

MINUTES OF REGULAR MEETING
MONTGOMERY COUNTY COMMISSION
MARCH 2, 2015

INFORMATION SESSION

Chairman Dean called the meeting to order at 8:11 a.m. The meeting was held at the Montgomery County Administration Building and Courthouse Annex III.

The meeting was opened with prayer led by Commissioner Williams. All five Commissioners were present.

COMMENTS FROM SCHEDULED ATTENDEES, STAFF AND COMMISSIONERS

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims briefed the Commission on scheduled attendees.

PRESENTATION BY CIRCUIT JUDGE CALVIN WILLIAMS AND EXECUTIVE DIRECTOR SHEREDA FINCH WITH THE COUNCIL ON SUBSTANCE ABUSE

Circuit Judge Calvin Williams briefed the Commission regarding a grant application through the Department of Justice. Judge Williams stated that the goal of the SHARE (Sharing Hope through Access to Resources and Education) Project is to use the existing infrastructure that Second Chance has to expend and increase a network of programs and support services to serve current and additional students suspended from Montgomery Public Schools. The project would also target those students who are expelled from the system and not able to participate in any educational program until their suspension ends. He explained that the Montgomery County Commission would serve as the business entity for the grant.

Finance Director Sherrill Thomas inquired as to whether this is a reimbursement grant. Executive Director Shereda Finch, Council on Substance Abuse, stated that the County would have to expend the funds and then file for reimbursement.

After discussion, the Commission agreed to waive rules and add this grant application to the agenda.

PRESENTATION BY CHIEF OF STAFF ANITA L. ARCHIE WITH THE CITY OF MONTGOMERY

City of Montgomery Chief of Staff Anita L. Archie informed the Commission that Patti LaBelle is slated to perform at the Alabama State University Acadome on March 7, as part of the 50th anniversary of the Selma to Montgomery March and invited the Commission to the concert. Ms.

Archie also briefed the Commission on other events which will be held later in the month as part of the same program.

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims presented Budget Change Request Number 1 from the Detention Facility, Budget Change Request Number 3 from the Emergency Management Communications District Board and Budget Change Request Number 4 from the Probate Judge's Office. After discussion, the Commission agreed to waive rules and add these items to the agenda.

Administrator Mims briefed the Commission regarding a board member appointment to Montgomery Community Action Agency. After discussion, the Commission agreed to waive rules and add this item to the agenda.

Administrator Mims presented a proposed 2015 Legislative Agenda item to the Commission regarding the compensation and expense allowance for the Sheriff of Montgomery County; to provide an expense allowance with an expiration date, and to establish the Sheriff's compensation in the next term of office. After discussion, the Commission agreed to waive rules and add this item to the agenda.

Administrator Mims presented a letter from CEO/Founder Karen Jones with Whom It Concerns, Inc, requesting funding in the amount of \$3,000 for transportation to and from the Selma to Montgomery 50th Civil Rights Anniversary Weekend. Chairman Dean and Vice Chairman Harris requested a \$500 miscellaneous appropriation from each of their accounts and Commissioner Williams requested a \$200 miscellaneous appropriation from his account for this event.

Administrator Mims briefed the Commission regarding an appropriation to public schools for student fan transportation to school tournaments. No action was taken by the Commission.

Commissioner Williams stated that the Commission needs to develop Request for Appropriation Deadlines for events that are to be held on a particular date. Commissioners Walker and Hall agreed.

PRESENTATION BY JUVENILE COURT ADMINISTRATOR BRUCE R. HOWELL WITH MONTGOMERY COUNTY YOUTH FACILITY

Juvenile Court Administrator Bruce Howell briefed the Commission regarding the establishment of the Classification Juvenile Detention Compliance Officer (0303), Pay Grade PC4. After discussion, the Commission agreed to place this item on the next agenda.

PRESENTATION BY EXECUTIVE DIRECTOR PAUL BROWN WITH MONTGOMERY COUNTY COMMUNITY CORRECTIONS

Montgomery County Community Corrections Executive Director Paul Brown briefed the Commission regarding a grant application to the Bureau of Justice Assistance for Smart Supervision. After discussion, the Commission agreed to place this item on the next agenda.

PRESENTATION BY PRESIDENT BARBARA MAYS WITH ROYAL AMBASSADORS M. E. D., INC.

President Barbara Mays, Royal Ambassadors M. E. D., Inc., briefed the Commission regarding the organization and requested funding for program services.

PRESENTATION BY CHIEF INFORMATION AND TECHNOLOGY OFFICER LOU IALACCI

Chief Information and Technology Officer Lou Ialacci updated the Commission regarding the Information Systems Department. He stated that he would be meeting with Administrator Mims, Deputy Administrator Cauthen and Sheriff Cunningham this week regarding the County Security Maintenance Agreement renewal and the County surveillance cameras upgrade proposal and hoped to present these at the next meeting.

PRESENTATION BY COUNTY ENGINEER GEORGE C. SPEAKE AND ASSISTANT COUNTY ENGINEER JAMES KELLEY

County Engineer George C. Speake advised the Commission that road resurfacing work had been completed on Goodwyn, Gibson, and Felder Roads, and resurfacing work was still underway on Butler Mill Road.

Commissioner Williams mentioned that he had received a complaint concerning drainage on Charlie Brazzell Place. Mr. Speake stated this road was located within the City limits of Montgomery, but he would check into this complaint.

PRESENTATION BY CHIEF REVENUE CLERK ALLYSON HOLLAND

Chief Revenue Clerk Allyson Holland briefed the Commission regarding a renewal of the contract service agreement with Certified Mailing Solutions, Inc., for certified mail services for the Revenue Commissioner's Office. After discussion, the Commission agreed to waive rules and add this item to the agenda.

EXECUTIVE DIRECTOR AIEDA HARRIS WITH EMPOWERING COMMUNITIES HELPING OURSELVES (ECHO)

Executive Director Aieda Harris, Empowering Communities Helping Ourselves (ECHO), briefed the Commission regarding the Mega Sports Camp and Job Readiness Conference and requested funding in the amount of \$2,500 for these events.

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims presented the County Levies for Alcohol Licensing for 2015-2016. After discussion, the Commission agreed to place this item on the next agenda.

Administrator Mims briefed the Commission regarding board member appointments to the Sellers Station Water and Fire Protection Authority. After discussion, the Commission agreed to place this item on the next agenda.

Administrator Mims briefed the Commission regarding board member appointments to Rolling Hills/Lakes Volunteer Fire Department. After discussion, the Commission agreed to place this item on the next agenda.

Administrator Mims presented Position Fill Requests for Corrections Officer Trainee/Corrections Officer, Position Number 141, Corrections Officer Trainee/Corrections Officer, Position Number 185 and Clerk II, Position Number 238 from the Detention Facility. After discussion, the Commission agreed to place these items on the next agenda.

Administrator Mims presented a letter from Probate Judge Steven Reed regarding the appointment of Reverend Dan Pharr as Warrant Magistrate for Montgomery County.

Administrator Mims presented a memorandum regarding Limited Home Rule. After discussion, the Commission agreed to place on the next agenda a resolution calling for a local referendum to implement this act.

Administrator Mims briefed the Commission regarding the Advanced Disposal Contract. The Commission agreed to discuss this matter further at the next meeting.

Administrator Mims briefed the Commission regarding a request from Sheriff Cunningham to transfer a vehicle previously assigned to Judge Charles Price to the Sheriff's Office. The Commission agreed to the transfer.

Administrator Mims presented the Schedule of Upcoming Bids/Contract Renewals for March and April 2015.

Administrator Mims noted an employee who has submitted a Notice of Application for Retirement Allowance.

COMMENTS FROM PUBLIC AFFAIRS DIRECTOR DIDI HENRY

Public Affairs Director DiDi Henry reviewed upcoming events with the Commission.

RECESS TO FORMAL SESSION

Chairman Dean recessed the Information Session to the Formal Session.

FORMAL SESSION

Chairman Dean welcomed everyone to the Formal Session.

The meeting was opened with prayer led by Pastor D'Linell Finley of Southlawn Baptist Church at the request of Commissioner Williams.

The Pledge of Allegiance was led by Chairman Dean.

County Administrator Mims called Roll to establish a quorum, and the following Commissioners were present: Chairman Dean, Vice Chairman Harris and Members Hall, Walker, and Williams. Also present were County Attorney Thomas T. Gallion, III, and County Engineer George C. Speake.

Commissioner Hall made a motion to approve the Minutes of the Regular Meeting of February 17, 2015. The motion was seconded by Commissioner Williams and unanimously approved by the Commission.

CONSENT AGENDA

Administrator Mims presented the Accounts Payable and Payroll Checks Authorization for approval.

Commissioner Williams made a motion to approve the Accounts Payable and Payroll Checks, as presented by Administrator Mims. The motion was seconded by Commissioner Hall and unanimously approved by the Commission. (Copies of Accounts Payable Checks and Payroll Checks Authorization, Consent Agenda Pages 1 through 5, are attached to these Minutes.)

NEW BUSINESS

MONTGOMERY AREA MENTAL HEALTH AUTHORITY – APPROVED BOARD MEMBER REAPPOINTMENT

Administrator Mims presented the following memorandum:

February 19, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: Board Member Reappointment to the Montgomery Area Mental Health Authority

On April 1, 2015, the term of Rev. Albert Perkins, III, will expire as a board member of the Montgomery Area Mental Health Authority. Rev. Perkins would like to be reappointed to this board.

The Montgomery County Commission, at its meeting on February 17, 2015, agreed to place this reappointment on the next agenda for a term ending April 1, 2021.

I am requesting that the Commission approve this reappointment.

Attachment

End of Memorandum

Commissioner Walker made a motion to reappoint Rev. Albert Perkins, III for a term expiring April 1, 2021. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copies of Letter and Board Members' Appointment Page, Agenda Pages 1-2 and 1-3, are attached to these Minutes.)

PINTLALA WATER AND FIRE PROTECTION AUTHORITY – APPROVED BOARD MEMBER APPOINTMENT

Administrator Mims presented the following memorandum:

February 19, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: Board Member Appointment to the Pintlala Water and Fire Protection Authority

I received notice from Pintlala Water and Fire Protection Authority Chairman Cecil Brendle that Board Member L.E. Ward has passed away. Chairman Brendle recommended William (Bill) Huneycutt to serve the remainder of Mr. Ward's term. Mr. Huneycutt confirmed that he is a resident of Montgomery County.

The Montgomery County Commission, at its meeting on February 17, 2015, agreed to place on the next agenda the appointment of Mr. William "Bill" Huneycutt to the Pintlala Water and Fire Protection Authority for a term ending March 1, 2017.

I am requesting that the Commission approve this appointment.

Attachment

End of Memorandum

Commissioner Williams made a motion to appoint Williams “Bill” Huneycutt for the remainder of L.E. Ward’s term expiring March 1, 2017. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copies of Letter and Board Members’ Appointment Page, Agenda Pages 2-2 and 2-3, are attached to these Minutes.)

COUNTY COMMISSION – APPROVED PROPOSED LEGISLATIVE AGENDA ITEM
RELATING TO ANY CLASS 3 MUNICIPALITY ORGANIZED UNDER ACT 618, 1973
REGULAR SESSION (ACTS 1973), P. 879); TO FURTHER PROVIDE FOR THE
MEMBERSHIP OF ANY AIRPORT AUTHORITY ESTABLISHED BY THE CITY

Administrator Mims presented the following memorandum:

February 19, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: 2015 Legislative Agenda - Airport Authority Bill

Lobbyist Cassandra Crosby with Crosby Drinkard Group, LLC briefed the Commission during its February 17, 2015 meeting, regarding the 2015 Legislative Agenda which included a bill relating to any Class 3 Municipality organized under Act 618, 1973 Regular Session (Acts 1973, p. 879); to further provide for the membership of any airport authority established by the City. The Commission agreed for the proposed bill to be placed on the next agenda.

I am requesting approval of this item.

Attachment

End of Memorandum

Commissioner Hall made a motion to approve the request. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copy of A Bill to be Entitled an Act, Agenda Pages 3-2 and 3-3, is attached to these Minutes.)

COUNTY COMMISSION – APPROVED PROPOSED LEGISLATIVE AGENDA ITEM
RELATING TO MONTGOMERY COUNTY; TO PROVIDE FOR SERVICE OF PROCESS
IN MONTGOMERY COUNTY; TO INCREASE THE FEE FOR CIVIL OR CRIMINAL
DOCUMENTS WITH CERTAIN EXCEPTIONS; AND TO PROVIDE FOR THE
DISPOSITION OF FUNDS

Administrator Mims presented the following memorandum:

February 19, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: 2015 Legislative Agenda - Service of Process Fee Bill

Lobbyist Cassandra Crosby with Crosby Drinkard Group, LLC briefed the Commission during its February 17, 2015 meeting, regarding the 2015 Legislative Agenda which included a bill relating to Montgomery County; to provide for service of process in Montgomery County; to increase the fee for civil or criminal documents with certain exceptions; and to provide for the disposition of funds. The Commission agreed for the proposed bill to be placed on the next agenda.

I am requesting approval of this item.

Attachment

End of Memorandum

Commissioner Walker made a motion to approve the request. The motion was seconded by Commissioner Williams. Chairman Dean, Commissioner Walker and Commissioner Williams voted in favor of the motion. Vice Chairman Harris and Commissioner Hall voted in opposition and the motion carried. (Copy of A Bill to be Entitled an Act, Agenda Pages 4-2 and 4-3, is attached to these Minutes.)

COUNTY COMMISSION – APPROVED TO RECOGNIZE AND DENY CLAIM FILED BY
PATRICK G. MONTGOMERY ON BEHALF OF DANA SHANNON FOR MINOR KIMORA
BRENSON

Administrator Mims presented the following memorandum:

February 19, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: Recognize and Deny Claim regarding Dana Shannon for Minor Kimora Brenson

The Montgomery County Commission, at its meeting on February 17, 2015, agreed to place on the next agenda consideration to recognize and deny a Claim filed by Patrick G. Montgomery on behalf of Dana Shannon for minor Kimora Brenson.

I am requesting that the Commission approve this item.

Attachments

End of Memorandum

Vice Chairman Harris made a motion to approve the request. The motion was seconded by Commissioner Williams and unanimously approved by the Commission. (Copies of Attorney Gallion's Opinion, Memorandum, Letter, and Notice of Claim, Agenda Pages 5-2 through 5-6, are attached to these Minutes.)

COUNTY COMMISSION – APPROVED PAYMENT OF 2015 MEMBERSHIP DUES TO THE ASSOCIATION OF COUNTY ADMINISTRATORS OF ALABAMA (ACAA) FOR ADMINISTRATOR DONALD L. MIMS AND DEPUTY ADMINISTRATOR FLORENCE M. CAUTHEN

Administrator Mims presented the following memorandum:

February 19, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: Payment of 2015 Membership Dues to the Association of County Administrators of Alabama (ACAA) for Administrator Donald L. Mims and Deputy Administrator Florence M. Cauthen

The Montgomery County Commission meeting, at its meeting on February 17, 2015, agreed to place on the next agenda the payment of 2015 Membership Dues to the Association of County Administrators of Alabama (ACAA) for Administrator Donald L. Mims and Deputy Administrator Florence M. Cauthen.

I am requesting approval of this item.

Attachment

End of Memorandum

Commissioner Walker made a motion to approve the request. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copy of Membership Application & Renewal Form, Agenda Page 6-2, is attached to these Minutes.)

COUNTY COMMISSION – APPROVED MISCELLANEOUS APPROPRIATIONS
REPROGRAMMING REQUESTS

Administrator Mims requested approval of the following miscellaneous appropriations reprogramming requests:

March 2, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims, County Administrator

SUBJECT: Miscellaneous Appropriations Reprogramming Requests

I am requesting authority to reprogram the following from fund code 001-59320-498 (Agency, Miscellaneous Appropriations) and to sign the contracts:

**C-2015-50: Rescind Appropriation to Montgomery Music Project, for Musical Instruments - \$500; (Harris)

NOTE: Reappropriated to another organization.

C-2015-59: Montgomery Symphony Orchestra, for Montgomery Music Project, for Musical Instruments - \$500; (Harris)

C-2015-60: 100 Black Men of Greater Montgomery, Inc., for the Sock it to Me Program - \$500; (Harris)

NC-2015-84: BOE, Brewbaker Intermediate School, for Principal's Discretionary Fund,
- \$500; (Harris)

NC-2015-85: BOE, Robert E. Lee High School, for Basketball Semi Finals in
Birmingham, Alabama - \$900; (Walker)

End of Memorandum

During the County Commission Meeting this date, Chairman Dean requested that the following Miscellaneous Appropriations Reprogramming Requests be added and his fellow Commissioners concurred:

C-2015-61: Whom it Concerns, Inc., for Transportation to and from the Selma to
Montgomery 50th Civil Rights Anniversary Weekend - \$1,200; (Dean-
\$500, Harris-\$500, and Williams-\$200)

****Rescind**

Vice Chairman Harris made a motion to approve the requests. The motion was seconded by Commissioner Hall and unanimously approved by the Commission.

COUNTY COMMISSION APPROPRIATIONS – APPROVED BUDGET CHANGE
REQUEST NUMBER 17 FOR \$5,000 TO A-KEEP FOR GLOBAL YOUTH LEADERSHIP
TRAINING PROGRAM

Administrator Mims presented the following memorandum:

February 19, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims, County Administrator

SUBJECT: Budget Change Request for A-KEEP

The Montgomery County Commission, during its meeting on February 17, 2015, agreed to place on the next agenda a Budget Change Request in the amount of \$5,000 for A-KEEP Global Youth Leadership Training Program.

I am requesting approval of this funding.

Attachment

End of Memorandum

Vice Chairman Harris made a motion to approve the request. The motion was seconded by Commissioner Hall and unanimously approved by the Commission. (Copies of Budget Change Request and Email, Agenda Pages 8-2 and 8-3, are attached to these Minutes.)

COUNTY COMMISSION APPROPRIATIONS – APPROVED ADVANTAGE SITE APPLICATION FOR THE MONTGOMERY INDUSTRIAL PARK AND RELATED BUDGET CHANGE REQUEST NUMBER 18 FOR \$2,500

Administrator Mims presented the following memorandum:

February 19, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: Advantage Site Application for the Montgomery Industrial Park and Budget Change

Project Manager Justice Smyth and Research Manager Charlie Bass with the Montgomery Area Chamber of Commerce briefed the Commission during its February 17, 2015, meeting regarding an Advantage Site application for the Montgomery Industrial Park and requested funding in the amount of \$2,500. The Commission agreed to place this item and a related Budget Change Request in the amount of \$2,500 on the next agenda.

I am requesting approval of the Advantage Site application and related Budget Change Request.

Attachment

End of Memorandum

Commissioner Hall made a motion to approve the request. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copies of Budget Change Request, Email, Letter, Proposal, and Map, Agenda Pages 9-2 through 9-7, are attached to these Minutes.)

COMMUNITY CORRECTIONS – APPROVED ESTABLISHMENT OF THE CLASSIFICATION COMMUNITY CORRECTIONS TECHNICIAN (0357), PAY GRADE A04

Administrator Mims presented the following memorandum from Executive Director of Community Corrections Paul H. Brown:

February 19, 2015

MEMORANDUM

TO: Montgomery County Commission

CC: Donnie Mims – County Administrator
Montgomery County, Alabama

RE: Commission Agenda Item - Request to Establish a New Position Description
Titled – Community Corrections Technician

Dear Commissioners:

On Tuesday the 17th of February, I briefed the Commission on a future agenda item requesting Commission approval of a new position description. At the behest of a number of stakeholders including the judiciary, the Community Corrections Department has been consulting with the City County Personnel Board to establish a position description for a Community Corrections worker that would provide a number of program support services with and for offenders, however, this position would not be a Community Corrections Officer. This position has the potential to reduce some personnel costs. The proposed position is referred to as a Community Corrections Technician. This position would be considered an entry level position for individuals with a college degree in a related field, but without the requisite experience required to qualify as a Community Corrections Officer. Ideally, this position would present an opportunity for this position to promote to a Community Corrections Officer after achieving sufficient practical experience working in the Technician capacity. The position description and duties have been reviewed by the City-County Personnel staff analyst and a salary range of A04 (starting salary \$27,137) is recommended. For comparison purposes, a Community Corrections Officer entry level salary is presently \$35,600.

On Tuesday, February 10, 2015, the Montgomery County Community Punishment and Corrections Authority met and unanimously approved the Position Description and recommended salary range as proposed by the City-County Personnel Board analyst. I respectfully request that the Commission consider and approve the proposed position description titled Community Corrections Technician at its next meeting scheduled for March 2nd, 2015

Respectfully submitted,

/s/ Paul H. Brown – Executive Director
Montgomery County Community Corrections Department

End of Memorandum

Vice Chairman Harris made a motion to approve the request. The motion was seconded by Commissioner Williams and unanimously approved by the Commission. (Copies of Memorandum and Job Description, Agenda Pages 10-2 through 10-9, are attached to these Minutes.)

YOUTH FACILITY – APPROVED POSITION FILL REQUESTS FOR TWO JUVENILE DETENTION OFFICERS, POSITION NUMBERS 900300004 AND 900300010

Administrator Mims presented the following memorandum from Juvenile Court Administrator Bruce R. Howell:

MEMORANDUM

To: Mr. Donnie Mims, Montgomery County Administrator
From: Bruce R. Howell, Juvenile Court Administrator
Date: February 18, 2015
Re: Juvenile Detention Officer Fill Requests

We have two Juvenile Detention Officer vacancies which need to be filled. I am requesting that these be placed on the formal agenda of the March 2nd County Commission Meeting.

Thank you for your consideration!

End of Memorandum

Commissioner Williams made a motion to approve the request. The motion was seconded by Commissioner Walker and unanimously approved by the Commission. (Copies of Position Fill Requests, Agenda Pages 11-2 and 11-3, are attached to these Minutes.)

VARIOUS DEPARTMENTS – APPROVED TRAVEL/TRAINING REQUESTS (9)

Administrator Mims recommended the following Travel/Training Requests for approval by the Commission:

<u>DEPARTMENT</u>	<u>TRAVEL/TRAINING REQUESTS</u>
1. County Commission	Request Number 15
2. Tax & Audit Department	Request Number 12
3. Information Systems	Request Number 3
4. Sheriff's Office	Request Numbers 18 and 19
5. Engineering Department	Request Number 4
6. Personnel Department	Request Numbers 5 and 6
7. District Attorney's Office	Request Number 23

Commissioner Hall made a motion to approve the requests. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copies of Travel/Training Requests, Agenda Pages 12-1 through 12-9, are attached to these Minutes.)

WAIVED RULES

Chairman Dean requested to waive rules and add the following items to the agenda, and his fellow Commissioners concurred:

VARIOUS DEPARTMENTS – APPROVED BUDGET CHANGE REQUESTS (3)

Administrator Mims recommended the following Budget Change Requests for approval by the Commission:

<u>DEPARTMENT</u>	<u>BUDGET CHANGE REQUESTS</u>
1. Detention Facility	Request Number 1
2. Emergency Mgmt. Comm. District Board	Request Number 3
3. Probate Judge's Office	Request Number 4

Vice Chairman Harris made a motion to approve the requests. The motion was seconded by Commissioner Hall and unanimously approved by the Commission. (Copies of Budget Change Requests, Agenda Pages 13-1 through 13-3, are attached to these Minutes.)

REVENUE COMMISSIONER'S OFFICE – APPROVED RENEWAL OF CONTRACT SERVICE AGREEMENT WITH CERTIFIED MAILING SOLUTIONS, INC., FOR CERTIFIED MAIL SERVICES, SUBJECT TO REVIEW BY THE COUNTY ATTORNEY

Administrator Mims presented the following memorandum from Revenue Commissioner Janet Y. Buskey:

February 26, 2015

MEMORANDUM

TO: Elton Dean, Chairman, Montgomery County Commission
Montgomery County Commissioners

FROM: Janet Buskey, Montgomery County Revenue Commissioner

SUBJECT: Approval of Contract – Certified Mail Services

We respectfully request that the Montgomery County Commission waive rules to approve the contract for certified mail services to process the probate notices. Services will be provided by Certified Mailing Solutions, Inc. This contract is a renewal. The contract is attached.

Thank you for your consideration.

End of Memorandum

Commissioner Williams made a motion to approve the request, subject to review by the County Attorney. The motion was seconded by Commissioner Hall and unanimously approved by the Commission. (Copy of Agreement, Agenda Pages 14-2 and 14-3, is attached to these Minutes.)

MONTGOMERY COMMUNITY ACTION AGENCY – APPROVED BOARD MEMBER APPOINTMENT

Administrator Mims presented the following memorandum:

February 25, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: Montgomery Community Action Agency Board Appointment

Attached is a letter from Chief Executive Officer Benjamin Jones with the Montgomery Community Action Agency concerning the resignation of board member Jannah M. Bailey, whose term expires November 8, 2016.

Mr. Jones supports the appointment of Circuit Judge Greg Griffin to fill the remainder of Ms. Bailey's term. Chairman Dean has requested for the Commission to consider waiving rules and adding to the agenda the appointment of Judge Griffin for a term expiring November 8, 2016.

Attachment

End of Memorandum

Commissioner Williams made a motion to appoint Circuit Judge Greg Griffin for the remainder of Jannah M. Bailey's term expiring November 8, 2016. The motion was seconded by Commissioner Walker and unanimously approved by the Commission. (Copies of Letters and Board Members' Appointment Page, Agenda Pages 15-2 through 15-4, are attached to these Minutes.)

SHERIFF'S OFFICE – APPROVED PROPOSED LEGISLATIVE AGENDA ITEM
RELATING TO MONTGOMERY COUNTY AND THE COMPENSATION AND EXPENSE
ALLOWANCE FOR THE SHERIFF OF MONTGOMERY COUNTY; SO AS TO FURTHER
PROVIDE FOR AN EXPENSE ALLOWANCE AND EXPIRATION DATE THEREFORE
AND THE SHERIFF'S COMPENSATION IN THE NEXT TERM OF OFFICE

Administrator Mims presented the following memorandum:

February 26, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: 2015 Legislative Agenda – Sheriff's Compensation and Expense Allowance Bill

Sheriff Derrick Cunningham has proposed a bill relating to Montgomery County and the compensation and expense allowance for the Sheriff of Montgomery County; so as to further provide for an expense allowance and expiration date therefore and the Sheriff's compensation in the next term of office. Attached is the proposed bill for your consideration.

Chairman Dean has requested that the Commission waive rules and approve this proposed bill.

Attachment

End of Memorandum

Vice Chairman Harris made a motion to approve the request. The motion was seconded by Commissioner Hall and unanimously approved by the Commission. (Copy of A Bill to be Entitled an Act, Agenda Pages 16-2 and 16-3, is attached to these Minutes.)

COUNTY COMMISSION – APPROVED GRANT APPLICATION TO THE UNITED
STATES DEPARTMENT OF JUSTICE FOR MONTGOMERY COUNTY CIRCUIT COURT
PARTNERING WITH SECOND CHANCE, INC., AND COUNCIL ON SUBSTANCE
ABUSE-NCADD FOR THE SHARING HOPE THROUGH ACCESS TO RESOURCES AND
EDUCATION (SHARE) PROJECT

Administrator Mims presented the following letter from Circuit Judge of the 15th Judicial Circuit Calvin L. Williams:

February 27, 2015

Honorable Commissioners;

As a Family Court Judge, it has been my privilege to preside over thousands of cases involving the families and children of Montgomery County. Though I consider every case as an important matter and worthy of my full efforts and attention, it is the juvenile delinquent case load that requires much of my attention and efforts to change lives and behaviors of at risk youths. While only one or two exposures to the juvenile court system may be enough to rehabilitate a few, many of the at risk youth find themselves in a revolving door in and out of the court system for delinquent conduct. Some programs are sufficient at targeting the behavior and implementing effective treatment and services, but often there are too few programs to service the individual needs of these juveniles. A common thread that runs throughout the delinquency caseload is the issue of education and school attendance.

My personal experience has been that in more than 95% of cases in which there is delinquent conduct, there is also co-occurring issues at school; rather it be truancy, defiant behavior, suspensions, expulsion, failing grades or overage grade level, they all relate back to education. The Court system, through appropriate partnerships, occupies a unique position to bridge and connect resources that can better serve our at risk youth population by focusing on this key area of education. I am excited about the opportunity of "Sharing Hope through Access to Resources and Education" or the SHARE Project which will partner with the existing infrastructure of the Second Chance program.

The goal of the SHARE Project is to use the existing infrastructure that Second Chance has to expand and increase a network of programs and support services to serve current and additional students suspended from Montgomery Public Schools (MPS) and those who are expelled from the system and not able to participate in any educational program until their suspension ends. Students ages 14-18 will receive an array of services to decrease truancy, alcohol/substance abuse, academic failure and future interactions with the justice system such as counseling, life skill education development, employment readiness, alcohol/substance abuse recovery supports. This will be a program worthy of your support and which will benefit the population of underserved at risk youth in Montgomery County.

Best Regards,

/s/ Calvin L. Williams

End of Letter

Commissioner Williams made a motion to approve the Grant Application to the United States Department of Justice for Montgomery County Circuit Court Partnering with Second Chance, Inc., and Council on Substance Abuse-NCADD, for the Sharing Hope through Access to Resources and Education (Share) Project. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copies of SHARE Project Logic Model,

Project Abstract, Table of Contents, and Application Narrative, Agenda Pages 17-2 through 17-40, are attached to these Minutes.)

COMMENTS BY COMMISSIONERS AND ATTENDEES

Montgomery County citizen Karen Jones informed the audience that Gabriel Drive, in Pike Road, floods and the residents are forced to drive on the edge of the road, causing it to break apart. County Engineer George Speake stated that Gabriel Drive is a private road and that the neighbors need to get together and purchase fresh stone and have a contractor put it down. He informed the Commission and Ms. Jones that he has talked to them several times. Commissioner Hall requested that Ms. Jones see him after the meeting.

Commissioner Hall thanked everyone for all their hard work. He encouraged everyone to participate in all the upcoming events of the Selma to Montgomery 50th Civil Rights Anniversary so that Montgomery has a good showing.

Commissioner Williams thanked Chairman Dean and the Commission for setting up a good legislative agenda and added that he hoped the Commission would have a more vital role in the government. He stated that he would like to see representation from the Commission on the Airport Board, as well as other boards and that he is pleased to be a part of this commission. He thanked the department heads for attending today's meeting and explained that the Commission wants to make things better for the employees and to make life better in Montgomery County. He said, "May God bless and keep you."

Commissioner Walker said that it was good to see everyone.

Chairman Dean told the audience good morning. He told everyone that they did meet to set the legislative agenda for what the Commission would like to see happen for Montgomery County. He stated that the county does so many things and the news media picks up what the City is doing and overlooks what the County is doing from the Revenue Commissioner to the Probate Judge, the Sheriff's Department to the Commission. He said that the county is always doing something positive. He added that Montgomery County doesn't get the recognition it deserves. He said that as long as the citizens that are represented know what the County is doing, then things will be all right. He told the Probate Judge, the Commissioners and the District Attorney to keep doing what they are doing.

Vice Chairman Harris said good morning and welcomed everyone to the meeting. He recognized and welcomed Emergency Management Director Calvin Brown. He encouraged citizens to participate in all the activities going on in celebration of the 50th Anniversary of the Selma to Montgomery March and added that there will be a lot of public events. He said that he would like to explain his vote this morning regarding the legislation to increase the court cost fee by \$30 to cover the cost of the service of process. He said that he supported it before entering private law practice. He added that he has since seen many people with minimal funds to pay the cost of filing a law suit. He explained that he could not in good conscious vote in favor of legislation increasing court costs. He stressed that the Commission is together in what it does and that it is not divided.

RECESS TO INFORMATION SESSION

Chairman Dean recessed the Formal Session to the Information Session.

INFORMATION SESSION

COMMENTS FROM SCHEDULED ATTENDEES, STAFF AND COMMISSIONERS

PRESENTATION BY CONSTITUENT SERVICES MANAGER MELINDA WILLIAMS WITH U.S. REPRESENTATIVE TERRI SEWELL'S OFFICE

Constituent Services Manager Melinda Williams, with U.S. Representative Terri Sewell's Office, briefed the Commission regarding events to be held during the 50th Anniversary of the civil rights march from Selma to Montgomery.

RECESS TO EXECUTIVE SESSION

Commissioner Williams made a motion to go into the Executive Session, based upon a letter from County Attorney Thomas T. Gallion, III with Haskell Slaughter & Gallion, LLC, to discuss the possible lease, sale and/or purchase of property. The motion was seconded by Commissioner Walker and unanimously approved by each Commissioner openly giving their individual vote. Administrator Mims noted that all five County Commissioners were present and stated that the Commission would adjourn immediately following the Executive Session. Chairman Dean recessed the Information Session to the Executive Session. (Copies of letter from County Attorney Thomas T. Gallion, III and a Checklist for Conducting Lawful Executive Sessions, Pages 18-1 and 18-2, are attached to these Minutes.)

ADJOURNMENT

Vice Chairman Harris made a motion to adjourn the meeting of the Montgomery County Commission on March 2, 2015 at 10:33 a.m. The motion was seconded by Commissioner Williams and unanimously approved by the Commission.

MONTGOMERY COUNTY COMMISSION

MAR - 2 2015

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 02-13-15

Check Number	To	Check Number
250931		251007
Total Checks Paid		\$386,109.13

CHECK #	PAYEE	AMOUNT	DATE
250928	Marshall Lumber Co.	\$ 56.13	02-05-15
250929	Chuck Steven's Automotive, Inc.	\$ 87,001.00	02-11-15
250930	Lighthouse Counseling Center	\$ 6,456.24	02-12-15

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

MAR - 2 2015

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 02-13-15

Check Number	To	Check Number
251010		251099
Total Checks Paid		\$572,298.64

CHECK #	PAYEE	AMOUNT	DATE
251008	Parnell & Crum, PA	\$ 4,000.00	02-12-15
251009	Parnell & Crum, PA	\$ 50.00	02-12-15

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

MONTGOMERY COUNTY COMMISSION

MAR - 2 2015

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 02-20-15

Check Number	To	Check Number
251101		251137
Total Checks Paid		\$438,246.80

CHECK #	PAYEE	AMOUNT	DATE
251100	Albert L. Moseley	\$ 3,500.00	02-12-15

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

MONTGOMERY COUNTY COMMISSION

MAR - 2 2015

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 02-20-15

Check Number	To	Check Number
251138		251188
Total Checks Paid		\$149,407.92

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

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING TRANSACTIONS WERE AUDITED AND
ORDERED PAID

03/02/15 Meeting

AGENDA

MAR - 2 2015

CHECKS ARE DATED
02/20/15

Payroll Check Number	122153	To	Payroll Check Number	122226	\$ 52,401.01
Direct Deposits					\$ 805,368.88
Payroll Check Number	122227	To	Payroll Check Number	122256	\$ 248,758.48
Direct Deposits					\$ 356,370.18
Federal Deposits					\$ 307,916.25
Total Payroll Paid					\$ 1,770,814.80

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



E. Baxter Morris
President

MONTGOMERY AREA MENTAL HEALTH AUTHORITY
2140 UPPER WETUMPKA ROAD, P.O. BOX 3223
MONTGOMERY, ALABAMA 36107
(334) 279-7830
mamha@mamha.org

**SERVING MONTGOMERY, ELMORE,
AUTAUGA AND LOWNDES COUNTIES**

Henry E. Parker
Executive Director

January 30, 2015

Mr. Donald L. Mims
County Administrator
Montgomery County Commission
P.O. Box 1667
Montgomery, AL 36102-1667

Dear Mr. Mims:

This letter comes to you regarding an appointment to the Board of Directors of the Montgomery Area Mental Health Authority, Inc.

Rev. Albert Perkins, III 425 North Moye Drive, Montgomery, AL 36109 serves on the Board as appointed by the Montgomery County Commission. His term expired March 31, 2015.

Rev. Perkins has been an outstanding Board member with an excellent attendance record. He has expressed a willingness to be reappointed. The Montgomery County Commission will need to reappoint Rev. Perkins or another Board member to the Authority Board for a six year term expiring March 31, 2021.

I appreciate the consideration of the Montgomery County Commission. If I can ever be of assistance to you, please do not hesitate to call.

Sincerely,

A handwritten signature in black ink that reads "Henry E. Parker".

Henry E. Parker
Executive Director
Montgomery Area Mental Health Authority, Inc.



1-2

Montgomery Area Mental Health Authority

Members:

Term Expires:



Rev. Albert Perkins, III
Montgomery, AL

4/1/2015

Arica Smith
Montgomery, AL

4/1/2019

Barbara W. Kornegay
Montgomery, AL

4/1/2017

Mr. Henry E. Parker, Executive Director
Montgomery Area Mental Health Authority
Montgomery, AL

Term: 6 years

MONTGOMERY COUNTY
COMMISSION
2015 FEB -2 AM 9:28

January 28, 2015

Montgomery County Commission
ATTN: Donald L. Mims
P.O. Box 1667
Montgomery, AL 36102-1667

Dear Mr. Mims,

I am writing to inform the Commission of the death of our beloved friend and neighbor L.E. Ward. We would like to appoint William (Bill) Huneycutt to finish the term of Mr. Ward for the Pintlala Water and Fire Protection Authority.

The current address for Bill Huneycutt is:
19675 U.S. Highway 31
Letohatchee, AL 36043
Phone: 284-1485

Thank you for your help in this matter. If I can be of any assistance, please feel free to call me at (334)-281-4284.

Sincerely,



CECIL BRENDLE

CGB/fp

Pintlala Water & Fire Protection Authority

Members:

Term Expires:

* L. E. Ward
Hope Hull, AL

3/1/2017

Cecil Brendle
Hope Hull, AL

3/1/2019

Wayne G. Hatcher
Hope Hull, AL

3/1/2015

Cc: Chairman (Brendle)
Maintenance: Fran Pugh, 288-5054)

Term: 6 years

2
3
4
5
6
7
8
9 A BILL

10 TO BE ENTITLED

11 AN ACT

12
13 Relating to any Class 3 municipality organized under
14 Act 618, 1973 Regular Session (Acts 1973, p. 879); to further
15 provide for the membership of any airport authority
16 established by the city.

17 BE IT ENACTED BY THE LEGISLATURE OF ALABAMA:

18 Section 1. Notwithstanding any other provision of
19 law, any airport authority established by any Class 3
20 municipality organized under Act 618, 1973 Regular Session
21 (Acts 1973, p. 879), shall have two additional members
22 appointed by the county commission of the county where the
23 municipality is located. Members appointed pursuant to this
24 section shall serve for terms as currently provided for other
25 members of the authority.

26 Section 2. All laws or parts of laws which conflict
27 with this act are repealed.

1 Section 3. This act shall become effective
2 immediately following its passage and approval by the
3 Governor, or its otherwise becoming law.

2
3
4
5
6
7
8
9 A BILL

10 TO BE ENTITLED

11 AN ACT

12
13 Relating to Montgomery County; to provide for
14 service of process in Montgomery County; to increase the fee
15 for civil or criminal documents with certain exceptions; and
16 to provide for the disposition of funds.

17 BE IT ENACTED BY THE LEGISLATURE OF ALABAMA:

18 Section 1. This act shall only apply to Montgomery
19 County.

20 Section 2. (a) In addition to all existing charges,
21 fees, judgments, and costs of court, in the criminal division
22 of the district and circuit courts of Montgomery County, an
23 additional one-time service of process fee of thirty dollars
24 (\$30) per document shall be imposed.

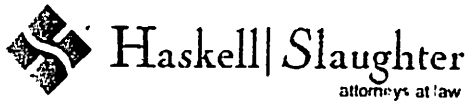
25 (b) In addition to all existing charges, fees,
26 judgments, and costs of court, in the civil division of the
27 district and circuit courts of Montgomery County, an

1 additional one-time service of process fee of thirty dollars
2 (\$30) per document shall be imposed.

3 (c) The court official designated in Montgomery
4 County by law for the respective courts shall collect the
5 service of process fee designated in subsections (a) and (b)
6 and shall remit the fees collected to the Montgomery County
7 Commission to be deposited in the county general fund.
8 Notwithstanding the foregoing, the fee shall not be imposed
9 and collected if the court finds payment of the fee will
10 create a substantial hardship. A verified statement signed by
11 the person requesting service and approved by the court
12 attesting the substantial hardship shall be filed with the
13 clerk of the court.

14 (d) The district attorney, law enforcement, and
15 grand juries shall be exempt from payment of the fees provided
16 in this act.

17 Section 3. This act shall become effective on the
18 first day of the third month following its passage and
19 approval by the Governor, or its otherwise becoming law.



Haskell Slaughter & Gallion, LLC
8 Commerce Street
Suite 1200
Montgomery, Alabama 36104
t 334 265 8573 | f 334 264 7945

MEMORANDUM

TTC

ATTORNEY/CLIENT PRIVILEGED

TO: Donnie Mims
FROM: Tommy Gallion
DATE: January 28, 2015
RE: Claim of Dana Shannon for Kimora Brenson

I am in receipt of your January 27, 2015 memo regarding a claim filed by Patrick G. Montgomery on behalf of Dana Shannon for minor Kimora Brenson. I have reviewed the Notice of Claim. Based on the information that I reviewed, it is my legal opinion that this accident is not the responsibility of Montgomery County.

It is my recommendation that this claim be recognized and denied at the next commission meeting.

50051-317

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

ANDREW D. HALL
RONDA M. WALKER
JILES WILLIAMS, JR.

A COUNTY OLDER THAN THE STATE

MONTGOMERY COUNTY COMMISSION
P.O. BOX 1667
MONTGOMERY, ALABAMA 36102-1667

ESTABLISHED 1816

DONALD L. MIMS, CPA, MPA
ADMINISTRATOR
FLORENCE M. CAUTHEN
DEPUTY ADMINISTRATOR
(334) 832-1210
FAX (334) 832-2533
TDD (334) 265-3568
www.mc-ala.org

January 27, 2015

MEMORANDUM

TO: Thomas Gallion, III
County Attorney

FROM: Donald L. Mims *plm*
County Administrator

RE: Dana Shannon for Kimora Brenson

Attached is a Notice of Claim submitted by Patrick G. Montgomery Attorney at Law for Claimant at Alexander Shunnarah Gulf Coast, LLP on behalf of their client, Dana Shannon regarding Kimora Brenson. We received this letter in our office on January 26, 2015.

Please review this letter and take appropriate action as to its validity against the Montgomery County Commission.

A recommendation to the County Commission to recognize and deny this claim is appreciated by February 4, 2015.

Thank you for your assistance in this matter.

/tlm

Attachment



Alexander Shunnarah

GULF COAST, LLP

Alexander Shunnarah*
James T. Laura, Jr.**^
Russell D. Johnson****
Damian Zimmerman**
Emily S. Fertig****
Patrick Montgomery*
Brian Connors***
Joseph Oaks*
Scott Soutullo*****x
J. Daniel Rhames*x

January 22, 2015

Montgomery County
Administrators Office
P.O. Box 1667
Montgomery, Alabama 36102

Dear Donald L. Mims- Administrator:

Please find enclosed the notice of claim of Kimora Brenson.

I have enclosed a duplicate of the first page and a self addressed, stamped envelope. Please file stamp it and return it to me.

Sincerely,

Patrick G. Montgomery
Attorney at Law

* Licensed Only in A
** Licensed in FL & AL
*** Licensed Only in FL
**** Licensed Only in AL
***** Licensed in AL & FL
^ Managing Partner
~ Partner
x Of Counsel

59 ST. JOSEPH STREET
MOBILE, AL 36602

25 E. WRIGHT STREET
PENSACOLA, FL 32501

420 W. BEACH DRIVE
PANAMA CITY, FL 32401

204 COURTHOUSE ROAD, SUITE A
GULFPORT, MS 39507

P. O. BOX 1388
MOBILE, AL 36633
251-438-7400

25 E. WRIGHT STREET, SUITE 2508
PENSACOLA, FL 32501
850-542-8000

P. O. BOX 728
PANAMA CITY, FL 32402
350-542-8000

P. O. BOX 6189
GULFPORT, MS 39506-6189
228-777-4111

5-4

**KIMORA BRENSON'S NOTICE OF
CLAIM TO THE CITY OF MONTGOMERY
AND/OR MONTGOMERY COUNTY**

Pursuant to §§ 11-47-23 and 11-47-192 of the Alabama Code, Kimora Brenson, a minor, by and through her mother, Dana Shannon, submits the following Notice of Claim to the City of Montgomery and Montgomery County:

1. Kimora Brenson is a resident of Montgomery County, Alabama. She is three years old. Dana Shannon is her mother, and next of kin.

2. On September 23, 2014 at approximately 5:30 p.m., Miss Brenson was an invitee attending a football game at the football fields and parks located near Auburn University-Montgomery. While attending the football game, Miss Brenson attempted to use the restroom at one of the field houses. In doing so, she entered the facility when an improperly maintained door slammed shut on right thumb. As a result, part of her right thumb was amputated. The City of Montgomery and/or the County of Montgomery owned and operated the premises at which the events were being held. The door was improperly maintained by employees of the City of Montgomery and/or Montgomery County.

3. At all times relevant to this claim, the personnel in charge of, and control of, the facilities at which the event was held were employees or agents of the City of Montgomery and/or Montgomery County.

4. As a result of the negligent, reckless, and wanton conduct of the City of Montgomery and/or Montgomery County, Miss Brenson suffered a partially amputated right thumb. Based on currently available information, Mr. Lucas's damages include, but are not limited to, medical expenses, pain and

suffering, and permanent disability as well as disfigurement.

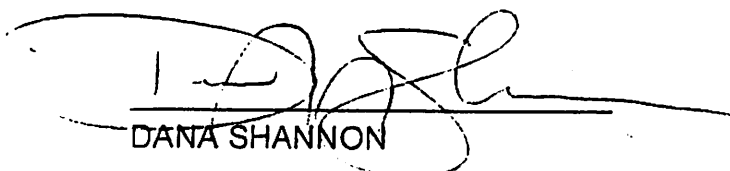
5. The medical expenses include bills from Baptist East, Children's Hospital in Birmingham, the Kirklin Clinic, amongst others, and are anticipated to exceed \$100,000. These expenses are subject to further revision.

6. Based on the foregoing, Miss Brenson demands compensation from the City of Montgomery and/or Montgomery County for the damages caused by the negligent, reckless, and wanton conduct of the City of Montgomery and/or Montgomery County, and their employees and agents.

VERIFICATION

STATE OF ALABAMA)
COUNTY- MONTGOMERY)

DANA SHANNON, as mother and next of kin of Kimora Brenson, personally appeared before me, the undersigned authority in and for said state and county, and after being duly sworn, did depose and say that she has read the foregoing Notice of Claim and knows the contents thereof, and that the allegations of the Notice of Claim are true and correct to the best of his knowledge.


DANA SHANNON

Subscribed and sworn to before me
this 5 day of JANUARY, 2015.


NOTARY PUBLIC

My Commission Expires: 21 February 2018
3-16

ACAA MEMBERSHIP APPLICATION & RENEWAL FORM

For 2015 Membership Year
(January 1 - December 31, 2015)

County: Montgomery County Website: www.mc-ala.org

Address/City/Zip: P.O. Box 1667, Montgomery, AL 36102-1667

Telephone: 334-832-1210 Fax: 334-832-2533

In order to continue to receive all Association of County Administrators of Alabama (ACAA) mailings, persons must be current ACAA members. Please add the names below of all eligible members from your county, along with their titles and email addresses, who wish to join ACAA. Eligible members include county commission Administrators; Assistant Administrators; and any other persons, by whatever title designated, who performs the duties of Administrators or Assistant Administrators to the various governing bodies of the State of Alabama. Renewal of membership in ACAA for 2015 is due by November 30, 2014. Direct any questions regarding ACAA renewal to Paulette Williams at 334-263-7594.

Name: Donald L. Mims Title: County Administrator Email: donaldmims@mc-ala.org

Name: Florence M. Cauthen Title: Deputy Administrator Email: florencecauthen@mc-ala.org

Name: _____ Title: _____ Email: _____

Name: _____ Title: _____ Email: _____
(use additional paper, if needed)

Total Amount Enclosed: \$ 225.00 (\$150 Administrator + \$75 each Asst. Admin. and Others)

Payment Due Upon Receipt

Please make check pavable to ACAA and mail to:

ACAA - P.O. Box 5040 - MONTGOMERY, AL 36103

6-2

MONTGOMERY COUNTY COMMISSION

BUDGET CHANGE REQUEST

REQUEST NUMBER 17

DEPARTMENT:	County Comm Appropriations	REVIEWED:	S. Thomas	2/17/2015
DATE:	2/17/2015	Finance Director		Date
REQUESTED BY:	Donald L. Mims	APPROVED:		
Elected Official/Dept. Head		Administrator		Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
A-KEEP	001-58100.498	0	5,000	5,000
In House Misc. Appropriations	001-59310.498	35,500	(5,000)	30,500
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		35,500	0	35,500

JUSTIFICATION:

To fund an appropriation to Alabama-Korea Educational Exchange Program (A-KEEP) a tax-exempt organization providing academic, educational and cultural exchange between Alabama and Korea. The appropriation will be used for the Global Youth Leadership Program.

Tammy Nix

From: Sandy Greer <sandy.greer@akeep.org>
Sent: Wednesday, February 11, 2015 10:53 AM
To: Elton N. Dean, Sr.; Dan Harris; Jiles Williams, Jr.; Andrew Hall; Ronda Walker
Cc: Tammy Nix; Donald Mims
Subject: Korean Educational and Economic Partnership

Dear all Honorable Montgomery County Commissioners!

I thank each of you for giving me your precious time to go over AKEEP Global Youth Leadership Training Program. The 4th annual program will be held in South Korea, June 3rd to 19th, 2015. As each of you are committed individually, now all of you are committed collectively! As you wished, please sponsor one student from your own district. As large presence as Korean major manufacturing companies are in Montgomery County, considering their economic impact, and we have so much interests from our community. We should be able to send 5 youth representatives from Montgomery County to educate them... They earn a high school credit anointed by Alabama State Department of Education!

(A) \$5,000 per district will guarantee one student or one teacher from that district regardless whether each student can raise their sponsorship or not. Total \$25,000.

(B) If not all of you can agree on (A), can or may an individual district decide under an individual discretionary fund to guarantee a representation?

(C) If not (A) or (B), \$3,000 per district can be possible for a representation as each student or a teacher seeks their own \$2,000 sponsorship. Total \$15,000. Each student is working very hard for this once in a life time opportunity! Please bless them.

(D) 2014, you granted \$7,500. Any contribution is appreciated!

Please bless them with the hope and a great opportunity that only you can offer. I will continuously do my best as I always have done.

Thank you for the continuous support!

Sincerely,

Meesoon Han/ Sandy Greer

Executive Director of A-KEEP, Inc.

334.328.5695 and SeeMeesoon@AKeep.org

MONTGOMERY COUNTY COMMISSION

BUDGET CHANGE REQUEST

REQUEST NUMBER 18

DEPARTMENT:	County Comm Appropriati	REVIEWED:	S. Thomas	2/19/2015
DATE:	2/19/2015	Finance Director		Date
REQUESTED BY:	Donald L. Mims	APPROVED:		
Elected Official/Dept. Head		Administrator		Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Industrial Park Incentives	001-51956.304	0	2,500	2,500
Fund Balance	001.35900	0	(2,500)	
TOTAL		0	0	2,500

JUSTIFICATION:

To provide funding for the development of an AdvantageSite application for the Montgomery Industrial Park.

Tammy Nix

From: Charlie Bass <cbass@montgomerychamber.com>
Sent: Wednesday, February 11, 2015 3:14 PM
To: Donald Mims
Cc: Tammy Nix
Subject: Montgomery Industrial Park
Attachments: Montgomery Ind Park - Advantage Site - CTL Proposal - Feb 4, 2015.pdf

Donnie,

I have attached the proposal from CTL for soil borings. I was waiting on the proposal from Goodwyn Mills and Cawood for a cultural resource study, but the environmental person is out of the office today. The borings from CTL total right at \$4,000. Nim Frazer has agreed to pay half of that cost. The cultural resource study will cost \$500. This will bring the county total to \$2500. Let me know if you need anything else.

Charlie Bass
Manager, Research
Montgomery Area Chamber of Commerce
41 Commerce Street, P.O. Box 79
Montgomery, Alabama 36101
www.montgomerychamber.com
Office: 334-240-9291



February 4, 2015

Mr. Charlie Bass
Montgomery Area Chamber of Commerce
41 Commerce Street
Montgomery, Alabama 36109

Re: Proposal for Geotechnical Exploration
Montgomery Industrial Park
Montgomery, Alabama
CTL Proposal No. 1276.0204.15

Dear Mr. Bass:

CTL, Inc. is pleased to have the opportunity to provide a proposal for geotechnical engineering services for the referenced project. The scope of services will include the necessary soil test borings and soil laboratory testing to provide a Preliminary Geotechnical Exploration for the development of an *AdvantageSite* application for the Montgomery South Industrial Park.

Project Description

We understand that the *Montgomery Area Chamber of Commerce* is seeking the *AdvantageSite* designation by the *Economic Development Partnership of Alabama (EDPA)* for the Montgomery Industrial Park in east Montgomery. The required Preliminary Geotechnical Exploration is part of the due diligence documentation required by the *EDPA* for *AdvantageSite* status.

CTL has performed various geotechnical explorations at the Montgomery Industrial Park over the years and has some subsurface data, primarily for the southern portion of the property. Selected past borings over the southern portion of the property can be included in the proposed Preliminary Geotechnical Exploration report. Additional borings are proposed for the northern portion of the site. The attached *Boring Location Plan* depicts the approximate locations of past borings and the proposed locations of new borings.

Scope of Services

This proposal is based on four (4) soil test borings widely scattered across the northern (undeveloped) portions of the site. Based on our experience at this site, we are proposing boring depths of about 20 to 30 feet below the ground surface. Ground water is relatively shallow at this site; therefore, we propose to drill at least three (3) of the borings to a depth of about 30 feet in order to document general ground water depths. Also included are related soil laboratory testing and engineering staff time for data review, report preparation and follow-up consultations as required.

The soil test borings will include standard penetration testing in accordance with ASTM procedures. The soil test borings and related field work would be completed with CTL drill rigs and related equipment. Testing of selected soil samples collected at the test borings would be performed in our AASHTO accredited laboratory in Montgomery.

CTL, Inc. | Est. 1951

HOME OFFICE - 1211 Newell Parkway - Montgomery, Alabama 36110 - 334.260.91274 - www.CTLtesting.com
SOUTH ALABAMA OFFICE - 715 Cardinal Circle Dr. Suite D - Summerdale, Alabama 36580 - 251.964.7556

9-4

The final engineering report would provide a summary of the soil conditions encountered at the boring locations, an assessment of ground water conditions as related to typical industrial roadway and building construction, and preliminary recommendations for site grading, foundations and pavement buildup. Based on our proposed work scope, we can provide preliminary geotechnical testing and engineering services for a cost of \$3,974.

Based on our knowledge of the site, the proposed boring locations will generally be in open pasture (hay field) areas, or in pecan orchard areas. Considering the cultivation of portions of the site and recent wet weather patterns, we propose to use our all-terrain (ATV) drilling equipment to access the boring locations.

Closure

Attached is our *Scope of Work / Cost Estimate* document which provides a breakdown of the unit costs and estimated quantities for this project. Also attached is a *Boring Location Plan* showing approximate locations of past CTL soil test borings (6) and four (4) proposed borings. Based on our current work schedule, we could mobilize to the site within about one week of a notice to proceed. A completed report would be available within about two (2) weeks of completion of the field work and soil laboratory testing.

We thank you for allowing CTL, Inc. the opportunity of providing this proposal. Please feel free to contact our office if you have any questions or if you need any additional information. We look forward to discussing our services with you in greater detail as this project advances.

Sincerely,

CTL, Inc.



Kevin M. Blake, P.E.
Vice President

Attached: Scope of Work / Cost Estimate
Boring Location Plan

GEOTECHNICAL ENGINEERING/TESTING PROPOSAL

Scope of Work / Cost Estimate

February 4, 2015

Project: Geotechnical Exploraton for
Advantage Site Application
Montgomery Industrial Park
Montgomery, Alabama
CTL Proposal No. 1276.0204.15

Client: Montgomery Area Chamber of Commerce
41 Commerce Street
Montgomery, Alabama 36104

Attn: Mr. Charlie Bass

<u>ITEM</u>	<u>QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
1.0 FIELD WORK - Mobilization / Drilling			
A. Mobilization of Equipment and Crew			
1. All-terrain drill rig (ATV)		\$400.00 lump	\$400.00
2. Support vehicle - pick-up (3 trips)	90 mi.	\$0.60 per mile	\$54.00
B. Soil Test Borings with SPT			
3 30 ft. borings	90 ft.		
1 20 ft. borings	20 ft.		
4 Borings Total	110 ft. total	\$11.00 per ft.	\$1,210.00
C. Engineering Technician (drilling, sampling, groundwater check, clean-up, etc.)	10 hr.	\$40.00 per hr.	\$400.00
D. Staff Engineer - boring layout	4 hr.	\$95.00 per hour	\$380.00
Total Field Work			\$2,444.00
2.0 LABORATORY TESTING			
A. Soil Grain Size Analysis	4 ea.	\$55.00 ea.	\$220.00
B. Soil Atterberg Limit Test	4 ea.	\$60.00 ea.	\$240.00
C. Soil Moisture Content	20 ea.	\$7.00 ea.	\$140.00
Total Testing			\$600.00
3.0 ENGINEERING - Report			
A. Principal Engineer	5 hrs.	\$110.00 per hr.	\$550.00
B. Project Geotechnical Engineer	4 hrs.	\$95.00 per hr.	\$380.00
Total Engineering			\$930.00
Total Estimated Cost			\$3,974.00

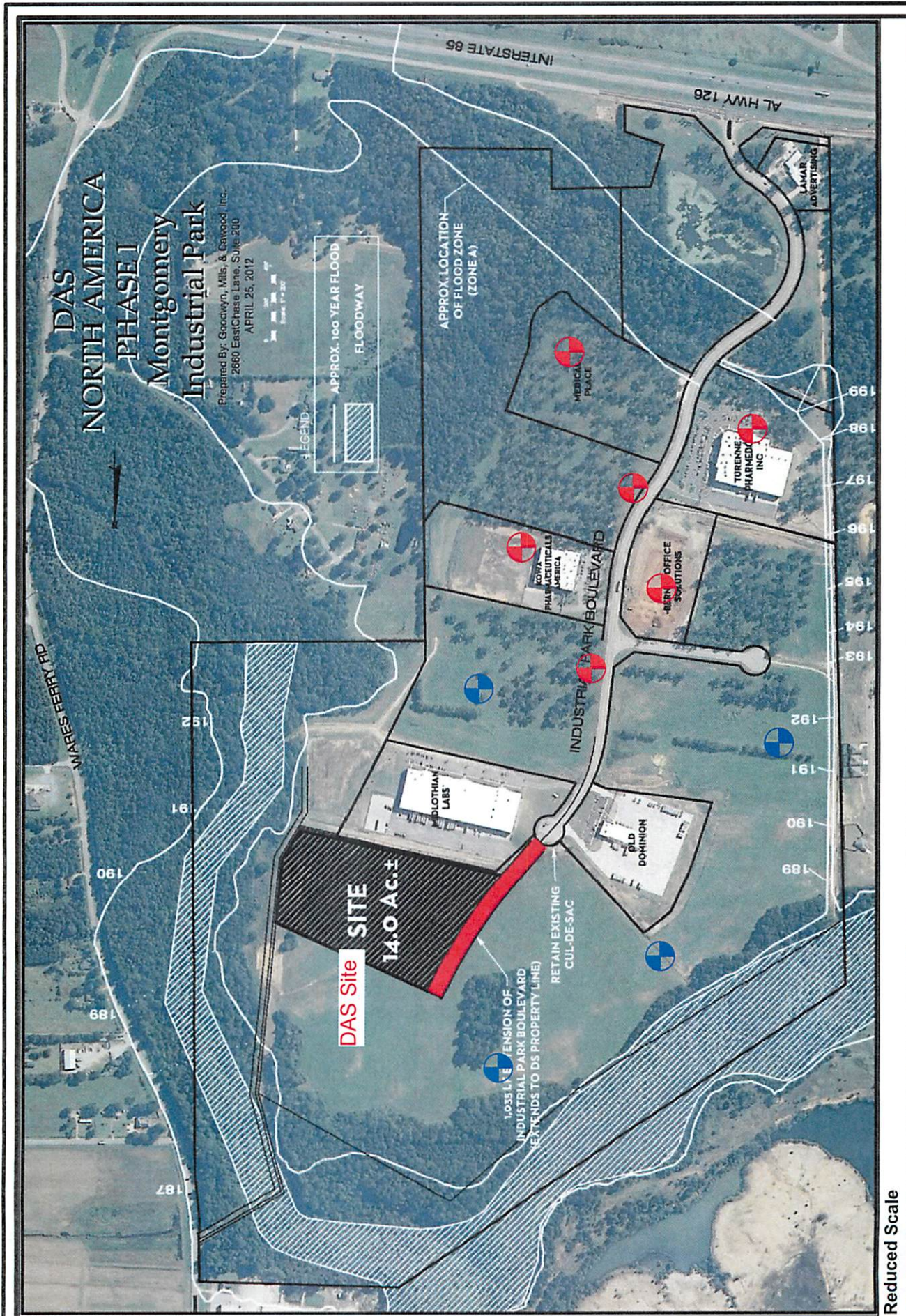
Notes:

1. Proposal based on the site being open and accessible to our truck mounted drilling equipment.
2. The borings would be backfilled with soil cuttings after monitoring ground water conditions.



Kevin M. Blake, P.E.
Vice President





Reduced Scale



CTLI
INC.
GEOTECHNICAL SERVICES

Proposed Boring Location Plan

● - Sept. 2000 Borings
● - Proposed Boring

Project:

Montgomery Industrial Park
Montgomery, Alabama

9-7

**CITY - COUNTY OF MONTGOMERY
PERSONNEL DEPARTMENT**

PERSONNEL BOARD
JOHN L. BAKER, CHAIRMAN
BENITA FROEMMING
RANDALL B. JAMES

27 Madison Avenue
Montgomery, Alabama 36104

CARMEN DOUGLAS
PERSONNEL DIRECTOR
TELEPHONE: 334-625-2675
FAX: 334-625-2219

January 23, 2015

MEMORANDUM

TO: Paul Brown
Executive Director, MC Community Corrections Department

FROM:  Robbie Estes (2278)
Personnel Analyst

RE: Community Corrections Technician Proposed Job Description/Pay Grade

Per your request in October of 2014, the Personnel Department developed a job title and job description for a new position of "Community Corrections Technician" to support the Community Corrections Officers. A salary range of A04 (\$27,137-\$38,630) is recommended for this position. Attached is a copy of the job description.

Pending the Community Correction Board's approval, please sign and return the job description in order to have this action presented to the next County Commission and Personnel Board meetings. If you have any questions, please contact me.

An Equal Opportunity Employer
www.montgomerypersonnel.com

10-2

COMMUNITY CORRECTIONS TECHNICIAN

0357

FLSA: Non-Exempt

1/23/15

Pay Grade: A04

NATURE OF WORK: The fundamental reason this job exists is to provide assistance and support for senior Community Corrections Staff. This position assists senior staff in identifying and monitoring offenders placed into Community Corrections programs and to secure alternative releases for all targeted populations. The essential functions are: assists the Community Correction Officer in researching possible alternative releases or dispositions of both non-adjudicated offenders and adjudicated offenders; assists and supports supervision and monitoring of Community Corrections program populations participating in community corrections programs; monitors and verifies progress of offenders; performs administrative and program support duties; prepares reports and documentation. All routine duties are performed under the guidance of senior Community Corrections Officers and the position reports directly to the Assistant Director of Community Corrections.

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation. The list of essential functions is to be used as a starting point to determine essential functions for a specific position at a specific location at a specific time. The ADA was intended to be applied on a case-by-case basis with the understanding that one position may differ from another similar position. The performance of "non-essential functions" is not optional for employees not covered under the ADA.

ESSENTIAL FUNCTIONS: Assists Community Corrections Officers in researching possible alternative releases, Jail/Prison Diversion, Community Service, and/or other programs/diversions including electronic monitoring using a computer and assigned database access in order to enhance the use of alternatives to incarceration for program participants.

Assists in investigating possible alternative sanctions/releases for targeted populations by working with the Courts, and Community Corrections Officers to form recommendations regarding the status and disposition of offenders.

Assists in the evaluation and determination of whether an offender/inmate meets criteria for community corrections programs.

Accesses available databases and other data/information including direct contacts with detention facility for updates on offenders.

Assists in reviewing offender/inmate files and other pertinent information/resources including Criminal Docket sheets to identify potential candidates for Community Corrections programs.

Assists the Correctional Officer in determining an inmate's financial status, position in the community, job status, etc. to aid the Community Corrections Officer in order making assessments regarding the potential for Community Corrections program placement and participation.

Assists Community Corrections Officer in constructing and preparing new case files; files and retrieves documents; prepares documents for storage, maintains current records, and maintains an organized filing system and work area.

Appears in court at hearings to provide information or testimony as required.

COMMUNITY CORRECTIONS TECHNICIAN

Page 2

Assists in the assessment of offenders for appropriate placement in order to identify participants for community service projects and makes recommendations to the court.

Assists in the identification of potential Community Service projects/partnerships.

ESSENTIAL FUNCTIONS: Assists and supports the supervision and monitoring of all Community Corrections participants in various community corrections programs using phones, hand-held portable two-way radios, court documents, county vehicles, PCs and department forms and reports; following court orders and directions from senior Community Corrections Staff in order to provide assistance in supervising offenders and managing caseloads, ensure court-ordered conditions release are complied with, and assist in referring offenders with problems including drug and alcohol abuse, financial, marriage, employer/employment issues, education, and other problems.

Performs the ARAS risk assessment/reassessment of offenders after completion of formal instruction.

Assists the Community Corrections Officer in the implementation and modification of offender case plans, including follow-up with referral assignments to community providers.

Assists the Community Corrections Officer in dealing with crisis situations concerning clients/offenders or their families.

Consults with and refers offenders to social services.

Assists with and co-facilitates educational and/or treatment groups.

Orients, instructs and informs offenders regarding the rules, regulations and purpose of various Community Corrections programs.

Administers drug tests to community corrections participants, outside agency referrals, offenders, and others referred to the Community Corrections Department.

Upon completion of instruction and orientation to lab procedures, assists and serves as back-up/substitute Drug Screen Lab technician.

Operates the drug screening instruments and records test results for dissemination to Community Corrections staff.

Assists Community Corrections Officers in the identification of appropriate programs and services.

Assists in making referrals to outside agencies to include residential and outpatient drug and alcohol treatment, education, job training, mental health, family counseling, budgeting, employment, etc.

ESSENTIAL FUNCTIONS: Monitors and reports progress of offenders and provides offender with information concerning court-ordered/officer-referred community service projects and procedures in order to ensure the Courts and the Community Corrections Directors are informed of community service participants' progress and provide the client information concerning court-ordered activities and procedures.

Assists Community Corrections Officers in writing/constructing violation reports, court reports and modification orders.

Reports Community Corrections project status to court and/or Community Corrections personnel including the Director and other Community Corrections employees.

ESSENTIAL FUNCTIONS: Performs administrative duties associated with Community Corrections programs using personal computers, court orders, and county forms in order to ensure accurate record keeping and fee collection, assist in coordinating public relations activities with the community regarding community service, job development/opportunities and other programs and ensure completion of proper forms or documentation.

Prepares documents for storage, maintains current records, maintains an organized filing system, and maintains current electronic data.

Monitors and/or collects court-ordered monies such as restitution payments, supervision fees, court costs, etc.

Completes administrative forms such as leave, travel, vouchers and statistical forms to document activities.

Prepares documents for copying and/or storage.

Prepares reports and maintains statistics on community service projects.

Contacts and/or meets with local, private and government agencies on community service programs to encourage participation in community service projects.

Contacts local government and private agencies and organizations to develop community service projects as needed.

Works with Community Corrections Staff to develop procedures and documentation methods for all community service assignments, referrals for assessments and services, monitoring, and developing of programs and projects.

Works to identify, from various sources, potential employment opportunities for offenders and helps to list and update job openings with Community Corrections Staff for offenders seeking or in need of employment.

Upon completion of required formal instruction, checks resources, such as NCIC, LET'S and AOC for criminal activity.

Enters offender DATA and conducts the offender interview in the MIDAS database.

Performs front-office support duties as assigned.

ESSENTIAL FUNCTIONS: Prepares reports and documentation for the Executive Director, and other officials related to the status of the programs and provides statistical data regarding program population.

Assists in the preparation of data/statistical reports for the Executive Director regarding program operations using data and other information collected from research and the results of court proceedings.

Assists senior Community Corrections Officers in preparing various reports.

Receives copies of completed field contact reports and enters information into MIDAS database.

Prepares (for senior staff approval) program participant violation reports to document violations.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the classification of crimes such as felonies, misdemeanors, and violations as needed to assist in determining appropriate alternative sanctions, dispositions/releases.

Knowledge of the geography of the City and County of Montgomery as needed to travel to

COMMUNITY CORRECTIONS TECHNICIAN

Page 4

locations, conduct authorized community contacts, and provide program participants with directions to various locations.

Knowledge of other city municipalities and law enforcement agencies and their functions for the purpose of coordinating assistance in supervising/monitoring offenders and program participants.

Ability to assimilate a general knowledge of caseload management procedures as needed to assist in supervising and monitoring offenders.

Knowledge of general legal terminology as needed to conduct research, interact with judges, officers of the court, offenders, offenders, etc. and complete reports.

Ability to learn the various functions of Community Corrections Officers as needed to assist them in carrying out department functions.

Ability to assist the Community Corrections Officer to assess/match offenders assigned to Montgomery County Community Corrections to appropriate community-based programs and community service projects based on factors including Risk Assessment Scores, criminal history, current charges, and individual capabilities.

Ability to exhibit the appropriate level of professional boundaries and to use an appropriate level of firmness and authority in dealing with all program participants.

Ability to interact with others to include courtesy, tact and diplomacy as needed to provide/gather information, assign and follow up on assigned work duties, and establish effective, professional and results focused working relationships.

Ability to interact with individuals from varying socio-economic and cultural backgrounds to include the ability to recognize commonly used street or slang terms as needed to explain information to offenders or the general public and encourage or enforce offender compliance with procedures.

Ability to add and subtract as needed to process fees, calculate the number of offenders, and prepare reports for senior staff.

Ability to establish priorities, set and keep deadlines, and develop work schedules and guidelines for completion of multiple projects.

Ability to promote positive relationships with local, private and government entities as needed to identify and develop access to services for program participants, community service programs, encourage and persuade local organizations to participate in community service referrals.

Ability to organize workload of multiple community corrections program participants and projects operating at various stages in progress as needed to maintain the status of all programs, document and report the status of projects.

Ability to assimilate knowledge of community service agencies and service delivery agencies in the local area as needed to match offender populations with programs and services designed to meet the offender's and community needs.

Ability to use reference materials including the Criminal Laws of Alabama and the Alabama Code of Criminal Procedure for the purpose of understanding specific charges and the corresponding court(s) (i.e., district, circuit, juvenile, and domestic relations) having jurisdiction over a particular type of charge for the purpose of preparing reports and determining Court settings.

Ability to perform basic database maintenance and knowledge of case file records as needed to create, document and update case management information into databases.

Ability to utilize common word-processing and spreadsheet computer software.

Ability to operate standard office equipment including word processors computer terminals, typewriters, telephones, printers, adding machines, calculators, copiers and two-way radio.

Ability to follow written and oral instructions from supervisors and judges.

Ability to state and explain policies, procedures and problems in such a way as to enlist support, compliance and acceptance by program participants.

Ability to provide sufficient amount of details in documentation as needed to ensure that all pertinent and necessary information is provided to reader.

Ability to organize facts and present them in a logical order, consistent with the purpose of any written document.

SPECIAL REQUIREMENTS: Must have a valid Alabama Driver's License or have the ability to acquire one at the time of employment.

MINIMUM QUALIFICATIONS: Bachelor's degree in business administration, public administration, criminal justice, criminology, counseling, psychology, sociology or a closely related field from an accredited college or university.

APPROVALS:	
Supervisor	Date
Division Head	Date
Department Head	Date
Appointing Authority	Date

Y:\JOB INFORMATION\DESCRIPTIONS\county\0359 Community Corrections Officer 2- 2012.rtf

ORIGINAL POSITION FILL REQUEST

DEPARTMENT Montgomery County Youth Facility

DEPARTMENT HEAD: Bruce R. Howell, Court Administrator

SUPERVISOR: Brandi Alexander, Detention Director

COMPLETED ACTION DATES

1. ___ dept request
2. ___ admin review
3. ___ pers dept
4. ___ cert to admin
5. ___ dept selection
6. ___ final review

1. POSITION TITLE: Juvenile Detention Officer - to replace F. Clemons

POSITION NUMBER: 900300010

PROPOSED EFFECTIVE DATE: 3/16/2015

TYPE OF APPOINTMENT (X) Permanent () Temporary

RECRUITING

() PROMOTIONAL REGISTER () TRANSFER

(X) OPEN COMPETITIVE REGISTER () REEMPLOYMENT

PAY GRADE: PC1 (\$30,456/\$1,171.40/\$14.6425)

Bruce R. Howell

Department Head

2/11/2015
Date

2. ADMINISTRATIVE REVIEW

- () APPROVED
() DISAPPROVED

Funding Authority

3. CERTIFICATION

Promotional	_____	Candidates
Open-Competitive	_____	Candidates
Transfer	_____	Candidates

Personnel Director

Date

4. SELECTEE:

Appointing Authority

Date

5. () Manpower data entered by

Date

() Payroll entered by

Date

11-2

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

1. ___ dept request
2. ___ admin review
3. ___ pers dept
4. ___ cert to admin
5. ___ dept selection
6. ___ final review

DEPARTMENT Montgomery County Youth Facility

DEPARTMENT HEAD: Bruce R. Howell, Court Administrator

SUPERVISOR: Brandi Alexander, Detention Director

1. POSITION TITLE: Juvenile Detention Officer - to replace Dale Clarke

POSITION NUMBER: 900300004

PROPOSED EFFECTIVE DATE: 3/16/2015

TYPE OF APPOINTMENT (X) Permanent () Temporary

RECRUITING

() PROMOTIONAL REGISTER () TRANSFER

(X) OPEN COMPETITIVE REGISTER () REEMPLOYMENT

PAY GRADE: PC1 (\$30,456/\$1,171.40/\$14.6425)

Bruce R. Howell

Department Head

2/11/2015
Date

2. ADMINISTRATIVE REVIEW

- () APPROVED
() DISAPPROVED

Funding Authority

3. CERTIFICATION

Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

Personnel Director

Date

4. SELECTEE:

Appointing Authority

Date

5. () Manpower data entered by

Date

() Payroll entered by

Date

11-3

Montgomery County Commission
Travel / Training Request Approval

Appendix C

AGENDA

MAR - 2 2015

Request # 15

Date: February 24, 2015
To: Donald L. Mims, Administrator
From: Tonya Mitchell, Clerk III
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Prattville, Al
Departure Date: April 1, 2015 Return Date: April 2, 2015
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: to attend Finance and Revenue Class
for Certification in County Administration Training Programs

Traveler (s) Name: 1. Tonya Mitchell 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$202.60 Advance Registration Required: \$175.00
Department Name: County Commission Fund Name: General
Additional Comments: Registration \$175.00; Mileage -\$27.60

To: Tonya Mitchell, Clerk III
From: Donald L. Mims, Administrator

The above request is app. 03/02/15 reimbursement of actual and necessary expenses in the
approximate amount of \$202.60 and advance registration of \$175.00 is authorized.

To be completed by the Finance Department		
Fund Code:	<u>001-51100.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$22,500.00</u>	
Approved Requests:	<u>\$10,319.96</u>	
Budget Available:	<u>\$12,180.04</u>	
Current Requests:	<u>\$202.60</u>	
Budget Balance:	<u>\$11,977.44</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 2/24/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

AGENDA

MAR - 2 2015

Request # 12

Date: February 24, 2015
To: Donald L. Mims, Administrator
From: Terri Henderson, Revenue Manager
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, Alabama
Departure Date: April 24, 2015 Return Date: April 24, 2015

Conference Leave (Days / Hours): 1 Day

Purpose of Travel: Attend Fred Pryor Seminars Managing Multiple Priorities, Projects And Deadlines
Seminar in Montgomery, AL On 4/24/2015. Attendees Will Each Earn 6 CPE Hrs.
Toward Their Annual CRE Certification Requirements For Calendar Year 2015.

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

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

Total (est.) Cost: \$98.00 Advance Registration Required: \$98.00

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

Additional Comments: Registration Fees Of \$49.00 Each Or \$98.00 Total Payable In Advance To
Fred Pryor Seminars. Event #166673 Located At Hilton Garden Inn East In
Montgomery, AL. Meals \$0. Mileage \$0. Lodging \$0.

To: Terri Henderson, Revenue Manager
From: Donald L. Mims, Administrator

The above request is app. 03/02/15 reimbursement of actual and necessary expenses in the
approximate amount of \$98.00 and advance registration of \$98.00 is authorized.

To be completed by the Finance Department

Fund Code: 001-51800.265 (ex: 000-00000-000)
Description: Registration & Training
Current Budget: \$8,600.00
Approved Requests: \$5,161.58
Budget Available: \$3,438.42
Current Requests: \$98.00
Budget Balance: \$3,340.42

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 2/24/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

AGENDA

MAR - 2 2015

Request # 3

Date: February 24, 2015
To: Donald L. Mims, Administrator
From: Lou Ialacci
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Raleigh, North Carolina
Departure Date: March 10, 2015 Return Date: March 13, 2015

Conference Leave (Days / Hours): 4 Days

Purpose of Travel: Specilized training on OnSSI software system for security surveillance cameras
Required to be able to work on the software and install updates for cost savings.

Traveler (s) Name: 1. Mike Adams 4. _____
2. Mark Minniefield 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$4,750.00 Advance Registration Required: \$2,198.00

Department Name: Information Systems Fund Name: General

Additional Comments: Need to issue PO for Advance Registration in class as soon as possible

To: Lou Ialacci
From: Donald L. Mims, Administrator

The above request is app. 03/02/15 reimbursement of actual and necessary expenses in the
approximate amount of \$4,750.00 and advance registration of \$2,198.00 is authorized.

To be completed by the Finance Department		
Fund Code:	<u>001-51965.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$20,000.00</u>	
Approved Requests:	<u>\$4,545.50</u>	
Budget Available:	<u>\$15,454.50</u>	
Current Requests:	<u>\$4,750.00</u>	
Budget Balance:	<u>\$10,704.50</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 2/25/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

AGENDA

Request # 18

MAR - 2 2015

Date: February 11, 2015
To: Donald L. Mims, Administrator
From: Sheriff Derrick Cunningham
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Stapleton, AL
Departure Date: Thursday, June 25, 2015 Return Date: Friday, June 26, 2015
Conference Leave (Days / Hours): 2 days
Purpose of Travel: Attend Court Security Training Course

Traveler (s) Name: 1. Cpl. Earl Frazier 4. _____
2. Deputy Terrence Smith 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$2,000.00 Advance Registration Required: \$590.00

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

Additional Comments: Registration fee is \$295.00 per person

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

The above request is app. 03/02/15 reimbursement of actual and necessary expenses in the
approximate amount of \$2,000.00 and advance registration of \$590.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-52110.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$25,000.00</u>	
Approved Requests:	<u>\$10,781.31</u>	
Budget Available:	<u>\$14,218.69</u>	
Current Requests:	<u>\$2,000.00</u>	
Budget Balance:	<u>\$12,218.69</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 2/23/2015

cc: Finance Director / Buyer

12-4

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 19

AGENDA

MAR - 2 2015

Date: February 23, 2015
To: Donald L. Mims, Administrator
From: Sheriff Derrick Cunningham
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Louisville, Kentucky
Departure Date: Sunday, May 3, 2015 Return Date: Friday, May 15, 2015
Conference Leave (Days / Hours): 10 days
Purpose of Travel: Basic Crime Prevention Certification Seminar

Traveler (s) Name: 1. Cpl. Isaac Forbes 4. _____
2. Cpl. Cedric Leonard 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$3,500.00 Advance Registration Required: \$2,300.00
Department Name: Sheriff's Office Fund Name: 001-52110.265
Additional Comments: Registration fee for first participant is \$1,250 and second participant is \$1,050

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

The above request is app. 03/02/15 reimbursement of actual and necessary expenses in the
approximate amount of \$3,500.00 and advance registration of \$2,300.00 is authorized.

Donald L. Mims, Administrator

To be completed by the Finance Department		
Fund Code:	<u>001-52110.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$25,000.00</u>	
Approved Requests:	<u>\$10,781.31</u>	
Budget Available:	<u>\$14,218.69</u>	
Current Requests:	<u>\$5,500.00</u>	
Budget Balance:	<u>\$8,718.69</u>	

Reviewed by: S. Thomas
Date: 2/23/2015
cc: Finance Director / Buyer

12-5

Revised October 12, 2005

Montgomery County Commission
Travel / Training Request Approval

Appendix C

AGENDA

MAR - 2 2015

Request # 4

Date: February 26, 2015
To: Donald L. Mims, Administrator
From: George C. Speake, County Engineer
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Island House Hotel, Orange Beach, AL
Departure Date: March 11, 2015 Return Date: March 14, 2015
Conference Leave (Days / Hours): 3 days/30hrs.
Purpose of Travel: Attend Alabama Vector Management Society Annual Meeting

Traveler (s) Name: 1. Danise D. Nettles 4. _____
2. William C. Zeigler 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$1,095.00 Advance Registration Required: \$270.00

Department Name: Engineering Department Fund Name: 001-55600.265

Additional Comments: Includes registration, membership dues, lodging, mileage and meals

To: George C. Speake, County Engineer
From: Donald L. Mims, Administrator

The above request is app. 03/02/15 reimbursement of actual and necessary expenses in the
approximate amount of \$1,095.00 and advance registration of \$270.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-55600.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$1,500.00</u>	
Approved Requests:	<u>\$405.00</u>	
Budget Available:	<u>\$1,095.00</u>	
Current Requests:	<u>\$1,095.00</u>	
Budget Balance:	<u>\$0.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 2/26/2015

cc: Finance Director / Buyer

12-6

Montgomery County Commission
Travel / Training Request Approval

Appendix C

AGENDA

Request # 5

MAR - 2 2015

Date: February 20, 2015
To: Donald L. Mims, Administrator
From: Carmen Douglas, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL
Departure Date: April 21, 2015 Return Date: April 21, 2015
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: to attend AUM Outreach's Administrative Professionals Conference

Traveler (s) Name: 1. Renee Wood 4. _____
2. Jessalyn Peck 5. _____
3. Nina Nolan 6. _____

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

Total (est.) Cost: \$297.00 Advance Registration Required: \$297.00
Department Name: Personnel Fund Name: Merit System
Additional Comments: Registration Fee- \$99.00 each person

To: Carmen Douglas, Director
From: Donald L. Mims, Administrator

The above request is app. 03/02/15 reimbursement of actual and necessary expenses in the
approximate amount of \$297.00 and advance registration of \$297.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>123-51961-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$20,000.00</u>	
Approved Requests:	<u>\$449.00</u>	
Budget Available:	<u>\$19,551.00</u>	
Current Requests:	<u>\$297.00</u>	
Budget Balance:	<u>\$19,254.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 2/20/2015
cc: Finance Director / Buyer

12-7

Revised October 12, 2005

Montgomery County Commission
Travel / Training Request Approval

Appendix C

AGENDA

MAR - 2 2015

Request # 6

Date: February 20, 2015
To: Donald L. Mims, Administrator
From: Carmen Douglas, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL
Departure Date: April 29, 2015 Return Date: April 29, 2015
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: to attend NST Course: The Extraordinary Administrative Professional

Traveler (s) Name: 1. Renee Wood 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$149.00 Advance Registration Required: \$149.00
Department Name: Personnel Fund Name: Merit System
Additional Comments: Registration Fee- \$149.00

To: Carmen Douglas, Director
From: Donald L. Mims, Administrator

The above request is app. 03/02/15 reimbursement of actual and necessary expenses in the
approximate amount of \$149.00 and advance registration of \$149.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>123-51961-265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$20,000.00</u>
Approved Requests:	<u>\$449.00</u>
Budget Available:	<u>\$19,551.00</u>
Current Requests:	<u>\$446.00</u>
Budget Balance:	<u>\$19,105.00</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 2/20/2015
cc: Finance Director / Buyer

12-8

Revised October 12, 2005

Montgomery County Commission
Travel / Training Request Approval

Appendix C

AGENDA

MAR - 2 2015

Request # 23

Date: February 25, 2015
To: Donald L. Mims, Administrator
From: Daryl D. Bailey
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Huntsville, AL
Departure Date: March 23, 2015 Return Date: March 26, 2015
Conference Leave (Days / Hours): 4 Days
Purpose of Travel: National Child Advocacy Symposium on Child Abuse

Traveler (s) Name: 1. Suzanah Moorer 4. _____
2. Seth Gowan 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$0.00 Advance Registration Required: \$0.00

Department Name: District Attorney Fund Name: 760-51260-265

Additional Comments: Transportation provided; All Cost Covered by another agency

To: Daryl D. Bailey

From: Donald L. Mims, Administrator

The above request is app. 03/02/15 reimbursement of actual and necessary expenses in the
approximate amount of \$0.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>760-51260.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$65,000.00</u>	
Approved Requests:	<u>\$15,913.00</u>	
Budget Available:	<u>\$49,087.00</u>	
Current Requests:	<u>\$0.00</u>	
Budget Balance:	<u>\$49,087.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 2/25/2015

cc: Finance Director / Buyer

12-9

MAR - 2 2015
BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 1

DEPARTMENT:	Detention Facility	REVIEWED:	S. Thomas	2/24/2015
			Finance Director	Date
REQUESTED BY:	Colonel W. Robinson	APPROVED:		
Elected Official/Dept. Head	Date	Administrator		Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Repair & Maintenance Misc	001-52200.242	33,000	900	33,900
Water and Sewer	001-52200.246	35,000	(900)	34,100
TOTAL		68,000	0	68,000

JUSTIFICATION:
To cover the increased cost of the Otis Elevator maintenance contract for fiscal year 2015.

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 1

DEPARTMENT:	ECD	REVIEWED:	S. Thomas	2/25/2015
			Finance Director	Date
REQUESTED BY:	Jane Brown	APPROVED:		
Elected Official/Dept. Head	2/24/2015	Administrator		Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Reimbursement for Salaries	784-51986-101	291,906	(12,900)	279,006
Repair & Maintain- Software	784-51986-240	18,000	12,900	30,900
TOTAL		309,906	0	309,906

JUSTIFICATION:
To pay Smart 9-1-1 invoice

REQUEST NUMBER 4

Date _____

Date

TOTAL

To cover budget funded shortages .



Certified Mailing Solutions, Inc. Automated Mail Services Agreement

Page1

THIS AGREEMENT (this "Agreement") for Automated Mail Service is executed on the date below by and between Certified Mailing Solutions, Inc., 180 Chandalar Place Drive, Pelham, AL 35124 (hereinafter "CMSI") and Montgomery County Commission, 101 South Lawrence Street, Montgomery, AL 36104 (hereinafter "CLIENT").

Term. This Agreement shall begin on acceptance of this agreement and shall be for a period of One (1) year. Termination can be enforced if CMSI or CLIENT fails to comply with terms of this contract. A written notice 30 days prior to the termination date must be presented. This agreement is subject to change if agreed upon in writing by both parties.

Service. No warrantee is provided to the CLIENT for any CMSI software or CMSI Automated Mail Services. The CLIENT shall accept all responsibility for transmitting to CMSI data letter files for mail service printing and processing. Each letter file will be processed automated for error-free processing and address pre-sorting. Rates represent CMSI's total-price-per-letter (includes postage, printing, materials, forms and special service fees including entering CLIENT'S letters into the United States Postal Service mail stream). All data received after 12:00 Noon EST will be processed and will enter the U.S. Postal Service mail stream the next business day. No minimum numbers of letters are required. CMSI shall provide at no additional charge, ETC-Electronic Tracking and Confirmation™ and ERR-Electronic Return Receipt™ internet based system. These systems track and report CLIENT's mailing. CMSI's system will allow CLIENT to print USPS mailing manifest, ETC™, ERR™ and other Data and tracking activities authored by the United States Postal Service (USPS) and displayed through CMSI software. CMSI's ETC™ and ERR™ data is updated each business day from data collected by the U.S. Postal Service and will be made available within the CMSI systems. Various reports may be printed or downloaded and printed for each mailing.

Price. CMSI will process and mail all of CLIENT's mail for a per piece rate equal to the postal rate for the item plus the automated service charges that equal the total sales price as published in the CMSI Rate Card. CMSI's service includes data processing, finishing, printing, folding and entry into the USPS mail stream. In addition Client will receive use of CMSI's on-line software and a 7 year archive service for each article mailed. Cost for this 2015 service is \$6.14 per unit (\$.49 1st class postage, \$ 3.30 USPS Certified Mail Fee, \$ 1.35 USPS Signature and CMSI service charge fee of \$ 1.00). USPS prices are subject to change with 30 days advance notice, however CMSI's Client service charge agreed in this contract will not change for the term of the contract; unless agreed upon in writing by both parties.

Payment. CLIENT shall remit payment in full to CMSI for all services no later than 10:00 AM EST the same business day of transmission to CMSI of such mail to ensure same day mailing of CLIENT's Letters. Payment to CMSI shall be via Credit Card, ACH, wire transfer or any other cash equivalent. Please note under CMSI/CLIENT agreement: Checks or Certified Checks received one or more days prior to mail date are acceptable.

Use of CLIENT's Name. CLIENT hereby consents to CMSI's general publication to any third party or the general public for any and all reasons whatsoever of (a) the existence of this Agreement and (b) that CLIENT is a CLIENT of CMSI's Automated Mail Services.

180 Chandalar Place Drive • Birmingham, AL 35124
Phone: (205) 733-6741 • Fax: (205) 733-6747

14-2

Risk of Loss. CLIENT agrees that CMSI, its agents, servants, officers and affiliates shall not be liable for any loss, cost or damage arising out of any errors or practices in information or processing by the CLIENT or the United States Postal Service

Confidentiality. CLIENT shall treat as confidential and not disclose or permit to be disclosed to any third party any proprietary information of CMSI to include information concerning the software or process used by CMSI or the pricing and related marketing information with respect to the relationship between CMSI and CLIENT. CMSI shall hold as confidential and not disclose or permit to be disclosed to any third party all non public information provided by CLIENT to include customer or other mailing list information.

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 discussions and negotiations. If the dispute cannot be settled through direct discussions and negotiations, the parties shall endeavor to settle the dispute by non-binding mediation. The location of the mediation shall be in 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 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 Certified Mailing Solutions, Inc.

Entire Agreement. This instrument, with all referenced exhibits, contains the entire agreement between the parties and supersedes all other representations, proposals, understandings, correspondence and agreements, there being no representations, agreements, or understandings other than those stated herein. No course of dealing, or custom or usage of any trade that varies from or is inconsistent with the terms and conditions of this Agreement shall be binding or have any effect on the parties hereto. Any differences between this Agreement and any other agreement entered into by CMSI or CLIENT shall not be considered in any respect in interpreting or construing this Agreement.

Accepted by CLIENT: Montgomery County Commission

Title

Date:

Edton N. Dean, Jr.
Chairman
3-2-15

Accepted by Certified Mailing Solutions, Inc.:

Title

Date:

[Signature]
02-04-2015



Montgomery
COMMUNITY ACTION AGENCY
1066 Adams Avenue, Montgomery, AL 36104

PHONE 334.263.3474
FAX 334.262.8557

PROGRAMS:

HEAD START
EARLY HEAD START
ENERGY ASSISTANCE
EMERGENCY ASSISTANCE
HOUSING DEVELOPMENT
COMMUNITY FOOD PROGRAM
FAMILY GARDENING PROGRAM
YOUTH DEVELOPMENT/ENRICHMENT
COMMUNITY OUTREACH
INFORMATION & REFERRAL
ADVOCACY
MALE INVOLVEMENT
FATHERHOOD INITIATIVE
SENIOR PROGRAM
CHILD NUTRITION
HOUSING COUNSELING
COMMUNITY COORDINATION

Benjamin Jones
CHIEF EXECUTIVE OFFICER

February 24, 2015

Donald Mims
County Administrator
Montgomery County Commission
P.O. Box 1667
Montgomery, AL 36102

Dear Mr. Mims,

Montgomery Community Action Committee & CDC, Inc. (MCAC) welcome the Honorable Judge Greg Griffin as the Montgomery County Commission recommendation to the MCAC Board of Directors to replace Jannah Bailey.

If you have any questions please feel free to contact the Executive Office at 263.3474 ext. 2201.

Sincerely,

Benjamin Jones
Benjamin Jones
Chief Executive Officer - *kek*

2015 FEB 24 PM 03:57

**Jannah M. Bailey
8860 Marston Way
Montgomery, Alabama 36117
334-313-3105**

January 13, 2015

**Mr. Hersheil Mann Board President
The Montgomery Community Action Agency
1066 Adams Avenue
Montgomery, AL 36104**

Sent VIA Email

Dear Mr. Mann:

It is with much thought and prayer that I have decided to submit my resignation from the board of directors of the MCAA. I believe in the mission of the agency and will continue to serve in whatever capacity I can, especially with the Head Start Program. I have realized I cannot commit the time needed for the board meetings and other committee meetings needed for the governance of the agency.

I am grateful for the time I spent on the board and the opportunity to meet others who care about the community and people that we serve. Thank you for your understanding.

For the children,


Jannah M. Bailey

Montgomery Community Action Agency

Members:**Term Expires:**

Roberta Collins
Montgomery, Alabama 36111

11/8/2016

Willie J. Parker
Montgomery, AL 36116

11/8/2016

Melanie Bicatel-Wilson
Montgomery, AL 36117

11/8/2016

Jannah Bailey
Montgomery, Alabama

11/8/2016

Term: 4 years

9 A BILL
10 TO BE ENTITLED
11 AN ACT
12

13 Relating to Montgomery County; to provide further
14 for the compensation and expense allowance of the sheriff.

15 BE IT ENACTED BY THE LEGISLATURE OF ALABAMA:

16 Section 1. The Sheriff of Montgomery County shall
17 receive an expense allowance of forty thousand dollars
18 (\$40,000) per year, payable in equal monthly installments from
19 the general fund of the county. This expense allowance shall
20 be in addition to all other compensation or benefits granted
21 to the sheriff and may be treated as compensation for
22 retirement contributions.

23 Section 2. Effective beginning the next term of
24 office, the annual salary of the Sheriff of Montgomery County
25 shall be one hundred thirty-five thousand dollars (\$135,000)
26 and the expense allowance provided for in Section 1 shall
27 become null and void.

1 Section 3. All laws or parts of laws which conflict
2 with this act are repealed.

3 Section 4. This act shall become effective on the
4 first day of the first month following its passage and
5 approval by the Governor, or its otherwise becoming law.

SHARE PROJECT LOGIC MODEL			
Resources (Inputs)	Program Components (Activities)	Outputs (Objectives)	Interim Indicators
↑ <u>Personnel</u> • Second Chance Director • COSA project manager • COSA grants manager • Judge Williams from Family Court • Those to be hired • Evaluator <u>Partners</u> • Montgomery County Circuit Court • Second Chance • COSA-NCADD • MUPS Coalition <u>Funding Streams</u> • DYS • State DoE • State SABG • US DoE <u>Facilities</u> • Second Chance • Admin at COSA-NCADD <u>Equipment</u> • Data systems <u>Supplies</u> • Curriculum • AMIkids	↑ <u>Services & Interventions</u> • Educational Development • Life Skills Learning • Employment Readiness • Mentoring • Social/Recreational Activities • Individualize Treatment Plans • Individual Counseling • Group Counseling • Family Counseling • Alcohol/Substance Abuse Prevention Education and Recovery Supports • Behavior Modification • AMIkids model	↑ <u>Immediate Results/Products</u> • 75 disconnected youth reengaged through SHARE Project in Montgomery County, AL • 75 disconnected youth see educational gains • 75 disconnected youth learn practical job skills and/or receive internship experience in desired field(s) • 75 disconnected youth receive behavior modification and skills learning • 75 disconnected youth receive counseling for various situations that led to disconnection • 75 disconnected youth receive alcohol/substance abuse prevention education and/or recovery support • 75 disconnected youth receive mentoring services	↑ Goals that the intervention is expected to help achieve (short & long-term) • Expansion of services provided at Second Chance thereby eliminating waiting list and youth who are at home or where they potentially should not be, because they are unable to attend • Connection and follow-through of youth receiving referrals/mandates to programs from courts and/or MPS to needed services through increased tracking system • Location of Second Chance and all services in one location
☆ Outcomes (Goals) <u>Expected changes in behavior, attitudes, aptitude/skill, knowledge for the target population</u> • Reconnection of youth • Youth are enrolled in school or gainfully employed			

Project Abstract (2pgs DS)

Project Name: SHARE (Sharing Hope through Access to Resources and Education) Project

Overview: The goal of the SHARE Project is to use the existing infrastructure that Second Chance has to expand and increase a network of programs and support services to serve current and additional students suspended from Montgomery Public Schools (MPS) and those who are expelled from the system and not able to participate in any educational program until their suspension ends. Students ages 14-18 will receive an array of services to decrease truancy, alcohol/substance abuse, academic failure and future interactions with the justice system such as counseling, life skill education development, employment readiness, alcohol/substance abuse recovery supports.

Project objectives and activities: The following objectives/activities have been identified:

- Objective 1** To hire & train staff on AMIkids for work in SHARE Project.
- Objective 2** To work with Montgomery Public Schools and Montgomery Family Courts to identify youth for SHARE Project admission.
- Objective 3** To serve 75 suspended and/or expelled youth; and/or youth identified through Montgomery Family Courts annually.
- Objective 4** Contract with an external source to assist the Project Partnership Team in assessing costs, benefits, deterrents, potential sites for the feasibility of conducting all SHARE Project components in one location.
- Objective 5** Present study results to Project Partnership Team and key community stakeholders.
- Objective 6** Pursue locating space with all requirements for SHARE Project.

Programs proposed for blending: SHARE Project will blend funding from the Department of Youth Services through Montgomery County Circuit Court; Alabama State Department of Education Funding through Second Chance; and Substance Abuse Block Grant (SAMHSA) funding that is allocated to the Council on Substance Abuse – NCADD.

Identification of any applicable absolute and competitive preference priorities:

SHARE Project is applying under the following:

Absolute Priority 1: Improving Outcomes for Disconnected Youth

Competitive Preference Priority ?????

Proposed project outcomes:

- Establishment of the SHARE Project providing a network of programs and support services to serve disconnected youth in Montgomery County Alabama, ages 14 – 21 through education and employment opportunities.
- Feasibility study regarding the facilities best suited for the SHARE Project.
- 75 disconnected youth in Montgomery County are reconnected through education and employment.

Names of entities to be included in the partnership: The project will be a partnership of Montgomery County Circuit Court, Second Chance, Inc. and the Council on Substance Abuse – NCADD.

Number of participants to be served: The project will serve 75 participants annually, so approximately 150 over the course of the project.

Number and location of proposed sites: There will be one location site: Second Chance, Inc. in Montgomery, Alabama.

Table of Contents

Section 1	SF – 424	
	ED Supplement SF 424	
Section 2	ED Budget (ED Form 524)	
Section 3	Abstract	1
Section 4	Narrative	
	Table of Contents	3
	A) Statement of Need (5pts)	5
	B) Flexibility, including waivers (10pts)	11
	C) Project Design (25pts)	12
	D) Work Plan and Project Management (10pts)	19
	E) Partnership Capacity and Management (15pts)	27
	F) Data and Evaluation Capacity (30pts)	30
Section 5	Budget Narrative (5pts)	
Section 6	Other Attachments	
	Logic Model (1pg)	
	Absolute Priority	
	Competitive Preference Priorities 1 and 2 (optional)	
	Competitive Preference Priority 3 (optional)	
	Evaluation Commitment Form	
	MOU or Letter of Commitment	
	Individual Resumes for Project Directors and Key Personnel	
	Letters of Support (optional)	N/A

Section 7	Assurances	
	Disclosure of Lobbying	
	Grants.gov Lobbying form	
	GEPA Requirements	
Section 8	SSP Review	N/A

APPLICATION NARRATIVE (40pgs DS)

A) Statement of Need for a Defined Target Population (5pts)

- 1. Define the target population to be served, based on data and analysis demonstrating the need for services within the relevant geographic area:**

The SHARE (Sharing Hope through Access to Resources and Education) Project will serve 14 – 21 year old individuals in Montgomery County, Alabama. The project is targeting those persons 14 - 21 who are considered to be “disconnected youth” due to having been suspended and/or expelled from school and/or those who have not finished school and who have become interfaced with the Montgomery County Family Court System and/or other county systems (i.e. Department of Human Resources) in Montgomery County.

- a. Relevant demographic factors: race, ethnicity, gender, age, disability status, involvement in systems such as foster care or justice, status as pregnant or parenting, others**

Montgomery County is home to the City of Montgomery which is the Capital city for the State of Alabama. Montgomery County is a part of the Black Belt of Alabama which was originally so named for the rich black soil which is present. Later, the term Black Belt came to be synonymous with the large presence of African Americans in the area – here first as slaves to large plantation owners and later staying in the area as share croppers on cotton plantations.

The area remains in constant juxtaposition between the various components of local and state government and laws and policies, many that may contribute to the large disparities of wealth, and resources among citizens.

The following table shows the demographics of the Montgomery County area and the entire state:

TABLE 1: MONTGOMERY COUNTY DEMOGRAPHICS

	Montgomery County	Alabama
Population	226,659	4,849,377
RACE		
Caucasian	39.5%	69.8%
African American	56.3%	26.6%
Indian/Native American	.3%	.7%
Asian	2.4%	1.3%
Hispanic	3.4%	4.1%
Other	1.4%	1.6%
Median Income	\$44,790	\$43,253
Below Poverty	21.2%	18.6%

As stated previously, Montgomery County presents a unique picture when looking at the various demographics as listed above. While the median income for the County is higher than that of the State, the percentage of people below the poverty level is several points higher than that of the State. The Montgomery racial demographics are also not in line with the rest of the State with the greatest majority of citizens being African American at 56.3% compared to only 26.6% in the remainder of the State¹.

¹ Census.gov

According to the 2010 Census, there were 16,751 persons in Montgomery County between the ages of 15 and 19² and the 2013 Census Estimates indicate that there 24.2% (54,851) of the Montgomery County population (226,659 persons) were under the age of 18.. The Census data does not give us an exact number of persons for the chosen target ages of 14 – 21, but we can reliably estimate that there are between 17,000 and 18,000 persons in this demographic group. The 2010 Census also indicates that 50.8% of the population ages 15-19 are male and 49.2% are female³. Montgomery Public School data (for ages 13-18) differ from this with 53.6% being male and 46.4% being female.

2. Data demonstrating how the target population lags behind other groups in achieving the outcomes that the pilot will seek to attain, including an analysis of disparities in circumstances and outcomes among the target population and these other groups.

a. Show disparities in outcomes among key sub-populations

Montgomery Public Schools, overseeing all public schools within Montgomery County, has a unique system of public schools that includes several specialized magnet schools for students specializing in the arts, technology, math and science. These specialized magnet schools require an application, admission standards and behavioral standards for admittance. For the 2014 – 2015 school year, these specialized middle and senior high magnet schools serve 2108 of the 14,635 public school students (14%) in Montgomery County. The remaining 86% of students (12,527) in 7th through 12th grade are not representative of the county racial and ethnic

² <http://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?src=bkmk>

³ <http://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?src=bkmk>

percentages⁴. The following table shows the racial, ethnic and gender demographics of students in the general Montgomery Public middle and high schools; a total of nine middle schools and five high schools.

TABLE 2: 2014-2015 MONTGOMERY PUBLIC SCHOOL DEMOGRAPHICS FOR MIDDLE AND HIGH SCHOOLS

Gender	No. of Students	%	Race / Ethnicity	No. of Students	%
Male	6,713	53.6%	African American	10,912	87%
Female	5,814	46.4%	Asian	626	5%
			Hispanic	309	3%
			Caucasian	680	5%
<i>TOTAL</i>				<i>12,527</i>	<i>100%</i>

Several of the middle schools (Bellingrath, Georgia Washington and McKee) together with one high school (Lanier) are exclusively enrolled with African Americans.

In contrast, there are 19 private middle and high schools in Montgomery County serving approximately 6,680 students. These schools report that only 16% of their student enrollment is minority students.⁵

With Magnet schools having behavioral standards, students not meeting these standards will be sent back to the general public school system. As a result of having 87% of the public middle and high school enrollment being African Americans, we will see a disproportionate number of

⁴ <http://web.alsde.edu/PublicDataReports/Default.aspx>

⁵ http://www.privateschoolreview.com/county_private_schools/stateid/AL/county/1101/high

African Americans also in the SHARE Project as these are the greatest number of students who will be suspended and/or expelled from the Montgomery Public School system.

We see similar racial disparities in the cases filed in the Montgomery County Juvenile Court (2013 through 2014). The following table shows the cases filed in each of 2013 and 2014 by race, gender and age.

TABLE 3: CASES FILED IN MONTGOMERY COUNTY JUVENILE COURT (2013 AND 2014)

	2013	%	2014	%
RACE				
American Indian	4	.2%	0	0%
Asian	5	.2%	3	.2%
African American	2,035	85.7%	1,832	88.7%
Hispanic	21	.9%	15	.9%
Other	31	1.3%	33	1.8%
White	279	11.7%	183	8.4%
AGE				
14-18	1,473	62%	1,336	64.7%
Adult (19-21)	46	1.9%	87	4.2%
Other	856	36.1%	643	31.1%
GENDER				
Male	1,550	65.3%	1,324	64.1%
Female	825	34.7%	742	35.9%

As indicated in the data above, African Americans are disproportionately represented in the Juvenile Court system in Montgomery (85.7% of cases in 2013 and 88.7% of cases in 2014). The same is true of the target demographic age range of 14-21 which made up 63.9% of all cases in 2013 and 68.9% of all cases in 2014. Males are also disproportionately represented at 65.3% of all cases in 2013 and 64.1% of all cases in 2014⁶.

Second Chance, a program established by Montgomery Public Schools in 1998 to give expelled students an alternative path to employment and becoming productive citizens; also sees the disparity of males to females. Approximately two-thirds of all young people referred to the Second Chance program are male.

The Montgomery County Children's Policy Council conducted their Needs Assessment for Montgomery County in 2014⁷. The first priority identified in the needs assessment is that of "School Success". Montgomery County has established the "Helping Montgomery Families Initiative (HMFI)" which assists in identifying students considered at risk and serves as a bridge to link these children and their families to intervention and prevention services through a coordinated community effort. As a result of HMFI, 625 linkages and/or referrals were made during the 2013/2014 school term. Additionally, the needs assessment also identified that suspension data for the 2013-2014 term showed a 14% decrease over previous school terms and a 16% decrease in the serious infractions from the previous term.

Second Chance has increasingly become a community resource providing an alternative placement option for youth out of the educational mainstream for a variety of reasons in addition to expulsion. Referrals are received from family court judges and juvenile probation officers, the

⁶ Montgomery County Circuit Court Data.

⁷ <http://children.alabama.gov/uploadedFiles/File/Montgomery.pdf>

school system, DHR and other agencies. Parents seek to enroll youth who have refused to attend school for months or years, have been in trouble at home and in the community and have disengaged from the school system. The waiting list for program entrance continues to grow and is currently at approximately 30 students. Each of these students has a documented history of behavioral and emotional problems and has no school or program to attend. They remain at home, often unsupervised as their parents work.

As a result of the data presented above, the SHARE Project has identified the need to establish the capacity to reach disconnected youth, ages 14-21, by working with Second Chance to serve additional individuals and expand its array of services currently being provided. Services will focus on academic, life skill development, family engagement, individual and family counseling, job readiness/employment attainment assistance, social/recreational and alcohol/substance abuse activities.

B) Flexibility, Including Waivers (10pts)

1. **Federal requests for flexibility, including waivers.** The applicant must describe the Federal flexibility that is needed to implement the proposed pilot and to improve outcomes for the target population, focusing on changes to major program requirements that would otherwise inhibit implementation.

There will be no federal request(s) for flexibility, or waivers required for the SHARE Project.

2. **Non-Federal flexibility, including waivers.** In addition to Federal flexibility, successful implementation of proposals may also depend on flexibility related to requirements imposed at the State, local, or tribal level.

There is no anticipated need for non-federal flexibility and/or waivers for the SHARE Project at this time.

Applicants must provide written assurance that:

- a. The State, local or tribal government(s) with authority to grant any needed non-Federal flexibility, including waivers, will approve such flexibility within 60 days of an applicant's designation as a pilot finalist; or**

Not applicable.

- b. Non-Federal flexibility, including waivers, is not needed in order to successfully implement the pilots.**

Not applicable.

C) Project Design (25pts)

- 1. The applicant must present a project design for how it will improve specific outcomes for the target population.**

The Montgomery County Circuit Court is proposing the SHARE Project which will utilize the existing infrastructure and framework that is provided through the Second Chance program within Montgomery County. As stated previously, Second Chance was created in 1998 by the Montgomery Public School system to provide an alternate path to employment and to becoming productive citizens for those students expelled from Montgomery Public Schools. The Montgomery SHARE Project will be a day treatment program that will expand the current Second Chance program to not only include expelled students, but to also include those

students who have been currently suspended from Montgomery Public Schools (MPS) and are unable to participate in alternate educational programming until their suspension ends.

Through the SHARE Project, youth suspended and/or expelled from MPS, and/or those youth who have been identified through Montgomery Family Courts; and who are between the ages 14 – 21 in Montgomery County will be able to receive a network of programs and support services. The project will utilize the AMIkids Personal Growth Model (NREPP Program) which is a “comprehensive approach to treatment for 10- to 17-year old youth who have been adjudicated and, in lieu of incarceration, assigned to a day treatment program⁸.” The AMIkids PGM is an evidence-based program that is recognized as a model program by the Substance Abuse Mental Health Administration (SAMHSA) and the U.S. Department of Justice Office of Juvenile Justice and Delinquency Prevention (OJJDP) in their Model Programs Guide for successful results with our Day Treatment programs. The program is designed to target and reduce the risk factors that sustain delinquent behavior and academic failure, reduce recidivism, improve program completion rates, and promote academic achievement.”⁹ AMIkids has also been described as a “unified approach to treatment, education, and behavior modification designed to help youths achieve personal growth and success.”¹⁰

Upon referral into the SHARE Project, each youth will be given a comprehensive assessment called the “Positive Achievement Change Tool (PACT)”. The PACT instrument will identify the risks and needs of each youth with regards to criminal behavior. An individualized treatment plan will be established in part based upon the PACT assessment.

⁸ <http://nrepp.samhsa.gov/ViewIntervention.aspx?id=252>

⁹ <http://nrepp.samhsa.gov/ViewIntervention.aspx?id=252>

¹⁰ <http://www.crimesolutions.gov/ProgramDetails.aspx?ID=253>

Through SHARE Project, youth will receive an array of programs and support services which combine the following components: Education; Treatment; and Behavior Modification.

EDUCATION:

Education Development: Students will work towards educational gains in reading, writing, mathematics, computer knowledge. Some students of the SHARE Project may be able to successfully be reintegrated into the MPS system at a future date. For these students, education development will also include credit recovery for future graduation. For those students who will not be able to return to MPS, preparation and testing for GEDs will be pursued when possible (based upon the education gains and desires of the student).

Life Skills Learning: Through Life Skills Learning, youth will learn conflict resolution, interpersonal communication, money management, job interviewing and other skills that can be applied to their lives.

Employment Readiness: Those students in the SHARE Project that will not be able to return successfully into the MPS system or who have aged out of the MPS and who may or may not be able to complete their GED, the SHARE project will seek to provide linkages and/or referrals for field training and internship placements for future success in the job market.

Mentoring: The SHARE Project will provide meaningful mentoring opportunities for youth in the program by matching them with a supportive and caring adult who will meet with the youth on a weekly basis to discuss program progress, hopes, dreams and visions of the future, and other concerns outside of the program.

Social/Recreational: Participants will engage in social/recreational activities that are designed to enhance their life experiences while enrolled in the program.

TREATMENT:

Individualized Treatment Plans: Understanding that each individual's life and situation is unique, each student will receive an individualized treatment plan which they will assist in preparing to identify needs, assets, and potential linkages and referrals for assistance.

Individual Counseling: Dependent in part upon the PACT assessment, youth will receive any or all of the following: 1) Cognitive-Behavioral Therapy, to address anger, mental health, behavior, and substance use treatment needs; 2) Motivational Enhancement Therapy, to address substance use treatment needs; 3) Aggression Replacement Training, which concentrates on anger and skills deficits as well as moral reasoning; 4) Skillstreaming, to deal with social skills deficits; and/or 5) Motivational Interviewing for rapport building and moving youths toward positive change.

Group Counseling: Will be provided on a daily basis where youth can discuss the situations that may be present in their home situations, and other areas of their lives, that may have precipitated that adverse behavior(s) that led to suspension and/or expulsion from MPS.

Alcohol/Substance Abuse Prevention Education and Recovery Supports: Many students/youth of the SHARE Project will have either experimented and/or be already addicted to alcohol and other substances. For these youth, recovery support groups will be established and/or linkages made to age appropriate recovery support groups within the Montgomery area.

Family Counseling: Suspension and/or expulsion from school does not exist within a vacuum and is not a single incident impacting only the student. For this reason, it is critical to address the family as a whole and to work with the family unit for the benefit of the youth and the family unit. Family Counseling will occur on a weekly basis.

BEHAVIOR MODIFICATION:

Behavior Modification: Designed to develop or strengthen desired prosocial behaviors and eliminate or weaken antisocial behaviors through techniques utilizing positive reinforcement.

Whether and how the applicant intends to incorporate future funding, including FY 2015 funding, into the multi-year project if Congress extends P3 authority.

The SHARE Project will incorporate portions of the Department of Youth Services (DYS), Department of Education (DoE) and Substance Abuse Block Grant (SABG) funds from each partner towards the provision of the project. A portion of DYS funds are allocated to the courts for placement of youth in alternative programs and activities and some of these funds will be allocated to the project. DoE funding supports the Second Chance project and will be utilized for program overhead and facilities. SABG funding supports the administrative staff of Council on Substance Abuse-NCADD who will provide some in-kind administrative activities for the project.

2) An explanation of how the strategies and activities that the pilot will employ are based on (or informed by) available research evidence.

The chosen model for the SHARE Project is the AMikids Personal Growth Model. This model is listed in SAMHSA's National Registry of Evidence-based Programs and Practices¹¹.

¹¹ <http://nrepp.samhsa.gov/ViewIntervention.aspx?id=252>

Research on the model has focused on two areas to date: Recidivism and Academic Achievement.

Recidivism: With regards to recidivism, research has found that “Overall, after controlling for group differences and predictors of recidivism, Winokur Early and colleagues (2010) found the AMIkids community-based day treatment sample was significantly less likely to be adjudicated or convicted for an offense within 12 months of release (38 percent day treatment recidivism rate versus 43 percent residential recidivism rate). Youths who received AMIkids day treatment services were significantly less likely to be rearrested (54 percent versus 59 percent), rearrested for a felony offense (30 percent versus 42 percent), convicted for a felony offense (18 percent versus 27 percent) and subsequently committed, placed on adult probation, or sentenced to prison (23 percent versus 29 percent) compared with youths who completed residential programming.”¹²

Academic Achievement: Academic achievement for AMIkids was assessed using the Basic Achievement Skills Inventory (BASI) and Brief Battery Assessment (BBA) and the Mini-Battery of Achievement (MBA) instruments. Findings determined that “youth who received AMIkids PGM in Florida had improvements in academic achievement from pre- to posttest.”¹³ Academic achievements included the following:

¹² Winokur Early, Kristin, Gregory A. Hand, Julia L. Blankenship, and Steven F. Chapman. 2010. “Experimental Community-Based Interventions for Delinquent Youth: An Evaluation of Recidivism and Cost Effectiveness.” Unpublished manuscript.

¹³ Early, K.W., Blankenship, J.L., & Hand, G.A. (2011, June). Evaluation of AMIkids alternative school and juvenile justice program educational outcomes: An examination of pre/post test academic change. Tallahassee, FL: Justice Research Center.

- Reading Comprehension scores increased by a factor of 2.52
- Spelling subtest scores increased by a factor of 1.98
- Math Computation subtest scores increased by a factor of 1.55
- Vocabulary subtest scores increased by a factor of 1.52
- Math Application subtest scores increased by a factor of 1.51
- Language Mechanics subtest scores increased by a factor of 1.51¹⁴

For youth receiving AMIkids PGM in states other than Florida, academic achievements were also noted including:

- Reading subscale increase in GE was 1.6
- Math subscale increase in GE was 1.61
- Writing subscale increased in GE was 1.54¹⁵

As a result of the research identified above, the SHARE Project believes that the use of the AMIkids Personal Growth Model will assist the identified youth in achieving academic gains while reducing recidivism. As stated previously, identified youth will have been suspended and/or expelled from the MPS system and/or identified by Montgomery Family Courts through the juvenile court system. These youth are at high-risk for recidivism and academic failure without such intervention.

3) A description of the Federal program funds the applicant will blend in the pilot to carry out the activities described.

SHARE Project will braid funds from three sources as identified by each of the applicant and partners. First, the Montgomery County Circuit Court has identified monies designated by the

¹⁴ Ibid.

¹⁵ Ibid.

17-20

Department of Youth Services for placement of youth in behavioral modification programming.

Second, Second Chance, Inc. has identified funding that comes through the Alabama State Department of Education for the education of youth in Montgomery County. And third, the Council on Substance Abuse – NCADD has identified Substance Abuse Block Grant funds that are allocated through the Alabama Department of Mental Health that will be used for the in-kind hours provided by staff for the administrative duties provided on the project.

D. Work Plan and Project Management (10pts)

- 1) The applicant must provide a detailed work plan that describes how the proposed work will be accomplished.**

The following work plan has been identified for the SHARE Project.

GOAL 1: To establish the SHARE Project utilizing the infrastructure of Second Chance to expand and increase a network of programs and support services to serve disconnected youth in Montgomery County Alabama, ages 14 – 21.

Objective 1.1 To hire staff for work in SHARE Project.

Objective 1.2 To train program staff on AMIkids for implementation through SHARE Project.

Objective 1.3 To work with Montgomery Public Schools and Montgomery Family Courts to identify youth for SHARE Project admission.

Objective 1.4 To serve 75 suspended and/or expelled youth; and/or youth identified through Montgomery Family Courts annually.

Activities:

- Establish proposed staffing requirements and job descriptions.

- Advertise, interview and make position selections.
- Establish training date with AMIkids trainers and hold training.
- Establish Project Partnership Team – Montgomery County Circuit Court, Montgomery Public Schools, Second Chance, Council on Substance Abuse – NCADD and set-up meeting schedule.
- Order/purchase all required materials and educational supplies.
- Identify students for admission and begin admission assessment process.
- Evaluate results of SHARE Project including recidivism rates and academic achievement gains among enrolled youth.

GOAL 2: To conduct a feasibility study for the purposes of holding all SHARE Project components within one facility.

Objective 2.1 Contract with an external source to assist the Project Partnership Team in assessing costs, benefits, deterrents, potential sites for the feasibility of conducting all SHARE Project components in one location.

Objective 2.2 Present study results to Project Partnership Team and key community stakeholders.

Objective 2.3 Pursue locating space with all requirements for SHARE Project.

Activities:

- Seek out feasibility study experts and make determination for whom to contract with.
- Begin study and finalize results.
- Host meeting with key stakeholders for results.
- Work with City and County government and other key stakeholders to secure location for SHARE Project.

The following timeline with milestones/measures of success and persons responsible has been identified:

TABLE 4: PROJECT TIMELINE

Project Activities	Milestones	Staff	Quarters			
YEAR ONE						
Alert SSA, Governor, media, the general public & relevant others about grant award	Project is introduced to the community	MCCC Rep	X			
Hold pre-implementation meeting with partners (by October 30, 2015)	Formal contracts/ subawards are signed and awarded, partners can begin preparations for implementations	MCCC Rep	X			
Hire proposed staff and/or advertise for positions	Project staff are in place	Project Manager	X			
Start Project Director (no later than October 30, 2015) and other staff		with Second Chance; COSA-	X			
Form Project Partnership Team / hold initial planning / organizational meeting; including beginning to develop needs		Partnership Team begins preparations for project development	NCADD Directors	X		

Project Activities	Milestones	Staff	Quarters			
assessment						
Contract with external source for Feasibility Study of location	Feasibility is determined of holding project activities in one location	Project Manager	X			
Conduct Feasibility Study		with	X	X	X	
Present Feasibility Study findings		Consultant			X	
Order educational materials needed	SHARE Project has supplies/equipment required for assisting youth. Staff is trained to implement project.	Project Manager	X	X		
Order necessary equipment & supplies for timely implementation			X	X		
Contract with trainer for AMIkids PGM training			X	X		
Conduct training for staff			X	X		
Implement Project Partnership Team meetings for planning/preparatory work (minimum of monthly)	Planning and Preparatory work is being completed (by April 2016).	Project Manager	X	X	X	X
Contract with evaluation consultant to provide SHARE Project evaluation (30 days prior to school year start date)	Evaluation staff in place	Project Manager			X	
Finalize evaluation protocol, & all instruments to be used	Evaluation process is ready to begin	Evaluation team			X	X

Project Activities	Milestones	Staff	Quarters			
Work with Montgomery Family Court and MPS to identify youth	Youth identified for assessment	Project Manager			X	X
Begin Youth Assessments	Youth assessed for entrance into the project.	SHARE				X
Pilot Services Begin – August 2016	Youth enter program	SHARE				X
Evaluation activities commence (at entrance of first youth into project – anticipated August 2016)	Evaluation data is being collected	Evaluation team				X
Progress Reports completed and turned in as required by funder	Progress of project is monitored	Grants Management	X	X	X	X
YEARS 2 and 3						
Services conducted	Youth receiving services (75/school year)	SHARE	X	X	X	X
Evaluation activities conducted	Evaluation data collected	Evaluation Team	X	X	X	X
Continuation training of staff	Staff remain current in providing services	Project Manager		X	X	
Project Partnership Meetings held (bi-monthly)	Project is reviewed, assessed and overseen	Project Manager	X	X	X	X
Progress Reports completed and turned in as required by funder	Progress of project is monitored	Grants Management	X	X	X	X

Project Activities	Milestones	Staff	Quarters			
Evaluation Report Compiled	Data is reviewed and progress determined	Evaluation Team				X

* Montgomery County Circuit Court Representative (MCCC Rep); SHARE Project staff (SHARE);

Statement of when any necessary preparatory work will be completed which must be within 180 days of being awarded pilot start-up funding;

The SHARE Project will complete all necessary planning work by April 2016 (seven months from project start date). Preparatory work for pilot project will be completed between April 2016 (pilot start-up funding estimated date) with plans for the project to begin in August 2016 (within 180 days of being awarded pilot start-up funding).

The following table identifies the key personnel and project manager for the project.

TABLE 5: KEY PERSONNEL

Key Staff	Position / Role	Qualifications	FTEs	Responsibilities
Second Chance				
Key				
Council on Substance Abuse - NCADD				
Key	Project Manager – Ms. S. Finch	Masters Degree; Management experience;	15%	Provide oversight, vision, and final administration authority for the project. Ensure implementation and fidelity to RFP.

Key	Grants Mgmt. – C. DeKruyff	Masters Degree; Project Mgmt experience	20%	Assist with project oversight. Provide project compliance in administrative, programmatic, and fiscal requirements. Ensure compliance with reporting and evaluation requirements. Ensure compliance with clinical policies and procedures, orientation of project staff, and development of project outreach activities.
Key	Administra tive Assist. – A. Berry	Bachelors Degree	10%	Provide administrative assistance; serve on Project Team; assist with recovery support group establishment/management.
Key	Recovery Group Facilitator – A. Rivers	Master's Degree	50%	Provide prevention education and facilitate recovery support groups and mentoring activities.
Contract				
Key	Evaluator	Doctorate degree; experience with project evaluation	30%	Be responsible for all aspects of project evaluation.

	Consultant	Experience with Feasibility Studies	20%	Responsible for conducting project location feasibility study.
--	------------	--	-----	---

ii. Description of how the proposed budget and budget narrative align with the work plan, identifying how each implementation milestone will be adequately funded as outlined in the proposed budget;

All aspects of the proposed budget and budget narrative are designed to directly support the activities of the SHARE Project as outlined in the work plan. Staff and associated benefits identified by Second Chance are for the direct provision of education, counseling and supportive services of the youth in the project. Staff and associated benefits identified by the Council on Substance Abuse-NCADD will assist both on administrative and prevention education (regarding substance abuse) aspects of the project.

Travel identified is for grantee meetings as outlined in the RFA.

Contractual services have been established for project evaluation and to conduct the feasibility study as outline in the project goals.

All other expenses are for the daily provision of services (supplies, small equipment, and other operating expenses.

Budget funding for the planning of the project will include a basic complement of staff and some minor operating expenses, one small contract for feasibility study and travel. This portion of the budget is _____. The remaining budget portion of _____ is for the implementation of the pilot project itself.

iii. Description of any existing or anticipated barriers to implementation and how they will be overcome;

There are two identified barriers initially identified by the SHARE Project development team. The first barrier identified is that the current Second Chance program, which will be expanded upon for SHARE Project, is not able to operate in a single facility/building. This adds hurdles and barriers to smooth operation and facilitation of services for the students. To overcome this, SHARE Project will contract with an expert to perform a feasibility study regarding locating the SHARE Project in a single facility and a potential location for this to occur.

The second identified barrier is the current communication between various entities within the continuum for a student's success. Montgomery Public Schools has developed an alternative school – Progressive Academy of Creative Education (PACE) to provide students with an aggressive and professionally executed behavior modification program while supporting the student's academic needs. PACE was developed as an alternative school and is provided to students as a step prior to expulsion from school when feasible. The barrier is within the communication breakdown between MPS and the PACE program. Students are being sent to the PACE center, however, when they do not show up for classes, there is no follow-up or communication regarding the referral. Students not participating in the PACE program can then be expelled, however this could potentially be prevented with better communication and follow-up. SHARE Project will work to set up a formal notification and referral system for both youth coming from MPS as well as youth directed to the program through Montgomery Family Courts.

E. Partnership Capacity and Management (15pts)

The applicant must:

- 1) Identify the proposed partners, including any and all State, local and tribal entities and non-governmental organizations that would be involved in implementation of the pilot.**

Montgomery County Circuit Court is the applicant for the project and will serve as the fiscal agent for pilot implementation. Montgomery County Circuit Court will partner with two non-profit agencies for assistance with program design and governance. First, Montgomery County Circuit Court will partner with Second Chance, Inc. to utilize the existing infrastructure from which to develop and expand current services for the SHARE Project. Second, Montgomery County Circuit Court will partner with Council on Substance Abuse – NCADD to assist in the provision of various programming in SHARE Project and to provide all grant/project administrative pieces.

Second Chance is a private, non-profit, therapeutic behavioral and academic remediation program targeted to students excluded from Montgomery Public Schools due to serious behavioral violations involving weapons, drugs, violence, and extreme defiance and disrespect to behavioral problems. Second Chance is the only agency in our area offering intensive daily services to expelled youth who have a complex combination of behavioral, social, emotional, academic and attendance problems.

Council on Substance Abuse-NCADD (COSA-NCADD) has been managing local, state and federal funds since 1973. COSA-NCADD has been funded under the Drug-Free Communities Support Program (CSAP), the Minority AIDS Initiative (CSAP) and the Recovery Community Support Program (CSAT), as well receiving funding for a number of projects under the Governor's portion of the Safe and Drug-Free Communities and other initiatives. COSA-NCADD is a certified prevention provider through the Alabama Department of Mental Health

and Mental Retardation (DMH/MR), providing programs on both a local and statewide basis. One of these is a statewide program that COSA-NCADD has previously administered, requiring subcontracts with 11 regions throughout the state. COSA-NCADD responsibilities for this program included financial and program management as well as reporting requirements.

In addition to the identified partners, the project will informally partner with the Montgomery Unified Prevention System (MUPS) Coalition and the organizations represented therein, to leverage services and education and skills for the identified youth including areas such as HIV Prevention, teen pregnancy, and others.

2) Provide assurance of the proposed partners' commitment, such as a MOU or letter of commitment.

The Memorandums of Understanding between all partner organizations are found in the Other Attachments File.

3) Describe how the applicant and proposed partners will use and coordinate resources in order to improve outcomes for disconnected youth.

The SHARE Project is an effort in coordinating resources regarding disengaged youth through alternative education completion, family and juvenile court systems and workforce development where applicable. As a part of the judicial system, Montgomery County Circuit Court has the opportunity to work with youth through the provision and placement into programs where otherwise the youth may "fall through the cracks" of the system. Youth who are not engaged early in the process will become those who are later seen and adjudicated against in

adult court for even greater crimes. Second Chance will be vital to the coordination of resources through their expertise in working with disengaged youth and re-engaging them into developing a vision and plan for their future and then equipping them with the tools to achieve it. Second Chance will also be the host site for the project unless the feasibility study indicates that an alternate location is required and attainable. Finally, Council on Substance Abuse (COSA)-NCADD will coordinate its resources of expertise and administrative management. COSA-NCADD has successfully administered numerous federal grant projects – including pilot, planning and implementation, and will draw upon these experiences to assist in bringing together the planning team and process and then implementing the planning into the pilot project. COSA-NCADD will assist both Montgomery County Circuit Court and Second Chance in this process.

For projects that include a focus on placing youth in work-based training and employment opportunities, applicants should address engagement with business and industry in identifying employment opportunities and skills, defining competencies, designing programs, and developing curricula, when applicable.

SHARE Project will have an include workforce development through a series of internships and field based training for youth in the project. Workforce development will be individualized. Some youth in the project may be in credit recovery tracks with goals of continued education. For these youth, internships will be sought in desired fields to provide the student with exposure to various career fields. For other youth where credit recovery is not possible and continuing education is not the goal, SHARE Project will seek to locate field training placements to assist youth in developing job based skills and opportunities for future planning. All partners will be instrumental in locating and developing the various internship and field based training

opportunities. SHARE Project will work through the Montgomery Chamber of Commerce, the River Region United Way and other area organizations to develop these opportunities.

F. Data and Evaluation Capacity

- 1) Applicants must describe the proposed partnership's data and evaluation capacity, including its ability to collect, analyze, and use data for decision-making, learning, continuous improvement and accountability.**

As project administrative partner and as the agency providing the project manager, Council on Substance Abuse (COSA) – NCADD has more than ten years of experience in data and evaluation capacity. Over the past decade, COSA-NCADD has developed various evaluation tools and been responsible for collecting, analyzing and reporting on data for numerous federal and state funded programs and projects including multiple projects for the Substance Abuse Mental Health Services Administration, Department of Labor, Alabama Department of Mental Health and Alabama Department of Economic and Community Affairs.

Each of the project partners – Montgomery County Circuit Court, Second Chance, and COSA-NCADD, work with the target population through multiple programs and venues and have experience collecting data, performance measures and reporting these through various means. For the SHARE Project, a contract with Dr. Donald Bogie to provide expert external evaluation of the project will be extended.

Dr. Don Bogie will serve as the lead evaluator for the project. He received the bachelor's degree in sociology from Georgetown College (Kentucky) in 1965 and the MA and Ph.D. degrees in sociology from the University of Kentucky in 1968 and 1970. He recently retired from Auburn University Montgomery (AUM) after 36 years of service. At the time of his

retirement he was Professor of Sociology and Director of the Center for Demographic Research at AUM. Dr. Bogie has been project director for a number of local and state-level contract and grants. He has served as evaluator for several projects, including the lead evaluator for a five year substance abuse – minority AIDS initiative project (2008-2013), and a three-year substance abuse treatment program (2004-2006) both funded by SAMHSA. As the evaluator for both CSAP and CSAT funded research, he has attended a number of national grantee meetings, has participated in a cross-site evaluation involving six CSAT-funded treatment sites for pregnant and postpartum women, assisted in the preparation of a congressional report of the cross-site evaluation, and has given presentations at CSAT sponsored meetings concerning local evaluation and GPRA results. Earlier, he served as a consultant to CSAT in the development of substance abuse social indicators. Dr. Bogie is highly familiar with both NOMS and GPRA data-collection, having analyzed various NOMS and GPRA data items, examining trends over time using NOMS and GPRA data, developing tables and charts using NOMS and GPRA data, and presenting this data in various written reports. He is well-versed in the required data collection schedule for both NOMS and GPRA data and was successful in maintaining an 80 percent client follow-up rate in his previous CSAT project (for which he developed a client follow-up locator tool and employed other locally-generated techniques to assist in follow-up). As lead evaluator, Dr. Bogie also will oversee the collection and reporting of NOMS data at the intervals specified by CSAP, as well as any additional HIV-specific measures that will be added later by CSAP. He will also collect and prepare for analysis any data required for cross-site evaluations, to which this project fully pledges its support and participation. An assistant evaluator with experience in interviewing techniques, data collection procedures, and data entry will be employed to assist Dr. Bogie.

In addition to the assistance of a professional external evaluator, SHARE Project will utilize the previously developed AMIkids fidelity evaluation tools, annual on-site assessment and data collection. AMIkids will also furnish the project with monthly and annual analytic reports for the project.

The evaluator will meet collectively with the Project Partnership Team, and other members of the project staff on a quarterly basis to share information that has been generated by the evaluation, including on-going analysis of the data (both qualitative and quantitative), observations concerning program organization and operation, and impressions concerning the direction of the program. The purpose of these meetings is to provide information that will be of assistance to the staff and program leadership in various facets of the plan. Thus, the evaluator does not visualize the evaluation simply as the collection of data to be used in the development of periodic, summary reports, but as an on-going activity—the results of which are to be shared with the staff (and subsequently utilized) on a regular basis.

Specifically, the applicant must describe the extent to which the proposed partners have done, and will continue to do, the following:

- i. Manage and maintain computerized administrative data systems to track program participants, services, and outcomes;**

As the administrative lead for the project, COSA-NCADD has extensive experience managing and maintaining computerized administrative data systems including the following federally established systems for federal grant reporting: COMET (for drug-free communities reporting), PMRT (Prevention Management Reporting and Training System), Government Performance Results Act (GPRA), and National Outcome Measurement System (NOMS). Second Chance also utilizes a basic system for tracking the progress of students. The SHARE

Project will utilize some funding to expand the system and capacity of Second Chance to track program services and outcomes. The Montgomery County Circuit Court currently has no tracking software and this will also be purchased through the SHARE project. These systems will be interfaced where possible to provide a coordinated tracking of program participants, services and outcomes. COSA-NCADD, as administrative lead will guide the project partners through the purchase, establishment and utilization of these systems.

- ii. Execute data-sharing agreements with programs or organizations to share information with program partners and evaluators for case management, performance management, and evaluation purposes, in accordance with Federal, State, and other privacy laws and requirements;**

The partners of the project will execute data-sharing agreements with other partners and evaluators for the SHARE project. All agreements will be in accordance with the various privacy laws and requirements including HIPAA, 42CRF part 2 for substance abuse diagnosis, and others.

- iii. Link or make progress toward linking programmatic data to administrative data from relevant government agencies;**

Through the project, we will utilize data from Montgomery County Circuit Courts Family Court and link this data to the Second Chance data system allowing us to track and link clients, their progress, and outcomes through the project.

- iv. Collect, store, and make data available to program partners, researchers, and evaluators in accordance with Federal, State, and other privacy laws and regulations;**

Data collection will be the responsibility of the Evaluator together with the Project Partnership Team. Data will be collected from all target population members who become involved in SHARE Project. We will collect demographic information to include age, gender, racial/ethnic background, socioeconomic status, place of residence, trauma type and any current involvement in the mental health, addiction, social services and/or criminal justice system. Confidential consumer satisfaction surveys will be given to determine to what extent the needs of the target population are being effectively met. The evaluation team will input all data into the data collection system. All protocols and standardized instruments that will be used have been utilized in previous studies of individuals with substance abuse disorders. Research staff will take care to convey respect and cultural appropriateness to clients and program staff and to minimize the disruption on site. As appropriate, research staff will take advantage of ongoing opportunities for education in cultural competency. To assure clarity and appropriateness in communications and methods, instruments and protocols will be reviewed and pre-tested by a broad group of clients and other members of the target population. Interviewers will review the consent form verbally with each subject and evaluate his/her cognitive status and ability to give informed consent (all other survey data will be collected verbally). In addition, all interviews will be conducted in private and accessible sites.

All performance measurement data and all other performance measures will be downloaded to a SPSS software package for summation and statistical analysis. All entered data will be subject to 100% verification. In addition to data collection, the project team will meet with the Project Manager regularly to discuss the operation of the project, what is and is not working and how to adjust to better meet the needs of the participants. Individual client data will be collected

at baseline. To assess reliability of interview data, about 15% of the baseline sample will receive a repeat.

All data will be maintained confidentially in locked files (electronic) and/or locked file cabinets and maintained according to the strictest confidentiality standards as outlined by 42CFR Part 2.

v. Use data to determine cost-effective strategies for improving outcomes; and

Data will be analyzed by cost per strategy and outcomes based upon the various strategies. Data will be presented to the Project Partnership Team for review.

vi. Regularly analyze program data to assess the pilot's progress, identify operational strengths and weaknesses, and determine how implementation could be strengthened to improve outcomes.

The evaluator will meet collectively with the Project Partnership TEam on a quarterly basis to share information that has been generated by the evaluation, including on-going analysis of the data (both qualitative and quantitative), observations concerning program organization and operation, and impressions concerning the direction of the program. The purpose of these meetings is to provide information that will be of assistance to the staff and program leadership in various facets of the project. Thus, the evaluator does not visualize the evaluation simply as the collection of data to be used in the development of periodic, summary reports, but as an on-going activity—the results of which are to be shared with the staff (and subsequently utilized) on a regular basis to identify the strengths, weaknesses and opportunities to strengthen and/or improve outcomes.

2) The applicant must propose outcome measures and interim indicators to gauge pilot performance. At least one outcome measure must be in the domain of education, and at least one outcome measure must be in the domain of employment. Applicants may specify additional employment and education outcome measures, as well as outcome measures in other domains of well-being, such as criminal justice, physical and mental health, and housing. Regardless of the outcome domain, applicants must identify at least one interim indicator for each proposed outcome measure. Examples of education- and employment-related outcome measures and interim indicators include:

- a. For High School Diploma Attainment: high school enrollment, attendance, and grade promotion
- b. For Community College Completion: class attendance, and credit accumulation; and
- c. For Sustained Employment in Career Field: job placement or acquisition, employment retention, and earnings.

The specific outcome measures and interim indicators the applicant uses should be grounded in its logic model, and informed by applicable program results or research, as appropriate.

Education: All enrolled youth will see educational gains with 50% or more of enrolled youth achieving a minimum improvement of one grade level or more.

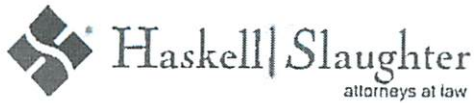
Demonstrated increased in reading and math...

Employment: 50% of enrolled youth age 17 through 21 will complete an internship and or field placement towards future employment goals.

Other?

3) For each proposed outcome measure and interim indicator, the applicant must describe:

- a. The methodology and progress milestones (such as monthly, quarterly, annually) that will be used to assess progress;**
- b. The sources of data that will be used, and whether the data are subject to audit or other means of validation for accuracy; and**
- c. The frequency with which data will be recorded by the pilot and the frequency with which the applicant proposes to report on outcome measures, interim indicators, and project progress milestones to the Federal government.**



ttg@hsg-law.com

Haskell Slaughter & Gallion, LLC

8 Commerce Street

Suite 1200

Montgomery, Alabama 36104

t. 334.265.8573 | f. 334.264.7945

AGENDA

MAR - 2 2015

March 2, 2015

Mr. Donald L. Mims, County Administrator
Montgomery County Commission
Post Office Box 1667
Montgomery, Alabama 36102-1667

Re: Executive Session to Discuss Possible Lease Sale and/or Purchase of Property

Dear Montgomery County Commission Members:

This is to advise the members of the Montgomery County Commission that I have been consulted on a matter on which the County Commission is considering convening an executive session at its next meeting for discussion with legal counsel regarding the lease, purchase and/or sale of property, and have determined that, in my legal opinion, this matter is appropriate for executive session under Section 7(a)(6) of Act No. 2005-40.

Pursuant to Section 7(a)(3) of Act No. 2005-40, a copy of this letter should be attached to the minutes of the County Commission meeting wherein the body considers a motion to convene an executive session to discuss this matter.

Sincerely,

Thomas T. Gallion, III
ASB-5295-L74T

TTG/tp

18-1

ATTACHMENT E:

A Checklist for Conducting Lawful EXECUTIVE SESSIONS

	For Reference, See	
☐ 1. Convene An Open Meeting	Page 21	Section IV (A) 1
☐ 2. Enter a motion stating the reason for the Executive Session. <i>Executive Sessions may only be called for one of the following reasons:</i>	Page 21	Section IV (A) 2
a. General Reputation and Character, Job Performance, or Salaries / Compensation	Page 21	Section IV (B) 1
b. Formal Complaints or Charges Against an Individual or Legal Entity	Page 23	Section IV (B) 2
c. Discussion with the Government Body's Attorney	Page 23	Section IV (B) 3
d. Security Plans and Measures	Page 24	Section IV (B) 4
e. Criminal Investigation and the Identity of an Undercover Agent or Informer	Page 25	Section IV (B) 5
f. Negotiations to Buy / Sell / Lease Real Property	Page 25	Section IV (B) 6
g. Preliminary Negotiations in Trade Competition	Page 26	Section IV (B) 7
h. Negotiations Between The Body and a Group of Public Employees	Page 27	Section IV (B) 8
i. Discuss and Vote Upon a Public or Contested Case Hearing	Page 27	Section IV (B) 9
☐ 3. Receive a Written or Oral Declaration (if necessary).	Page 20	Section IV (A) 4
a. Written Declarations are required for these Executive Sessions:		
I. Discussion with the body's attorney concerning options for, and ramification of, litigation, mediation, or arbitration.		
II. Discussions that would disclose the identity of an undercover informant or that focus on criminal investigations of non-public officials.		
III. Discussions concerning the negotiations between the body and a group of public employees.		
b. It is required that a designated person certify that the Executive Session is warranted for these specific reasons before the body votes to go into Executive Session.		
☐ 4. Vote to go into Executive Session	Page 20	Section IV (A) 4
a) The vote must be open/public; and		
b) Each member must openly give his/her individual vote.		
☐ 5. Enter a Statement Concerning Reconvention	Page 21	Section IV (A) 5

ADJOURNMENT

There being no further business to come before the Commission at this time, the meeting stood adjourned until Monday, March 16, 2015, at 8:00 in the morning.

A handwritten signature in blue ink, reading "Donald Z. Minner", written over a horizontal line.

Administrator

A handwritten signature in blue ink, reading "Edton W. Hearn", written over a horizontal line.

Chairman