

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting
7:00 P.M.

January 5, 2016

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 December 15, 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. PROCLAMATION: “Clayton County Recognizes Ms. Yulonda Darden Beauford for her service to Clayton County”. (Presented by Chairman Turner)
7. PRESENTATION: “Severe Weather Task Force Update”. (Presented by Fire Chief / EMA Director Landry Merkison)
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 Sole Source Award: SS#2015-15-28 Purchase of X26P Tasers and Accessories for the Police Department.** (\$66,616.73 / Taser International, located in Scottsdale, Arizona. Funding is available through the Police Department Other Minor Equipment Funds). As requested by the Police Department. Pursuant to Section 2-136 (7) of the Clayton County Code of Ordinances, General Purchasing Methods; Central Services must determine if other products or service providers can satisfy the procurement requirements before making a determination of sole source procurement. Sound procurement practice requires that sole source purchases be used when it is the only option and not as an attempt to contract with a favored service provider for a favored product. The Purchasing Agent requires all sole source providers to supply a letter stating that they are the sole source for a given product or service and why they are considered to be the sole source (technology, patents, etc.). All sole source

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purchases will be clearly defined when presented to the Clayton County Board of Commissioners.

2) **Recommendation for a Sole Source Award: SS#2015-25 Annual Subscription from Power DMS for the Police Department.** (\$11,878.17 / Power DMS, located in Orlando, Florida. Funding is available through the Police Department's General Funds). As requested by the Police Department. Pursuant to Section 2-136 (7) of the Clayton County Code of Ordinances, General Purchasing Methods; Central Services must determine if other products or service providers can satisfy the procurement requirements before making a determination of sole source procurement. Sound procurement practice requires that sole source purchases be used when it is the only option and not as an attempt to contract with a favored service provider for a favored product. The Purchasing Agent requires all sole source providers to supply a letter stating that they are the sole source for a given product or service and why they are considered to be the sole source (technology, patents, etc.). All sole source purchases will be clearly defined when presented to the Clayton County Board of Commissioners.

3) **Request for First Contract Amendment: RFP #14-61 Clayton County Juvenile Court Diversion Program, Clayton County, Georgia.** (\$100,000.00 / ENA, Inc. dba Necco, located in Jonesboro, Georgia. Funding is available through the Juvenile Court Services Juvenile Justice and Delinquency Prevention (JJDP) Grant). As requested by the Department of Juvenile Court. Pursuant to Section 2-136 (2) of the Clayton County Code of Ordinances, General Purchasing Methods; Clayton County utilizes the competitive sealed proposal method when the competitive sealed bid method is neither practical nor advantageous and when cost is not the primary consideration. The competitive sealed proposal method will be used when the costs of goods and services exceed \$25,000.00. All goods and services in the excess of \$25,000.00 are required to be purchased through the sealed proposal process, or negotiated by the Director of Central Services with full Board of Commissioners' approval. The Clayton County Board of Commissioners makes the final award for all non-budgeted proposals of \$35,000.00 and greater.

9. Consider requests of Renee Bright, Human Resources Director.

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting
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January 5, 2016

A G E N D A

- 1) Sheriff's Office requests to delete the Work Release Coordinator position (grade 26) in lieu of the Lieutenant position (grade 26) that was requested and approved on November 3, 2015.

- 2) Senior Services requests to delete the position of Health and Wellness Coordinator (grade 18) and add the position of Program Coordinator (grade 18).

10. Resolution 2016-1 - A Resolution providing for the designation of persons authorized to sign checks on the bank accounts of Clayton County.

Synopsis: This Resolution is a restatement of provisions contained in the Code of Clayton County regarding certain officials authorized to sign checks, drafts or other orders on accounts of Clayton County.

11. Resolution 2016-2 - A Resolution prescribing the depositories of public funds for Clayton County.

Synopsis: A Resolution that authorizes the Board of Commissioners to prescribe the depositories of public funds for Clayton County.

12. Resolution 2016-3 - A Resolution providing for the authorization of the Chief Financial Officer to deposit Clayton County funds into the Local Government Investment Pool.

Synopsis: This Resolution authorizes the Chief Financial Officer to make deposits or withdrawals of funds in the local government pool.

13. Resolution 2016-4 - A Resolution providing for the designation of persons authorized to sign checks on a bank account of Clayton County.

Synopsis: This Resolution is a restatement of applicable provisions contained within the Code of Clayton County regarding officials and those additional individuals within the District Attorney's Office authorized to sign checks on the Witness Transportation Arrangements Account.

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting
7:00 P.M.

January 5, 2016

A G E N D A

14. Resolution 2016-5 - A Resolution providing for the designation of the Vice-Chairman for the Board of Commissioners.

***Synopsis:** This Resolution will appoint a new Vice-Chairman as required at the start of each New Year.*

15. Resolution 2016-6 - A Resolution providing for the establishment and publication of qualifying fees for each county office to be filled in the upcoming primary and general election.

***Synopsis:** A Resolution providing for the establishment and publication of qualifying fees for each county office to be filled in the upcoming primary and general election by February 1, 2016.*

16. Resolution 2016-7 - A Resolution to establish Clayton County's support of House Bill 646.

***Synopsis:** House Bill 646 seeks to increase the Clayton County Superior Court Judges' salary by \$10,000.00.*

17. Resolution 2016-8 - A Resolution authorizing Clayton County to accept forfeited vehicles from Clayton County Police Department Drug Investigations.

***Synopsis:** A Resolution allowing acceptance of a 2002 GMC Denali Truck and a 1994 Lincoln Town Car.*

18. Resolution 2016-9 - A Resolution authorizing Clayton County to accept forfeited property pursuant to Superior Court Order 2014CV003889-5 for official use by the Clayton County Police Department.

***Synopsis:** A Resolution allowing acceptance of 27 chainsaws, 9 leaf blowers, 9 weed eaters, 2 generators, 7 air compressors, 3 trimmers, 1 impact wrench, 1 air hammer, 1 ratchet driver, 1 welder, 1 towpower, 11 pressure washers, 7 lawn mowers, 2 battery chargers, 7 saws, 2 edgers, 4 drills, 1 Hilti ramset, 1 Bosch blue box, 1 sander, 1 tiller, 1 wagon, and 1 scooter granted to the County pursuant to Court Order.*

CLAYTON COUNTY BOARD OF COMMISSIONERS

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January 5, 2016

A G E N D A

19. Resolution 2016-10 - A Resolution authorizing Clayton County to accept grant funds for tuition costs for attending National Drug Coordinator Training.

Synopsis: To accept grant funds from the State Justice Institute (SJI) in the amount of \$1,000.00 for Ms. Deborah Boddie to attend National Drug Court Coordinator Training, presented by the National Drug Court Institute (NDCI).

20. Resolution 2016-11 - A Resolution authorizing the acceptance of one condemned vehicle to be assigned to the Police Department Fleet in a manner as will be in the best interest of the County.

Synopsis: A Resolution allowing acceptance of a 2001 Dodge Caravan Van.

21. Resolution 2016-12 - A Resolution authorizing Clayton County to accept a donation of mattresses on behalf of the Clayton County Fire and Emergency Services Department.

Synopsis: A Resolution allowing acceptance of a donation of (175) Drive 15006 Inner Spring Mattresses from Mr. Kenneth J. McDaniel, Jr.

22. Resolution 2016-13 - A Resolution authorizing Clayton County to trade five (5) Glock Model 42, .380 Caliber handguns for the purpose of upgrading to five (5) Glock Generation 4 Model 43, 9 MM handguns for a net cost of \$1,047.50.

Synopsis: This Resolution allows the County to trade-in five (5) Glock Model 42, .380 Caliber handguns toward the purchase of five (5) new Glock Model 43, 9MM handguns for a net cost of \$1,047.59 to the County.

23. Order for Remission: State of Georgia vs. Jacquez Harris and Free At Last Bail Bonds.

Synopsis: An Order to pay Surety 95% of the bond amount under O.C.G.A § 17-6-72(e) (2) which will be 20,472.50.

CLAYTON COUNTY BOARD OF COMMISSIONERS

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January 5, 2016

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24. Appointment to the Library Board to fill the expiring term of Lashonda Dillard. The term is for three years expiring on February 1, 2019. (Full-Board Appointment)

EXECUTIVE SESSION –

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

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Regular Business Meeting
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HUMAN RESOURCES SUPPORTING DOCUMENTATION

BEGANS 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: **Sheriff's Office**

Phone: **(770) 477-3240** E-mail: **Renee.Bright@claytoncountyga.gov**
Example: (000) 000-0000 Example: john.doe@claytoncountyga.gov

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

FYE: **Select Agenda Meeting Date:**
FYE16 2015-12-29T14:00:00

Request Type:
Reorganization within Department

Purpose:
Correction to the Sheriff's Office reorganization request approved by the BOC on November 3, 2015, so the correct position is eliminated.

Rationale:
Correct the title of a position included in the November 3, 2015, request for elimination.

Facts:
On November 3, 2015, the BOC approved a request from the Sheriff's Office for reorganization. Included in the reorganization was a request to eliminate a Lieutenant's position. The elimination request should have been for the Work Release Coordinator position. The Lieutenant and Work Release Coordinator positions are the same pay grade.

Impact:
There is no additional impact. The positions are the same pay grade.

*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: **SO LR correction November 2015.pdf**

Alternate contact should be available to answer questions regarding your request.

Alternate Contact Name: **Shawn Southerland** Alternate Contact Phone: **(770) 477-4490**
Example: (000) 000-0000

Alternate Contact Email:
Shawn.Southerland@co.clayton.ga.us
Example: john.doe@claytoncountyga.gov

Comments:

Initiated Date:

12/17/2015

8:41:49 AM

Initiated By:

Renee Bright



Clayton County
SHERIFF'S OFFICE

Victor Hill
Sheriff

Shon S. Hill
Chief Deputy

J. Shawn Southerland
Assistant Chief Deputy

Oliver R. Hunter
Legal Advisor

Date: November 19, 2015
To: Renee Bright, Human Resources Director
From: J. Shawn Southerland
Reference: Recent Reorganization Request

Mrs. Bright, as you are aware, the Sheriff's Office recently requested to reorganize some positions within our personnel structure. This request was made through your office and presented to the Board of Commissioners for approval. Part of this request included the elimination of a Sheriff's Lieutenant. In an oversight on our part, we should have indicated the position to be eliminated was the Work Release Coordinator position. The pay, step and grade are the same for both positions. The Work Release Coordinator position has been used as a Lieutenant position (in lieu of) for approximately the last seven years. In the overall scheme of things, it makes no difference in the reorganization, as the positions and the amount of funds concerned are the same. This letter is just to clarify our intentions and to give you any information needed, should you have to clarify this to the Board of Commissioners.

Please let me know if there is anything else you need from our Office, in regards to this request.

Thanks in advance,

J. Shawn Southerland, Assistant Chief Deputy



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:	Senior Services
Phone:	E-mail:
(404) 569-6052	tori.strawtertanks@co.clayton.ga.us
<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	2015-12-29T14:00:00
Request Type:	
Additional Position(s)	
Purpose:	
Senior Services is requesting to delete the position of Health and Wellness Coordinator at Frank Bailey Senior Center and add the position of Program Coordinator, which is essential to the overall operation of the facility.	

Rationale:

The position of Health and Wellness Coordinator is not an essential position at FBSC based upon the job specification and the needs of the facility. The position is vacant at this time, as the incumbent was recently promoted to Senior Center Manager. By virtue of job description the purpose of a Health and Wellness Coordinator is to coordinate and implement health and wellness programs for the Senior Services Department, including required grant programs. This position was originally designed to meet the Health and Wellness needs of the department and not a specific facility. Also this position does not have any supervisory responsibilities associated with it or facility management responsibilities.

Facts:

The Program Coordinator serves as the "acting" manager of the facility in the Manager's absence. Without the position of a Program Coordinator at Frank Bailey Senior Center there will not be another Full-Time staff with supervisory responsibilities, facility management or programming experience. Which could pose a serious problem when the Manager of the facility is not on duty.

Impact:

There is no financial impact to the county as the positions are of the same grade and step.

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:	Senior Center Program Coordinator.doc Health and Wellness Coordinator.doc
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Alternate contact should be available to answer questions regarding your request.

Alternate Contact Name:	Alternate Contact Phone:
Mario Henson	(404) 895-9591
	<i>Example: (000) 000-0000</i>

Alternate Contact Email:
mario.henson@clayton.ga.us
Example: john.doe@claytoncountyga.gov

Comments:

Initiated Date:

12/17/2015

10:08:51 AM

Initiated By:

Tonette White

CLAYTON COUNTY, GEORGIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: HEALTH AND WELLNESS COORDINATOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to coordinate and implement health and wellness programs for the Senior Services department, including the required grant programs.

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.

Coordinates and implements evidenced-based health and wellness programs for senior patrons; teaches health, nutrition, and physical fitness classes for senior patrons; directs the development and implementation of health and wellness initiatives in the Aging Program per grant requirements and County specific events;

Confers with state and regional staff to ensure health and wellness program policies and procedures are applied.

Provide staff support to the Atlanta Regional Commission Life-long Community initiative; conducts health and wellness program evaluation and monitoring per the grant requirements.

Implement work-site wellness programs within the department; conduct mandatory in-service training for Aging staff; coordinates and monitor workshops for the Chronic Disease Self-Management Program per the ARC grant; implement the health preventative initiative at the Frank Bailey and J. Charley Griswell Senior Centers; coordinates community wide partners for implementation of health and wellness programs; assists administrator with budget preparations for supplies needed in health and wellness areas.

Performs marketing and media duties for the department programs; maintains records as follows: collects ARC specific data on programs, conducts pre and post test for all programs, prepares presentations to community agencies on the health and wellness programs; assists in preparing department brochures and flyers for classes; assist in locating special guest speakers for programs and events.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in a health, recreation, or related field; supplemented by three (3) years previous experience and/or training in work related to the Aging field; 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 may involve extended periods of time at a keyboard or work station. 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 (20-50 pounds).

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

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, humidity, or temperature extremes.

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.