgia Criminal Justice Reform Council to study the effectiveness of the then existing juvenile code and make recommendations to the Governor for his consideration. Judge Teske was appointed by the Governor to serve on the Council due to the Governor's interest in the programs and practices of the Clayton County Juvenile Court.

The Governor contracted the PEW Charitable Trusts and the Annie E. Casey Foundation to render expert assistance to the Council in the study of the juvenile court systems of Georgia. The final study revealed that 40% of youth placed in long term secured facilities were low risk and that over 50% placed in residential care were low risk. The primary cause of this disproportionate number of low risk youth removed from the home was the lack of effective community based programs for youth and families. The study also revealed that the annual cost for secure confinement is \$91,000 and for residential placement is \$25,000. Sadly, despite these costs, the recidivist rates for youth removed from the home was 65% within 3 years after returning home. The Council expressed its concerns that these recidivist outcomes was not a good return on the taxpayer dollar.

The Council concluded that after studying what works in juvenile justice, the juvenile courts required re-alignment in its mission and scope to include more collaboration with other local partners, more evidence based community programs, clearer bright lines on who can and cannot be removed from the home, mandating scientifically proven tools such as the detention assessment instrument and risk and needs assessment tools, the transformation from an unruly and truancy petition to a child in need of services(CHINS) process, the development of a central data registry for juveniles (which Clayton County serves as a pilot study), mandated behavioral health evaluations on all eligible committed youth, mandated appointment of an attorney for every child in dependency proceedings, increase role of CASA in dependency proceedings, and a significant increase in dependency proceedings

directly the result of the mandated requirement to schedule an initial review hearing within 75 days of the child taken into protective custody.

Although not mandated by law, the juvenile court and the superior court have entered into an MOU creating a custody evaluator to assist the superior court in making custody decisions in matters before them with concerns involving abuse and/or neglect.

Finally, the Governor adopted the Council's recommendation to create a juvenile justice re-investment program that captures the cost savings realized by the reforms and re-direct the savings to the county's juvenile courts to create evidence based programs. The new law mandates that all funding from this program must be used toward evidence based programs, which has required an adjustment in how we do the court does business and who is responsible for these new duties of receiving and managing these funds, and measuring the outcomes to sustain the funding. In our first award year the court received \$200,000 and in our second we received \$409,000, and this year the court was awarded \$700,000. These funds are indefinite as they are part of a reinvestment program. The growth of this program has required the chief judge to modify how the court manages these funds and who is responsible for these added duties.

III. **Re-Organization of Court Administration**

These many added mandates cannot be supported by the court's current administrative structure which includes a director of juvenile court services and a chief of staff. After further consideration of the available organizational options best suited to accommodate the demands and responsibilities placed upon the court, the best option is the division of responsibilities between two directors. The mission of the court can be accomplished effectively and efficiently by dividing the responsibilities and duties into two domains: 1. Court Operations; and 2. Programs and Resource Development. This division is made based on a review and consideration of other juvenile courts comparable in size and budget to Clayton County and having similar legal obligations.

Historically, the court requested the addition of a chief of staff after the court embarked on its own reforms to support the role of the director of juvenile court services because of increasing demands caused by the court's self-regulatory rules and evidence based programs including an approved provider list to ensure only providers qualified to provide effective programs are allowed access to children and youth.

Due to Judge Teske's role on the Criminal Justice Reform Commission and his knowledge of the advancing changes and mandates on the courts, the chief judge executed a division in duties between the chief of staff and the director of juvenile court services with both reporting directly to the chief judge (compared to the chief of staff was reporting to the director who in turned reported to the chief judge).

The changes took effect on January 1, 2014 and after having experienced the outcomes of these changes since its inception, the chief judge has concluded that the division in duties between the chief of staff and the director of juvenile court services is most effective in the administration of all court responsibilities. Further, the new mandates have significantly increased the responsibilities of the chief of staff (now proposed by legislative request to be reclassified as a director of programs and resource development) whereupon this position is performing duties equivalent to a director of an agency. For example, this proposed position has incurred the management of the court's reinvestment program and other grant related funding that includes multi-million dollar revenues from outside sources to sustain the treatment and programming of delinquent, CHINS, and abused and neglected children, the juvenile detention alternative initiative funded by the Annie E. Casey Foundation including technical assistance for other sites in the state and nationally, the development of alternative detention programs to support the mandate of a detention assessment instrument, the creation of a restorative justice division to support the legal mandates to create non-adjudicatory programs other than the traditional informal contracts of the old code, and managing and support of the collaborative responsibilities that have increased significantly as a result of the new juvenile code that includes the mandate to collaboratively assess every child in which a petition is filed alleging the child is in need of services (CHINS). In addition to these duties, and what makes Clayton County unique and a national model court, is the establishment of other collaborative panels that include the F.A.S.T. Panel and the Quad C-ST Panel serving delinquent youth and youth referred from the school system with serious disruptive behaviors and at risk of a delinquent petition being filed. These programs have been recognized by researchers as a best practice (James C. Howell, Mark W. Lipsey, John J. Wilson, *A Handbook of Evidence Based Juvenile Justice Systems*, pp. 47-48).

In the director role over the proposed programs and resource development division, this person will be responsible for four (4) substantial sub divisions of the court (See Organizational Structure attached hereto):

1. Grants and Staff Development Division;
2. Juvenile Detention Alternative Initiative Division, including the FAST and Quad C-ST Panels;
3. Restorative Justice Division including alternative dispute resolutions, diversion programming, program development, and program assessment and evaluation;
4. Special Juvenile Justice Programs Division including the Second Chance Program, Functional Family Therapy administration, Surveillance, and transportation.

These additional responsibilities and the demands that attend them justifies a re-classification of the chief of staff position to a director's position to least at a paygrade 33 step 1 level. As noted in the section titled "No Fiscal Impact," this will not require an amended budget request.

In addition to the proposed re-classification of the chief of staff position, the current director of juvenile court services has experienced additional duties directly as a result of the re-alignment in responsibilities between the chief of staff and the director of juvenile

court services. The proposed re-classification would change the title of director of juvenile court services to director of court operations, which includes the supervision and management of six (6) subdivisions that include the following (See Organizational Structure):

1. Field Operations Division(Probation);
2. Investigations Division;
3. Intake Division;
4. Clerk of Court;
5. Child Welfare Division; and
6. Information Technology.

These particular divisions include the core operational functions of the court whereas the programs and resource development division provide the strategic resources to support these core operational functions. Both divisions go hand in hand and absent one, the other cannot function efficiently or effectively. Further, the growth in divisions are representative of the specialization of the court largely due to changes in the law. Further this growth cannot be managed any longer with efficiency and effectiveness by a unilateral organizational chain of command, but demands a bifurcated division of duties clearly delineated by operations and the programs and resources that support it. In all, each division operates like a separate agency in support of the other.

Further, the proposed director of court operations is now responsible for mandated changes that include the implementation of the detention assessment instrument, risk and needs assessment, mental health evaluations on all committable youth, and the implementation and management of a new web-based data system as part of the mandate for a central data registry.

This position will also be responsible for budget and legislative affairs (the latter in conjunction with the director of programs and resource development), and facilities management, which has increased since moving into the new juvenile court building.

This reclassification and the additional duties assumed in the new job description justifies at least a 5% increase in salary to a paygrade 35 step 1.

IV. **No Fiscal Impact**

The legislation request will not include an amendment to the budget to include the costs associated with these re-classifications. The court's existing budget can accommodate the adjustments in salaries associated to these re-classifications.

The increased costs for the director of court operations is \$4,745.25

The increased cost for the director of programs and resource development is \$12,214.

The total cost is 16,959.59

These costs would come from a PT position of \$15,510.00 and unexpended funds in indigent defense in the amount of \$1,459.59.

V.

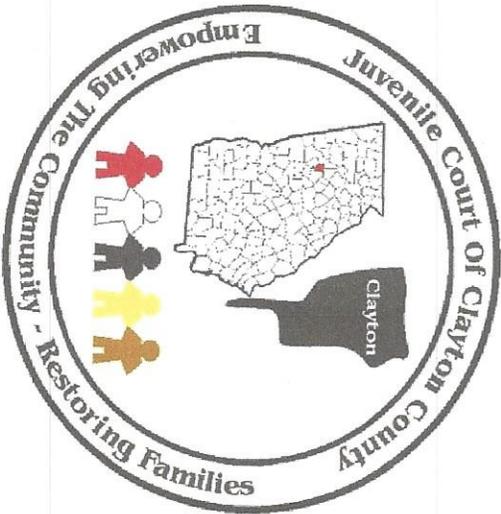
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CLAYTON COUNTY
HUMAN RESOURCES DEPARTMENT

JUVENILE COURT OF CLAYTON COUNTY, GEORGIA

ORGANIZATIONAL STRUCTURE



Clayton County Youth Development & Justice Center

9163 Tara Boulevard

Jonesboro, Georgia 30236

770.477.3270

claytoncountyga.gov/courts/juvenile-court

September 1, 2015

Chief Judge
Admin. Asst.

CHIEF JUDGE

JUDGES

Judges'
Admin. Assts.

ADMINISTRATIVE
DIVISION OF
LABOR & AREAS
OF
RESPONSIBILITY

DIRECTOR OF
COURT OPERATIONS

DIRECTOR OF PROGRAMS
AND RESOURCE
DEVELOPMENT

INFORMATION
TECHNOLOGY

Office
Administrator

Admin. Asst.

FIELD
OPERATIONS

INVESTIGATIONS

INTAKE
OPERATIONS

CLERK OF COURT

Policy Review

Facilities
Management

Legislative &
Budget

CHILD WELFARE
DIV.

CASA

CITIZEN REVIEW
PANELS

Superior Court GAL
Program

Legislative

Public
Relations

GRANTS/
TRAINING

J.D.A.I.

RESTORATIVE
JUSTICE DIV.

SPC. JUV.
JUSTICE PROG.

FAST Panel

Program
Development

Second
Chance Court

Quad-C ST

DIVERSION
UNIT

F.F.T.

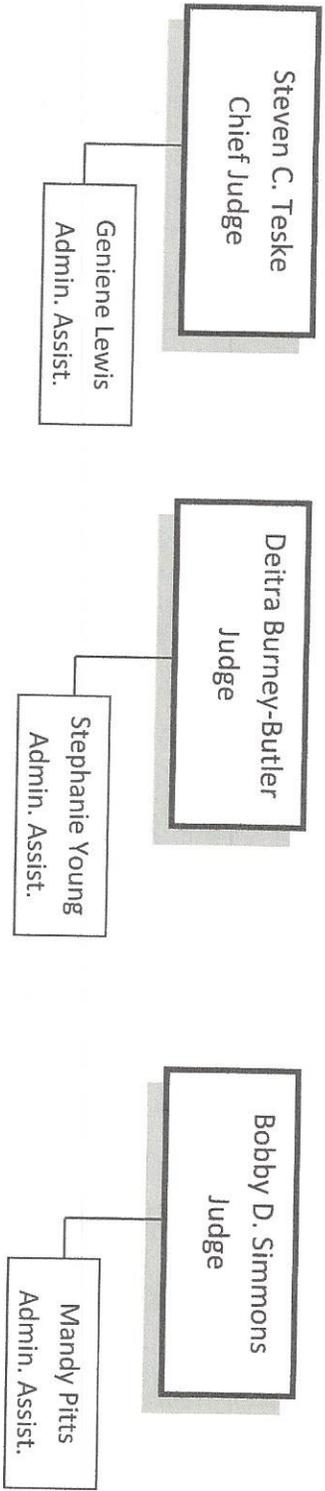
SOC Liaison

A.D.R. UNIT

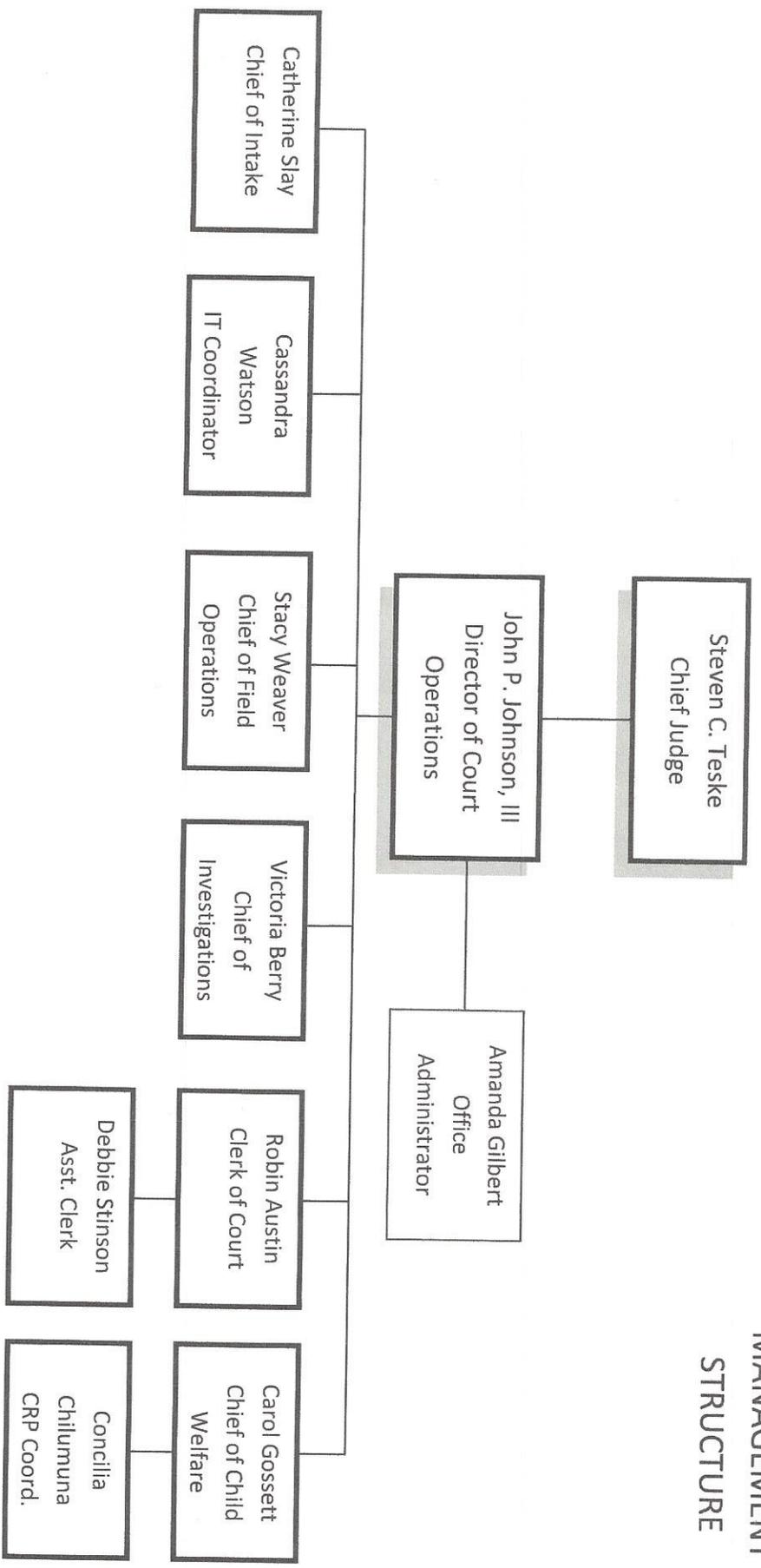
Surveillance

Transportation

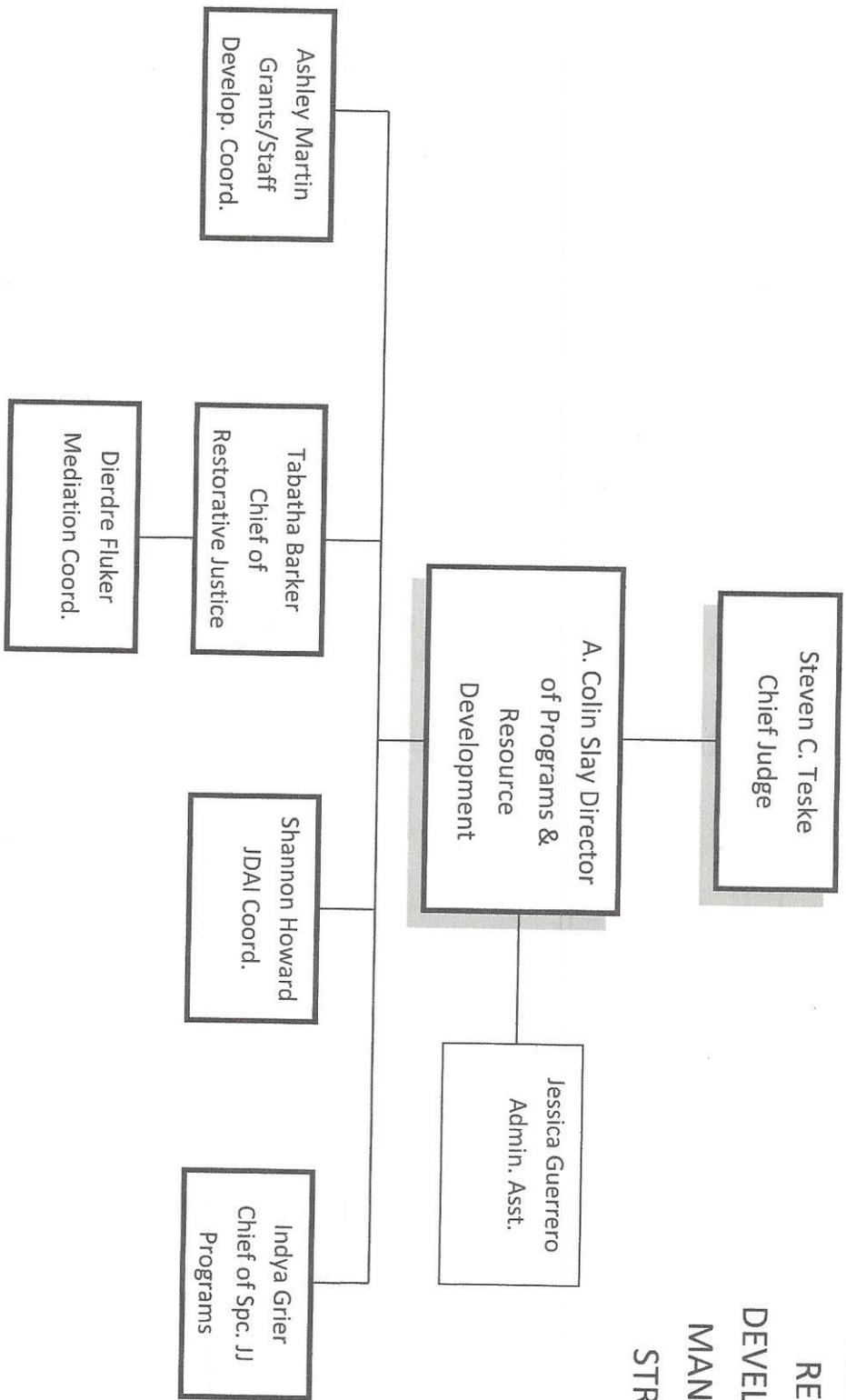
JUDICIARY



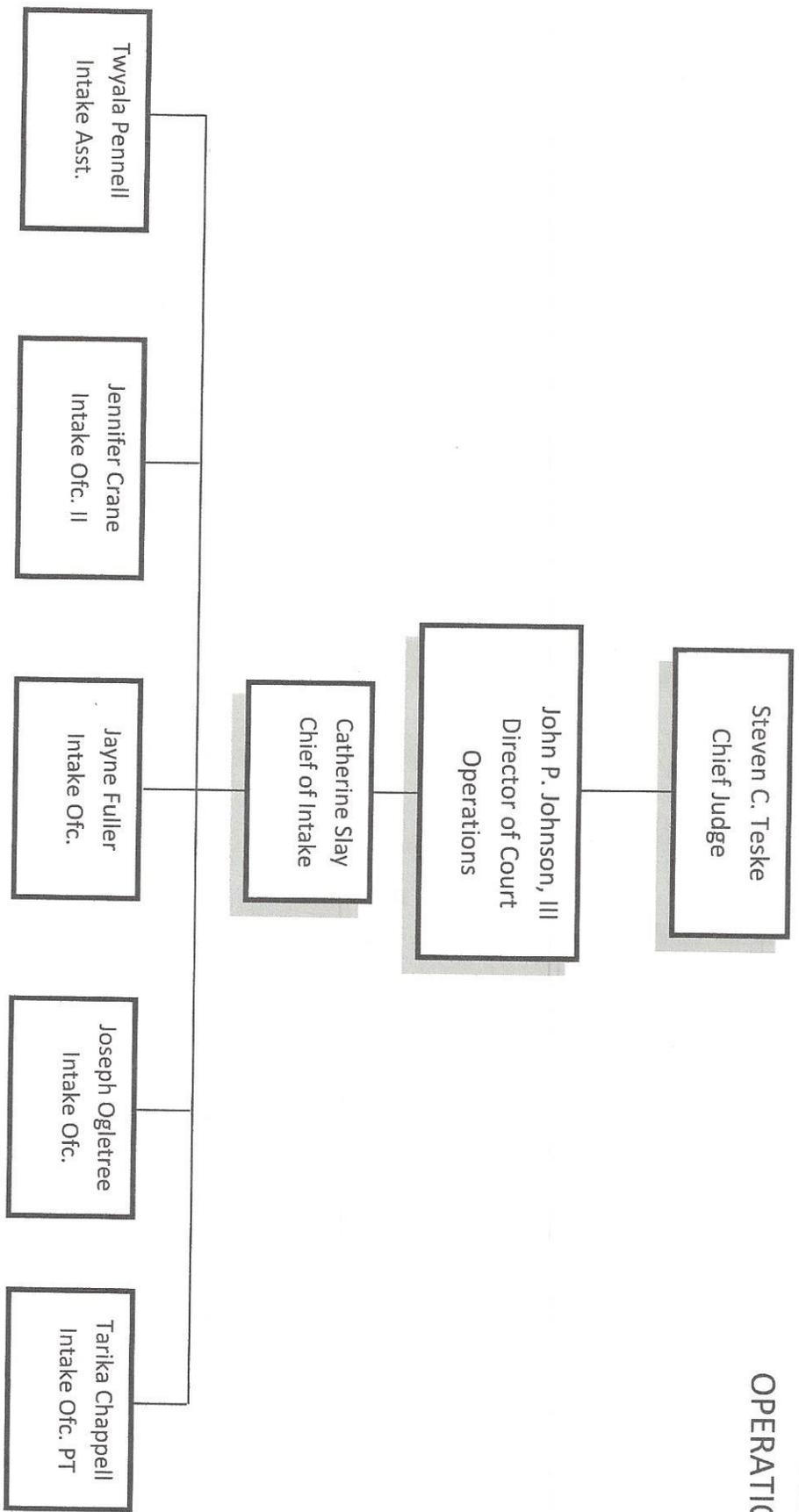
COURT
OPERATIONS &
MANAGEMENT
STRUCTURE



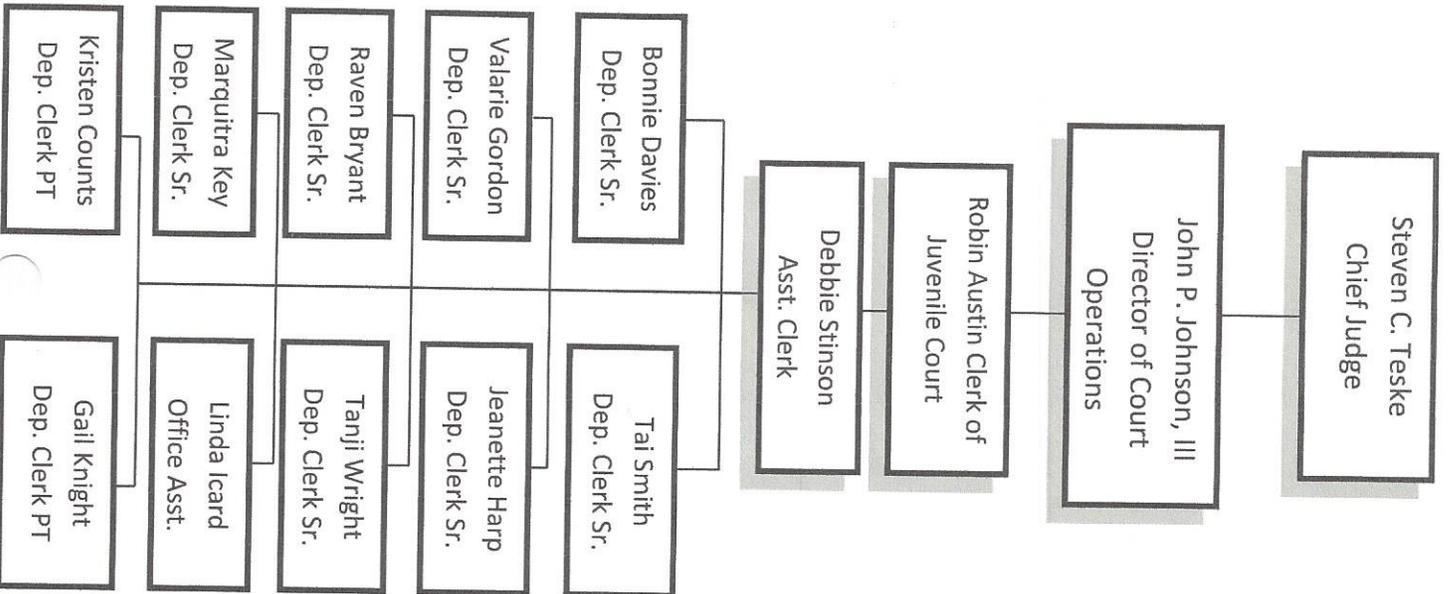
**PROGRAMS &
RESOURCE
DEVELOPMENT &
MANAGEMENT
STRUCTURE**



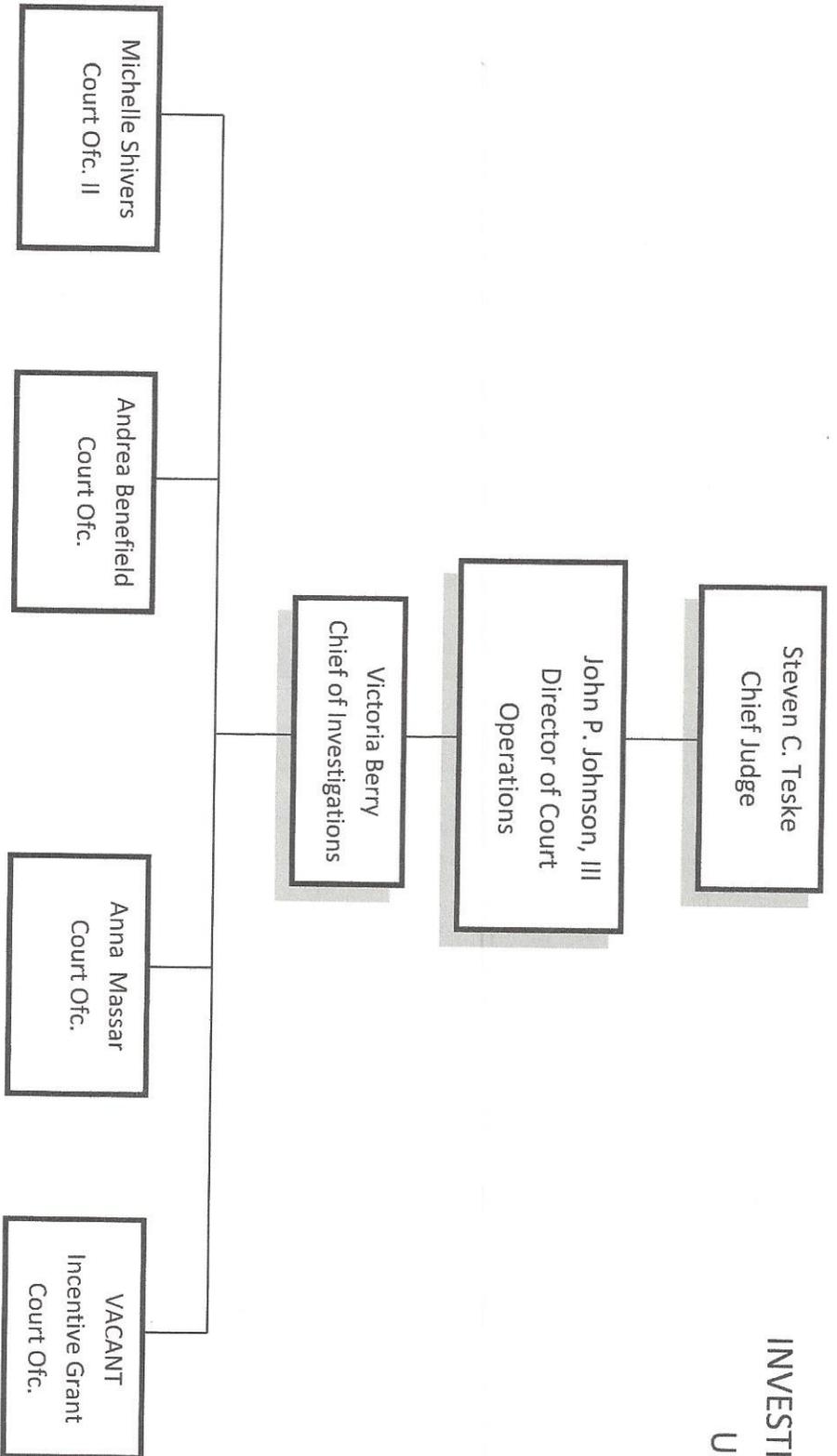
INTAKE
OPERATIONS



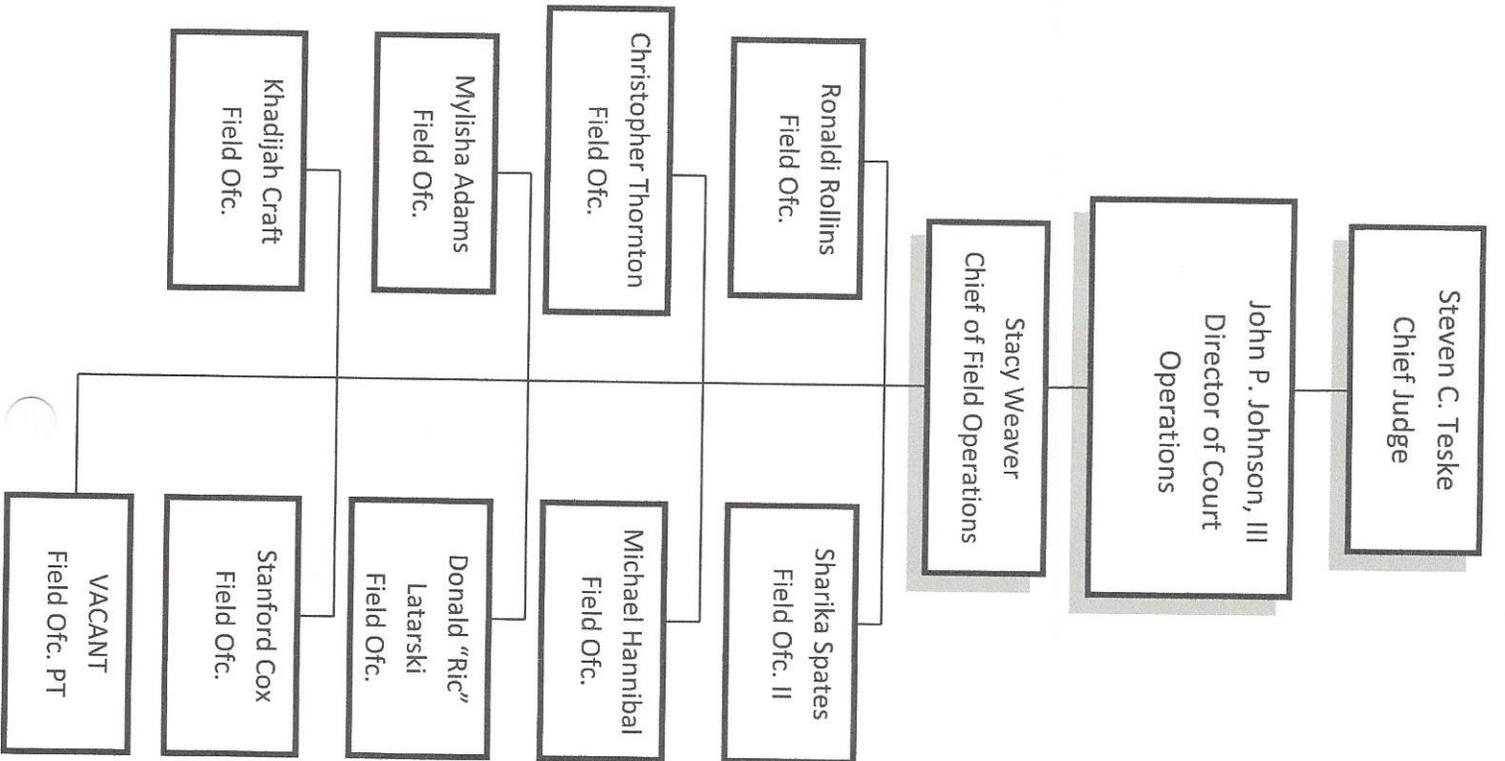
CLERK'S OFFICE



INVESTIGATIONS
UNIT



PROBATION
DIVISION



CHILD WELFARE
DIVISION

Steven C. Teske
Chief Judge

John P. Johnson, III
Director of Court
Operations

Carol Gossett
Chief of Child Welfare

Concilia Chilumuna
CRP Coord.

Tiffany Moen
CASA Vol. Sup.
(Superior Ct. GAL)

Becky Galbreath
CASA Training
Sup.

Stephanie Simms
CRP Asst. PT

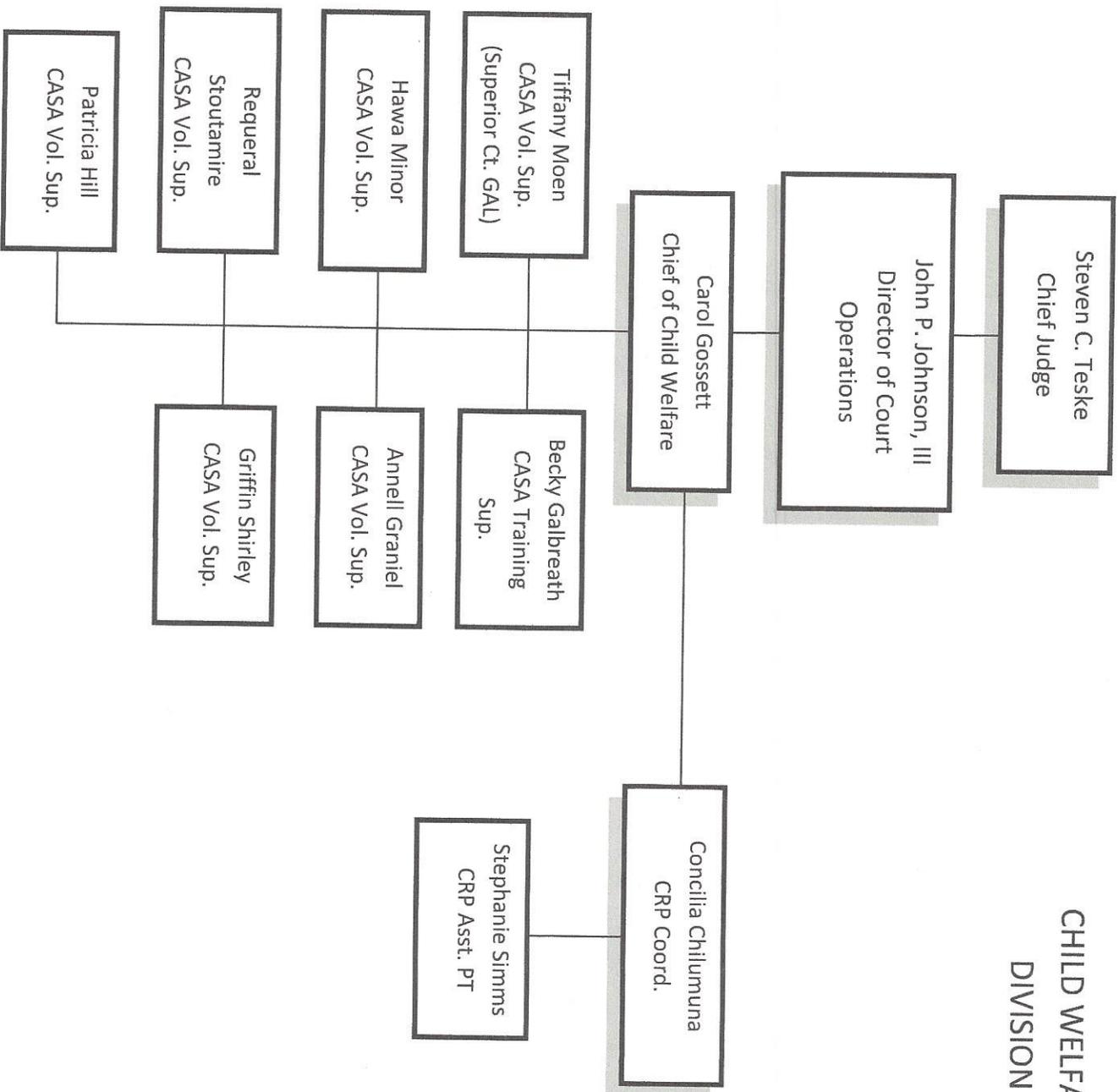
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CASA Vol. Sup.

Annell Graniel
CASA Vol. Sup.

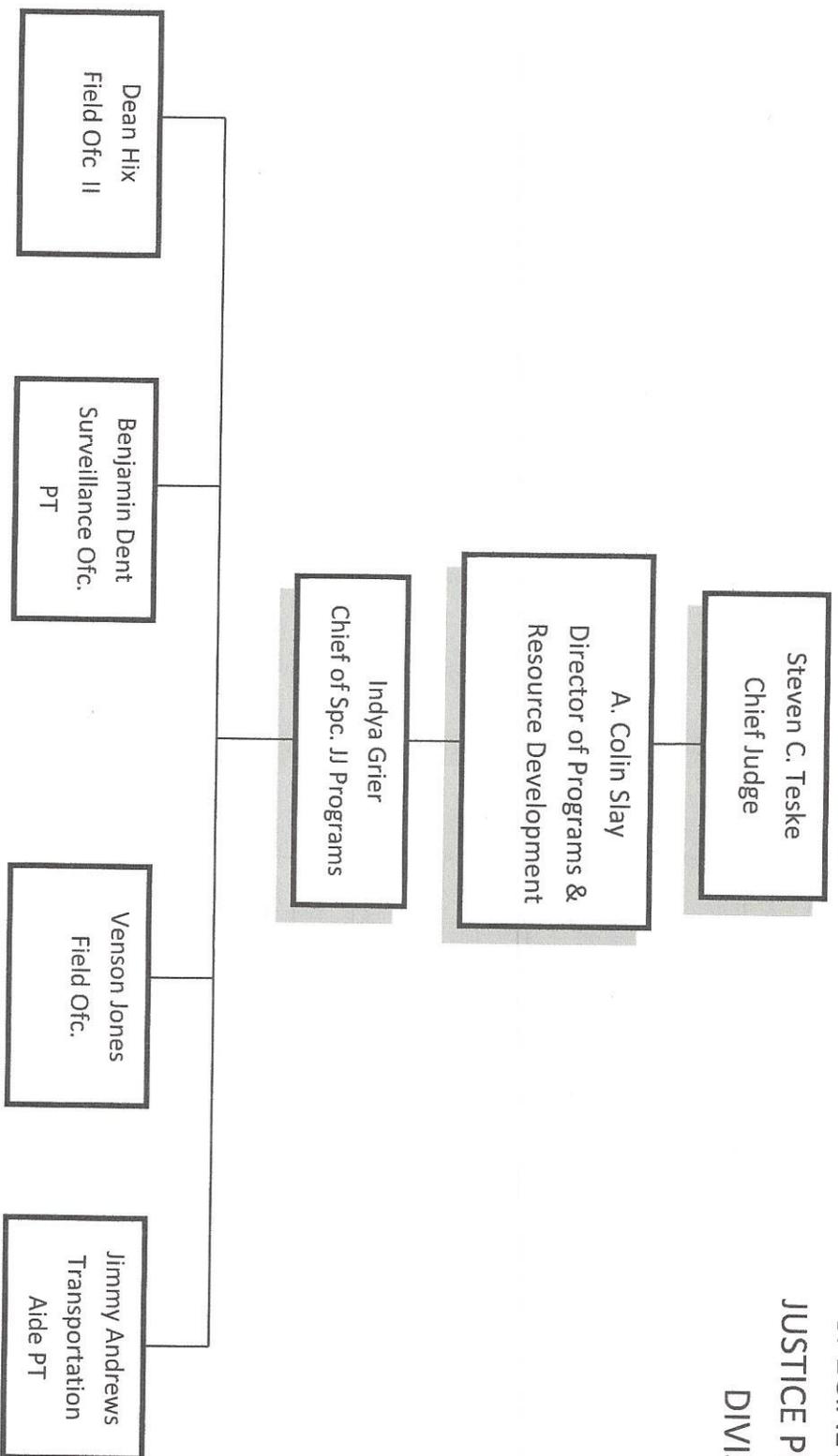
Requeral
Stoutamire
CASA Vol. Sup.

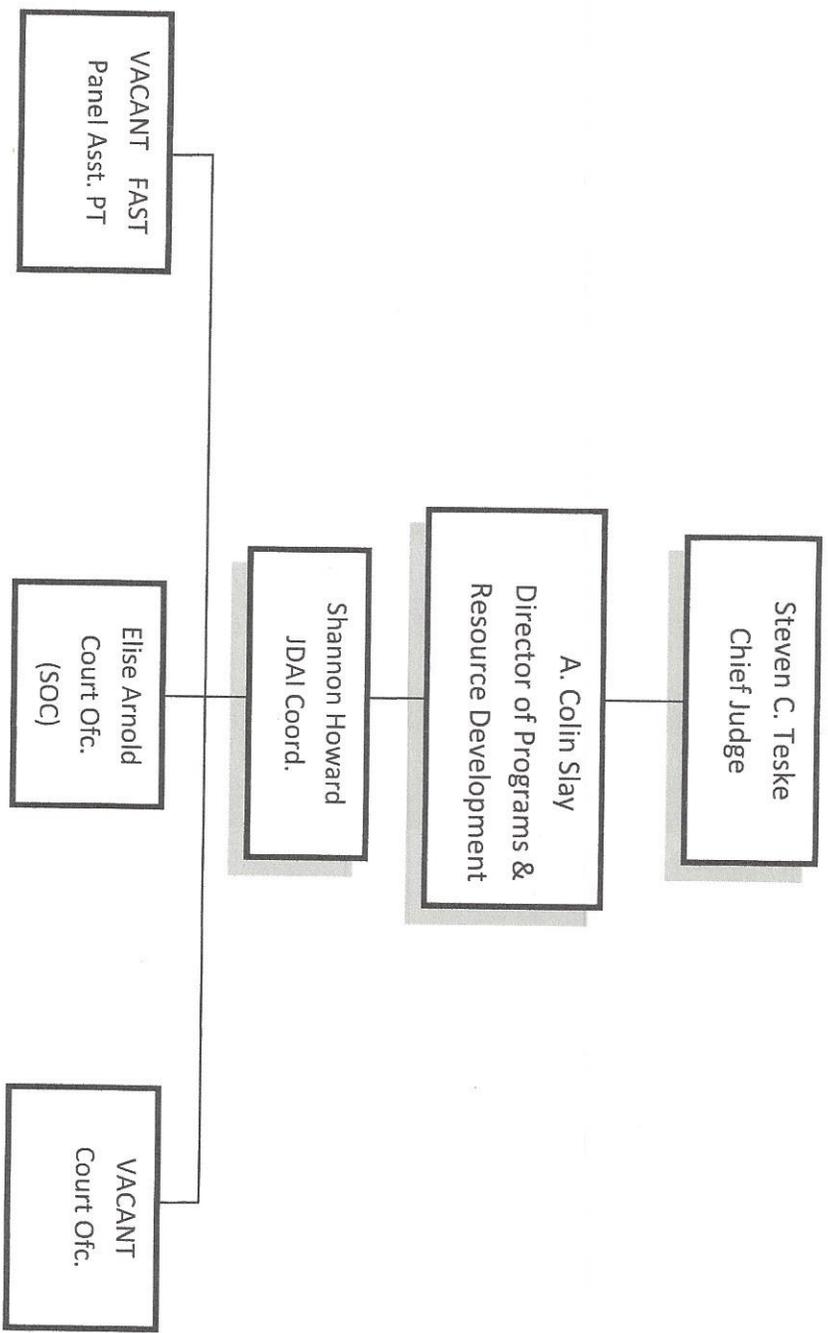
Griffin Shirley
CASA Vol. Sup.

Patricia Hill
CASA Vol. Sup.

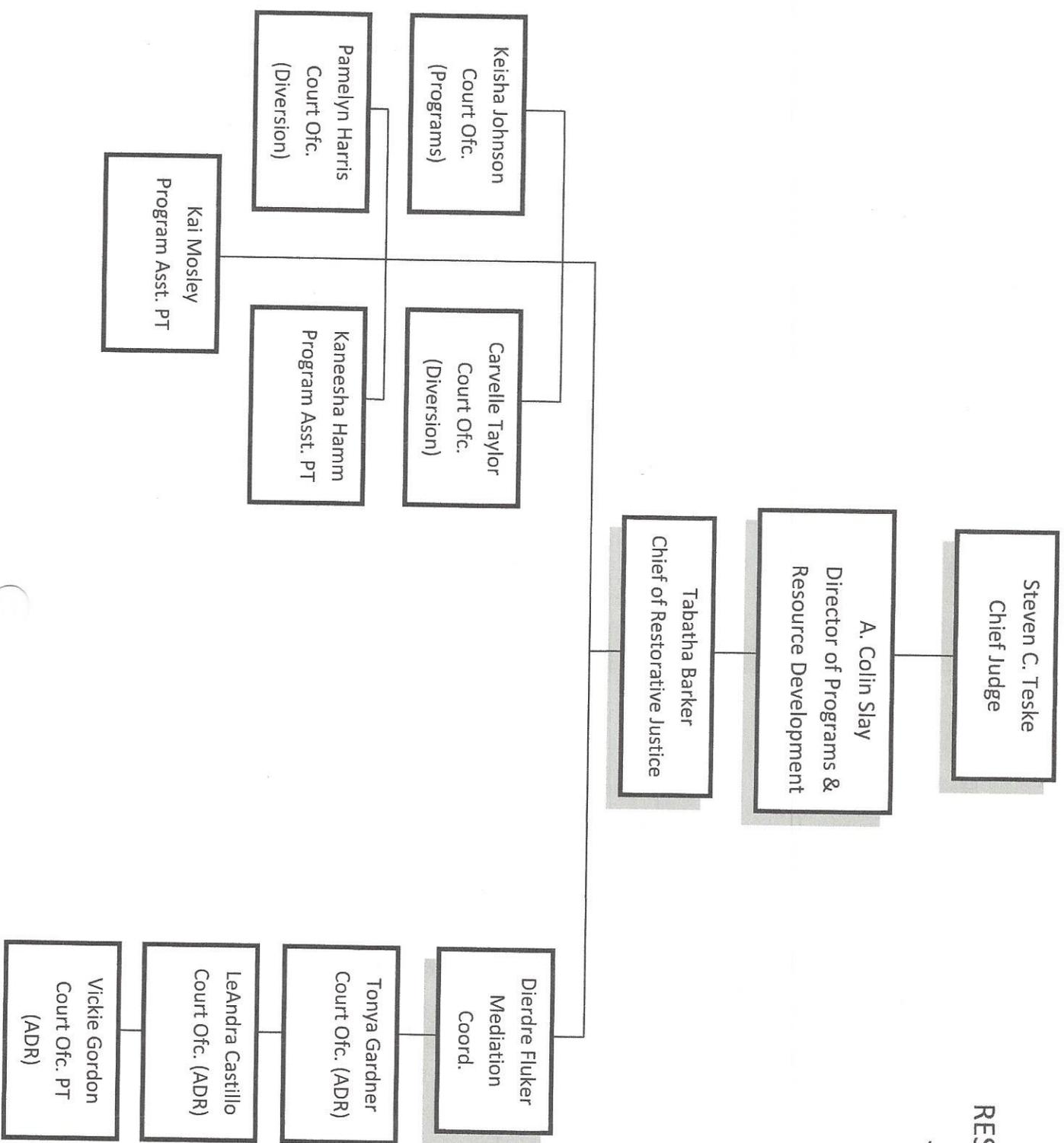


SPECIAL JUVENILE
JUSTICE PROGRAMS
DIVISION





RESTORATIVE JUSTICE



**CLAYTON COUNTY, GEORGIA
CLASSIFICATION SPECIFICATION**

CLASSIFICATION TITLE: DIRECTOR OF COURT OPERATIONS

PURPOSE OF CLASSIFICATION

The purpose of this classification is to assist the Chief Judge of the Juvenile Court in the day-to-day non-judicial operations of the Juvenile Court including the direct supervision of the heads of several Juvenile Court Divisions and to perform a wide range of administrative tasks as directed by the Chief Judge of the Juvenile Court.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs and evaluates, at the direction of the Chief Judge of Juvenile Court, the heads of the several Juvenile Court Divisions including, but not limited to, Intake, Field Operations, Investigations, Child Welfare and the Clerk of Juvenile Court. Processes employee concerns and problems, directs work, counsels and disciplines employees. Interviews and makes decisions on the hiring of staff. Schedules and conducts supervisor and staff meetings. Receives and approves or denies leave requests.

Assesses Juvenile Court operations to improve effectiveness and efficiency and works with the Director of Programs and Resource Development to plan and develop requisite training for operational staff. Co-Chairs the Policy Review Committee alongside the Director of Programs and Resource Development, in the development of Juvenile Court policies and practices.

Oversees the assessment and treatment planning of youth coming before the Juvenile Court, to include but not limited to, the Detention Assessment Instrument, Pre-Disposition Risk Assessment, and the Georgia Juvenile Needs Assessment as required by state law.; ensures that the juvenile court's operations are compliant with the Juvenile Code of Georgia.

Maintains budget and fiscal controls; prepares proposed budget for the Juvenile Court; manages approved budget by reviewing and approving timesheets, reviewing bills and invoices and approving payments, approving purchase requisitions for all capital equipment items and office supplies, reviewing and approving all expense statements submitted by Juvenile Court staff, and securing contracts for the purchase of services.

Manages departmental records; ensures that the Juvenile Court has an efficient and manageable case file and records system; updates various forms and legal documents employed by the Juvenile Court; ensures compliance with applicable records retention schedules.

Oversees the operation of the Juvenile Court's computerized information system (JCATS); collects and reports court data on an ongoing basis; secures additional computer equipment

in order to upgrade the system; studies the feasibility of automating additional aspects of the Juvenile Court's operations.

Oversees the maintenance of the Juvenile Court facility and the upkeep and repair of furniture and equipment; maintains the Juvenile Court's furniture/equipment inventory; obtains appropriate materials, such as law books, directories, and other publications; secures and maintains memberships in appropriate professional organizations.

Approves and organizes internship programs in collaboration with local accredited institutions of higher learning.

Serves as the Juvenile Court liaison to other county departments, including but not limited to, the Board of Commissioners, Finance, and Legal. Manages legislative matters.

ADDITIONAL FUNCTIONS

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Bachelor's degree in public administration, criminal justice, or closely related field; Master's degree or certification in court administration preferred; supplemented by five (5) years previous experience and/or training that includes administrative duties in a supervisor or managerial capacity; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Clayton County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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CLAYTON COUNTY
HUMAN RESOURCES DEPARTMENT

Comparison of Director of Juvenile Court Services (old) and Director of Court Operations (new) Classifications

Director of Juvenile Court Services (Old) Classification Summary	Director of Court Operations (New) Classification Summary
<ul style="list-style-type: none">• Supervisory oversight of Office Administrator, IT, Grants and Staff Development, and Intake• Responsible for program development• Prepares and maintains budget and fiscal controls• Develops and manages grants• Manages departmental records• Oversees JCATS and develops automation for other processes• Assesses, identifies and develops training for staff• Serves as public information officer• Develops and maintains detention alternative programs and works with collaborative to promote JDAI• Attends national conferences to broker grants and other funding for programs• Assists with the development of the 501(c)(3) for promoting the juvenile justice and child welfare work of the court• Acts as a liaison with county and state agencies• Represents the court during site visits for others observing the court's work• Works to develop and sustain the collaboration and coordination efforts between the court and other juvenile justice stakeholders• Performs public relations tasks, represents the court at meetings and official functions• Completes questionnaires or other surveys sent to the court by educational institutions, research organizations or other government agencies• Maintains juvenile court facilities and furniture/equipment inventories	<ul style="list-style-type: none">• Supervisory oversight of Office Administrator, Intake, Investigations, Field Operations, Child Welfare and Clerk of the Juvenile Court• Oversees the assessment and treatment planning for all youth coming under the jurisdiction of the juvenile court; includes the DAI, PDRA and GJNA required by state law• Ensures that the juvenile court's operations are compliant with the Juvenile Code of Georgia• Assesses juvenile court operations for effectiveness and efficiency; works with Director of Programs and Resource Development to plan and develop training for staff; co-chairs Policy Review Committee• Prepares and maintains budget and fiscal controls• Manages departmental records• Oversees JCATS and develops automation for other processes• Approves and organizes internship programs• Serves as the court's liaison to other county departments (Board of Commissioners, Finance, Legal, etc.) and represents the court at county functions• Maintains juvenile court facilities and furniture/equipment inventories

**CLAYTON COUNTY, GEORGIA
CLASSIFICATION SPECIFICATION**

CLASSIFICATION TITLE: DIRECTOR OF PROGRAMS AND RESOURCE DEVELOPMENT

PURPOSE OF CLASSIFICATION

The purpose of this classification is to assist the Chief Judge of the Juvenile Court in the day-to-day non-judicial operations of the Juvenile Court including the direct supervision of the heads of several Juvenile Court Divisions and the management and development of programs and resources utilized by the Juvenile Court in support of its mission.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs and evaluates, at the direction of the Chief Judge of Juvenile Court, the heads of the several Juvenile Court Divisions including, but not limited to, Restorative Justice, Juvenile Detention Alternatives Initiative (JDAI), Grants and Staff Development, and Special Juvenile Justice Programs. Processes employee concerns and problems, directs work, counsels and disciplines employees. Interviews and makes decisions on the hiring of staff. Schedules and conducts supervisor and staff meetings. Receives and approves or denies leave requests.

Assists the Director of Court Operations with the development of the annual Juvenile Court budget as it relates to programs and staff development.

Establishes and sustains collaborative relationships with the Clayton County Juvenile Justice Fund, Clayton County Public Schools, local and state law enforcement agencies, District Attorney's Office, Office of the Public Defender, State and Superior Courts, Division of Family and Children Services, Department of Juvenile Justice, Criminal Justice Coordinating Council, Council of Juvenile Court Judges, Georgia Council of Court Administrators, and other local and state agencies for the coordination of services and sharing of resources.

Researches and collaborates with partnering agencies and organizations to develop evidence-informed programs as required by state law to support the work of the Intake, Investigations, Field Operations, Child Welfare, Restorative Justice, JDAI and Special Juvenile Justice Programs Divisions, as well as the Juvenile Court's collaborative partners. This requires staying abreast of current and best practices in juvenile justice.

Co-Chairs the Policy Review Committee alongside the Director of Court Operations, in the development of Juvenile Court policies and practices. Is responsible for ensuring that the programs and methods utilized by the Juvenile Court are evidence based and in line with the best practices in juvenile justice.

Coordinates with collaborative partners, the research and development of grant applications and the management of grant-funded programs. Develops annual budgets and

manages monies received from outside funding streams including, but not limited to, supervision fees, Medicaid funding, and grants toward the treatment and supervision of children under the Juvenile Court's supervision.

Receives all invoices from vendors for services rendered to children under the jurisdiction of the Juvenile Court, verifies the services rendered, and processes said invoices for payment from the proper funding sources.

Prepares statistical reports and coordinates the development of the Juvenile Court's annual report, grant reports, and other documentation of the outcomes of Juvenile Court programs.

Serves as the public information officer and spokesperson for the Juvenile Court and responds to inquiries for data and the other forms of information from other agencies, organizations, the press, or interested individuals.

Coordinates with the heads of Juvenile Court divisions and collaborative partners to assess and identify staff training needs and develop a training program that helps keep Juvenile Court staff current on best practices in juvenile justice and child welfare. Seeks out and manages training opportunities for staff.

Coordinates requests for the use of the Juvenile Court's meeting and training spaces.

Manages and coordinates the JDAI technical assistance program, including but not limited to, developing the annual budget, coordinating technical assistance projects with requesting jurisdictions, and developing strategies for technical assistance on school-justice partnerships and JDAI.

ADDITIONAL FUNCTIONS

Serves as the Juvenile Court's liaison to the Criminal Justice Coordinating Council, Governor's Office for Children and Families, JDAI State Steering Subcommittee (Criminal Justice Reform Council), Clayton County Juvenile Justice Fund, Clayton County System of Care, and other collaborative bodies and programs.

Makes speeches and presentations regarding juvenile justice and court operations upon the request of the judiciary.

Attends various conferences as required by grantors and makes presentations as requested by grantors on Juvenile Court programs.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Bachelor's degree in public administration, criminal justice, or closely related field; Master's degree or certification in court administration preferred; supplemented by five (5) years previous experience and/or training that includes administrative duties in a supervisor or managerial capacity; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

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CLAYTON COUNTY
HUMAN RESOURCE

Comparison of Chief of Staff (old) and Director of Programs and Resource Development (new) Classifications

Chief of Staff (Old) Classification Summary	Director of Programs and Resource Development (New) Classification Summary
<ul style="list-style-type: none"> • Supervisory oversight of Court Operations, Field Operations, Child Welfare, Restorative Justice, Special Juvenile Justice Programs and Clerk of the Juvenile Court • Chairs the Policy Review Committee • Develops annual budget for expenditure of Supervision Fees • Manages supervision fee budget • Receives all medical bills and determines payment responsibility • Manages monies received from outside funding streams • Makes speeches and presentations on juvenile justice and court operations 	<ul style="list-style-type: none"> • Supervisory oversight of Restorative Justice, Juvenile Detention Alternatives Initiative, Grants and Staff Development, and Special Juvenile Justice Programs • Assists Director of Court Operations with the development of the annual juvenile court budget as it pertains to programs and staff development • Establishes and sustains collaborative relationships with juvenile justice stakeholders at the local, state and national levels • Researches and collaborates with partnering agencies to develop evidence-informed programs to support the work of the court and its collaborative partners • Develop grant application in support of the above; develops grant budgets; manages grant resources • Co-chairs the Policy Review Committee alongside the Director of Court Operations to develop policies and practices that reflect the best practices in juvenile justice and child welfare • Receives all invoices from vendors for services rendered to children under the court's jurisdiction; verifies and processes those invoices • Prepares statistical reports and coordinates the development of the juvenile court's annual report, grant reports and other documentation of the court's outcomes • Serves as the court's public information officer and spokesperson • Works with the Director of Court Operations to assess, identify and plan a training program for court staff • Manages the JDAI technical assistance program • Serves as the court's liaison to local and state juvenile justice agencies • Makes speeches and presentations on JDAI and other juvenile justice matters