

REGULAR MEETING
MONTGOMERY COUNTY COMMISSION

MARCH 16, 2015

AGENDA
INFORMATION SESSION

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

Prayer Led by Commissioner Williams

Reports from Staff:

County Administrator
Deputy Administrator
County Attorney
County Engineer
Chief Information and Technology Officer

Comments from Scheduled Attendees:

North Montgomery Volunteer Fire Department President Thomas F. Barker
Executive Director Paul Brown with Community Corrections
Patrick Addison with PH&J Architects, Inc. and Chief Investigator Mike Thomas with
the District Attorney's Office
Probate Judge Steven L. Reed and Lobbyists Cassandra Crosby and Ron Drinkard with
Crosby Drinkard Group, LLC

Recess to Formal Session

FORMAL SESSION

Welcome at 9:30 a.m.

Invocation by Chairman Dean

Pledge of Allegiance Led By Commissioner Hall

Call of Roll to Establish Quorum

Presentation of the Minutes of the Regular Meeting of March 2, 2015

CONSENT AGENDA:

Consider Accounts Payable Checks and Payroll Checks

PUBLIC HEARING:

Public Hearing Regarding Close Out of CDBG Project No. CY-CM-RR-12-005 and FY 2015 CDBG Application Consideration

RESOLUTIONS:

Consider Resolution Congratulating George Washington Carver High School Boys' Basketball Team on Winning the 2015 AHSAA 6A Division Title and Proclaiming March 16, 2015 as "Carver High School Wolverine Day", County Commission

Consider Resolution Congratulating Jefferson Davis High School Girls' Basketball Team on Winning the 2015 AHSAA 6A Division Title and Proclaiming March 16, 2015 as "Jefferson Davis Lady Vols Day", County Commission

NEW BUSINESS:

1. Consider Resolution Calling for a Local Referendum to be Held during the General Election on November 8, 2016, on the Question of Whether the Health and Safety Powers Authorized in Act No. 2005-200 shall be Effective in Montgomery County, County Commission
2. Consider Board Member Appointments to Rolling Hills/Lakes Volunteer Fire Department, County Commission
3. Consider Board Member Appointments to the Sellers Station Water and Fire Protection Authority, County Commission
4. Consider Grant Application to the Bureau of Justice Assistance for Smart Supervision Program, Community Corrections
5. Consider County Levies for Alcohol Licensing for 2015-2016, County Commission
6. Consider Miscellaneous Appropriations Reprogramming Requests, County Commission

7. Consider Position Fill Requests – Detention Facility (3)
 1. Corrections Officer Trainee/Corrections Officer – Position Number 141
 2. Corrections Officer Trainee/Corrections Officer – Position Number 185
 3. Clerk II – Position Number 238
8. Consider Establishment of the Classification Juvenile Detention Compliance Officer (0303), Pay Grade PC4, Youth Facility
9. Consider Travel/Training Requests (14)

Reports from Staff:

County Administrator
Deputy Administrator
County Engineer
County Attorney

Comments from Citizens

Discussion Items by Commissioners

Recess to Information Session

INFORMATION SESSION

Comments from Scheduled Attendees:

Honorable Charles Price
Probate Judge Steven L. Reed and Director Sam Adams with Britton YMCA
District Attorney Daryl Bailey
Sheriff Derrick Cunningham and Chief Information and Technology Officer Lou Ialacci
Rural Addressing Coordinator Jane Brown
Circuit Court Clerk Tiffany McCord
Community Liaison Christy Holding with The Samaritan Counseling Center
Executive Director Paul Brown with Community Corrections

Reports from Staff:

Deputy Administrator
County Administrator
Manager of Public Affairs

Adjourn

CALENDAR OF EVENTS

MARCH 16, 2015

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

APRIL 6, 2015

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

APRIL 20, 2015

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

MAY 4, 2015

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

MAY 18, 2015

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

PERSONNEL ACTIONS

Fill action continues for 2 Appraiser II – Appraisal Department
Fill action continues for 1 Clerk II – Board of Registrars
Fill action continues for 1 Custodial Maintenance Manager – Support Services Department
Fill action continues for 1 Community Corrections Officer – Community Corrections
Fill action continues for 1 Legal Support Assistant – District Attorney's Office
Fill action continues for 1 Secretary – District Attorney's Office
Fill action continues for 2 Investigator I's – District Attorney's Office
Fill action continues for 1 Investigator II – District Attorney's Office
Fill action continues for 1 Investigator III – District Attorney's Office
Fill action continues for 1 Director – District Attorney Pre-Trial
Fill action continues for 29 Correction Officer Trainees – Detention Facility
Fill action continues for 1 Detention Facility Accounts Manager – Detention Facility
Fill action continues for 3 Clerk II – Detention Facility
Fill action continues for 1 Corrections Officer Corporal – Detention Facility
Fill action continues for 1 CREO 1 – Engineering Department
Fill action continues for 1 Administrative Assistant to the County Engineer – Engineering Department
Fill action continues for 1 Civil Engineer Tech I - Engineering
Fill action continues for 1 Clerk III – Personnel Department
Fill action continues for 1 Clerk III – Probate Judge's Office
Fill action continues for 1 Assistant Tag & License Supervisors – Probate Judge's Office
Fill action continues for 1 Customer Service Clerk (Part-Time) – Probate Judge's Office
Fill action continues for 1 Tag and License Supervisor – Probate Judge's Office
Fill action continues for 1 County Archivist – Probate Judge's Office
Fill action continues for 1 Elections Training Coordinator – Probate Judge's Office (Elections)
Fill action continues for 1 Clerk III – Sheriff's Office
Fill action continues for 1 Records & ID Clerk – Sheriff's Office
Fill action continues for 2 Court Security Officer – Sheriff's Office
Fill action continues for 1 Emergency Communication Operator 1/II – Sheriff's Office
Fill action continues for 10 Deputy Sheriff's (Part-Time) – Sheriff's Office
Fill action continues for 1 Deputy Sheriff / Deputy Sheriff Trainee – Sheriff's Office
Fill action continues for 1 Court Operations Clerk I – Youth Facility
Fill action continues for 2 Juvenile Probation Officer I – Youth Facility
Fill action continues for 1 Juvenile Detention Officer – Youth Facility
Fill action continues for 4 Juvenile Detention Officer's (Part-Time) – Youth Facility

March 16, 2015

AGENDA

MAR 16 2015

03-16-15 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 02-27-15

Check Number	To	Check Number
251191		251288
Total Checks Paid		\$1,162,461.63

CHECK #	PAYEE	AMOUNT	DATE
251189	Montgomery BOE	\$ 412.50	02-13-15
251190	TASC	\$3,830.68	02-13-15

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

03-16-15 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 02-27-15

Check Number	To	Check Number
251289		251411
Total Checks Paid		\$447,258.09

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

AGENDA

MAR 16 2015

03-16-15 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 03-06-15

Check Number	To	Check Number
251412		251476
Total Checks Paid		\$385,604.25

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

AGENDA

MAR 16 2015

03-16-15 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 03-06-15

Check Number	To	Check Number
251477		251551
Total Checks Paid		\$356,950.82

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

CHECKS ARE DATED
03/06/15

Payroll Check Number	122257	To	Payroll Check Number	122332	\$ 53,414.46
Direct Deposits					\$ 826,659.99
Payroll Check Number	122333	To	Payroll Check Number	122362	\$ 248,101.26
Direct Deposits					\$ 358,852.32
Federal Deposits					\$ 314,038.63
Total Payroll Paid					\$ 1,801,066.66

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

Notice of Public Hearing Regarding Close Out of CDBG Project No. CY-CM-RR-12-005 and FY 2015 CDBG Application Consideration

The Montgomery County Commission will hold a public hearing on Monday, March 16, 2015 at 9:30 AM in the Commissioner's Court of Annex III located at 101 South Lawrence Street, Montgomery, Alabama 36104. The purpose of this hearing is to allow public comment on the County's current and future Community Development Block Grant (CDBG) program. The following items will be discussed and information made available at the hearing:

- 1) proposed close out of CDBG Project No. CY-CM-RR-12-005 and discussion of construction completion and project benefits; and
- 2) consideration of submission of an FY 2015 CDBG application and discussion of activities viewed as the County's most pressing community development needs.

CDBG funds may be used to primarily benefit low and moderate income persons. Information to be presented regarding the upcoming FY 2015 grant cycle will include the anticipated amount of grant funds available, the range of eligible activities that may be undertaken, and discussion of possible projects for which the Montgomery County Commission should consider for submission an application to the State of Alabama requesting CDBG funds.

All citizens are invited and urged to attend and express their views regarding items outlined above.

Any person with a disability or communication impairment should contact the Montgomery County Commission at (334) 832-1210, if special accommodations are needed. The County will attempt to accommodate all reasonable requests.

RESOLUTION

WHEREAS, George Washington Carver High School began in September of 1948; and

WHEREAS, since its inception, the boys' basketball team has won three state championship titles, with back-to-back wins in 1983 and 1984, and then again in 2012; and

WHEREAS, the G.W. Carver High School Wolverines boys' basketball team, under the leadership of Coach J.J. Jackson, completed the 2015 season with an impressive 29-4 schedule; and

WHEREAS, on Saturday, February 28th, in Birmingham, Alabama, the Wolverines team defeated the Lee-Huntsville Generals in a dramatic 57-55 victory to win the Division 6A State Championship, thus securing the school's fourth state championship title,

NOW THEREFORE, BE IT RESOLVED that the Montgomery County Commission wishes to acknowledge Coach James "J.J." Jackson, his coaching staff and the G.W. Carver High School boys' basketball team for the sacrifices made on and off the court that are required to perform at the state championship level; furthermore, the Commission congratulates the G.W. Carver Wolverines' boys' basketball team on winning the 2015 AHSAA 6A Division Title and does hereby declare Monday, March 16, 2015, as "Carver High School Wolverine Day" in Montgomery County, Alabama.

We hereby certify that the above
Resolution was adopted by the
Montgomery County Commission
on this, the 16th day of March, 2015.

RESOLUTION

WHEREAS, Jefferson Davis High School began in the late 1960's; and

WHEREAS, since its inception during the 1976-1976 school year, the girls' basketball team, has won four state championship titles: 1978 as 4A, 2001 as 6A, 2006 as 6A, and 2015 as new division champions of the 7A; and

WHEREAS, the Lady Volunteers basketball team has competed in 14 of the 15 regional playoffs, winning five regional titles, including the 2015 first 7A division regional title; and

WHEREAS, the Lady Vols have had 16 consecutive winning seasons; and

WHEREAS; the Jefferson Davis High School Vols girls' basketball team, under the leadership of Coach LaKenya Knight, completed the 2015 season with an impressive 30-4 schedule; and

WHEREAS, on Saturday, February 28th, in Birmingham, Alabama, the Lady Vols team defeated the McGill-Toolen Yellow Jackets in a dramatic 55-54 victory to win the Division 7A State Championship, thus securing the school's fourth state championship title,

NOW THEREFORE, BE IT RESOLVED that the Montgomery County Commission does hereby thank Coach LaKenya Knight, her coaching staff and the Jefferson Davis High School girls' basketball team for the sacrifices made on and off the court that are required to perform at the state championship level and does hereby congratulate the Jefferson Davis Lady Vols' basketball team on winning the 2015 AHSAA 7A Division Title and does hereby declare Monday, March 16, 2015, as Jefferson Davis Lady Vols Day in Montgomery County, Alabama.

We hereby certify that the above Resolution was adopted by the Montgomery County Commission on this, the 16th day of March, 2015.

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

AGENDA

MAR 16 2015

March 12, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Resolution regarding Limited Self-Governance

The Montgomery County Commission, at its meeting on March 2, 2015, agreed to place on the next agenda a Resolution by the Commission calling for a local referendum to be held during the next General Election on the question of whether the health and safety powers authorized in Act Number 2005-200 shall be effective in Montgomery County.

I am requesting that the Commission adopt this resolution.

DLM/tn

Attachment

RESOLUTION

WHEREAS, "The Alabama Limited Self-Governance Act" (Ala. Code § 11-3A-1 et seq.) authorizes the county commission to exercise certain health and safety powers in the unincorporated areas of the county upon passage of a local referendum in which the qualified voters in the unincorporated areas of the county approved the exercise of these powers by the county commission; and

WHEREAS, health and safety powers that can be abated with The Alabama Limited Self-Governance Act are limited to the following identified nuisances in unincorporated areas: unsanitary sewage, noise, litter and rubbish, pollution, overgrown weeds, junkyards and animals; and

WHEREAS, a local referendum calling for Montgomery County Self-Governance, which will allow the commission to address these health and safety issues, may be called by the county commission upon resolution adopted by a majority of its members, with such referendum to be held in conjunction with the general, or special election held for another purpose; and

WHEREAS, if the Montgomery County Limited Self-Governance Act is approved by a majority of the qualified electors in the unincorporated areas of the county at a local referendum on the question, the county commission will be authorized to adopt ordinances on health and safety issues related to the abatement of weeds, the control of animals, the control of litter, the control of junkyards, and the abatement of noise nuisances, unsanitary sewage, or pollution set out above; and

WHEREAS, voters in 21 Alabama counties have passed the Limited Self-Governance Act in their own counties, with those being: Autauga, Baldwin, Barbour, Bullock, Cherokee, Colbert, Coosa, Dallas, DeKalb, Elmore, Escambia, Geneva, Jackson, Lee, Macon, Madison, Mobile, Monroe, Russell, Tuscaloosa and Winston; and

WHEREAS, the Montgomery County Commission believes that it is in the best interests of the county that the county commission be authorized to address some or all of the important health and safety issues set out in the Act; and

WHEREAS, the Montgomery County Commission desires to grant its citizens in the unincorporated areas of the county an opportunity to vote on whether to grant the county commission the authority to address these health and safety concerns within the unincorporated areas of the county; and

WHEREAS, based upon the foregoing, the Montgomery County Commission has adopted this resolution calling for a local referendum on this issue by a majority of the county commission.

WHEREFORE BE IT RESOLVED BY THE MONTGOMERY COUNTY COMMISSION, that it does hereby call for a local referendum to be held on the question of whether the health and safety powers authorized in Ala. Code § 11-3A-1 et seq. shall be effective in Montgomery County, with such referendum to be held during the general election on Tuesday, November 8, 2016.

BE IT FURTHER RESOLVED that copies of this resolution be immediately forwarded to the judge of probate and sheriff's office with instructions to include this local referendum on the ballot for the general election to be held on November 8, 2016.

We hereby certify that the above
Resolution was adopted by the
Montgomery County Commission
on this, the 16th day of March, 2015.

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

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

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MONTGOMERY COUNTY COMMISSION

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www.mc-ala.org

AGENDA

MAR 16 2015

March 12, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims **DLM**
County Administrator

SUBJECT: Board Member Appointments to Rolling Hills/Lakes Volunteer Fire Department

The Montgomery County Commission, at its meeting on March 2, 2015, agreed to place the appointment of board members to the Rolling Hills/Lakes Volunteer Fire Department on the next agenda, as requested by President Philip B. Burwell.

I am requesting approval of these appointments.

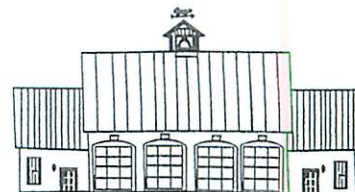
DLM/tn

Attachments

ROLLING • HILLS • LAKES

VOLUNTEER FIRE DEPARTMENT

ESTABLISHED 1990



6120 TROTMAN ROAD
MONTGOMERY, ALABAMA 36116-6061
(334) 288-7344
TAX ID# 63-1025872

February 23, 2015

Mr. Donald Mims

Dear Mr. Mims,

Enclosed is a list of our board members and officers for the coming year.

Call me, if you have questions at 334-303-2622.

A copy of this list has been mailed to Mr. Mims.

Sincerely,

Philip B. Burwell

Philip B. Burwell

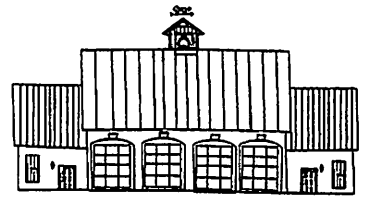
2015 FEB 24 AM 10:13

MONTGOMERY
COMMISSIONER

ROLLING • HILLS • LAKES

VOLUNTEER FIRE DEPARTMENT

ESTABLISHED 1990



6120 TROTMAN ROAD
MONTGOMERY, ALABAMA 36116-6061
(334) 288-7344
TAX ID# 63-1025872

Rolling Hills/Lakes V.F.D.

Board Officers:

Term

President:

Philip Burwell 1545 Mt.Zion Rd. H 286-1888 2-22-16
Ramer, 36069 C 303-2622

Vice President:

Don Schofield 5836 Trotman Rd. H 281-6864 2-18-17
36116

Treasurer:

Autry Talley 250 Cindy Lane C 210-282-6781 2-28-17
36116

Secretary:

Tori Holloway 223 Landon H 334-284-5909 2-28-17
36116

Board Members:

Selma Patterson 358 Gibson Hills C 324-2982 2-22-16
36116

Lomack Bean 548 Mizell Dr. C 211-6671 2-22-16
36116

Tom Shanks 6972 Woodley Rd. H 288-3493 2-28-17
36116

Alfonso Patterson 4651 Vanderbilt Dr. H 281-2134 2-22-16
36116

Tim Martin 304 Crimson Dr. C 201-3210 2-28-17
Pike Rd. 36064

Dr. Jan Wercinski 354 Mizell Rd. H 284-2322 2-22-16
36116

Steve Diermayer 935 Meriwether Rd. C 414-3246 2-22-16
Pike Rd. 36064

James Labadie 7466 Fairway Dr. H 284-3463 2-28-17
36116

Dr. Kirk Skinner 156 Rolling Lakes Dr. H 288-0093 2-28-17
36116

Rolling Hills/Lakes VFD

Members:**Term Expires:****President:**

Philip B. Burwell
(Send Reappt Requests)

Ramer, 36069

H 286-1888
C 303-2622

2/28/2016

* **Vice President:**

Don Schofield

Montgomery 36116

H 281-6864
C 303-9068
E dvschofield@charter.net

2/18/2015

* **Treasurer:**

Autry Talley

Montgomery 36116

C 210-282-6781

2/28/2015

* **Secretary:**

Gerri Walley

Montgomery 36116

H 288-2078
C 312-1526

2/28/2015

Board Members:

Selma Patterson

Montgomery 36116

C 324-2982

2/28/2016

Lomack Bean

Montgomery 36116

C 221-6671

2/28/2016

* Tom Shanks

Montgomery 36116

H 288-3493

2/28/2015

Alfonso Patterson

Montgomery 36116

H 281-2134

2/28/2016

* Tim Martin

Pike Road, 36064

C 201-3210

2/28/2015

Dr. Jan Wercinski

Montgomery 36116

H 284-2322
E jwercincki@aol.com

2/28/2016

Steve Diermayer

Pike Rd. 36064

C 414-3246

2/28/2016

* James Labadie

Montgomery 36116

H 284-3463
C 538-6911

2/28/2015

* Dr. Kirk Skinner

Montgomery 36116

H 288-0093

2/28/2015

TERMS: 2 YEARS

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

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AGENDA

MAR 16 2015

March 3, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Sellers Station Water and Fire Protection Authority Board Member
Reappointment

On March 1, 2015, the term of Mr. Dan Singleton expired as a board member of the Sellers Station Water and Fire Protection Authority. Mr. Singleton has expressed his desire to be reappointed to the Board, for a term ending March 1, 2021.

Board Member Robert Guy, whose term expires March 1, 2019, has resigned from the board. Mr. Singleton has requested that William "Bill" Findley be appointed to fill the remainder of Mr. Guy's term.

Board Member Moses M. Sellers, whose term expires March 1, 2017, has passed away. Mr. Singleton has requested that Byron Lawhon be appointed to fill the remainder of Mr. Sellers' term.

The Montgomery County Commission, at its meeting on March 2, 2015, agreed to place these appointments on the next agenda.

I am requesting that the Commission consider approval of these appointments.

DLM/tn

Sellers Station Water and Fire Protection Authority

Members:

Term Expires:

- * Robert Guy
Letohatchee, AL 36047
- * Moses M. Sellers
Lapine, AL 36046
- * Dan Singleton
Lapine, AL 36046

3/1/2019

3/1/2017

3/1/2015

CC: Dan Singleton

Term: 6 years

**MONTGOMERY COUNTY COMMUNITY
PUNISHMENT AND CORRECTIONS AUTHORITY**
301 ADAMS AVENUE • P.O. BOX 1667
MONTGOMERY, AL 36102-1667

AGENDA

MAR 16 2015

March 5, 2015

TO: Chairman Elton Dean - Montgomery County Commission

CC: Donnie Mims – County Administrator
Montgomery County, Alabama

RE: Community Corrections' Application for a Grant Titled – “Smart Supervision”

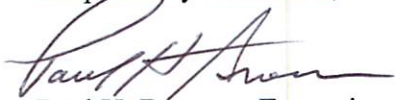
Dear Chairman Dean:

On Monday, March 2, 2015 I briefed the Commission regarding a competitive grant opportunity which has the potential to fund technical assistance training for Community Corrections Staff as well as several community-based non-profit service providers in Montgomery County. The Grant Announcement (BJA-2015-4075) advises that funds are available to provide technical assistance training on evidence based practices for corrections practitioners as well as community-based service providers who accept referrals from Community Corrections. To date, Community Corrections has secured the written support of Presiding Judge, Eugene Reese, and 10 community-based not-for-profit providers who have indicated a willingness to participate in the opportunity to gain knowledge of proven evidence-based practices and then apply these practices to the offender population we refer to these providers.

The services rendered by the providers expressing interest in collaborating with Community Corrections represent: Drug Treatment, Recovery Services, Transitional and Emergency Housing, Mental Health, Job Readiness/Preparation Programs, Family Counseling and Job/Trade Skills Training. The AUM – University Outreach Department has agreed to partner with Community Corrections to perform the research, evaluation, follow-up monitoring and reporting components of the project. The Grant solicitation notice indicates that there is no requirement for matching funds for the 3 year project and available funding to the successful grant recipient could total as much as \$750,000 for the 3 year term of the proposed project.

The Grant Solicitation advises that a letter of support from the Commission (lead agency) for the Grant Application is to be submitted along with the Grant Application expressing support for the project and the proposed research partnership. The deadline for grant submission is March 24, 2015. I would appreciate the Commission's consideration to approve and support this grant application with a letter of support to accompany the grant application.

Respectfully submitted,



Paul H. Brown – Executive Director

Montgomery County Community Corrections Department

PAUL BROWN - EXECUTIVE DIRECTOR

(334) 832-7730 • FAX (334) 832-7176

JAIL/PRISON DIVERSION • DRUG COURT • COUNTY PROBATION • E.V.E.N. DOMESTIC VIOLENCE PROGRAM
GPS ELECTRONIC OFFENDER MONITORING • COMMUNITY SERVICE RESTITUTION • PRE-TRIAL RELEASE

4-1



MONTGOMERY COUNTY COMMISSION

ELTON N. DEAN, SR., CHAIRMAN
DANIEL HARRIS, JR., VICE CHAIRMAN
ANDREW D. HALL
RONDA M. WALKER
JILES WILLIAMS, JR.

March 16, 2015

Grant Review Committee
Bureau of Justice Assistance
U.S. Department of Justice
810 Seventh Street, NW
Washington, DC 20531

RE: County Commission Support for Community Corrections' Application for a Grant
Titled – "Smart Supervision..."

Dear Grant Review Committee:

On Monday, March 16, 2015 The Montgomery County Commission reviewed and passed a resolution in support of an application to the Department of Justice – Bureau of Justice Assistance on behalf of the Montgomery County Community Punishment and Corrections Authority, the County appointed Authority over the County Community Corrections Department. The grant Solicitation, titled: Smart Supervision: Reducing Prison Populations, Saving Money, and Creating Safer Communities, has the potential to fund technical assistance training for Montgomery County Community Corrections Staff as well as several community-based non-profit offender service providers in Montgomery County. The Grant Announcement (BJA-2015-4075) advises that funds are available to provide technical assistance training on evidence based practices for corrections practitioners as well as community-based service providers who accept referrals from Community Corrections. To date, Community Corrections has secured the written support of Presiding Judge, Eugene Reese, and 10 community-based not-for-profit providers who have indicated a willingness to participate in the opportunity to gain knowledge of proven evidence-based practices and then apply these practices to the offender population Community Corrections refers to these providers.

The services rendered by the providers expressing interest in collaborating with Community Corrections represent: Drug Treatment, Recovery Services, Transitional and Emergency Housing, Mental Health, Job Readiness/Preparation Programs, Family Counseling and Job/Trade Skills Training. The Auburn University – at Montgomery, University Outreach Department has agreed to partner with Community Corrections in this grant application to perform the research, evaluation, follow-up monitoring for fidelity to utilizing evidence-based practices and reporting components of the project.

Grant Review Committee

March 16, 2015

Page 2

The Grant Solicitation advises that a letter of support from the Commission (lead agency) for the Grant Application is to be submitted along with the Grant Application expressing support for the project and the proposed research partnership. Please accept this letter as evidence of the Montgomery County Commission's support for the grant application to advance evidence-based practices in local Community Corrections which we expect will lead to reducing prison populations, saving money, and creating a safer community for the Citizens of Montgomery County, Alabama.

Sincerely,

Elton N. Dean, Sr.
Chairman

cc: Paul Brown, Executive Director
Montgomery County Community Corrections

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

ANDREW D. HALL
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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

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www.mc-alb.org

AGENDA

MAR 16 2015

March 3, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: County Levies for Alcohol Licensing for 2015-2016

The Montgomery County Commission, at its meeting on March 2, 2015, agreed to place the County Levies for Alcohol Licensing for 2015-2016 on the next agenda.

I am requesting approval of these items.

DLM/tn

Attachment



Alabama Alcoholic Beverage Control Board
Licensing and Compliance Division

2715 Gunter Park Drive West
Montgomery, AL 36109
Phone: 334-213-6300
Fax: 334-213-6322

February 11, 2015

MEMORANDUM

To: All Wet County Commissions

From: Summer Childers
Licensing and Compliance Division Director

Subject: County Levies for Alcohol Licensing

Sec. 28-3A-4, Code of Alabama, requires the Alcoholic Beverage Control Board to collect all county license fees for all new license applications and renewed licenses. In order for this program to be set up for fiscal year 2015-2016, the **attached form must be completed** listing all amounts set by your county in column three (3). **If your county does not wish to make changes to the fees for a particular license type, please indicate that by writing "no change".**

Limitations of the maximum amount of county fees for the following ten (10) types of licenses have been set.

<u>Type</u>	<u>Maximum County Fee</u>
Retail Beer (On or Off Premises)	\$75.00
Retail Beer (Off Premises Only)	\$75.00
Retail Table Wine (On or Off Premises)	\$75.00
Retail Table Wine (Off Premises Only)	\$75.00
Wholesale Beer Only	\$275.00
Wholesale Table Wine Only	\$275.00
Wholesale Table Wine and Beer	\$375.00
Additional Warehouse Wine or Beer or Both	\$100.00
Importer	\$250.00
Brewpub	\$500.00

Please supply us with this information no later than **April 17, 2015**. This form must be signed by an authorized county official. Please return your completed document to McKenzie.Reed@abc.alabama.gov or mail to the address above. If there are any changes in your contact information, it is your responsibility to notify the ABC Board as soon as possible.

Received by: _____

County: _____

COUNTY (51) MONTGOMERY 2015 - 2016

TYPE LICENSE & CODE	*FILING FEE	STATE LICENSE FEE	COUNTY LICENSE FEE	RENEWAL TOTAL	NEW LICENSE TOTAL
010 - LOUNGE RETAIL LIQUOR - CLASS I	\$ 50.00	\$300.00	300.00	600.00	650.00
011 - LOUNGE RETAIL LIQUOR - CLASS II - (PACKAGE)	\$ 50.00	\$300.00	300.00	600.00	650.00
020 - RESTAURANT RETAIL LIQUOR	\$ 50.00	\$300.00	300.00	600.00	650.00
031 - CLUB LIQUOR - CLASS I	\$ 50.00	\$300.00	500.00	800.00	850.00
032 - CLUB LIQUOR - CLASS II	\$ 50.00	\$750.00	750.00	1,500.00	1,550.00
**					
040 - RETAIL BEER - (ON OR OFF PREMISES)	\$ 50.00	\$150.00	75.00	225.00	275.00
**					
050 - RETAIL BEER (OFF PREMISES ONLY)	\$ 50.00	\$150.00	75.00	225.00	275.00
**					
060 - RETAIL TABLE WINE (ON OR OFF PREMISES)	\$ 50.00	\$150.00	75.00	225.00	275.00
**					
070 - RETAIL TABLE WINE (OFF PREMISES ONLY)	\$ 50.00	\$150.00	75.00	225.00	275.00
080 - LIQUOR WHOLESALE	\$ 50.00	\$500.00	500.00	1,000.00	1,050.00
**					
090 - WHOLESALE BEER ONLY	\$ 50.00	\$550.00	275.00	825.00	875.00
**					
100 - WHOLESALE TABLE WINE ONLY - 16.5% OR LESS	\$ 50.00	\$550.00	275.00	825.00	875.00
**					
110 - WHOLESALE TABLE WINE & BEER COMBINED	\$ 50.00	\$750.00	375.00	1,125.00	1,175.00
120 - WAREHOUSE LICENSE	\$ 50.00	\$200.00	200.00	400.00	450.00
**					
130 - ADDITIONAL WAREHOUSE-WINE, BEER OR BOTH	\$ 50.00	\$200.00	100.00	300.00	350.00
140 - SPECIAL EVENTS RETAIL	\$ 50.00	\$150.00	150.00	N/A	350.00
150 - SPECIAL RETAIL LICENSE - 30 DAYS OR LESS	\$ 50.00	\$100.00	100.00	N/A	250.00
160 - SPECIAL RETAIL - MORE THAN 30 DAYS	\$ 50.00	\$250.00	250.00	500.00	550.00
170 - RETAIL COMMON CARRIER	\$ 50.00	\$150.00	150.00	300.00	350.00
200 - MANUFACTURER	\$ 50.00	\$500.00	500.00	1,000.00	1,050.00
**					
210 - IMPORTER	\$ 50.00	\$500.00	250.00	750.00	800.00
**					
220 - BREWPUB	\$ 50.00	\$1,000.00	500.00	1,500.00	1,550.00
230 - INTERNATIONAL MOTOR SPEEDWAY	\$ 50.00	\$300.00	300.00	600.00	650.00
240 - NON-PROFIT - TAX EXEMPT		\$0.00	N/A	N/A	N/A

* A \$50.00 non-refundable filing fee is charged to all new licenses.

** May not charge more than one-half of the state fee for this type of license.

SIGNED: _____
Authorized County Official

Title

Date

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

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AGENDA

MAR 16 2015

March 16, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims, County Administrator *DLM*

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-2015-62: Alabama – Korea Educational Exchange Program, Inc., (A-KEEP, Inc.),
for Elite Global Leadership Program - \$5,000; (Harris)

DLM/tll

ELTON N. DEAN, SR.
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AGENDA

MAR 16 2015

March 3, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Position Fill Requests for Detention Facility

The Montgomery County Commission, at its meeting on March 2, 2015, agreed to place the following Position Fill Requests from the Detention Facility on the next agenda:

- (1) Corrections Officer Trainee/Corrections Officer, Position Number 141
- (2) Corrections Officer Trainee/Corrections Officer, Position Number 185
- (3) Clerk II, Position Number 238

I am requesting approval of these items.

DLM/tn

Attachments

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: M. C. Sheriff's Office - Detention Facility

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: W. Robinson, Colonel

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

1. Position Title Corrections Officer Trainee / Corrections Officer

Position Number 141

Proposed Effective Date March 2, 2015

Type of Appointment (☒) Permanent () Temporary

Recruiting

- () Promotional Register () Transfer
(☒) Open Competitive Register () Reemployment

Pay Grade Corrections Officer Trainee - \$29,244 (PCT)

Corrections Officer - \$30,456 - \$43,356 (PC1)

Derrick Cunningham

Date February 19, 2015

Department Head *W. Robinson*

2. Administrative Review

- () Approved
() Disapproved

Funding Authority

3. Certification

Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

Date _____

Personnel Director

4. Selectee:

Date _____

Appointing Authority

5. () Manpower data entered by _____

Date _____

() Payroll entered by _____

Date _____

ORIGINAL

POSITION FILL REQUEST

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

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 Corrections Officer Trainee / Corrections Officer
Position Number 185
Proposed Effective Date March 2, 2015

Type of Appointment (☒) Permanent () Temporary

Recruiting

() Promotional Register () Transfer
(☒) Open Competitive Register () Reemployment

Pay Grade Corrections Officer Trainee - \$29,244 (PCT)
Corrections Officer - \$30,456 - \$43,356 (PC1)

Derrick Cunningham

Date February 24, 2015

Department Head *mu*

2. Administrative Review

() Approved
() Disapproved

Funding Authority _____

3. Certification

Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

Date _____

Personnel Director _____

4. Selectee: _____

Date _____

Appointing Authority _____

5. () Manpower data entered by _____ Date _____
() Payroll entered by _____ Date _____

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: M. C. Sheriff's Office - Detention Facility

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: W. Robinson, Colonel

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

1. Position Title Clerk II

Position Number 238

Proposed Effective Date March 2, 2015

Type of Appointment (☒) Permanent () Temporary

Recruiting

- | | |
|---|------------------|
| () Promotional Register | () Transfer |
| (☒) Open Competitive Register | () Reemployment |

Pay Grade \$22,485 - \$32,008 (A02)

Derrick Cunningham
Department Head

Date February 18, 2015

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 _____

ELTON N. DEAN, SR.
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AGENDA

MAR 16 2015

March 3, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLm*
County Administrator

SUBJECT: Establishment of Juvenile Detention Compliance Officer Classification

The Montgomery County Commission, during their meeting on March 2, 2015, agreed to place on the next agenda the establishment of a Juvenile Detention Compliance Officer classification (CO0303), Pay Grade PC4 with the Montgomery County Youth Facility.

I am requesting approval of this item.

DLM/tn

Attachment

Memo

To: Mr. Donnie Mims, Montgomery County Administrator

From: Bruce R. Howell, Juvenile Court Administrator

Date: March 6, 2015

Re: Juvenile Detention Compliance Officer Position

The requirements of mandated standards for our ACA Accreditation have become ever increasing. Therefore, I asked that a job description for Juvenile Detention Compliance Officer be established by our Personnel Department. I am asking that the Commission review and approve the newly created job description for this position at the March 16th formal session.

Thank you for your consideration!

M E M O R A N D U M

DATE: 2/17/15
TO: Bruce Howell, Chief Probation Officer
FROM: Robbie Estes, Montgomery City/County Personnel
RE: Juvenile Detention Compliance Officer Position

Per your request on April 21 2014, we have developed a job description for a new Juvenile Detention Compliance Officer position (job code 0303). Attached is the job description. We also conducted the City/County of Montgomery's pay evaluation procedure for the position and recommend a pay grade of PC4.

If you agree with our recommendations, please sign the job description and obtain County Commission's approval. Upon County Commission approval, we will place this item on the agenda for following Personnel Board meeting.

If you have any questions, feel free to contact me at 625-2278.

JUVENILE DETENTION COMPLIANCE OFFICER

0303

FLSA: Exempt

8/20/14

Pay Grade: PC4

NATURE OF WORK: The fundamental reasons that this job exists is to provide monitoring and compliance review for all Montgomery County Youth Detention Facility (MCYF) procedures and regulations. The essential functions of this position include developing and monitoring facility policies and procedures, investigating and resolving complaints, liaison work between the facility and the court and legal systems, and helping ensure the safety of staff and youth offenders. The incumbent is responsible for ensuring all accreditation requirements are met and for developing methods designed to ensure the youth facility complies with standards. This position has the authority to require detention staff to comply with all accreditation standards. This position reports to the MC Youth Detention Facility Director.

ESSENTIAL FUNCTION: Develops and monitors facility policies and procedures for compliance using memos, MCYF policies and procedures, State of AL Dept. of Youth Services standards, federal, state and American Corrections Association (ACA) guidelines in order to ensure compliance with regulatory standards, ensure the facility operations comply with state and federal guidelines, and ensure compliance procedures are performed uniformly and consistently.

Compares suggested changes to policies and procedures to current policies and procedures to determine if changes are needed for compliance.

Monitors officers and youth to determine if compliance policies and procedures are being followed or implemented.

Compares existing MCYF policies and procedures to changes in federal, state, ACA to ensure policies are in compliance with these standards.

Drafts new policies and procedures to meet current accreditation standards.

Exchanges information with shift commander and officers regarding the interpretation, intent and implementation of compliance policies and procedures.

Identifies all mandatory standards in areas such as life safety, health, fire escape, medical, educational, psychological, and nutrition and non-mandatory standards such as facility control to assist in developing methods to ensure compliance.

Develops in-house programs designed to meet accreditation standards at a 98% minimum.

Inspects the work activities and the work products to ensure work responsibilities are accomplished and completed according to facility policies and procedures and to identify and correct problems.

Inspects work areas for compliance.

Exchanges information with supervisors to identify operational or administrative problems and solutions to problems affecting the MCYF's ability to meet accreditation requirements.

Schedules and monitors repairs to facility equipment.

Visually inspects new equipment that has been received by the facility against the equipment listed on the inventory lists.

Monitors population control of facility for compliance.

JUVENILE DETENTION COMPLIANCE OFFICER

Page 2

Supervises internal volunteer resources such as church volunteers, art/craft volunteers, zoo volunteers, and/or therapy dogs in order to educate the youths in detention.

Works with ACA and/or state DYS auditors during audits to inform them of MCYF's compliance with accreditation requirements.

Researches new and/or modified ACA standards in order to implement new or modified training programs for compliance.

Reviews the operational implementation of accreditation policies and procedures with supervisors and officers to identify problems and to verify that the new policy or procedure actually works as required.

ESSENTIAL FUNCTION: Monitors compliance issues with accreditation standards and training following MCYF policies and procedures, State of AL Dept. of Youth Services standards, federal, state and ACA guidelines using personal computers, training checklists, performance statistics and program documentation in order to discuss and analyze emergency communications procedures and methods for improvement, resolve issues effecting emergency response and identify new methods to increase effectiveness.

Exchanges information in a manner that seeks feedback regarding potential solutions to compliance problems.

Interprets and implements new or modified Federal, State and department standards, policies and procedures.

Establishes and maintains working relationships with MCYF employees, community resource agencies and the court system.

Reviews the outcomes of client complaints to ensure compliance and consistency.

Reviews productivity of personnel to ensure that established standards are being met or exceeded.

Updates and discusses the compliance issues Director and/or Court Administrator and asks for direction when needed.

Assists in conducting needs assessments to identify deficiencies in meeting accreditation standards.

Coordinates with the Director and appropriate community agencies in developing immediate and future goals related to training, standardizing procedures and MCYF productivity.

Reviews all standards and training documentation and information in order to determine the progress on an annual basis.

Advises the MCYF Director of progress or shortfalls in compliance issues.

Recommends changes to the MCYF Director for departmental training of personnel.

Completes compliance reports in order to provide information on the status of compliance issues.

Participates in the planning and coordination of facility disaster preparedness.

ESSENTIAL FUNCTION: Develops and monitors MCYF training programs and activities using computers, system manuals, policies and procedures, training manuals, emergency phone and dispatch system equipment manuals in order to ensure all training programs are conducted in a standardized and consistent manner that meet or exceed Federal, State and local laws; assist employees in learning their duties and responsibilities; and coordinate and facilitate training in compliance with accreditation, state, federal and MCYF training standards.

Assists in developing, implementing, and maintaining records to meet training compliance requirements to include documentation of proof of attendance.

Creates new and recommends changes to existing policies and procedures relating to training consistent with existing Federal, State and local rules, regulations, procedures and law.

Schedules all training and compliance activities within the facility.

Develops training materials such as PowerPoint presentations, training aids, topic speakers, handouts, etc.

Checks credential of any scheduled topic speaker to ensure they will meet requirements for compliance.

Discusses training compliance issues with supervisor to resolve issues.

ESSENTIAL FUNCTION: Monitors all safety and security inspections and responses to volatile situations using inspection forms and reports, physical exertion to restrain youth offenders, and defensive techniques to protect self and others following Montgomery County Detention Facility policy and procedure in order to ensure compliance with procedures.

Monitors, controls, and reports the behavior and activities of offenders in accordance with applicable facility and departmental policies and procedures.

Monitors inspections, reports findings, and addresses or responds to findings in accordance with applicable policies, procedures, and guidelines for compliance.

Conducts thorough fire safety, general safety, security, and/or sanitation inspections, as applicable, to identify, document, and correct deficiencies for compliance.

Responds to emergency situations such as fights, riots, escapes, fires, disturbances, escapes, and natural disasters, in accordance with established policies, procedures, guidelines, rules, and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of American Corrections Associations accreditation standards and procedures to ensure compliance.

Knowledge of State of Alabama DYS licensing standards to ensure compliance.

Knowledge of PREA standards and procedures required for compliance and federal funding.

Knowledge of the accreditation process and needed to ensure MYDF attains and maintains compliance with all requirements.

Knowledge of emergency response plans for facility emergencies to ensure the safety of youths and facility staff.

Knowledge of cell search procedures to include procedural steps and the capabilities and limitations as needed to locate and seize contraband or identify rule infractions in the youth offender population.

Knowledge of disciplinary procedures to include proper adjudication of hearings, potential infractions, forms, penalties, and when to implement as needed to encourage compliance with facility policy and correct inappropriate behavior.

Knowledge of facility forms such as incident reports, payroll sheets, first injury forms, disciplinary forms, youth offender property inventory sheets, daily observation logs, and security check sheets to include completing procedures, routing, and proper authorization as needed to document work activities and facility operations, exchange information with others in the facility, and document disciplinary incidents.

Knowledge of facility layout to include north, south, east and west directions and location of emergency exits, control booths, sally ports, medical facilities, authorized youth offender areas, stairways, booking, property room, indoor/outdoor recreation areas, and kitchen as needed to respond to codes, escort youth offenders to specified locations, report to work stations, and implement emergency evacuation procedures.

Knowledge of federal and state laws and guidelines governing correctional facilities to include accepted interpretation, youth offender rights, inspection guidelines, and how to locate and reference the source of information as needed to minimize the potential for lawsuits and establish policies and procedures that comply with federal and state laws.

Knowledge of filing systems such as alphabetical, numerical or color-coded to include the sequence of the system as needed to locate, retrieve, and reference records and information.

Knowledge of human behavior to include signs of hostility, depression, anxiety, psychotic behavior, deception, and distinguishing normal from abnormal behavior as needed to train staff in recognizing behavior that may escalate into a dangerous situation, identifying youth offenders who may need to be watched to prevent suicide, and effectively interacting with youth offenders.

Knowledge of youth offender rules and regulations as found in the Youth offender Handbook to include how to locate and reference information in the handbook, prohibited acts, disciplinary actions, youth offender privileges, and youth offender rights as needed to encourage youth offender compliance with facility policies and ensure youth offenders' rights are not violated.

Knowledge of legal documents such as subpoenas and arrest warrants as needed to initiate appropriate actions.

Knowledge of pat search procedures to include procedural steps and the capabilities and limitations as needed to locate and seize contraband or identify rule infractions in the youth offender population.

Knowledge of shakedown search procedures to include procedural steps and the capabilities and limitations as needed to locate and seize contraband or identify rule infractions in the youth offender population.

Knowledge of standard MCYF operating procedures such as intake procedures, control booth procedures, rover procedures, transportation procedures, and medical officer procedures to include accepted interpretation, how to locate and reference, and when to implement as needed to ensure work activities are performed uniformly and in a manner that maximizes facility security.

Knowledge of suicide prevention techniques to include property removal and 15 minute checks as needed to minimize potential for youth offender suicides or suicide attempts.

Knowledge of the code of ethics to include fraternization policies, sexual harassment policies, accepted interpretation of professionalism, dress codes, and gratuity prohibitions as needed to resist the potential for corruption both on and off duty and to ensure workers do not abuse the privileges of their positions.

Knowledge of the use of minimum force to include when its appropriate to use necessary force as needed to isolate, control, or restrain physically violent youth offender or de-escalate potentially dangerous situations.

Knowledge of unclothed search procedures to include procedural steps and the capabilities and limitations as needed to locate and seize contraband or identify rule infractions in the youth offender population.

Knowledge of effective techniques for training and performance evaluation program to include the analysis of performance statistics.

Knowledge of training methodologies and the ability to effectively apply those methods to a diverse workforce.

Ability to accept constructive criticism as needed to effectively evaluate feedback from superiors, co-workers, or youth offenders and correct deficient behavior or job performance.

Ability to add, subtract, multiply, and divide to include percentages as needed to calculate the number of youth offenders, and complete department forms and surveys.

Ability to administer basic first-aid procedures such as treatment for shock, pressure dressings, CPR, and calming techniques as needed to administer initial first-aid to stabilize others until medical personnel arrive.

Ability to develop schedule and assign required tasks such as training classes to ensure facility meets compliance requirements.

Ability to communicate orally to include the ability to communicate information accurately as needed to exchange information with youth offenders, coworkers, superiors, other law enforcement agencies, court officials, and the general public.

Ability to communicate in writing to include the ability to write legibly, clearly, and concisely as needed to exchange information in writing with coworkers, youth offenders, or the general public and to document facilities work activities.

Ability to function under stress to include maintaining one's composure and controlling one's emotions or temper as needed to respond constructively when youth offenders are verbally abusive, make effective decisions when youth offenders are being disruptive, and communicate and interact effectively with co-workers, superiors, and youth offenders.

Ability to handle multiple tasks simultaneously as needed to increase the efficiency of work tasks.

Ability to instruct and give orders to include the ability to use tact and give instructions clearly and concisely as needed to motivate others to learn or comply with facility policies and procedures.

Ability to interact with individuals from varying socio-economic and cultural backgrounds to include the ability to recognize commonly used slang terms among the youth offender population as needed to explain court and law enforcement technical terms to youth offenders or the general public and encourage or enforce youth offender compliance procedures.

Ability to operate a computer to include how to access programs and passwords, keyboard commands, entering data, printing, and correcting information as needed to ensure accurate youth offender or facility information and add youth offender information into the system.

Ability to operate fire emergency equipment such as fire extinguishers to include the ability to locate and operate and the capabilities and limitation of each as needed to extinguish small fires and prevent smoke inhalation.

Ability to pay attention to details as needed to detect unusual behavior or activity, monitor youth offender activities, identify work areas that require attention, and remember circumstances surrounding incidents.

Ability to read and comprehend materials such as accreditation documentation, facility forms, SOPs, memos, correspondence, written orders, to include the ability to recognize facility specific terminology as needed to ensure work activities are accomplished according to policies and procedures, read materials to youth offenders, and exchange or acquire information regarding facility operation or youth offenders.

Ability to solve problems to include identifying possible solutions and making concrete recommendations and suggestions as needed to resolve conflict, complaints and work issues, improve productivity and work procedures, and handle multiple complex issues within a short time frame.

Ability to think logically as needed to prioritize, organize, and perform work tasks; follow instructions or orders; and identify strategies to accomplish tasks.

Ability to use specialized equipment such as control panels, metal detectors, computers, and copiers to include operating procedures, preventive maintenance, and the capabilities and limitations of each as needed to make copies, open and close doors, locate contraband, exchange written information, and restrain physically violent youth offenders.

Ability to use correct grammar, punctuation, and spelling as needed to exchange information in writing with coworkers, youth offenders or the general public and to document facility work activities.

Ability to use standard correctional officer equipment such as door locks, handcuffs, flashlights, keys, radios, leg irons, telephones, intercoms, and restraints to include operating procedures, preventive maintenance, when to use, and the capabilities and limitations of each as needed to search cells, unlock doors, control contraband, restrain physically violent youth offenders, control youth offender movement behavior, and control and communicate with officers and youth offenders.

Ability to walk distances to and from facility wings as needed to assist in emergency response, respond to youth offender incidents such as fighting.

Ability to exert muscle force repeatedly or continuously for a short period as needed to restrain violent youth offenders.

Ability to bend, stretch, twist, or reach out both quickly and repeatedly with the body, arms, and/or legs as needed to restrain violent youth offenders.

Ability to operate a variety of office equipment such as computer, copier, typewriter, telephone, calculator, FAX machine, radios, and other equipment necessary to perform duties.

Ability to work effectively with youth, staff, parents, etc. who may be upset, distraught, irate, emotionally or mentally or otherwise unable to function within reasonable range of constructive behaviors.

Ability to motivate staff to work together in cooperation as needed to ensure department meets accreditation requirements.

Ability to write and implement department programs to include planning independently and in collaboration with other staff units and outside agencies as needed to ensure accreditation requirements are met.

Ability to develop cooperative working relationships with staff, other government agencies, the public, and other county department personnel.

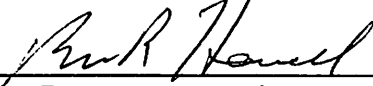
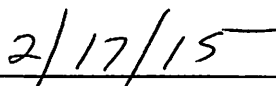
Ability to maintain confidentiality with information regarding operations and staff personnel and the public.

Ability to implement MCYF accreditation goals to include delegation of assignments, monitoring the progress and providing management directions to staff members.

Ability to perform work in adverse environmental conditions as needed to respond to natural disaster situations that require emergency communications support.

SPECIAL REQUIREMENT: Must be willing to work nights, weekends and holidays and willing to be on-call to respond to emergency incidents as needed. Must possess or be able to attain a valid Alabama Driver's license within 60 days and have an acceptable driving record.

MINIMUM QUALIFICATIONS: Must have a Bachelor's Degree in Criminal Justice, Public Administration or a closely related field and five (5) years of general juvenile corrections experience and three (3) years of juvenile corrections supervisory experience.

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

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 16

AGENDA

MAR 16 2015

Date: March 6, 2015
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Orange Beach, Al
Departure Date: May 13, 2015 Return Date: May 14, 2015
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: to attend ACAA Annual Conference
Peridido Beach Resort

Traveler (s) Name: 1. Donald L Mims 4. _____
2. Florence M Cauthen 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$1,334.32 Advance Registration Required: \$370.00

Department Name: County Commission Fund Name: General

Additional Comments: Registration -\$370.00 (\$185 ea registrant); Mileage - \$455.40 @ \$227.70 (ea);
Lodging -\$358.92 @ 179.46 (ea); Meals -\$150.00 @ \$75(ea)

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

The above request is app. 03/16/15 reimbursement of actual and necessary expenses in the
approximate amount of \$1,334.32 and advance registration of \$370.00 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>\$10,522.56</u>	
Budget Available:	<u>\$11,977.44</u>	
Current Requests:	<u>\$1,334.32</u>	
Budget Balance:	<u>\$10,643.12</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/11/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 4

AGENDA

MAR 16 2015

Date: March 4, 2015
To: Donald L. Mims, Administrator
From: Janet Buskey, Revenue Comm.
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL
Departure Date: April 22, 2015 Return Date: April 24, 2015
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: Real & Personal Property Calculations

Traveler (s) Name: 1. Jacinta Herbert-Lard 4. _____
2. Shuntal Williams 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$500.00 Advance Registration Required: \$500.00

Department Name: Revenue Commission Fund Name: General Fund

Additional Comments: _____

To: Janet Buskey, Revenue Comm.

From: Donald L. Mims, Administrator

The above request is app. 03/16/15 reimbursement of actual and necessary expenses in the
approximate amount of \$500.00 and advance registration of \$500.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51500.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$4,400.00</u>	
Approved Requests:	<u>\$3,532.80</u>	
Budget Available:	<u>\$867.20</u>	
Current Requests:	<u>\$500.00</u>	
Budget Balance:	<u>\$367.20</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 3/4/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

AGENDA

MAR 16 2015

Request # 5

Date: March 4, 2015
To: Donald L. Mims, Administrator
From: Janet Buskey, Revenue Comm.
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Auburn, AL
Departure Date: April 13, 2015 Return Date: April 17, 2015
Conference Leave (Days / Hours): 5 Days
Purpose of Travel: Property Tax Administration & Law

Traveler (s) Name: 1. Danette Fox 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$958.56 Advance Registration Required: \$275.00

Department Name: Revenue Commission Fund Name: 755-51500-265

Additional Comments: _____

To: Janet Buskey, Revenue Comm.

From: Donald L. Mims, Administrator

The above request is app. 03/16/15 reimbursement of actual and necessary expenses in the
approximate amount of \$958.56 and advance registration of \$275.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>755-51500.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$7,000.00</u>
Approved Requests:	<u>\$2,111.60</u>
Budget Available:	<u>\$4,888.40</u>
Current Requests:	<u>\$958.56</u>
Budget Balance:	<u>\$3,929.84</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 3/4/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

AGENDA

MAR 16 2015

Request # 21

Date: March 4, 2015
To: Donald L. Mims, Administrator
From: Sheriff Derrick Cunningham
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Orange Beach, Alabama
Departure Date: Sunday, June 7, 2015 Return Date: Wednesday, June 10, 2015
Conference Leave (Days / Hours): 3 days
Purpose of Travel: FBINA 2015 Summer Re-Trainer

Traveler (s) Name: 1. Lt. Leigh Persky 4. _____
2. Lt. Robert Irsik 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$2,100.00 Advance Registration Required: \$450.00

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

Additional Comments: advanced registration fee is \$225.00 for each FBI member

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

The above request is app. 03/16/15 reimbursement of actual and necessary expenses in the
approximate amount of \$2,100.00 and advance registration of \$450.00 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>\$16,339.86</u>	
Budget Available:	<u>\$8,660.14</u>	
Current Requests:	<u>\$2,100.00</u>	
Budget Balance:	<u>\$6,560.14</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/6/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

AGENDA

MAR 16 2015

Request # 5

Date: February 27, 2015
To: Donald L. Mims, Administrator
From: Wanda J. Robinson, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Prattville, Alabama
Departure Date: April 15, 2015 Return Date: April 16, 2015
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: Inmate Management

Traveler (s) Name: 1. Captain Etta Matthews 4. Sergeant Carlos Parks
2. Lieutenant Janice Hardy 5. Sergeant Robert Washington
3. Sergeant Martinez Tolbert 6. _____

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

Total (est.) Cost: \$375.00 Advance Registration Required: \$375.00

Department Name: Sheriff (MCDF) Fund Name: General

Additional Comments: _____

To: Wanda J. Robinson, Director

From: Donald L. Mims, Administrator

The above request is app. 03/16/15 reimbursement of actual and necessary expenses in the
approximate amount of \$375.00 and advance registration of \$375.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-52200-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$15,000.00</u>	
Approved Requests:	<u>\$9,170.00</u>	
Budget Available:	<u>\$5,830.00</u>	
Current Requests:	<u>\$375.00</u>	
Budget Balance:	<u>\$5,455.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 3/3/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

AGENDA

MAR 16 2015

Request # 6

Date: February 27, 2015
To: Donald L. Mims, Administrator
From: Wanda J. Robinson, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Prattville, Alabama
Departure Date: July 15, 2015 Return Date: July 16, 2015
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: Searches and Use of Force

Traveler (s) Name: 1. Captain Etta Matthews 4. Sergeant Carlos Parks
2. Lieutenant Janice Hardy 5. Sergeant Robert Washington
3. Sergeant Martinez Tolbert 6. _____

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

Total (est.) Cost: \$375.00 Advance Registration Required: \$375.00
Department Name: Sheriff (MCDF) Fund Name: General

Additional Comments: _____

To: Wanda J. Robinson, Director
From: Donald L. Mims, Administrator

The above request is app. 03/16/15 reimbursement of actual and necessary expenses in the
approximate amount of \$375.00 and advance registration of \$375.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-52200-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$15,000.00</u>	
Approved Requests:	<u>\$9,170.00</u>	
Budget Available:	<u>\$5,830.00</u>	
Current Requests:	<u>\$750.00</u>	
Budget Balance:	<u>\$5,080.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/3/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

AGENDA

MAR 16 2015

Request # 7

Date: February 27, 2015
To: Donald L. Mims, Administrator
From: Wanda J. Robinson, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Prattville, Alabama
Departure Date: September 16, 2015 Return Date: September 17, 2015
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: Corrections Law

Traveler (s) Name: 1. Captain Etta Matthews 4. Sergeant Carlos Parks
2. Lieutenant Janice Hardy 5. Sergeant Robert Washington
3. Sergeant Martinez Tolbert 6. _____

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

Total (est.) Cost: \$375.00 Advance Registration Required: \$375.00
Department Name: Sheriff (MCDF) Fund Name: General

Additional Comments: _____

To: Wanda J. Robinson, Director
From: Donald L. Mims, Administrator

The above request is app. 03/16/15 reimbursement of actual and necessary expenses in the
approximate amount of \$375.00 and advance registration of \$375.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-52200-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$15,000.00</u>	
Approved Requests:	<u>\$9,170.00</u>	
Budget Available:	<u>\$5,830.00</u>	
Current Requests:	<u>\$1,125.00</u>	
Budget Balance:	<u>\$4,705.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/3/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 8

AGENDA

MAR 16 2015

Date: February 27, 2015
To: Donald L. Mims, Administrator
From: Wanda J. Robinson, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Prattville, Alabama
Departure Date: November 18, 2015 Return Date: November 19, 2015
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: Officer Responsibilities and Offender Supervision

Traveler (s) Name: 1. Captain Etta Matthews 4. Sergeant Carlos Parks
2. Lieutenant Janice Hardy 5. Sergeant Robert Washington
3. Sergeant Martinez Tolbert 6. _____

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

Total (est.) Cost: \$375.00 Advance Registration Required: \$375.00
Department Name: Sheriff (MCDF) Fund Name: General

Additional Comments: _____
THIS TRAVEL WILL BE PAID FROM THE 2016 BUDGET

To: Wanda J. Robinson, Director
From: Donald L. Mims, Administrator

The above request is app. 03/16/15 reimbursement of actual and necessary expenses in the
approximate amount of \$375.00 and advance registration of \$375.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-52200-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$15,000.00</u>	
Approved Requests:	<u>\$9,170.00</u>	
Budget Available:	<u>\$5,830.00</u>	
Current Requests:	<u>\$1,125.00</u>	
Budget Balance:	<u>\$4,705.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/3/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 9

AGENDA

MAR 16 2015

Date: March 5, 2015
To: Donald L. Mims, Administrator
From: Wanda J. Robinson, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Murfreesboro, TN
Departure Date: July 26, 2015 Return Date: August 1, 2015
Conference Leave (Days / Hours): 6 Days
Purpose of Travel: Vanguard Level Two 40-Hour Instructor Certification

Traveler (s) Name: 1. Sergeant Martinez Tolbert 4. _____
2. Sergeant Marcus Townsend 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$3,600.00 Advance Registration Required: \$1,000.00

Department Name: Sheriff (MCDF) Fund Name: General

Additional Comments: _____

To: Wanda J. Robinson, Director
From: Donald L. Mims, Administrator

The above request is app. 03/16/15 reimbursement of actual and necessary expenses in the
approximate amount of \$3,600.00 and advance registration of \$1,000.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-52200-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$15,000.00</u>	
Approved Requests:	<u>\$9,170.00</u>	
Budget Available:	<u>\$5,830.00</u>	
Current Requests:	<u>\$4,725.00</u>	
Budget Balance:	<u>\$1,105.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/6/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 8

AGENDA

MAR 16 2015

Date: March 11, 2015
To: Donald L. Mims, Administrator
From: Carmen Douglas, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Tuscaloosa, AL
Departure Date: May 18, 2015 Return Date: May 18, 2015
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: to attend AAPPA Workshop: Establishing a Personnel System, at the Alabama
League of Municipalities Annual Convention

Traveler (s) Name: 1. Margaret Broekhoven 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$400.00 Advance Registration Required: \$250.00

Department Name: Personnel Fund Name: Merit System

Additional Comments: Registration Fee - \$250.00; Mileage - \$128.80; Food - \$21.20

To: Carmen Douglas, Director

From: Donald L. Mims, Administrator

The above request is app. 03/16/15 reimbursement of actual and necessary expenses in the
approximate amount of \$400.00 and advance registration of \$250.00 is authorized.

To be completed by the Finance Department

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>\$1,020.00</u>	
Budget Available:	<u>\$18,980.00</u>	
Current Requests:	<u>\$400.00</u>	
Budget Balance:	<u>\$18,580.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 3/11/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 9

AGENDA

MAR 16 2015

Date: March 11, 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 14, 2015 Return Date: April 15, 2015
Conference Leave (Days / Hours): 1 Day *
Purpose of Travel: to attend Trenholm State Technical College 2015 Career Expo

Traveler (s) Name: 1. Margaret Broekhoven 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$50.00 Advance Registration Required: \$50.00

Department Name: Personnel Fund Name: Merit System

Additional Comments: Registration Fee - \$50.00

*NOTE: This registration fee is a one day booth rental for 4/14/15 or 4/15/15

To: Carmen Douglas, Director

From: Donald L. Mims, Administrator

The above request is app. 03/16/15 reimbursement of actual and necessary expenses in the
approximate amount of \$50.00 and advance registration of \$50.00 is authorized.

To be completed by the Finance Department

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>\$1,020.00</u>	
Budget Available:	<u>\$18,980.00</u>	
Current Requests:	<u>\$450.00</u>	
Budget Balance:	<u>\$18,530.00</u>	

Donald L. Mims, Administrator

Reviewed by: _____

Date: _____

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 10

AGENDA

MAR 16 2015

Date: March 10, 2015
To: Donald L. Mims, Administrator
From: Paul Brown, Executive Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: 75 TechnaCenter Drive, Montgomery, AL 36117
Departure Date: May 26, 2015 Return Date: May 26, 2015
Conference Leave (Days / Hours): one day
Purpose of Travel: To attend Street Mediations Class

Traveler (s) Name: 1. Kimberley Long 4. Demetric Shipman
2. Robert Pritchett 5. _____
3. Tony Ferguson 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: Community Correction Fund Name: Community Corrections

Additional Comments: _____

To: Paul Brown, Executive Director

From: Donald L. Mims, Administrator

The above request is app. 03/16/15 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>124-52960.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$12,300.00</u>	
Approved Requests:	<u>\$3,783.00</u>	
Budget Available:	<u>\$8,517.00</u>	
Current Requests:	<u>\$0.00</u>	
Budget Balance:	<u>\$8,517.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 3/10/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 5

AGENDA

MAR 16 2015

Date: March 2, 2015
To: Donald L. Mims, Administrator
From: Jane Riggs Brown
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Prattville , Alabama
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 AAND(Alabama Association of 9-1-1 Districts Certification)

Traveler (s) Name: 1. Jane Riggs Brown 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: Emergency Management Board Fund Name: EMCDB

Additional Comments: Registration - \$175.00; Mileage - \$27.60

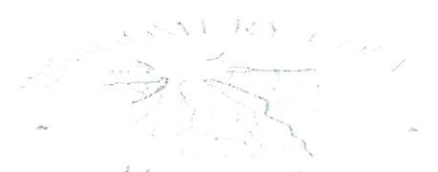
To: Jane Riggs Brown
From: Donald L. Mims, Administrator

The above request is app. 03/16/15 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>784-51986.260</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$5,000.00</u>	
Approved Requests:	<u>\$1,791.85</u>	
Budget Available:	<u>\$3,208.15</u>	
Current Requests:	<u>\$202.60</u>	
Budget Balance:	<u>\$3,005.55</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 3/2/2015

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 6

AGENDA

MAR 16 2015

Date: March 11, 2015
To: Donald L. Mims, Administrator
From: Jane Riggs Brown
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Gulf Shores, AL
Departure Date: April 21, 2015 Return Date: April 23, 2015
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: to attend Second Annual GIS of Alabama Conference

Traveler (s) Name: 1. Jane Riggs Brown 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$570.80 Advance Registration Required: \$125.00

Department Name: Emergency Management Board Fund Name: EMCDB

Additional Comments: Registration - \$125.00; Mileage - \$220.80; Meals -\$225.00

To: Jane Riggs Brown
From: Donald L. Mims, Administrator

The above request is app. 03/16/15 reimbursement of actual and necessary expenses in the
approximate amount of \$570.80 and advance registration of \$125.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>784-51986.260</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$5,000.00</u>	
Approved Requests:	<u>\$1,791.85</u>	
Budget Available:	<u>\$3,208.15</u>	
Current Requests:	<u>\$773.40</u>	
Budget Balance:	<u>\$2,434.75</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/11/2015

cc: Finance Director / Buyer