

REGULAR MEETING
MONTGOMERY COUNTY COMMISSION

JULY 1, 2019

AGENDA

INFORMATION SESSION

Call to Order and Welcome at 8:00 a.m.

Prayer

Reports from Staff:

Administrator
Deputy Administrator
Chief Information and Technology Officer
County Engineer
Manager of Public Affairs
County Attorney

Comments from Scheduled Attendees:

Sheriff Derrick Cunningham
Director of Elections Darryl Parker
Chief Revenue Clerk Allyson Holland
Board Chair Charlotte Meadows with LEAD Academy
Senior Vice President of Corporate Development Ellen G. McNair with the Montgomery
Area Chamber of Commerce and Attorney Riley W. Roby with Balch & Bingham,
LLP

Recess to Formal Session

FORMAL SESSION

Welcome at 9:30 a.m.

Invocation by Commissioner Sankey

Pledge of Allegiance Led by Commissioner Singleton

Call of Roll to Establish Quorum

Comments from Citizens

Presentation of the Minutes of the Regular Meeting of June 17, 2019

CONSENT AGENDA:

Consider Authorization of Accounts Payable Checks and Payroll Checks

NEW BUSINESS:

1. Consider Adoption of Resolution Authorizing an Additional Expense Allowance of Five Hundred Dollars Per Month for Each Member of the Montgomery County Commission Effective July 1, 2019, County Commission
2. Consider Adoption of Resolution Authorizing Friday, July 5, 2019, as a Holiday for Montgomery County Employees, County Commission
3. Consider Authorization of Renewal of Memorandum of Agreement with The Moore-Zeigler Group, LLC, to Provide Contract Services concerning the Montgomery County Commission's Minority and Women-Owned Business Initiative, County Commission
4. Consider Authorization of Amendment Number 1 to Contract with Harrison and Associates, LLC regarding a One (1) Year Extension, Beginning September 1, 2019 and Ending August 31, 2020, and a 5% Price Increase for Landscape Maintenance at the Montgomery Industrial Park, Contract Number 51901-18B-024, Parks and Recreation Department
5. Consider Authorization to Recognize and Deny a Claim regarding Regina Thomas, County Commission
6. Consider Authorization of Miscellaneous Appropriations to Agencies, County Commission
7. Consider Authorization of Miscellaneous Appropriations to Education, County Commission
8. Consider Authorization of Miscellaneous Appropriations from Designated Revenue, County Commission
9. Consider Authorization of Budget Change Request Number 2, Board of Registrars
10. Consider Authorization of Budget Change Request Number 2, Community Corrections
11. Consider Authorization of Budget Change Request Number 2, Revenue Commissioner's Office
12. Consider Authorization of Budget Change Request Number 5, Sheriff's Office

13. Consider Authorization of Position Fill Requests – Detention Facility (3)
 - Corrections Officer Trainee, Position Number 500419146
 - Corrections Officer Trainee, Position Number 500419182
 - Detention Facility Supply Clerk, Position Number 500453108
14. Consider Authorization of Position Fill Request – Engineering Department (1)
 - County Road Equipment Operator I, Position Number 610551019
15. Consider Authorization of Position Fill Request – Purchasing Department (1)
 - Purchasing Manager, Position Number 270787055
16. Consider Authorization of Travel/Training Requests (5)

OLD BUSINESS:

17. Consider Authorization of Proposal from Questia Corps LLC for Stepping Up Innovator County Data Analysis Support, County Commission

Reports from Staff:

Deputy Administrator
County Attorney
County Engineer

Discussion Items by Commissioners

Adjourn

CALENDAR OF EVENTS

JULY 1, 2019

Regular County Commission Meeting
8:00 a.m. - Information Session
9:30 a.m. - Formal Session
After Conclusion of the Formal Session, an
Information Session will be conducted until 12:00 Noon

JULY 4, 2019

County Holiday (Independence Day)

JULY 12, 2019 – JULY 15, 2019

NACo Conference in Las Vegas, Nevada

JULY 22, 2019

Regular County Commission Meeting
8:00 a.m. - Information Session
9:30 a.m. - Formal Session
After Conclusion of the Formal Session, an
Information Session will be conducted until 12:00 Noon

AUGUST 5, 2019

Regular County Commission Meeting
Southlawn Baptist Church
5340 Mobile Highway
4:00 p.m. - Information Session
5:30 p.m. - Formal Session

AUGUST 19, 2019

Regular County Commission Meeting
8:00 a.m. - Information Session
9:30 a.m. - Formal Session
After Conclusion of the Formal Session, an
Information Session will be conducted until 12:00 Noon

SEPTEMBER 2, 2019

County Holiday (Labor Day)

SEPTEMBER 3, 2019

Regular County Commission Meeting
8:00 a.m. - Information Session
9:30 a.m. - Formal Session
After Conclusion of the Formal Session, an
Information Session will be conducted until 12:00 Noon

SEPTEMBER 16, 2019

Regular County Commission Meeting
8:00 a.m. - Information Session
9:30 a.m. - Formal Session
After Conclusion of the Formal Session, an
Information Session will be conducted until 12:00 Noon

AGENDA

JUL 01 2019
7-1-19 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 6-14-19

Check Number	To	Check Number
286818		286891
Total Checks Paid		\$1,188,120.76

INFORMATION PERTAINING TO PAYEES OF THE CHECKS AND AMOUNTS
PAID ARE MAINTAINED IN THE FINANCE DEPARTMENT IN THE ACCOUNTS
PAYABLE CHECK REGISTER

EFT's included in amount

AGENDA

7-1-19 Meeting JUL 01 2019

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 6-14-19

Check Number	To	Check Number
286892		286965
Total Checks Paid		\$479,535.80

INFORMATION PERTAINING TO PAYEES OF THE CHECKS AND AMOUNTS
PAID ARE MAINTAINED IN THE FINANCE DEPARTMENT IN THE ACCOUNTS
PAYABLE CHECK REGISTER

EFT's included in amount

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 6-21-19

Check Number	To	Check Number
287101		287143
Total Checks Paid		\$89,420.91

INFORMATION PERTAINING TO PAYEES OF THE CHECKS AND AMOUNTS
PAID ARE MAINTAINED IN THE FINANCE DEPARTMENT IN THE ACCOUNTS
PAYABLE CHECK REGISTER

POLL WORKERS – 286966-287100 = \$14,515.00

EFT's included in amount

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 6-21-19

Check Number	To	Check Number
287144		287218
Total Checks Paid		\$576,852.67

INFORMATION PERTAINING TO PAYEES OF THE CHECKS AND AMOUNTS
PAID ARE MAINTAINED IN THE FINANCE DEPARTMENT IN THE ACCOUNTS
PAYABLE CHECK REGISTER

EFT's included in amount

7/1/19 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING TRANSACTIONS WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED
6/21/19

Payroll Check Number	132387	To	Payroll Check Number	132459	\$	57,575.39
Direct Deposits					\$	909,551.45
Payroll Check Number	132460	To	Payroll Check Number	132476	\$	50,146.73
Direct Deposits					\$	604,129.60
Federal Deposits					\$	320,950.22
Total Payroll Paid					\$	1,942,353.39

INFORMATION PERTAINING TO PAYEES OF THE CHECKS AND AMOUNTS PAID
ARE MAINTAINED IN THE FINANCE DEPARTMENT IN THE PAYROLL CHECK REGISTER

Elton N. Dean, Sr.
CHAIRMAN

Ronda M. Walker
VICE CHAIRMAN

Daniel Harris, Jr.
Isaiah Sankey
Doug Singleton



Donald L. Mims, CPA, MPA
ADMINISTRATOR

Florence M. Cauthen
DEPUTY ADMINISTRATOR

AGENDA

JUL 01 2019

June 27, 2017

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Resolution Authorizing an Additional Expense Allowance for Each Member of
the Montgomery County Commission

The Montgomery County Commission, at its meeting on June 17, 2019, agreed to place on the next agenda a Resolution authorizing an additional expense allowance of five hundred dollars per month for each member of the Montgomery County Commission.

I am requesting approval of this item.

DLM/tn

Attachment

A COUNTY OLDER THAN THE STATE

1-1

RESOLUTION

WHEREAS, on May 24, 2019, Act #2019-262 was filed with the Alabama Secretary of State which provides for an additional expense allowance and salary for the members of the county commission; and,

WHEREAS, Section 1. (a) states, "Each member of the Montgomery County Commission, upon approval by the commission by a recorded roll call vote, shall receive an additional expense allowance in an amount of up to five hundred dollars (\$500) per month to be paid out of the county general fund. This expense allowance shall be in addition to any and all other compensation, salary, and expense allowances provided for by law"; and,

WHEREAS, Section 1. (b) states, "Effective commencing the next term of office after any expense allowance is approved by the county commission pursuant to subsection (a), the salary of the members of the county commission shall be increased by the amount of the expense allowance granted pursuant to subsection (a) and subsection (a) shall be null and void.";

NOW, THEREFORE, BE IT RESOLVED, that each member of the Montgomery County Commission shall receive an additional expense allowance in an amount of five hundred dollars (\$500) per month to be paid out of the county general fund. This expense allowance shall be in addition to any and all other compensation, salary, and expense allowances provided for by law. The \$500 per month expense allowance is to start effective July 1, 2019 and will be paid in the subsequent month.

We hereby certify that the above resolution was adopted by the Montgomery County Commission, on this, the 1st day of July, 2019.

Elton N. Dean, Sr., Chairman

Ronda M. Walker, Vice Chairman

Daniel Harris, Jr., Commissioner

Isaiah Sankey, Commissioner

Doug Singleton, Commissioner

ACT #2019-262

1 HB208
2 196223-2
3 By Representative Lawrence (N & P)
4 RFD: Montgomery County Legislation
5 First Read: 19-MAR-19



1
2 ENROLLED, An Act,

3 Relating to Montgomery County; providing for an
4 additional expense allowance and salary for the members of the
5 county commission.

6 BE IT ENACTED BY THE LEGISLATURE OF ALABAMA:

7 Section 1. (a) Each member of the Montgomery County
8 Commission, upon approval by the commission by a recorded roll
9 call vote, shall receive an additional expense allowance in an
10 amount of up to five hundred dollars (\$500) per month to be
11 paid out of the county general fund. This expense allowance
12 shall be in addition to any and all other compensation,
13 salary, and expense allowances provided for by law.

14 (b) Effective commencing the next term of office
15 after any expense allowance is approved by the county
16 commission pursuant to subsection (a), the salary of the
17 members of the county commission shall be increased by the
18 amount of the expense allowance granted pursuant to subsection
19 (a) and subsection (a) shall be null and void.

20 Section 2. This act shall become effective
21 immediately following its passage and approval by the
22 Governor, or its otherwise becoming law.

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Mac McClatchey

Speaker of the House of Representatives

[Signature]

President and Presiding Officer of the Senate

House of Representatives

I hereby certify that the within Act originated in
and was passed by the House 09-APR-19.

Jeff Woodard
Clerk

Senate

15-MAY-19

Passed

Became law without
Governor's signature

APPROVED _____

TIME _____

GOVERNOR

Alabama Secretary Of State

Act Num....: 2019-262
Bill Num....: H-208

Recv'd 05/24/19 09:03amSLF

NSOR 53 DIST. NO.

ansor # 69
SPONSORS

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DATE: 3-19 2019
RD 1 RFD

REPORT OF STANDING COMMITTEE
This bill having been referred by the House to its standing committee on Montgomery County was acted upon by such committee in session, and returned therefrom to the House with the recommendation that it be Passed w/amend(s) w/sub this 4th day of April 2019
Paul McKinney Chairperson

DATE: 4-4 2019
RF RD 2 CAL

DATE: 20
RE-REFERRED RE-COMMITTED
Committee

I hereby certify that the Resolution as required in Section C of Act No. 81-889 was adopted and is attached to the Bill, HB 208
YEAS 46 NAYS 0
JEFF WOODARD, Clerk

RECONSIDERED YEAS NAYS
DATE: 4-12 2019
RD 1 RFD

This Bill was referred to the Standing Committee of the Senate on LL#1 and was acted upon by such Committee in session and is by order of the Committee returned therefrom with a favorable report w/amd(s) w/sub w/eng sub by a vote of yeas nays abstain this 2nd day of May 2019
Jeff Harris Chairperson

DATE: 5-2 2019
RF RD 2 CAL

I hereby certify that the Resolution as required in Section C of Act No. 81-889 was adopted and is attached to the Bill, HB 208
YEAS 24 NAYS 0
PATRICK HARRIS, Secretary

DATE: 5-15-19 RD 3 at length
PASSED PASSED AS AMENDED
YEAS 25 NAYS 0
And was ordered returned forthwith to the House.
PATRICK HARRIS, Secretary

DATE: 20
INDEFINITELY POSTPONED YEAS NAYS
DATE: 20

Elton N. Dean, Sr.
CHAIRMAN

Ronda M. Walker
VICE CHAIRMAN

Daniel Harris, Jr.
Isaiah Sankey
Doug Singleton



Donald L. Mims, CPA, MPA
ADMINISTRATOR

Florence M. Cauthen
DEPUTY ADMINISTRATOR

AGENDA

JUL 01 2019

June 27, 2017

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Resolution Authorizing Friday, July 5, 2019, as a Holiday for Montgomery County Employees

The Montgomery County Commission, at its meeting on June 17, 2019, agreed to place on the next agenda a Resolution Authorizing Friday, July 5, 2019, as a Holiday for Montgomery County Employees.

I am requesting approval of this item.

DLM/tn

Attachment

A COUNTY OLDER THAN THE STATE

RESOLUTION

WHEREAS, Alabama Code § 11-1-8 provides that the County Commission of any county in the State of Alabama may by resolution authorize the offices of the officials of the county located in the county courthouse or other county building to be closed all day one weekday or any portion thereof of each week in addition to legal holidays; and,

WHEREAS, the Montgomery County Commission wishes to close the county courthouse on Friday, July 5, 2019, to allow county employees to spend time with their families;

NOW, THEREFORE, BE IT RESOLVED, that the Montgomery County Commission does hereby authorize the closing of the Montgomery County Courthouse and all county offices on Friday, July 5, 2019.

I hereby certify that the above resolution was adopted by the Montgomery County Commission, on this, the 1st day of July 2019.

ATTEST:

Elton N. Dean, Sr., Chairman
Montgomery County Commission

Donald L. Mims, Administrator

OFFICE OF THE GOVERNOR



KAY IVEY
GOVERNOR

STATE CAPITOL
MONTGOMERY, ALABAMA 36130

(334) 242-7100
FAX: (334) 242-3282

STATE OF ALABAMA

MEMORANDUM

TO: All State Department Heads

FROM: Governor Kay Ivey *Kay Ivey*

DATE: June 12, 2019

SUBJECT: Holiday Notice

I have authorized Friday, July 5, 2019, as a holiday for state employees. All state offices will be closed on that date, except those in areas where it is essential to maintain personnel. If it is necessary for any employee to work on that day, they should be allowed time off as soon thereafter as possible.

Elton N. Dean, Sr.
CHAIRMAN

Ronda M. Walker
VICE CHAIRMAN

Daniel Harris, Jr.
Isaiah Sankey
Doug Singleton



Donald L. Mims, CPA, MPA
ADMINISTRATOR

Florence M. Cauthen
DEPUTY ADMINISTRATOR

AGENDA

JUL 01 2019

June 27, 2017

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Renewal of Memorandum of Agreement with The Moore-Zeigler Group, LLC

The Montgomery County Commission, at its meeting on June 17, 2019, agreed to place on the next agenda the renewal of a Memorandum of Agreement with The Moore-Zeigler Group, LLC, to provide contract services concerning the Montgomery County Commission's Minority and Women-Owned Business Initiative.

I am requesting approval of this item.

DLM/tn

Attachment

A COUNTY OLDER THAN THE STATE

The Montgomery County Commission

THE SMALL AND MINORITY BUSINESS SUPPORT INITIATIVE PROGRAM

**MEMORANDUM OF AGREEMENT
TO
PROVIDE CONTRACT SERVICES**

This Memorandum of Agreement between The Montgomery County Commission and the Moore-Zeigler Group, LLC, a contract services provider has an effective start date of July 1, 2019 and an ending date of June 30, 2020. During the period of the agreement Moore-Zeigler Group, LLC agrees to provide, at a rate of \$3,500.00 per month, not to exceed a total cost of \$42,000.00, the following services to the Montgomery County Commission

- **To serve as Program Manager** to implement the Small and Minority Business Support Initiative Program.
- **Develop Activities for Capacity Building** to assist the small minority business owners in developing additional job scopes and capabilities.
- **Coordinate Montgomery County Purchasing Department** to understand county procedures and to participate in distribution of bids.
- **Provide access to an updated database (DBENetworks)** of small minority businesses selected to participate in the program.
- **Ensure that accurate and current files and records of participants** are created and oversee the preparation and submission of appropriate reports of the progress and status of the program.

Performance Goals

The specific goals of the program are:

1. Increase the number of county contracts awarded to small and minority business firms by providing them with the tools and resources they need to enhance their favorability with prime contractors.
2. Utilizing these tools and resources to provide assistance to small and minority-owned firms in gaining access to capital through community and regional banks and financial institutions and acquiring bonding and insurance.
3. Provide job opportunities by matching the need for workers with prime contractors and large non-minority sub-contractors who have a past history of utilizing small minority-owned businesses as sub-contractors.
4. Implement a business development component to assist individual small minority-owned businesses to become more versatile by increasing their capabilities into areas related to, or that will enhance their main specialty allowing them to be more attractive to the prime contractors when selecting a sub-contractor.

Monitoring and Evaluation:

MZG will provide to the County a Quarterly written report detailing all activities performed on the County's behalf MZG will solicit feedback from the County as to any specific area or direction the County wishes to have addressed and request an evaluation of those activities from the County relative to the effectiveness all MZG activities.

Final Report:

Moore-Zeigler Group will provide to the County, a final detailed report at the completion of the 12-month period. The report will be submitted to the County 60 days after contract after the period is completed.

The Moore-Zeigler Group, LLC, fully understands that the \$3,500.00 per month fee covers all consultant costs to include, but are not limited to, food, lodging, travel, parking or the purchase of administrative supplies

DISPUTE RESOLUTION: If a dispute arises out of or relates to this agreement or its breach, the parties shall endeavor to settle the dispute first through direct discussion and negotiations. If the dispute cannot be settled through direct discussions or negotiations, the parties shall endeavor to settle the dispute by non-binding mediation. The location of the mediation shall be Montgomery, Alabama. Either party may terminate the mediation at any time after the session, but the decision to terminate must be delivered in person to the other party and the mediator. Engaging in mediation is a condition precedent to any other form of binding dispute resolution. If the parties cannot agree on a mutual resolution then any disputes not resolved by mediation shall be decided in the Circuit Court of Montgomery County, Alabama and governed by the laws of the State of Alabama between the Montgomery County Commission and The Moore-Zeigler Group, LLC.

Both, The Montgomery County Commission and The **Moore-Zeigler Group, LLC** concur that his agreement in no way represents full-time or permanent employment, nor does the contract services provider have a claim or right to any benefits paid to any employee of the Montgomery County Commission. The consultant is engaged as an Independent contractor and is not eligible for fringe benefits including retirement, medical insurance, FICA matching contributions, etc. with the County of Montgomery. Both parties understand that this agreement represents a contract relationship and that the contract service provider is fully responsible for paying their own taxes.

Carmen Moore-Zeigler
Moore-Zeigler Group LLC.

Elton N. Dean Sr.
Chairman,
Montgomery County Commission

Date

Date

AGENDA

JUL 01 2019

MEMORANDUM

TO: Donald L. Mims, County Administrator
FROM: Myrtle Singleton, Purchasing Manager *MS*
DATE: June 11, 2019
RE: Contract No. 51901-18B-024
Landscape at Montgomery Industrial Park

I request that the attached Amendment No. 1 to Harrison and Associates, LLC contract for landscape maintenance services at Montgomery Industrial Park be considered for approval on a future agenda.

Amendment No. 1 will allow the contract to be extended for one (1) year, beginning September 1, 2019 and ending on August 31, 2020.

Harrison and Associates, LLC would like to increase prices by 5% in accordance with the terms of the contract. All other provisions of the contract shall remain the same.

This contract extension has been coordinated with James Williams, Parks and Recreation Director.

Attachment

**Montgomery County Commission
Purchasing Department
P. O. Box 1667
Montgomery, AL 36102**

Amendment
To
Contract # 51901-18B-024

Amendment No. 1

Contract with Harrison and Associates, LLC for landscape maintenance at Montgomery Industrial Park, is hereby extended for one (1) year, beginning September 1, 2019 and ending August 31, 2020.

Prices will increase 5%, in accordance with the contract.

All other provisions of the contract remain the same.

WITNESS:

HARRISON AND ASSOCIATES, LLC

BY: _____

TITLE: _____

WITNESS:

MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____

Elton N. Dean, Sr.
CHAIRMAN

Ronda M. Walker
VICE CHAIRMAN

Daniel Harris, Jr.
Isaiah Sankey
Doug Singleton



Donald L. Mims, CPA, MPA
ADMINISTRATOR

Florence M. Cauthen
DEPUTY ADMINISTRATOR

AGENDA

JUL 01 2019

June 27, 2019

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Recognize and Deny Claim Filed by Regina Thomas

The Montgomery County Commission, at its meeting on June 17, 2019, agreed to place on the next agenda consideration to recognize and deny a Claim filed by Raymond J. (Ray) Hawthorne, Jr., on behalf of Regina Thomas.

I am requesting that the Commission approve this item.

DLM/tn

Attachments

A COUNTY OLDER THAN THE STATE

5-1



Haskell Slaughter Gallion & Walker, LLC
242 Winton M. Blount Loop
Montgomery, Alabama 36117
t. 334.265.8573 | f. 334.264.7945

MEMORANDUM

June 12 2019

To: Donnie Mims
From: Thomas T. Gallion, III
Re: Regina Thomas

1-16

I have reviewed the claim Regina Thomas and the letter from Attorney Raymond J. (Ray) Hawthorne, Jr., including accident report. The letter references that his client collided with a city employee. It is my opinion that this is not the responsibility of Montgomery County.

I recommend that this claim be recognized and denied at the next commission meeting.

50051-317



Alexander Shunnarah

PERSONAL INJURY ATTORNEYS



June 4, 2019

SENT CERTIFIED MAIL ONLY

County of Montgomery

County Commission: Donald L. Mims - Administrator

101 South Lawrence Street

Montgomery, AL 36104

RE: Regina Thomas

Dear Ms. Blalock,

This letter is to advise the County of Montgomery that my firm has been retained by Regina Thomas to represent her in connection with injuries she sustained in an automobile collision on March 21, 2019. On or about March 21, 2019, my client was lawfully traveling South on Hull Street. As Ms. Thomas approached the intersection of Hull Street and Adams Avenue with a green traffic light, a City of Montgomery employee who was operating an Airport Authority vehicle, negligently and unlawfully accelerated through said intersection, while having a red traffic light. As a result of his failure to stop, the City of Montgomery employee collided with Ms. Thomas' vehicle, causing property damage to her vehicle, and my client suffered serve bodily injury. Ms. Thomas is currently treating for the injuries she sustained as a result of the collision.

Because a potential party in this case is the County of Montgomery, it is required that I put this entity on notice of the aforementioned claims within six (6) months from the date of the incident. §§ 11-47-23 and 11-47-192 *Code of Alabama* (1975). A notice of claim to the County of Montgomery will be provided at a later time. Please take reasonable steps to preserve any surveillance videos that captured the incident and/or any incident reports made. I appreciate the anticipated attention you will give this matter.

Please let this letter serve to put you on notice to preserve and maintain any and all documents, records, recordings (audio and/or video), papers, or the like, to include but not limited to dispatch logs, police reports, internal investigation documents, vehicle maintenance records, drug tests, driver's employment file, names/dates/addresses/contact information for other parties involved in the reference collision, etc. for the date of March 21, 2019.

In addition, please also preserve and maintain any/all tachograph instrument, black box, or Electronic Control Module, including, but not limited to documents generated from the GPS System (Global Positioning System) or any other device or computer program that tracks the location of the vehicle utilized in the vehicle driven by Arthur Curtis Gaston and any other

Alexander Shunnarah

Darold A. Mathews
M. Logan Doss
Tia M. Kennedy
Benjamin E. Harrelson
Brandon T. Bishop
J. Stuart McAtee
Thanasis Nicolau
Craig P. Niedenthal¹
Sara L. Williams
T. Brian Hoven
Andrew J. Moak
Jason A. Shamblyn
Kris D. Burbank
D. Kevin Barnes
Steven P. Smith
David L. Graves¹
Isaac Roitman
J. Culpepper Sawyer, III
Rosemary N. Alexander²
Bradford T. Walden
Heidi A. DiLorenzo
Kevin Ritchey
Ryan T. Charles
Travis G. McKay, Jr.¹
J. Ross Massey
Angela G. Graugnard
J. Curry Robertson
Jonathan W. Cooner
J. Bryant Hornsby
Garrett Dennis

Chuck Thomas
Thomas J. Moore
Alyssa Noles Daniels
C. Todd Buchanan
Andrew R. Schwartz
Michael S. Shunnarah
Mark A. English
Jonathan B. Metz
Amanda K. Terry
Leia T. Leonard
Paul A. Spina, III
John B. Welsh
Stephanie Balzli

Huntsville Office
C. Anthony Graffeo
Of Counsel
Montgomery Office
Raymond J. Hawthorne, Jr.
Of Counsel
Prattville Office
Chip Cleveland
Of Counsel
Selma Office
Thomas C. Atchison

Aubrey J. Holloway
Managing Attorney

¹Also member TN bar
²Also member GA bar
³Also member FL & TN bar

5-3

documents generated from the fleet management software programs utilized by the County of Montgomery.

Sincerely,



Raymond J. (Ray) Hawthorne, Jr.

Telephone: (334) 676-3313

Facsimile: (334) 416-8268

Email: ray@clevelandriddle.com

RJH/sr

Enclosure:

- Accident Report

Elton N. Dean, Sr.
CHAIRMAN

Ronda M. Walker
VICE CHAIRMAN

Daniel Harris, Jr.
Isaiah Sankey
Doug Singleton



Donald L. Mims, CPA, MPA
ADMINISTRATOR

Florence M. Cauthen
DEPUTY ADMINISTRATOR

June 11, 2019

MEMORANDUM

TO: Thomas T. Gallion, III
County Attorney

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Regina Thomas

Today, I received the attached letter from Attorney Raymond J. (Ray) Hawthorne, Jr., with Alexander Shunnarah regarding an accident involving his client, Regina Thomas, and a City of Montgomery employee.

Please review and advise by Friday, June 14, 2019 as to what action, if any, the County Commission should take regarding this matter.

As always, thank you for your assistance.

DLM/tn

Attachment

A COUNTY OLDER THAN THE STATE

• MISCELLANEOUS APPROPRIATIONS TO AGENCIES - Meeting Date: 7/1/19 - CODE: 001-59320.498

Contract Number	Organization	Description of Program	Harris	Dean	Walker	Sankey	Singleton	TOTAL
Starting Balance			19,100	17,667	0	1,150	250	38,167
NC-2019-80	City of Montgomery, BONDS	Halcyon Oaks Association for National Night-Out					200	200
	Total Appropriations 7/1/19		0	0	0	0	200	200
	APPROPRIATED BUDGET BALANCE		19,100	17,667	0	1,150	50	37,967
	Administrator	Date						

6-1

AGENDA
JUL 01 2019

• MISCELLANEOUS APPROPRIATIONS TO EDUCATION - Meeting Date: 7/1/19 - CODE: 001-59320.494								
Contract Number	Organization	Description of Program	Harris	Dean	Walker	Sankey	Singleton	TOTAL
Starting Balance			7,100	33,800	59,500	26,000	30,206	156,606
BOE-2019-63	Wares Ferry Road Elementary	Upgrade Marquee				10,000		10,000
								0
								0
		Total Appropriations 7/1/19	0	0	0	10,000	0	10,000
		APPROPRIATED BUDGET BALANCE	7,100	33,800	59,500	16,000	30,206	146,606
	Administrator	Date						

• MISCELLANEOUS APPROPRIATIONS FROM DESIGNATED REVENUE - Meeting Date: 7/1/19 - CODE: 001-59320.450

Contract Number	Organization	Description of Program	Joint	Infrastructure	Harris	Dean	Walker	Sankey	Singleton	TOTAL
Starting Balance			0	214,267	107,500	43,701	106,873	113,860	81,630	667,831
**DR-C-2019-91	RESCIND: Reaching the Masses Outreach Ministries	RESCIND: Operational Expenses				-2,000				-2,000
DR-C-2019-92	Pens Up-Guns Down	Youth Programs regarding "Education Over Violence"							1,000	1,000
DR-C-2019-93	Montgomery Community Action Agency	Community Service Programs							5,000	5,000
DR-C-2019-94	Montgomery Area Council on Aging	Meals on Wheels Program							5,000	5,000
DR-C-2019-95	Connecting the Body of Christ Fellowship, Inc.	Youth Programs to include Ramer Field Day							2,500	2,500
DR-C-2019-96	Montgomery Gray Girls Softball League, a Division of Dixie Youth Baseball	Travel Costs for State Tournament					2,000		2,000	4,000
DR-C-2019-97	Alabama Empowerment Coalition	Youth Boxing						1,500		1,500
DR-NC-2019-29	Montgomery Housing Authority	Richardson Terrace for Senior Program							500	500
DR-NC-2019-30	City of Montgomery, BONDS	Carol Villa Civic Association for Neighborhood Sign					2,000			2,000
DR-NC-2019-31	City of Montgomery, BONDS	Dalraida Community Association					300			300
DR-NC-2019-32	City of Montgomery, BONDS	North Montgomery Neighborhood Alliance for Historical Preservation and Neighborhood Restoration						5,500		5,500
DR-NC-2019-33	City of Montgomery, BONDS	Brookview Neighborhood Association for Community Enhancement						1,000		1,000
			0	0	0	-2,000	4,300	8,000	16,000	26,300
	Total Appropriations 7/1/19		0	214,267	107,500	45,701	102,573	105,860	65,630	641,531
	APPROPRIATED BUDGET BALANCE									
	Administrator	Date								

8-1

AGENDA
JUL 01 2019

MONTGOMERY COUNTY COMMISSION
BUDGET CHANGE REQUEST
Request Number: 2

AGENDA

JUL 01 2019

DEPARTMENT: Board of Registrars REQUESTED BY: Cindy Sahlie 6/26/19
Elected Official/Dept. Head Date

FINANCE REVIEW: REVIEWED BY: Sherrill Thomas 6/26/19
Finance Director Date

COMMISSION APPROVAL PROCESSING: Briefing Memo ☐
Agenda ☒

COUNTY COMMISSION APPROVAL: _____
Administrator Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Office Supplies	001-51920.211	2,600	5,000	7,600
Postage	001-51920.252	22,650	(5,000)	17,650
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		\$ 25,250	\$ 0	\$ 25,250

JUSTIFICATION: Realign the budget to cover needed supplies and office equipment for our office.

**MONTGOMERY COUNTY COMMISSION
BUDGET CHANGE REQUEST**

Request Number: 2

AGENDA

JUL 01 2019

DEPARTMENT: Revenue Commissioner's Office REQUESTED BY: Janet Buskey 6/19/19
Elected Official/Dept. Head Date

FINANCE REVIEW: REVIEWED BY: Sherrill Thomas 6/24/19
Finance Director Date

COMMISSION APPROVAL PROCESSING: Briefing Memo ☐
Agenda ☒

COUNTY COMMISSION APPROVAL: _____
Administrator Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Advertising	001-51500.253	7,000	(3,500)	3,500
Contract Services	001-51500.304	5,000	200	5,200
Travel - Registration & Training	001-51500.265	9,000	3,300	12,300
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		\$ 21,000	\$ 0	\$ 21,000

JUSTIFICATION: Realign budget to cover cost of Dominion Legacy (Tax Sale auction) contract and to fund educational classes for new staff members.

11-1

**MONTGOMERY COUNTY COMMISSION
BUDGET CHANGE REQUEST**

Request Number: 5

AGENDA

JUL 01 2019

DEPARTMENT: Sheriff's Office REQUESTED BY: D. Cunningham 6/25/19
Elected Official/Dept. Head Date

FINANCE REVIEW: REVIEWED BY: Sherrill Thomas 6/25/19
Finance Director Date

COMMISSION APPROVAL PROCESSING: Briefing Memo ☐
Agenda ☒

COUNTY COMMISSION APPROVAL: _____
Administrator Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Repair/Main Misc.	001-52110.242	13,100	(620)	12,480
Dumpster Service	001-52110.248	700	620	1,320
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		\$ 13,800	\$ 0	\$ 13,800

JUSTIFICATION: Budget adjustment to cover dumpster service for remaining FY.

POSITION FILL REQUEST- BUDGETED VACANCY

JUL 01 2019

DEPARTMENT: M. C. Sheriff's Office - Detention Facility
 DEPARTMENT HEAD: Derrick Cunningham, Sheriff
 SUPERVISOR: Sonja Pritchett, Colonel

POSITION INFORMATION:

Position Title Corrections Officer Trainee
 Position Number 500419146(Replace B. Davis)
 Pay Grade PCT Pay Range \$31,299
 Proposed Effective Date July15, 2019
 Type of Hire (☒) New (☐) Promotional
 Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Derrick Cunningham Date June 24, 2019
 Department Head

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

LisaHerring Date 06/25/2019
 Employee Benefit Manager

Sherrill Thomas Date 6/25/2019
 Finance Director

ADMINISTRATIVE APPROVAL:

 County Administrator Date _____

POSITION FILL REQUEST- BUDGETED VACANCY

JUL 01 2019

DEPARTMENT: M. C. Sheriff's Office - Detention Facility
 DEPARTMENT HEAD: Derrick Cunningham, Sheriff
 SUPERVISOR: Sonja Pritchett, Colonel

POSITION INFORMATION:

Position Title Corrections Officer Trainee
 Position Number 500419182(Replace P. Reed)
 Pay Grade PCT Pay Range \$31,299
 Proposed Effective Date July15, 2019
 Type of Hire (☒) New (☐) Promotional
 Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Derrick Cunningham

Department Head

Date June 24, 2019

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring

Employee Benefit Manager

Date 6/25/2019

Sherrill Thomas

Finance Director

Date 6/25/2019

ADMINISTRATIVE APPROVAL:

 County Administrator

Date _____

POSITION FILL REQUEST- BUDGETED VACANCY

JUL 01 2019

DEPARTMENT: M. C. Sheriff's Office - Detention Facility
 DEPARTMENT HEAD: Derrick Cunningham, Sheriff
 SUPERVISOR: Sonja Pritchett, Colonel

POSITION INFORMATION:

Position Title Detention Facility Supply Clerk
 Position Number 500453108(Replace B. Williams)
 Pay Grade A03 Pay Range \$25,630 - \$38,294
 Proposed Effective Date July 15, 2019
 Type of Hire (☒) New (☐) Promotional
 Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Derrick Cunningham Date June 21, 2019
 Department Head

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring Date June 21, 2019
 Employee Benefit Manager

Sherrill Thomas Date 6/24/2019
 Finance Director

ADMINISTRATIVE APPROVAL:

 County Administrator Date _____

JUL 01 2019

POSITION FILL REQUEST- BUDGETED VACANCY

DEPARTMENT: Montgomery County Engineering D1
DEPARTMENT HEAD: George Speake
SUPERVISOR: Andrew McCall

POSITION INFORMATION:

Position Title County Road Equipment Operator I
Position Number 610551019 - Replacing J.Whatley
Pay Grade S04-1 Pay Range 26,096 - 38,992
Proposed Effective Date July 15, 2019
Type of Hire (☒) New (☐) Promotional
Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

George Speake Date June 26, 2019
Department Head

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring Date 06/26/2019
Employee Benefit Manager

Sherrill Thomas Date 6/26/2019
Finance Director

ADMINISTRATIVE APPROVAL:

County Administrator Date _____

POSITION FILL REQUEST- BUDGETED VACANCY

JUL 01 2019

DEPARTMENT: Purchasing
 DEPARTMENT HEAD: Sherrill Thomas
 SUPERVISOR: Sherrill Thomas/Florence Cauthen

POSITION INFORMATION:

Position Title Purchasing Manager
 Position Number 270787055
 Pay Grade A10 Pay Range \$56,189-\$83,951
 Proposed Effective Date September 1, 2019
 Type of Hire (☒) New (☐) Promotional
 Type of Appointment (☒) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Sherrill Thomas
 Department Head

Date 6/26/2019

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring
 Employee Benefit Manager

Date 6/26/2019

Sherrill Thomas
 Finance Director

Date 6/26/2019

ADMINISTRATIVE APPROVAL:

 County Administrator

Date _____

Montgomery County Commission
Travel / Training Request Approval
Request # 40

AGENDA

JUL 01 2019

Date: May 31, 2019
To: Donald L. Mims, Administrator
From: Sheriff Derrick Cunningham
Re: Approval for the following travel:

Destination: Washington, DC
Departure Date: 11.05.2019 Return Date: 11.09.2019
Conference Leave (Days / Hours): 4 Days
Purpose of Travel: attend 2019 GPA Annual Conference

Traveler (s) Name: 1. Regina Walker 4. _____
2. _____ 5. _____
3. _____ 6. _____

Check Mode of Transportation: County Vehicle ☐ Commercial Air ☒
Private Vehicle ☐ Other (Specify) ☐

Total (est.) Cost: \$2,475.00 Advance Registration Required: \$550.00

Department Name: Montgomery County Sheriff's Office Fund Name: 001-52110.265

Additional Comments: _____
ALL EXPENSES WILL BE INCURRED IN THE 2020 BUDGET

To: Sheriff Derrick Cunningham

From: Donald L. Mims, Administrator

The above request is app. 7/1/19 reimbursement of actual and necessary expenses in the
approximate amount of \$2,475.00 and advance registration of \$550.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-52110.265</u> (ex: 000-00000-000)
Description:	<u>Registration and Training</u>
Current Budget:	<u>\$40,000.00</u>
Approved Requests:	<u>\$36,525.00</u>
Budget Available:	<u>\$3,475.00</u>
Current Requests:	<u>\$0.00</u>
Budget Balance:	<u>\$3,475.00</u>

Donald L. Mims, Administrator



Reviewed by: S. Thoms

Date: 5/31/2019

cc: Finance Director / Buyer

16-1

Montgomery County Commission
Travel / Training Request Approval
Request # 43

AGENDA

JUL 01 2019

Date: June 21, 2019
To: Donald L. Mims, Administrator
From: Sheriff Derrick Cunningham
Re: Approval for the following travel:

Destination: New Orleans, Louisiana
Departure Date: September 28, 2019 Return Date: October 2, 2019
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: attend GIS-PRO Conference

Traveler (s) Name: 1. April Griffin 4. _____
2. _____ 5. _____
3. _____ 6. _____

Check Mode of Transportation: County Vehicle ☒ Commercial Air ☐
Private Vehicle ☐ Other (Specify) ☐

Total (est.) Cost: \$1,800.00 Advance Registration Required: \$475.00

Department Name: Montgomery County Sheriff's Office Fund Name: 784-51986.265

Additional Comments: _____

To: Sheriff Derrick Cunningham
From: Donald L. Mims, Administrator

The above request is app. 7/1/19 reimbursement of actual and necessary expenses in the
approximate amount of \$1,800.00 and advance registration of \$475.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>784-51986.265</u> (ex: 000-00000-000)
Description:	<u>Registration and Training</u>
Current Budget:	<u>\$6,000.00</u>
Approved Requests:	<u>\$199.11</u>
Budget Available:	<u>\$5,800.89</u>
Current Requests:	<u>\$1,800.00</u>
Budget Balance:	<u>\$4,000.89</u>

Donald L. Mims, Administrator


Reviewed by: S. Thomas
Date: 6/24/2019
cc: Finance Director / Buyer

16-2

Montgomery County Commission
Travel / Training Request Approval
Request # 44

AGENDA

JUL 01 2019

Date: June 27, 2019
To: Donald L. Mims, Administrator
From: Sheriff Derrick Cunningham
Re: Approval for the following travel:

Destination: Orange Beach, AL
Departure Date: 08.20.2019 Return Date: 08.22.2019
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: attend ACCA Conference

Traveler (s) Name: 1. Myrtle Singleton 4. _____
2. _____ 5. _____
3. _____ 6. _____

Check Mode of Transportation: County Vehicle ☒ Commercial Air ☐
Private Vehicle ☐ Other (Specify) ☐

Total (est.) Cost: \$400.00 Advance Registration Required: \$215.00

Department Name: Montgomery County Sheriff's Office Fund Name: 001-52110.265

Additional Comments: _____

To: Sheriff Derrick Cunningham
From: Donald L. Mims, Administrator

The above request is app. 7/1/19 reimbursement of actual and necessary expenses in the
approximate amount of \$400.00 and advance registration of \$215.00 is authorized.

To be completed by the Finance Department		
Fund Code:	<u>001-52110.265</u>	(ex: 000-00000-000)
Description:	<u>Registration and Training</u>	
Current Budget:	<u>\$40,000.00</u>	
Approved Requests:	<u>\$39,409.46</u>	
Budget Available:	<u>\$590.54</u>	
Current Requests:	<u>\$400.00</u>	
Budget Balance:	<u>\$190.54</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 6/27/2019

cc: Finance Director / Buyer

16-3

Montgomery County Commission
Travel / Training Request Approval
Request # 12

AGENDA

JUL 01 2019

Date: June 26, 2019
To: Donald L. Mims, Administrator
From: Terri Henderson, Revenue Manager
Re: Approval for the following travel:

Destination: Pelham, AL
Departure Date: 08/23/2019 Return Date: 08/23/2019
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: Attend ASCPA 1-Day CPE "Sales and Use Tax Workshop 078" in Pelham, AL.
Course Qualifies For 8 CPE Hours Toward CRE 2018 Certification Requirement.

Traveler (s) Name: 1. RoShonda Moultrie 4. _____
2. Te'Rea Smith 5. _____
3. _____ 6. _____

Check Mode of Transportation: County Vehicle ☐ Commercial Air ☐
Private Vehicle ☒ Other (Specify) ☐

Total (est.) Cost: \$854.00 Advance Registration Required: \$650.00

Department Name: Tax & Audit Fund Name: 001-51800-265

Additional Comments: Non-Member Registration Fees \$650.00. Meals \$30.00.
Mileage \$174.00. Lodging \$0 (None). Workshop Sponsored By ASCPA.

To: Terri Henderson, Revenue Manager

From: Donald L. Mims, Administrator

The above request is app. 7/1/19 reimbursement of actual and necessary expenses in the
approximate amount of \$854.00 and advance registration of \$650.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-51800.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$12,850.00</u>
Approved Requests:	<u>\$7,508.86</u>
Budget Available:	<u>\$5,341.14</u>
Current Requests:	<u>\$854.00</u>
Budget Balance:	<u>\$4,487.14</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 6/26/2019

cc: Finance Director / Buyer

16-4

Montgomery County Commission
Travel / Training Request Approval
Request # 14

AGENDA

JUL 01 2019

Date: June 20, 2019
To: Donald L. Mims, Administrator
From: Clay Henley, Chief Appraiser
Re: Approval for the following travel:

Destination: Orange Beach, AL
Departure Date: AUGUST 6, 2019 Return Date: AUGUST 9, 2019
Conference Leave (Days / Hours): 4 Days
Purpose of Travel: 2019 AAAO SUMMER CONFERENCE

Traveler (s) Name: 1. Clay Henley 4. J'Varra McCall-Martin
2. Shamari Cooke 5. Donna Raney
3. Mark Sims 6. _____

Check Mode of Transportation: County Vehicle ☐ Commercial Air ☐
Private Vehicle ☒ Other (Specify) ☐

Total (est.) Cost: \$6,976.95 Advance Registration Required: \$1,125.00
Department Name: Appraisal Fund Name: Reappraisal
Additional Comments: Mileage: \$1,148.40 Lodging: \$3,203.55 Meals: \$1,500.00
Registration: \$1,125.00
TOTAL EST. COST: \$6,976.95

To: Clay Henley, Chief Appraiser
From: Donald L. Mims, Administrator

The above request is app. 7/1/19 reimbursement of actual and necessary expenses in the
approximate amount of \$6,976.95 and advance registration of \$1,125.00 is authorized.

To be completed by the Finance Department		
Fund Code:	<u>120-51985.265</u>	(ex: 000-00000-000)
Description:	<u>Registration and Training</u>	
Current Budget:	<u>\$30,000.00</u>	
Approved Requests:	<u>\$19,292.64</u>	
Budget Available:	<u>\$10,707.36</u>	
Current Requests:	<u>\$6,976.95</u>	
Budget Balance:	<u>\$3,730.41</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas
Date: 6/24/2019
cc: Finance Director / Buyer

16-5

Elton N. Dean, Sr.
CHAIRMAN

Ronda M. Walker
VICE CHAIRMAN

Daniel Harris, Jr.
Isaiah Sankey
Doug Singleton



Donald L. Mims, CPA, MPA
ADMINISTRATOR

Florence M. Cauthen
DEPUTY ADMINISTRATOR

AGENDA

JUL 01 2019

June 27, 2017

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Proposal from Questia Corps LLC regarding Stepping Up Innovator County

The Montgomery County Commission, at its meeting on June 17, 2019, agreed to carryover to the July 1, 2019 agenda a proposal from Questia Corps LLC for Stepping Up Innovator County Data Analysis Support.

I am requesting approval of this proposal.

DLM/tn

Attachment

A COUNTY OLDER THAN THE STATE

17-1



A national initiative to reduce the number of people with mental illness in jail that recognizes real change will come at the state and local level.

Opportunity: Innovator County

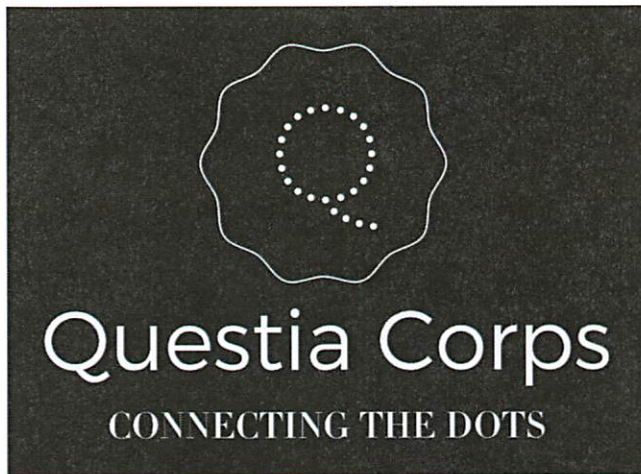
- In 2015, Montgomery County Commission passed the Stepping Up resolution
- In 2016, Montgomery County was invited through a highly selective process to attend the first Stepping Up Summit in Washington, DC
- Also in 2016, Montgomery County Sheriff's Office was awarded a Justice and Mental Health Collaboration Program (JMHCP) grant (Stepping Up was a factor)
- In 2017, Montgomery County was invited to attend the SAMHSA Best Practices Implementation Academy for Reducing the Number of Mentally Ill Who Go to Jail (only 14 counties invited nationwide) and invited to follow-up at NACo conference
- **Now: Montgomery can become an Innovator County because it:**
 1. Has established a shared definition of SMI for its Stepping Up efforts that is used throughout local criminal justice and behavioral health systems;
 2. Uses a validated mental health screening tool (Brief Jail Mental Health Screen) on every person booked into the jail and refers people who screen positive for symptoms of SMI to a follow-up clinical assessment by a licensed mental health professional; and
 3. Records clinical assessment results and regularly reports on this population.

There are only 11 Innovator Counties nationwide right now:

Berks County, PA	Johnson County, KS
Calaveras County, CA	Lubbock County, TX
Champaign County, IL	Miami-Dade County, FL
Douglas County, KS	Pacific County, WA
Franklin County, OH	Polk County, IA
Hennepin County, MN	

(<https://stepuptogether.org/innovator-counties>)

To take advantage of this opportunity, Montgomery County will need to commit resources towards data collection, analysis, and reporting beyond the JMHCP grant (funding ends 9/30/2019).



PROPOSAL TO MONTGOMERY COUNTY FOR STEPPING UP INNOVATOR COUNTY DATA ANALYSIS SUPPORT

June 3, 2019

PROPOSAL

Questia Corps LLC submits this proposal for data analysis, reporting, and sustainability planning in support of Montgomery County's status as a Stepping Up Innovator County

Linnea M. Conely, CEO

(334) 590-6164

linnea.conely@questiacorps.com

www.questiacorps.com

QUESTIA CORPS LLC PROPOSAL FOR STEPPING UP INNOVATOR COUNTY DATA ANALYSIS SUPPORT

June 3, 2019

OVERVIEW

1. Project Background and Description

Through its financial support to Envision 2020, Montgomery County helped to fund Envision's Healthy Minds Network (HMN) collective impact initiative to increase access to quality mental healthcare for everyone in Montgomery County. As part of the HMN initiative, Montgomery County signed on to the national Stepping Up (to reduce the number of mentally ill who go to jail) initiative, passing the Stepping Up resolution in 2015. Envision also managed Montgomery's Stepping Up initiative. Due to the success of the Healthy Minds Network and Stepping Up, Envision's Executive Director, Lynn Beshear was appointed to serve as Alabama's Commissioner of Mental Health in 2017. Consequently, Envision 2020 was dissolved and no other entity has been identified to continue its work in support of Stepping Up.

Montgomery County has now been offered the opportunity to become a Stepping Up Innovator County based on the past work led by Envision. An Innovator County is a county that has not only passed the Stepping Up resolution but also meets the following three data collection/reporting criteria:

1. Establish a shared definition of SMI for your Stepping Up efforts that is used throughout local criminal justice and behavioral health systems;
2. Use a validated mental health screening tool on every person booked into the jail and refer people who screen positive for symptoms of SMI to a follow-up clinical assessment by a licensed mental health professional; and
3. Record clinical assessment results and regularly report on this population.

(<https://stepuptogether.org/innovator-counties>)

Questia Corps LLC was under contract with Envision 2020 to provide data analysis and program management support services for HMN and Stepping Up, and recognizes the County's need for continued quality data analysis and reporting. Questia Corps proposes to continue serving as a liaison to the national Stepping Up initiative on behalf of Montgomery County (a role it played under contract with Envision) and continue the current data collection and analysis support it provides in support of the County Sheriff's Office's Justice and Mental Health Collaboration Program grant whose funding will end September 30, 2019. Questia Corps will also assist the County with developing a sustainability plan for how it will continue to support Stepping Up in the future through collaborate agreements with appropriate community organizations. This proposal is considered valid for a period of two months from today's date (June 3, 2019).

2. Project Scope

Questia Corps proposes a project period of nine months that begins as the Sheriff's Office grant funding ends in October 2019 and continues through June 2020. This time frame should allow for standardization of data collection and analysis processes in alignment with Innovator County status, as well as the development of a Stepping Up Community of Practice composed of members of County government and community organizations who will continue to support Montgomery County as a Stepping Up Innovator County into the future.

3. Deliverables and Assumptions

The Questia Corps solution will provide the following:

- Monthly status updates to the Montgomery County Commission:
 - Written updates submitted monthly
 - Oral updates at County Commission meetings approximately once per quarter during the project period (suggested dates: December 2019, March 2020, June 2020)
- Coordination of Montgomery County's Stepping Up initiative
 - Questia Corps will
 - Serve as Montgomery County's point of contact to the National Stepping Up initiative, handling all requests for information
 - Represent Montgomery County on Stepping Up calls, making presentations as requested, as well as ensuring other members of County government, the Commission, and relevant community organizations are made aware of their opportunities to participate in Stepping Up calls and events
 - Manage the Stepping Up Montgomery Facebook page (www.facebook.com/steppingupmgm) and promote the initiative's activities through frequent posts
 - Ensure that relevant data is communicated to all stakeholders in support of Stepping Up's four goals and six questions community leaders need to ask
 - Inform County leadership of all opportunities for funding and technical assistance related to Stepping Up, especially those unique to Innovator Counties
- Reconvene some of the previous members of the Healthy Minds Network whose interests align with Stepping Up into a vibrant Community of Practice (Assumption: This Community of Practice will form some sort of formalized agreement defining the scope of their collaboration in support of Montgomery County's Stepping Up Innovator County status):
 - Questia Corps will
 - Convene current stakeholders and provide meeting planning and facilitation services (for a maximum of three face-to-face or conference call meetings at a location provided by one of the organizations present at the meeting, plus three "pre-meeting" and three "post-meeting" emails to all invitees/participants.
 - Prepare and present relevant data to members during these meetings
 - Facilitate meetings in a manner that builds trust among members and increases their data-driven decision-making skills

- Build an online repository of relevant documents and resources for the Community of Practice (such as, but not limited to, meeting agendas and minutes, data reports, grant opportunities, and case studies)
- Facilitate an MOU or other formalized agreement among stakeholders (this includes sample language and discussion time during meetings; however, it is the responsibility of each member organization to get approval and signatures needed for the document to take effect).

4. Project Timeline

Upon a signed contract, work will begin immediately. It is anticipated that this work will begin on October 1, 2019 and end on June 30, 2020.

5. Summary of Deliverables and Cost

The cost for this project has been determined based on an estimate of the hours required to produce each deliverable at the federally approved hourly consulting rate of \$81.25 used with federal grantees. The total hours estimated are 184 with a total cost of \$14,950. The following table summarizes each deliverable and its estimated hours and cost.

Deliverable	Activities	Approximate Hours	Total Cost @ \$81.25/hr
Status Updates to the County Commission to include both progress and opportunities	9 written updates 3 oral updates at County Commission meetings	9 hours (1 per month)	\$731.25
Data collection, analysis, and reporting required of Innovator Counties	1. Establish a shared definition of SMI for your Stepping Up efforts that is used throughout local criminal justice and behavioral health systems 2. Use a validated mental health screening tool on every person booked into the jail and refer people who screen positive for symptoms of SMI to a follow-up clinical assessment by a licensed mental health professional 3. Record clinical assessment results and regularly report on this population.	135 hours (15 per month)	\$10,968.75

Deliverable	Activities	Approximate Hours	Total Cost @ \$81.25/hr
Management and Coordination of Montgomery County's Stepping Up initiative with status as an Innovator County	Serve as Montgomery County's point of contact during the transition period Ensure adequate representation from Montgomery during calls, meetings, and presentations hosted by Stepping Up Manage the Montgomery County Stepping Up Facebook page	27 hours (3 per month)	\$2,193.75
Facilitation of former members of the Healthy Minds Network initiative into a Community of Practice in order to promote the sustainability of Montgomery's Stepping Up Innovator County status	Convene stakeholders for a maximum of three meetings Assist with development of MOU to define collaboration required for ongoing support of Stepping Up by community organizations Build online knowledge repository	13 hours	\$1,056.25
Total		184	\$14,950

BIO

Linnea M. Conely, CEO

Linnea Conely is the founder and CEO of Questia Corps, LLC, a social impact consulting group that specializes in strategy, communication, and evaluation for social change. From 2013-2017, Linnea served as the lead coordinator of the River Region Healthy Minds Network, a Collective Impact initiative focused on increasing access to quality mental healthcare. Prior to forming Questia Corps, she worked with community groups as a senior consultant at Auburn University at Montgomery, and began her career as an Instructional Designer at IBM, serving clients such as GE, Cisco, AT&T, and the U.S. Census Bureau. Linnea's skills include strategic planning, data-driven storytelling, building communities of practice, community indicator development, and civic engagement.

Linnea holds a Master of Regional Planning in City and Regional Planning from Cornell University, a Master of Education in Instructional Technology from Kent State University, and a Master of Liberal Arts in English from Auburn Montgomery. She also holds a graduate certificate in Adult Education from Auburn University and is currently in its Ph.D. program in Adult Education.

Summary of Stepping Up, Data Driven Justice, and Post-Incarceration Case Management (PICM) Conferences and Presentations

- **National Stepping Up Summit (April 2016) in Washington, D.C.**
 - Linnea Conely (Team Lead)
 - Captain Gayle Atchison, Montgomery County Sheriff's Office, Division Commander for the Legal Services Division
 - Paul Brown, Executive Director, Montgomery County Community Corrections
 - Senator Clyde Chambliss, Alabama District 30
 - Pamela Esposito, Nursing Director, Crossbridge Behavioral Health
 - Commissioner Dan Harris, Vice Chairman of the Montgomery County Commission
 - Commissioner Carnell McAlpine, Lowndes County Commission
 - Henry Parker, Executive Director, Montgomery Area Mental Health Authority
 - Commissioner Stephanie Daniels Smoke, Elmore County Commission
- **Data Driven Justice Convening at the White House (June 2016) in Washington, D.C.**
 - Linnea Conely (Team Lead)
 - Sheriff Derrick Cunningham, Montgomery County
- **Association of County Commissions of Alabama (December 2016) in Montgomery, AL**
 - Linnea Conely (Presenter) "Healthy Minds Network/Stepping Up"

- **Data Driven Justice Convening (January 2017) in Salt Lake City, UT**
 - Linnea Conely (Montgomery County representative)
- **SAMHSA Best Practices Implementation Academy for Reducing the Number of Mentally Ill Who Go to Jail (June 2017) in Washington, D.C.**
 - Linnea Conely (Team Lead)
 - Judge Pamela Higgins, Presiding District Judge for the 15th Judicial Circuit in Montgomery
 - Dr. Chris Hope, Psychiatrist, Grayson and Associates/Crossbridge Behavioral Health
 - Aylia McKee, Director Montgomery County Public Defenders Office
- **Stepping Up Rural Counties Network Call (June 2017)**
 - Linnea Conely (Presenter) "How is the Alabama River Region Stepping Up?"
- **National Association of Counties Annual Conference/Stepping Up Summit (July 2017) in Columbus, OH**
 - Linnea Conely (Team Lead)
 - Paul Brown, Executive Director, Montgomery County Community Corrections
 - Pam Hall, Chief Operating Officer, Montgomery Area Mental Health Authority
- **Alabama Department of Mental Health Peer Review: Post-Incarceration Case Management (PICM) Program (September 2017) in Montgomery, AL**
 - Linnea Conely (Presenter) "Community Benefits"
 - Henry Parker, Executive Director, Montgomery Area Mental Health Authority
 - Paul Brown, Executive Director, Montgomery County Community Corrections
 - PICM Case Manager and Consumer Panel
- **48th Annual Alabama County Government Institute (June 2018) in Prattville, AL**
 - Linnea Conely (Moderator and Panelist) "Stepping Up": National Initiative to Reduce the Number of People with Mental Illnesses