

ELTON N. DEAN, SR.
CHAIRMAN
RONDA M. WALKER
VICE CHAIRMAN

DANIEL HARRIS, JR.
ISAIAH SANKEY
DOUG SINGLETON



DONALD L. MIMS, CPA, MPA
ADMINISTRATOR
FLORENCE M. CAUTHEN
DEPUTY ADMINISTRATOR
334.832.1210
FAX: 334.832.2533
TDD: 334.265.3568
WWW.MC-ALA.ORG

November 30, 2017

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Information pertaining to the December 4, 2017
Montgomery County Commission Regular Meeting

The Commission meeting will be held on Monday, December 4, 2017, at 8:00 a.m. The Formal Session will begin at 9:30 a.m.

The Montgomery County Commission meeting on December 18, 2017 will be held at Weeping Willow Baptist Church, 2925 Forbes Road, Montgomery, AL. The information session will begin at 5:00 p.m., followed by the formal session at 6:30 p.m.

On October 10, 2017, I presented my Performance Evaluation to the Commission. At this point, two Commissioners have completed the evaluation. Please complete your evaluation as soon as possible and present it to Personnel.

Also, enclosed in your packet is a copy of the Unappropriated Balances for the Commissioners' In-House Miscellaneous Appropriations.

1. County Commission Information Session Schedule for December 4, 2017

Waived Rules Items to Consider for Monday, December 4, 2017

2. Consider Authorization of Alabama Power Company Easement regarding the Installation of Utilities at the Vehicle Maintenance Shop on Terminal Road, County Commission

Items to Consider for the Monday, December 18, 2017 Montgomery County Commission Regular Meeting Agenda

3. Consider Authorization of Member Agreement with the Center for Internet Security Multi-State ISAC Division, Information Systems
4. Consider Authorization of Board Member Reappointment, Montgomery County Parks and Recreation Board

- A COUNTY OLDER THAN THE STATE -

5. Consider Authorization of Board Member Appointment, Montgomery Area Mental Health Authority (**Former Board Member Margaret Arthur has requested not to be reappointed**)
6. Consider Resolution Authorizing the County's Christmas Holiday Observance for 2017, County Commission
7. Consider Authorization of Amendment Number 3 to Contract with MASTSEC, LLC, regarding a Sixty (60) Day Extension, beginning January 1, 2018 and ending on February 28, 2018, for Security Guard Services, Contract Number 51100-16B-004, County Commission

General Information

8. Copy of Memorandum from Personnel Director Carmen Douglas regarding an Employee Engagement Survey
9. Copy of Email from Organizational Trainer and Consultant Stephen Woerner with Troy University regarding Customer Service Initiative
10. Copy of Information regarding Alabama-Korea Education and Economic Partnership (A-KEEP) (**On 3/7/16, Commissioner Harris and Commissioner Hall appropriated \$2,500 from each of their accounts to A-KEEP for the "Working in Multicultural Environments: Korean" Course for a total of \$5,000. On 3/7/16, the Commission approved Budget Change Request Number 34 to A-KEEP, Inc. for this same program in the amount of \$5,000. On 2/21/17, the Commission approved Budget Change Request Number 21 to A-KEEP, Inc. for the Global Youth Leadership Program – Exchange in the amount of \$5,000.)**)
11. Copy of Letter from General Manager Joyce S. Pearson with Motherly Care Family Services requesting Funding in the Amount of \$25,000 for the Nursing Assistant Training Program
12. Copy of Letter from Senior Vice President of Corporate Development Ellen G. McNair, Montgomery Area Chamber of Commerce regarding the Calling of an Executive Session to Discuss a Commerce or Trade Matter
13. Copy of Email from Vice President John Flournoy, Sr., with the Montgomery County Association of Volunteer Fire Departments requesting the 2018 Budget Appropriation. The budgeted amount is \$190,000, which is the same as prior years, but there was some discussion about using a portion for the \$41,100 to Pilgrim Providence Water and Fire Protection Authority for the water pump. **Does the County Commission want to pay the \$41,100 to Pilgrim Providence Water and Fire Protection Authority out of the \$190,000?**

14. Copy of Garrett Coliseum Income/Expense Overview and related details along with Upcoming Events and Revenue Projects and Copy of Invoice from Garrett Coliseum Redevelopment Corp. regarding FY2017 Appropriation in the amount of \$50,000 **(The Commission has appropriated \$200,000 to the Montgomery Area Chamber of Commerce regarding this matter. \$50,000 was given on each of the following dates: December 17, 2012, January 21, 2014, April 20, 2015 and May 2, 2016)**
15. Copy of 2018 ACCA Conferences and Training Calendar
16. Copy of ACCA Fact Sheets regarding Office Closings
17. Copy of Letter from Alabama Historical Commission regarding the Addition of Brantwood Children's Home, 1309 Upper Wetumpka Road, to the Alabama Register of Landmarks and Heritage
18. Copy of Schedule of Upcoming Bids/Contract Renewals for December 2017

Future Budget Changes from Donation Revenue – No Attachments

<u>Organization</u>	<u>Amount of Request</u>
Liberty Learning Foundation, Inc.	\$ 25,000.00
Valiant Cross Academy	\$ 42,963.06
Montgomery Education Foundation	\$ 32,000.00
E.A.T. South Farm	\$ 10,000.00
Women of Hope	\$ 13,500.00
Montgomery Symphony Association	\$ 20,000.00
House to House	\$ 12,400.00
Heritage Training & Career Center	\$ 20,000.00
Second Chance Foundation	\$ 25,000.00
Alabama Dance Theatre	<u>\$ 15,000.00</u>
Total - Requests for Funding	\$215,863.06

If you have any questions, please contact me.

/tn

Attachments

COUNTY COMMISSION
INFORMATION SESSION SCHEDULE
FOR
DECEMBER 4, 2017

- 8:00 a.m. Prayer and Administrator's Briefing regarding the Agenda and Scheduled Attendees
- 8:05 a.m. Managing Director Mike Dunn with STIFEL – Presentation regarding General Obligation Warrants, Series 2017
- 8:10 a.m. Personnel Director Carmen Douglas – Presentation regarding Employee Engagement Survey (**General Information Item 8**)
- 8:20 a.m. Organizational Trainer and Consultant Stephen Woerner with Troy University – Presentation regarding Customer Service Initiative (**General Information Item 9**)
- 8:30 a.m. Director William Levi Gailliard with American Association for Children – Presentation regarding Super Bowling on Super Bowl Sunday (On 3/7/16, **Chairman Dean and Commissioner Harris appropriated \$1,000 from each of their accounts to the American Association for Children, for the “Think Big Bowling Rally” for a total of \$2,000. On 3/7/16, the Commission approved Budget Change Request Number 36 to the American Association for Children (Think Big Bowling Rally) in the amount of \$3,000; On 2/16/16, Commissioner Williams appropriated \$1,000 to American Association for Children, for the “Think Big Program”; On 1/17/17, the Commission approved Budget Change Request Number 20 to the American Association for Children (Think Big Program-Weekend Academy for Children) in the amount of \$3,000**)
- 8:40 a.m. Executive Director Meesoon Han with the Alabama-Korea Education & Economic Partnership (A-KEEP) – Presentation requesting Funding for the Program (**General Information Item 10**) (On 3/7/16, **Commissioner Harris and Commissioner Hall appropriated \$2,500 from each of their accounts to A-KEEP for the “Working in Multicultural Environments: Korean” Course for a total of \$5,000. On 3/7/16, the Commission approved Budget Change Request Number 34 to A-KEEP, Inc. for this same program in the amount of \$5,000. On 2/21/17, the Commission approved Budget Change Request Number 21 to A-KEEP, Inc. for the Global Youth Leadership Program – Exchange in the amount of \$5,000.)**)
- 8:50 a.m. Chief Information and Technology Officer Lou Ialacci – Update regarding Information System Operations and Member Agreement with the Center for Internet Security Multi-State ISAC Division (**Future Agenda Item 3**)
- 9:00 a.m. County Engineer George Speake – Update regarding Engineering Operations
- 9:10 a.m. General Manager Joyce S. Pearson with Motherly Care Family Services – Presentation requesting Funding in the Amount of \$25,000 for the Nursing Assistant Training Program (**General Information Item 11**)

Information Session Schedule for
December 4, 2017 (Continued)

9:20 a.m. Senior Vice President of Corporate Development Ellen G. McNair with the Montgomery Area Chamber of Commerce – Executive Session regarding a Commerce or Trade Matter (**General Information Item 12**)

9:30 a.m. Formal Session

10:00 a.m. Adjourn

November 30, 2017

MEMORANDUM

TO: Montgomery County Commission

FROM: Florence M. Cauthen 
Deputy Administrator

SUBJECT: Alabama Power Company Easement

In order to install utilities at the vehicle maintenance shop on Terminal Road, Alabama Power requires an easement from Montgomery County Commission as owner of the property. I request that rules be waived to avoid delay and that the Commission approve granting the attached easement to APCo.

EASEMENT – DISTRIBUTION FACILITIES

STATE OF ALABAMA
COUNTY OF MONTGOMERY

This instrument prepared by: AL Wyckoff

Alabama Power Company
Attn: Corporate Real Estate
600 North 18th St
Birmingham, AL 35203

KNOW ALL MEN BY THESE PRESENTS, That the undersigned Montgomery County Commission (hereinafter known as "Grantors", whether one or more) for and in consideration of One and No/100 Dollar (\$1.00) and other good and valuable consideration paid to Grantors in hand by Alabama Power Company, a corporation, the receipt and sufficiency of which are hereby acknowledged, do hereby grant to said Alabama Power Company, its successors and assigns (hereinafter the "Company"), the following easements, rights, and privileges:

Overhead and/or Underground. The right from time to time to construct, install, operate and maintain, upon, over, under and across the Property described below, all poles, towers, wires, conduits, fiber optics, cables, communication lines, transclosures, transformers, anchors, guy wires, and other facilities useful or necessary in connection therewith (collectively, "Facilities"), for the overhead and/or underground transmission and distribution of electric power and communications, along a route selected by the Company, as determined by the location(s) in which the Company's facilities are to be installed. The width of the Company's right of way will depend on whether the Facilities are underground or overhead: for underground, the right of way will extend five (5) feet on all sides of said Facilities as and where installed; for overhead Facilities, the right of way will extend fifteen (15) feet on all sides of said Facilities as and where installed.

The Company is further granted all the rights or privileges necessary or convenient for the full enjoyment and use of said right of way for the purposes above described, including, without limitation, the right of ingress and egress to and from said Facilities, as applicable, the right to excavate for installation, replacement, repair and removal of said Facilities, the right in the future to install intermediate poles and facilities on said right of way, the right to install, maintain, and use anchors and guy wires on land adjacent to said right of way, and also the right to cut, remove, and otherwise keep clear any and all trees, undergrowth, structures, obstructions, or obstacles of whatever character, on, under and above said right of way, as applicable. Further, with respect to overhead Facilities, the Company is also granted the right to trim and cut, and keep trimmed and cut, all dead, weak, leaning or dangerous trees or limbs outside of the aforementioned right of way that, in the opinion of the Company, may now or hereafter endanger, interfere with, or fall upon any of said overhead Facilities.

The easements, rights and privileges granted hereby shall apply to, and the word "Property" as used in this instrument shall mean the real property more particularly described in that certain instrument recorded in Deed Book 529 page 10 and RLPY 4829 page 509, in the Office of the Judge of Probate of the above named County.

In the event it becomes necessary or desirable for the Company from time to time to move any of the Facilities in connection with the construction or improvement of any public road or highway in proximity to the Facilities, Grantors hereby grant to the Company the right to relocate the Facilities and, as to such relocated Facilities, to exercise the rights granted above; provided, however, the Company shall not relocate said Facilities on the Property at a distance greater than ten feet (10') outside the boundary of the right of way of any such public road or highway as established or re-established from time to time. This grant and agreement shall be binding upon and shall inure to the benefit of Grantors, the Company and each of their respective heirs, personal representatives, successors and assigns and the words "Company" and "Grantors" as used in this instrument shall be deemed to include the heirs, personal representatives, successors and assigns of such parties.

TO HAVE AND TO HOLD the same to the Company, its successors and assigns, forever.

IN WITNESS WHEREOF, the said Grantors have caused this instrument to be executed by _____, its authorized representative, as of the _____ of _____.

ATTEST (if required) or WITNESS:

Montgomery County Commission
(Grantor)

By: _____
Its: _____

By: _____ (SEAL)
Its: _____
[Indicate President, General Partner, Member, etc.]

For Alabama Power Company Corporate Real Estate Department Use Only

All facilities on Grantor: Choose an item. Location to Location: _____

SW ¼ of the SW ¼ of Section 14, Township 16N, Range 17E

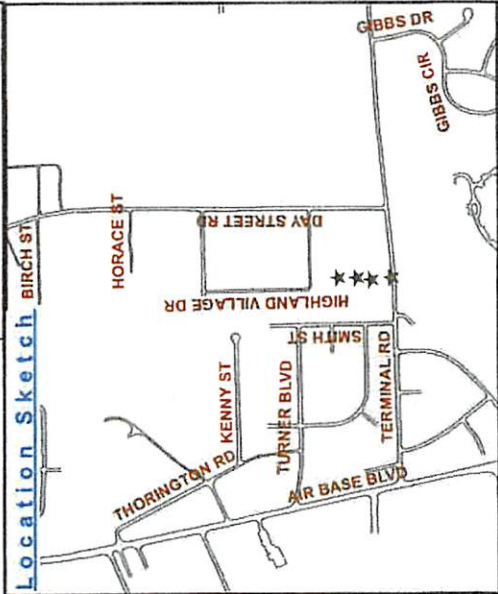
W.E. No. **A6310-06-BG17**

Transformer No. _____

AL Wyckoff
832-3420

Latitude: 32.358009 Longitude: 86.341698

Customer		Address		County	Section	Twship	Range	Operating Voltage:	Estimate / Job No.
Montgomery Sheriff's Dept		1872 Terminal Rd		Montgomery	14	16N	17E	Pri 12.47 kV Sec 120/208	A6310 06 BG17 Page 1 of 2
Division	District	Town	Engineer	Substation:	Y:	X:	Missal: Work Loc # 1		
PD - Montgomery	Montgomery	Montgomery	Robby Lawrence	Radio: 12187	Y: U8701	X: 8936	Reference #:		
							Through: Water Works #		
							Good: @		
							Alabama Power		



Location Sketch

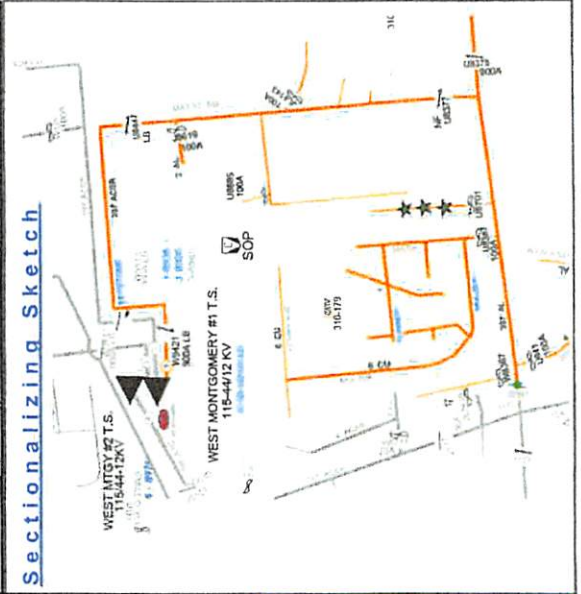
AT&T Billing

Location 1:
Bill to AT&T (APCo Set ATT Pole)
Line 51 (45' pole) = \$1262.50

Location 2:
Bill to AT&T (APCo Set ATT Pole)
Line 51 (45' pole) = \$1262.50
Bill From AT&T (Add. Height for APC)
Line 3 (45' pole) = \$229.00

Location 3:
Bill to AT&T (APCo Set ATT Pole)
Line 51 (45' pole) = \$1262.50
Bill From AT&T (Add. Height for APC)
Line 3 (45' pole) = \$229.00

Location 4:
Bill to AT&T (APCo Set ATT Pole)
Line 51 (45' pole) = \$1262.50
Bill From AT&T (Add. Height for APC)
Line 3 (45' pole) = \$229.00



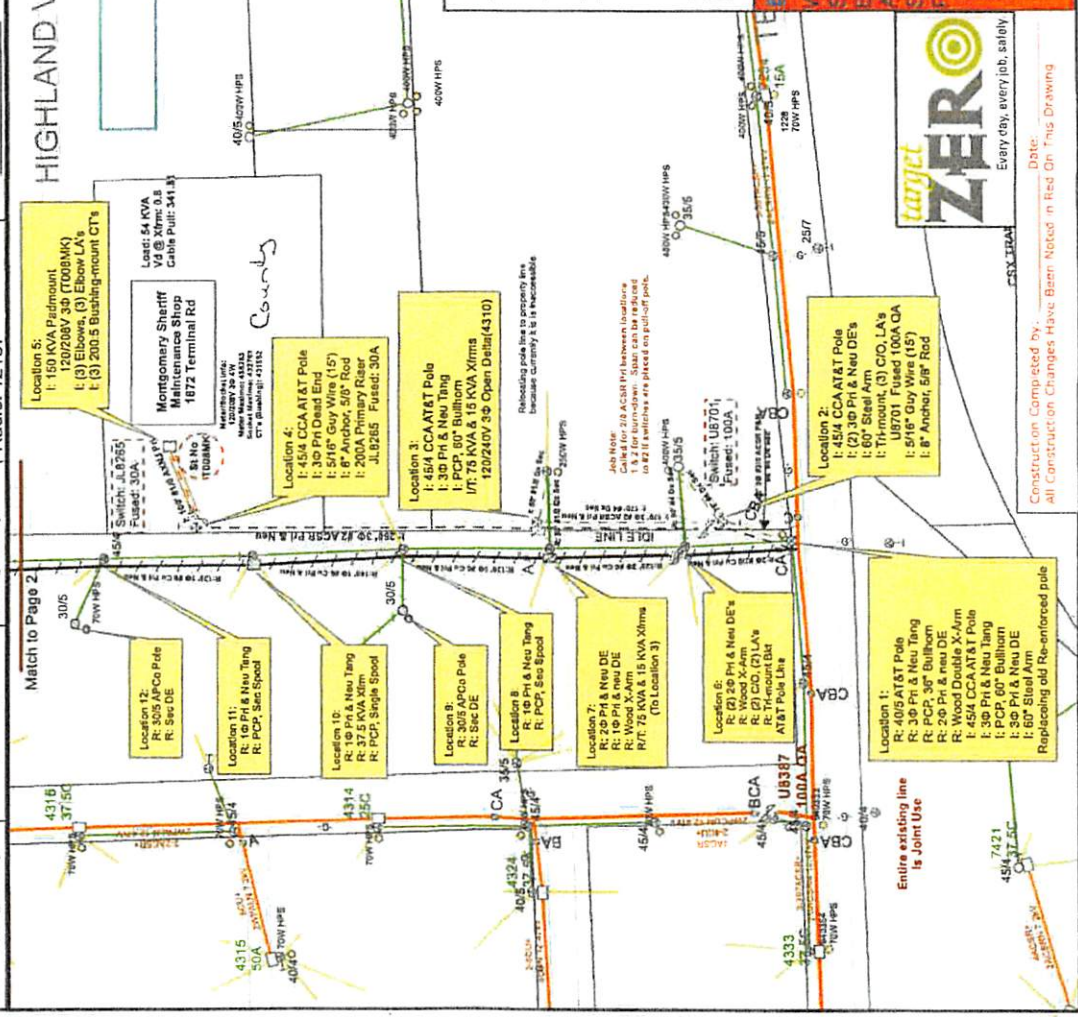
Job Notes

- Customer to provide, trench, and install 2-5" Conduits schedule 40 or better to exceed APCo Specs
- Customer to install 100' APCO provided #2 Stranded Cu in Trench
- APCo to install (3) 1/0 Primary Cables
- Called for a 150 KVA padmount instead of a 75 KVA Mini. The green sheet only shows 54 KVA however, there is a good potential for expansion on the building.
- Property owner contact info:
County: Lamar Allen 334-703-4436
Neighbor: Cassandra Sheppard 334-324-1142

Estimated Lines Work

Work Loc #	1
Substation	West Montgomery TS
Bkt / Rel	8936
ATS Device	N/A
Switch #	U8701
Fuse Size	Not Fused
Short-Circuit Box	

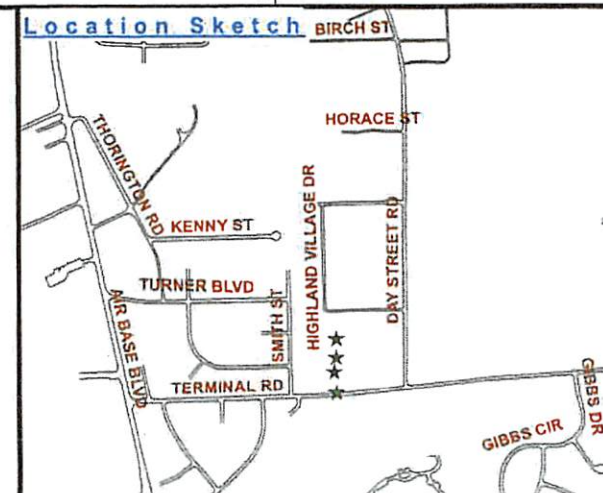
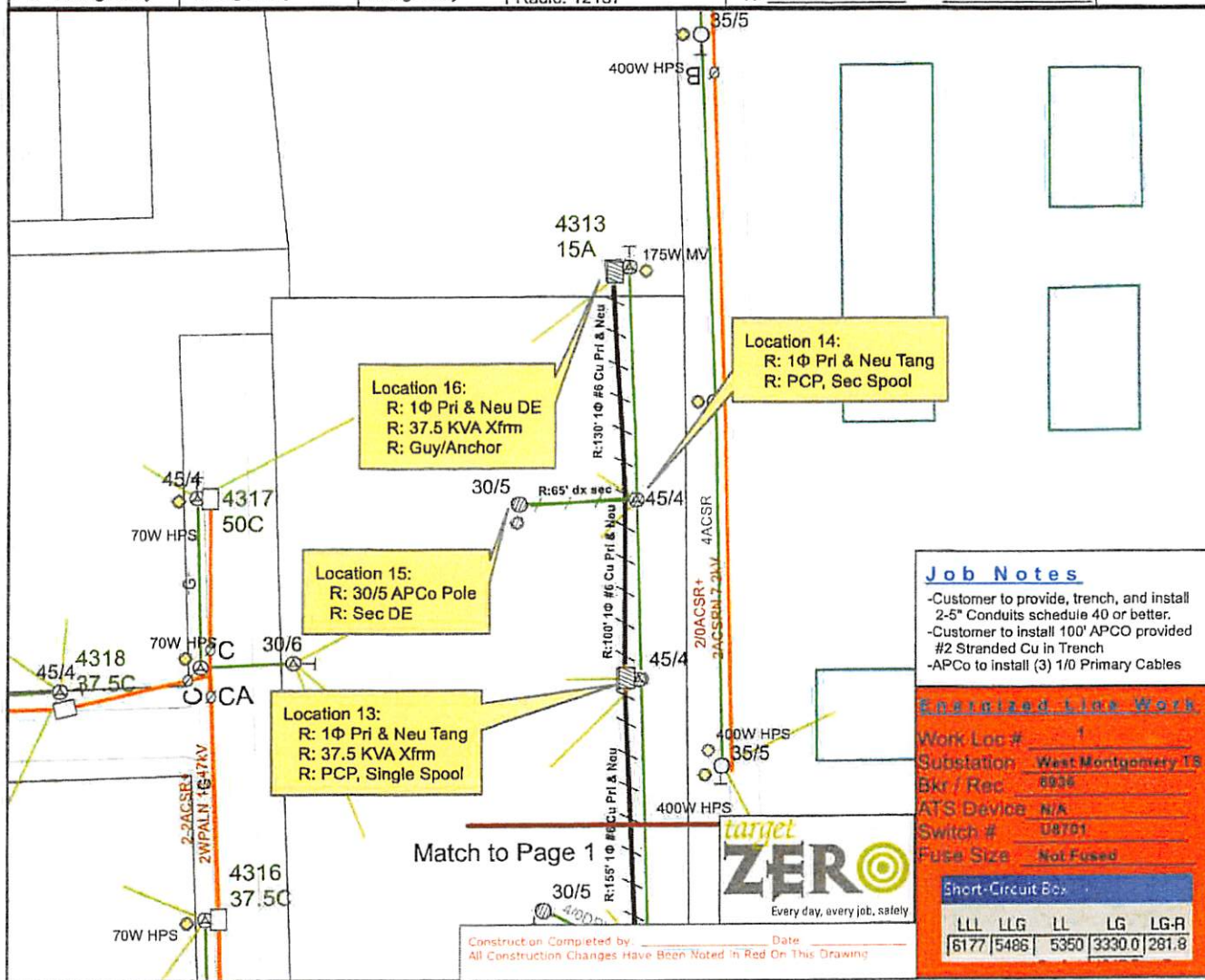
LL	LLG	LL	LG	LGR
6177	5498	5350	3330.0	281.8



2.3

Florence can thermal mc-ala.org

Customer Montgomery Sheriff's Dept		Address 1872 Terminal Rd		County Montgomery	Section 15	Twnshp 16N	Range 17E	Operating Voltage: Pri 12.47 kV Sec 120/208	Estimate / Job No. A6310 06 BG17 Page 2 of 2
Division PD - Montgomery	District Montgomery	Town Montgomery	Engineer Robby Lawrence Radio: 12187	Substation: <u>West Montgomery TS</u>		Missal: Work Loc #: <u>1</u> Reference#: _____ Good: _____ @ _____ Through: _____ Water Works # _____			 Alabama Power
				X: 8936 Y: U8701					



2-4

Interoffice Memo

To: County Commission
From: Lou Ialacci 
Cc: Donald Mims, Florence Cauthen
Date: November 30, 2017
RE: Center for Internet Security Member Agreement

In October during our recovery from the ransomware attack Commissioner Harris provided me with information about a resource recommended by the National Association of Counties (NACO) and funded by the Department of Homeland Security. He suggested I look into participating in their Multi-State Information Sharing and Analysis Center (MS – ISAC).

In recent discussions with the Secretary of Information Technology for the State of Alabama I met the State's Chief Information Security Officer who was very familiar with MS-ISAC. He indicated the State is a member and that he would assist me to have the County become a member. The service is free and provides the County with information and resources to assist us with maintaining our security.

The County's association with MS-ISAC will provide the IT department with very useful tools, important updates, and an opportunity to work with other governmental agencies in our fight against hackers.

I am requesting the attached standard Member Agreement be placed on the Briefing Memo for the December 4, 2017 work session to allow me to discuss this with the Commission. In addition I would like the County Attorney to review the agreement prior to the December 18, 2017 Commission meeting so that it can be placed on the formal agenda.

Thank you

**CENTER FOR INTERNET SECURITY
MULTI-STATE ISAC
Member Agreement**

This Agreement ("Agreement") is made between Montgomery County, AL and the Multi-State Information Sharing and Analysis Center of the United States (MS-ISAC), a division of the Center for Internet Security.

The MS-ISAC will enable information sharing, analysis, gathering and distribution in a secure manner using facilities and methods designed to permit individual Members to submit information about security threats, vulnerabilities, incidents, and solutions securely. Only MS-ISAC members have access to review and retrieve this information. When submitting information to the MS-ISAC, Primary Custodians will identify information to the MS-ISAC in the following categories:

Category A: information that is provided only to the MS-ISAC and will not be shared with the MS-ISAC members or others except as authorized by the Primary Custodian. Category A information also consists of any non-categorized information provided to the MS-ISAC and/or pre-cleansed category B information.

Category B: information which is shared with the MS-ISAC and in consultation with the Primary Custodian is cleansed by the MS-ISAC of all identifying information and then, consistent with applicable laws, will be shared only with MS-ISAC members, or the Department of Homeland Security consistent with paragraph six (6).

Category C: information which is shared with the MS-ISAC and does not need to be cleansed and may be shared within the MS-ISAC and outside the MS-ISAC as appropriate.

MS-ISAC members acknowledge that Primary Custodian has certain cyber and/or critical infrastructure information and material that is exempt from disclosure to the public or other unauthorized persons under federal or state laws including the Homeland Security Act of 2002 (6 U.S.C. § 133). MS-ISAC members may provide access to this information and material in order to facilitate interstate communication regarding cyber and/or critical infrastructure readiness and response efforts. These efforts include, but are not limited to, disseminating early warnings of physical and cyber system threats, sharing security incident information between U.S. states, territories, the District of Columbia, tribal

nations and local governments, providing trends and other analysis for security planning, and distributing current proven security practices and suggestions. As a participating member of the MS-ISAC, Primary Custodian agrees that when sharing this information with MS-ISAC members it will do so through the MS-ISAC in accordance with the categories established in this document. MS-ISAC members agree to the terms and conditions contained in this Agreement.

NOW THEREFORE, in consideration of the above promises recited herein, the parties agree to the following:

Definitions:

1. Primary Custodian – the entity that developed or owns the Data. Each collection of Data (database, file, etc.) shall have a single Primary Custodian.
2. MS-ISAC members – the members (U.S. states, territories, the District of Columbia, tribal nations and local governments) who may be in possession or use of Data acquired from the Primary Custodian or from the MS-ISAC.

Purpose:

3. MS-ISAC members acknowledge that the protection of Category A information is essential to the security of Primary Custodian and the mission of the MS-ISAC. The purpose of this Agreement is to enable Primary Custodian to make disclosures of Category A information to MS-ISAC while still maintaining rights in, and control over, Category A information. The purpose is also to preserve confidentiality of the Category A information and to prevent its unauthorized disclosure. It is understood that this Agreement does not grant MS-ISAC or members an express or implied license or an option on a license, or any other rights to or interests in the Category A information, or otherwise. If Primary Custodian retracts any information it sent to the MS-ISAC, then, upon notification by the Primary Custodian, the MS-ISAC will destroy such information and all copies thereof, and notify MS-ISAC members to destroy the information. If an MS-ISAC member is unable to destroy the information based on applicable law, then the member will continue to maintain the confidentiality of the information consistent with

this agreement. Upon receiving such notification, MS-ISAC members will destroy such information and all copies thereof.

MS-ISAC and Member Duties:

4. MS-ISAC and members who are authorized by the Primary Custodian to receive Category A information shall, and shall cause their contractors, subcontractors, agents or any other entities acting on their behalf (hereinafter referred to as the "Affiliates") to:
 - (a) copy, reproduce or use Category A information only for the purposes of the MS-ISAC mission and not for any other purpose unless specifically authorized to do so in writing by Primary Custodian; and
 - (b) not permit any person to use or disclose the Category A information for any purpose other than those expressly authorized by this Agreement; and
 - (c) implement physical, electronic and managerial safeguards to prevent unauthorized access to or use of Category A information.

Such restrictions will be at least as stringent as those applied by the MS-ISAC and/or members to their own most valuable and confidential information.

MS-ISAC agrees to promptly notify Primary Custodian of any unauthorized release of Category A information.

5. MS-ISAC and members will not remove, obscure or alter any notice of patent, copyright, trade secret or other proprietary right from any Category A information without the prior written authorization of Primary Custodian.

Multi-State ISAC Duties:

6. The MS-ISAC and members may share with the Department of Homeland Security (DHS) pursuant to 6 U.S.C. § 133, Category A, B, and C information, unless the Primary Custodian has designated in writing that the information in question cannot be shared with our federal partners. All other information is voluntarily submitted and may be shared with the Federal Government with expectation of protection from disclosure as provided by the provisions of the Critical Infrastructure Information Act of 2002.

7. If any third party makes a demand for any Category A or B information, the MS-ISAC or member shall immediately forward such request to the Primary Custodian and consult and cooperate with the Primary Custodian and will make reasonable efforts, consistent with applicable law to protect the confidentiality of the information. Primary Custodian will, as needed, have the opportunity to seek judicial or other appropriate avenues of redress to prevent any release.
8. In non-emergency situations, as part of its multi-state communication sharing efforts, the MS-ISAC may prepare written reports. For such reports, the Primary Custodian shall be provided a period of time to review such reports, papers, or other writings and has the right to edit out its Category A information, correct factual inaccuracies, make recommendations and comments to the content of the report, and append comments to the final version of the report. The MS-ISAC members and Primary Custodian agree to work together in good faith to reach mutually agreed upon language for the report. If the parties are unable to reach agreement on an issue, Primary Custodian has the right to edit out its Category A information.

General Terms:

9. Should any court of competent jurisdiction consider any provision of this Agreement to be invalid, illegal, or unenforceable, such provisions shall be considered severed from this Agreement. All other provisions, rights, and obligations shall continue without regard to the severed provision(s).
10. The term of the Agreement shall continue so long as Primary Custodian remains a member of the MS-ISAC, and paragraph 3 the obligations of confidentiality as provided herein shall survive the expiration of this Agreement.
11. This Agreement will be construed and enforced in all respects in accordance with United States (U.S.) federal law or other applicable laws as addressed herein.
12. This Agreement contains the entire understanding between the parties with respect to the proprietary information described herein and supersedes all prior understandings whether written or oral. Any modification, amendment, assignment or waiver of the terms of this Agreement shall require the written approval of the authorized representative of each party.

The foregoing has been agreed to and accepted by the authorized representatives of each party whose signatures appear below:

AGREED BY:

Primary Custodian:

**Center for Internet Security
Multi-State ISAC Division**

<i>Signature</i>	<i>Date</i>	<i>Signature</i>	<i>Date</i>
		MS-ISAC Chair	
<i>Print or Type Name/Title</i>			

ELTON N. DEAN, SR.

CHAIRMAN

RONDA M. WALKER

VICE CHAIRMAN

DANIEL HARRIS, JR.

ISAIAH SANKEY

DOUG SINGLETON



DONALD L. MIMS, CPA, MPA

ADMINISTRATOR

FLORENCE M. CAUTHEN

DEPUTY ADMINISTRATOR

334.832.1210

FAX: 334.832.2533

TDD: 334.265.3568

WWW.MC-ALA.ORG

November 30, 2017

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Board Member Reappointment to the Parks and Recreation Board

The term of Lynn Gowan will expire December 4, 2017 as a member of the Montgomery County Parks and Recreation Board. Mr. Gowan desires to be reappointed to this board.

We will be discussing this reappointment at Monday's meeting.

DLM/tn

Attachment

Montgomery County Parks and Recreation Board

Members:

Term Expires:

Andre' Howard
143 Wilkinson Street
Montgomery, AL 36104
Cell: (334) 462-2696
Work: (334) 265-1504
howardsphd@att.net

12/4/2021

Mark Salter
3909 Oak Street
Montgomery, AL 36104
Home: 262-4173
Work: 262-7727
Cell: 601-291-9131

12/4/2019

James B. Phillips
2139 Yarbrough Street
Montgomery, AL 36110
Home: 263-9438
Cell: 850-4667

12/4/2018

Charles Powe
19 Stone Park Trail
Pike Road, AL 36064
Cell: 334220-6579
Home: 260-9232
Email: cbigjr8590@charter.net

12/4/2020

* Lynn Gowan
440 Town Lake Place
Montgomery, AL 36117
Cell: 391-4661

12/4/2017

Term: 5 years

Tammy Nix

From: Beshear, Lynn <lynn.beshear@mh.alabama.gov>
Sent: Monday, November 06, 2017 8:38 AM
To: Todd Strange (tstrange2@aol.com); Elton Dean (endeansr@aol.com)
Cc: 'tdavis@montgomeryal.gov'; Donald Mims
Subject: suggestion for TS and ED for mental health board appointment

Importance: High

Elton and Todd,

I would like to suggest that if one of you has an opening available on the Mental Health Authority Board that you consider Kecia Kelso who has been involved in these issues as my assistant at Envision. She comes from a bank HR background and is very highly qualified to bring much needed leadership to that board.

Thanks for considering this idea.
Lynn

Lynn T. Beshear
Commissioner
Alabama Department of Mental Health
Office: 334-242-3640

Montgomery Area Mental Health Authority

Members:

Term Expires:

Rev. Albert Perkins, III
425 North Moya Drive
Montgomery, AL 36109

4/1/2021

Arica Smith
2224 Semaht Drive
Montgomery, AL 36106
334-224-4294
Smithfamily2224@yahoo.com

4/1/2019

* Margaret Arthur
3530 Lehigh Street
Montgomery, AL 36108

4/1/2017

Mr. Henry E. Parker, Executive Director
Montgomery Area Mental Health Authority
P.O. Box 3223
Montgomery, AL 36109

Term: 6 years

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November 30, 2017

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Authorization of Holiday Time Off for County Employees

In prior years, the County Commission has adopted Resolutions authorizing the County's Christmas Holiday observance contingent upon a Presidential Executive Order or authorization from the Governor.

I am requesting that the County Commission consider a similar Resolution for this upcoming Christmas. As of this week, Governor Ivey has not authorized an additional day off for Christmas. Christmas Day falls on Monday and it is feasible that the President authorize Friday off and the Governor authorize Tuesday off. The Resolution has a provision in which Chairman Dean would approve any additional holiday time off.

Attached are Minutes regarding this topic.

/tn

Attachment

RESOLUTION

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

WHEREAS, the Montgomery County Commission wishes to close the county courthouse to allow county employees to spend time with their families in observance of Christmas;

NOW, THEREFORE, BE IT RESOLVED, that the Montgomery County Commission does hereby authorize the closing of the Montgomery County Courthouse and all county offices contingent upon a Presidential Executive Order authorizing the holiday time off or the Governor's authorization of the closing of state offices and subject to approval by the Chairman of the Montgomery County Commission.

I hereby certify that the above resolution was adopted by the Montgomery County Commission, on this, the 18th day of December, 2017.

ATTEST:

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

Donald L. Mims, Administrator

Commissioner Williams made a motion to approve the request. The motion was seconded by Commissioner Hall and unanimously approved by the Commission. (Copy of Memorandum, Agenda Page 1-3, is attached to these Minutes.)

COUNTY COMMISSION – ADOPTED RESOLUTION AUTHORIZING THE COUNTY'S CHRISTMAS HOLIDAY OBSERVANCE ON THURSDAY, DECEMBER 24, 2015, CONTINGENT UPON A PRESIDENTIAL EXECUTIVE ORDER OR AUTHORIZATION FROM THE GOVERNOR

Administrator Mims presented the following memorandum and resolution:

October 23, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: Resolution regarding Christmas Holiday 2015

The Montgomery County Commission, at its meeting on October 19, 2015, agreed to place on the next agenda a Resolution authorizing the closing of the Montgomery County Courthouse and all county offices on Thursday, December 24, 2015, in observance of Christmas contingent upon a Presidential Executive Order or authorization from the Governor.

I am requesting approval of this item.

Attachment

End of Memorandum

RESOLUTION

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

WHEREAS, the Montgomery County Commission wishes to close the county courthouse on Thursday, December 24, 2015, to allow county employees to spend time with their families in observance of Christmas;

NOW, THEREFORE, BE IT RESOLVED, that the Montgomery County Commission does hereby authorize the closing of the Montgomery County Courthouse and all county offices

on Thursday, December 24, 2015, contingent upon a Presidential Executive Order authorizing the holiday time off or the Governor's authorization of the closing of state offices.

I hereby certify that the above resolution was adopted by the Montgomery County Commission, on this, the 2nd day of November, 2015.

ATTEST:

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

Donald L. Mims, Administrator

End of Resolution

Commissioner Williams made a motion to approve the request. The motion was seconded by Commissioner Hall and unanimously approved by the Commission. (Copy of Memorandum, Agenda Page 2-3, is attached to these Minutes.)

COUNTY COMMISSION – APPROVED AUTHORIZATION OF COUNTY COMMISSION MEETING SCHEDULE FOR 2016

Administrator Mims presented the following memorandum:

October 23, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: County Commission Meeting Schedule for 2016

The Montgomery County Commission, at its meeting on October 19, 2015, agreed to place on the next agenda authorization of the Commission Meeting Schedule for 2016.

I am requesting approval of this item.

Attachment

End of Memorandum

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: Myrtle Singleton, Purchasing Manager *MLS*

DATE: November 30, 2017

RE: Contract No. 51100-16B-004
Security Guard Services

I request that the attached Amendment No. 3 to MASTSEC, LLC. contract for security guard services be considered for approval on a future agenda.

Amendment No. 3 will allow the contract to be extended for sixty (60) days, beginning January 1, 2018 and ending on February 28, 2018.

All other provisions of the contract shall remain the same.

This contract extension has been coordinated with Florence Cauthen, Deputy Administrator.

Attachment

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

Amendment
To
Contract # 51100-16B-004

Amendment No. 3

Contract with MASTSEC, LLC. for security services, is hereby extended for sixty (60) days beginning January 1, 2018 and ending February 28, 2018.

All other provisions of the contract will remain the same.

WITNESS:

MASTSEC, LLC

BY: _____

TITLE: _____

WITNESS:

MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____

PERSONNEL BOARD
JOHN L. BAKER, CHAIRMAN
BENITA FROEMMING
JAMES WILLIAMS



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

27 Madison Avenue
Montgomery, Alabama 36104

MEMORANDUM

TO: Montgomery County Commission

FROM: Carmen Douglas, Personnel Director 

DATE: November 29, 2017

SUBJECT: Employee Engagement Survey

Research has shown that an engaged workforce has highly satisfied customers and in our case, citizens. At the request of Mayor Todd Strange, the Personnel Department has been researching providers to administer an employee engagement survey. I would like to discuss the benefits of partnering with the City on gather information about the level of engagement of our employees.

I would like to request to be on the schedule during the next available County Commission Information Session.

Continuing Education and Outreach

Troy University's Continuing Education and Outreach proposes a tailored approach to hospitality industry's customer and service needs in and around Montgomery.

According to a 2017 study, the state of Alabama saw a more than 5% increase in revenue from tourism in 2016. The study found that tourists spent north of \$13.4 billion in the state last year. These numbers include spending on hotels, shopping, transportation, and restaurants. It is a 5.4 percent jump from 2015. Montgomery played a significant part in this growth in tourism and public services.

The Chamber of Commerce recognizes the need for "service excellence" within the setting of hotels, restaurants, venues attractions, and the travel industry within the City of Montgomery. In concert with Troy University Continuing Education and Outreach, we have found the answer to the needs of employee and management development in critical areas that will assist you in every area of your services.

We are proud to present a special series titled
MGM CSI – Montgomery's Customer Service Initiative.

TROY's Continuing Education and Outreach has developed and implemented a basic and advanced series in the areas of customer service. Ideally, CSI is seven two-hour seminars that will take staff through every aspect of the customer service journey including internal service and external service. This series has been rated a "5 out of 5" by our clients.

Meet TROY's Continuing Education and Outreach Team



Sharleen Smith, Director of Professional Development for Continuing Education, has over 30 years of targeted experience. Ms. Smith understands the needs of organizations and the challenges of today's workforce.

As she leads Professional Development and Outreach with Troy University, her goal is to collaborate with businesses and governments to increase the professional capabilities of their leaders and employees. She is an expert in more than 200 training topics including leadership, team work, communication strategies, management, and employment law. She is one of the most sought after executive coaches in Alabama, whether mentoring C-level leaders, developing younger leaders, or growing business strategies. She reached over 300,000 people in over 8,000 seminars and 500 conferences. Her training and organizational consulting has touched almost every industry in the public and private sector.

Dr. Jane Goodson, Professional Development Trainer and Consultant for Continuing Education, has over 30 years of consulting and training experience in both public and private sector organizations. Among other degrees, she holds a PhD. in Human Resource Management and



Organizational Behavior from the College of Business at the University of Alabama. During her career at Auburn University at Montgomery, she was Director of the MBA program, Head of the Department of Management, and Dean of the College of Business, serving 12 years in that role before returning to the classroom and retiring as Professor Emeritus in 2014. Dr. Goodson specializes in the area of management consulting and has extensive experience in organizational change efforts. Jane is known for her vast knowledge and comfortable style.



Stephen Woerner, Professional Development Trainer, Organizational Consultant and Executive Coach. Before joining TROY, Stephen served as the Executive Director for Bridge Builders Alabama for the past

five years and has extensive experience with organizational issues such as teambuilding, conflict management, change management and leadership. Prior to Bridge Builders, his career included leading organizations that serve a variety of clientele by providing environmental education, special-needs learning, and youth leadership education. Stephen is known for his fun and active style.

Dr. Lee Vardaman serves as the Associate Provost for Academic Support with oversight of Continuing Education. As an experienced consultant and trainer, Dr. Vardaman specializes in working with leaders to increase productivity and



efficiency. Prior to his current position, Dr. Vardaman spent nine years leading the Human Resources Department for TROY after serving as both Human Resources and IT Manager for the Southeast Alabama Regional Planning and Development Commission.

Mike Jackson, Professional Trainer and Consultant, has over 25 years' experience with law enforcement, security, leadership, supervision and management, performance, productivity and ethics. He is an experienced



executive and leadership coach. Mr. Jackson is also the Co-Founder and Owner of J & F Security Concepts, a security consulting firm based out of Montgomery, Alabama. He is project manager and Director of the Motivational Speaking Division of Titanium Productions Group. Michael is known for his humorous and commanding speaking style.

Troy University Continuing Education and Outreach

The following information is under copyright with all rights reserved
to Troy University's Continuing Education and Outreach.

CSI Graduation Benefits for individuals

Certificate from Troy University
Contact hours provided on certificate

CEUs where applicable
Ending luncheon for graduation

Session One: Overall Customer Service

- A. External customers (guests)
- B. Internal customers
- C. Basic needs of any customer
- D. Five keys to overall customer service

Session One will cover the identity of external customers and guests based on their desires, needs and wants when they choose to host/attend an event, take advantage of services provided by the hotel or enjoy their overnight stay. Internal customers will be identified in this manner also but with the importance of how one staff member affects the performance or service of another staff member. In the end, each person, in line of his/her duties, is the "service" the guests see. We will cover the customer service status of vendors, suppliers, etc. who may "touch" the customers and guests during their event or stay. Partnerships are a better word for the service aspects of working with these select groups. However, service is still important. The last segment of the session will cover the overall and deeper needs of customers – the five keys – that are the same for any customer and how we best meet those needs.

Session Two: Interactions In Customer Service

- A. Three forms of service communication
- B. Listening is the fourth form of service
- C. Cycle of communication
- D. Barriers to effective communication
- E. Four types of communicators

Session Two will begin the communication aspect of service. Obviously, communication is what we use to provide service to any customer anytime. This is not an average class on communication; we cover the essentials of what is needed in recognizing the full communication cycle – verbal, vocal, nonverbal and listening. We discuss examples of each that are positive and negative to demonstrate the need for succinct messages. The barriers to effectively communicating with our diverse customer base will be discussed and strategies for how to best meet those challenges are developed. Most importantly, the difference between communicating, connecting and engaging with guests - three very different levels of service – will be discussed. This session will end with the four basic types of communicators and how their perceptions influence the way they communicate and/or our need to modify our styles to best serve.

Session Three: Interpersonal Relationships In Service Delivery

- A. Strategies for guest service
- B. Cultural diversity issues in service communication
- C. Critical conversations and confrontations

Session Three is driven by the deeper and broader needs of communication from the customers' or guests' perspective. Cultural diversity is not just about race, gender, and age but covers a multitude of differences in customers including their needs and how to respond. Ending this seminar is how to deal with tougher customers – those that disagree, those that argue even loudly, those that emotionally attack, etc. A process of critical exchanges will be taught and will include how to make the exchange safe to discuss almost anything, bringing others on board with your service, understanding others' side of the story, cognitively discussing issues and bringing these situations under control.

Session Four: Proper Communication, Telephone and Email Etiquette (office, front desk, spa, restaurants, etc.)

- A. Telephone manners
- B. Voice mail messages
- C. E-mail professionalism
- D. Reservations
- E. Face to face within the service arena

Session Four will cover the techniques needed for telephone and email from a guest of potential customer service perspective. From placing and receiving calls and email to answering or creating calls and emails will be discussed. The subject of emails will be looked at more closely because written words and how they are developed say more than we think. The topics will be woven into customer and guests service. This topic can seem elementary, but often we forget or neglect that our work is not our home and our internal and external customers are not our family. A professional must understand that the communication intent and content is perceived by our actions and attitude when providing the service.

Session Five: Responding To The Tough Customer

- A. Our mindset
- B. Their mindset
- C. Our response
- D. Tough customer strategies
- E. Demonstrating respect at all times

Session Six cannot be confused with the latter part of Session Three. It is different. In Session Three, we covered the process or techniques of conversation where disagreement may take place. Now we uncover the mindset, mental capacities at the time and the emotions of the customer and ourselves in responding. Emotional intelligence in serving others is imperative. Of course, there may always be that one tougher customer that becomes unruly, whether on the call or in person. We will discuss the proper strategies to work with these types of customers if the situation occurs. Lastly, behaviors that demonstrate respect, purpose and commitment will be covered. Treating internal and external customers with respect often makes the difference in a positive or negative outcome even when they do not get the answer they desire.

Session Six: Keep Them Coming Back – The Customer Service Journey

- A. Touch points of service
- B. Cycle of service
- C. Service experience and consistency
- D. Strategies for "making it count"

Session Six hits the core of service and whether or your hotel will withstand the test of time and repeat customers.

Session Seven: Discovering and Solving the Service Dilemma

- A. Expectations of the customer
- B. Consequences of how we fill those expectations
- C. Identifying customer expectations
- D. Examining and resolving customer complaints

Session Seven will be based on a service quadrant study derived from a) customers expectations - high or low - as they come to us *and* b) our quality/delivery of service – positive or negative. Within the four quadrants participants will see the consequences of our service response and the practices needed to get all customers to have a favorable impression. We may not think that is possible; however, most reasonable people, if understood by staff and listened to, can be brought back to a neutral to positive opinion about services. It all depends on our knowledge and behavior.

Actual Costs*

Customer Service Initiative
Troy University, Continuing Education and Outreach
For the Montgomery Hospitality Industry
#MGM/CSI

Event	Explanation	Fee Structure	Potential Dates
Luncheon for Executives	• 2-hour session • Overview of #MGM/CSI program and plan with benefits to hospitality businesses • For owners, top level executives, or onsite managers/directors	• \$137 per person = \$2,740 • Cost inclusive of meal, development, and delivery with three instructors • Assumes a minimum of 20 participants + 2 chamber + City and County Officials + 2 TROY Facilitators	January 2018
Luncheon for Upper Management	• 4-hour session • Overview of #MGM/CSI program management and execution, accountability and overall culture change initiative • Open to all staff of any hospitality industry or business • For VP level leaders, Facility Managers or Directors	• \$167 per person = \$3,340 • Inclusive of meal, program development, and delivery with three instructors • Assumes a minimum of 20 participants + 2 chamber, 2 TROY facilitators and Mayor	January 2018
Manager/ Supervisory Workshops	• Series of 5 two-hour workshops • Each workshop offered twice to serve staffing needs • For positions in a supervisory and or management position whether of a group, shift, specific activity or resource • Detailed to the supervisory and management side of hospitality, accountability, key performance indicators and customer service skills • Open to all staff of any hospitality industry or business	• \$9,000 total (\$450 per person for series if only 20 attend) • Assumes 20 people in attendance • Inclusive of light food break, program development, and delivery with 2 facilitators	February and March 2018
Employee or Staff Workshops	• Series of 7 two-hour workshops or 5 three-hour workshops (depending on needs of staffing/shifts of hospitality facilities) • Open to all staff of any hospitality industry or business	• \$12,400 (\$620 per person for series if only 20 people attend) • Inclusive of light food break, program development, and delivery with 2 facilitators • Assumes 20 people in attendance	April – July 2018

Registration, Materials and Supplies	Registration process and continued communication with hospitality facilities/businesses for all sessions, Post-it Note flip charts, markers, activity supplies and minimum of 80 name tents, name tags, and binders, 450 tabs for all sessions, and printing of 320 handouts	\$5000	Due January 2018
Grand Total		\$32,480	

Key Costs To Consider

1. The above budget is actual costs of Troy Montgomery.
2. Hospitality facilities will be paying at least minimum wage per hour per employee in the sessions (without benefits included). This equates to 20 people in each series, with a minimum cost of \$3,625 to hospitality businesses/facilities not counting the higher wages of supervisors, managers and any employees who might make more than minimum wage. Maximum personnel costs for hours in training can be upwards of approximately \$14,000 with higher wages of supervisors and managers.

Proposed Sponsorship Of Program

- Registration, materials, supplies and printing costs by Chamber - minimum of \$5000.
- Troy CE&O is willing to reduce fee \$5,000/donate up to 20% for instructor delivery services.
- Request City and County to sponsor Troy's Continuing Education program for #MGM/CSI Hospitality Series = \$16,000
- All monies from Chamber and City and County must be paid to Troy Continuing Education up front for cost incurred in preparation, development of content, and to preorder materials and for meals/breaks.
- This sponsorship from TROY, Chamber, and City/County will leave \$6,480 making the training somewhat affordable (on top of their staffing costs) to hospitality business/facilities.
- Desired and motivating costs for program with sponsorship above is as follows:
 - First VIP Luncheon – free
 - Second Tier VIP – \$50
 - Supervisor/manager – \$137 for series
 - Staff/employees - \$137 for series
- Unfortunately, \$137 may be too much for a per person cost. This opinion is based on meeting with hospitality businesses. Therefore, additional sponsorship may be needed from private sector. However, if more than 20 people attend per program or event, the additional sponsorship may not be needed.

Potential Refund/Less Invoicing to City and County

- Any #MGM/CSI program series or luncheons that has more than 20 attendees will reduce the costs to the City/County. If or when this occurs, prepaid sponsorship fees can be returned to City and County or will not be invoiced if the payment is following services rendered.

Sponsorship Brief

Korean Broadway Musical: "The Fragrance of Spring"



www.akeep.org | www.facebook.com/akeep.org

Contact: Join@akeep.org

Office: 334.625.8515 (English) | 334.322.1661 (Korean)



After two successful annual community events, the TWO LINES PHOTO EXHIBITION and the LADY HWANG JINEE, AKEEP has organized a 3rd annual event, "The Fragrance of Spring!" This show is possible thanks to **Troy University**, the **Alabama State Council on the Arts**, the **Alabama Tourism Department**, the **Korean American Association of the greater Montgomery**, the **City of Opelika**, the **Opelika City Schools**, dedicated volunteers and the **Board of Directors of AKEEP**.

Numerous educational events are to be held at K-12 Schools and Communities from Montgomery to Opelika from January 8th to 30th, and major comprehensive performances are to be held at the **Davis Theatre, Montgomery, Jan. 20**, and at the **Opelika Center for the Performing Arts, Jan 22, 2018**.

We are seeking your sponsorship as we publish AKEEP program booklets. In addition to the above major productions, we are taking comprehensive Korean Arts education to local schools in Montgomery and Lee County as much as your sponsorship permits. Whenever and wherever our team goes, your logo and sponsorship will appear in all our publication including educational materials. Please sponsor this project for broader education and economic prosperity in our communities.

We are publishing two formats of program booklet, online and a hard-copy. It will contain information about the workshops and the Korean Broadway Musical, "the Fragrance of Spring."

Quick Reference Sponsorship Guide

Sponsorship Benefits	Program Maker	Day Maker	Session Maker	BUD Champion	Backer	Generous Donor	Individual Sponsor
Value	\$5,000	\$2,500	\$1,000	\$500	\$250	\$100	\$50
Exclusive Naming Right	✓	✓	✓				
CEO Profile Intro	✓						
Company Profile Intro	✓	✓	✓	✓			
Advertisement Size	Full Page	1/2 Page	1/4 Page	1/8 Page	1/16 page	Name Listed	Name Listed
Priority Announcement Logo Display	The Entire Month!	One Entire Week!	3 days	1 day	✓		
Company logo & website-link on AKEEP website	✓	✓	✓	✓	✓		
Company Recognition in communication	✓	✓					
Tickets to Broadway Musical	10	10	8	6	4	2	1

AKEEP [Alabama Korea Education and Economic Partnership] provide Korean/ Asian multicultural diversity education for immersing community, and bridge the differences for local economic prosperity.

Sponsor Comprehensive Cultural Arts events at various schools, **BUD** [Bridge of Unity in Diversity] and Global Leadership Programs.

Please check us out at www.akeep.org and facebook.com/akeep.org.

2018 AKEEP annual event Sponsorship Commitment Form

You may attach/ scan this page and EMAIL to seeMeesoon@akeep.org by December 31, 2017, or call us at 334.625.8515.

Yes, we are sponsoring AKEEP's 3rd annual event, "The Fragrance of Spring!"

SPONSORSHIP AMOUNT AND LEVEL: Program Maker \$5,000

COMPANY NAME: _____

COMPANY DESCRIPTION: _____

CEO NAME: _____

CEO DESCRIPTION: _____

COMPANY ADDRESS: _____

OFFICE PHONE: _____ MOBILE PHONE: _____

EMAIL: _____

SPONSOR CONTACT NAME: _____

SIGNATURE: _____

Please mark below option:

SEND ME AN INVOICE ☐ I WILL MAIL A CHECK ☐ CALL ME FOR MORE INFORMATION ☐

Please email the high-resolution, digital logo that you'd like to appear on promotions to: join@akeep.org

Sponsorship check payable to: AKEEP or Alabama-Korea Education & Economic Partnership

Checks to be mailed: AKEEP

P.O. Box 4604
Montgomery, Alabama 36103-4604



A-KEEP
ALABAMA-KOREA
EDUCATION AND
ECONOMIC PARTNERSHIP



KOREAN LANGUAGE & CULTURE AFTER SCHOOL PROGRAM

Parents,

Are you interested in an opportunity for your child to participate in learning the Korean language and culture? If so, students will receive a dinner and an hour of Korean instruction three days a week. This would be a free opportunity where all the parents would have to do is be sure to pick up their child at 4:25 p.m. each Tuesday, Wednesday, and Thursday.

Please indicate below and return to your child's homeroom teacher if you are interested. **Program start date will be announced.**

X Yes, I am interested. I will be able to pick my child up from school by 4:25 on Tuesday, Wednesday, and Thursday each week.

My child: Valencia Lowery Grade: K

Homeroom Teacher: Mrs. Hartley

Parent's signature: Belinda Lowery Date: 10/3/2017

Education in Korean Studies Project Progress Report



Alabama State
Department of
Education



A-KEEP

ALABAMA-KOREA
EDUCATION AND
ECONOMIC PARTNERSHIP

A-KEEP [Alabama Korea Education and Economic Partnership] is a 501 (C)(3) non-profit educational organization endorsed by Alabama Bill SJR 33 and encouraged by Alabama ACT 2016-217, and historically the Chairman of the Board has been the State Superintendent of the Alabama State Department of Education.

The current Chairman of the Board is Dr. Ed Richardson, the Alabama State Superintendent of Department of Education, the Executive Board members represent educational institutions, Diversity & Minority organizations, business and other stakeholders that support the mission.

After Mr. Larry Craven, 2011 Interim State Superintendent of Education signing an educational MOU with Gyeongbuk Education Office, South Korea, A-KEEP was founded by an Alabama State Senator, Gerald Dial, a former State Superintendent, Dr. Tommy Bice, and Ms. Meesoon Han to support Global Youth Leadership Programs, multicultural diversity education, and to bridge the differences for local economic prosperity.

01 Operating Organization



Government Records
ALABAMA SECRETARY OF STATE
JOHN H. MERRILL

Search

Legislative Acts

Government Records

Legislative Acts Details

Home

ACT NUMBER 2016 - 217		
Bill Number	SJR - 33	
Session Type	Regular	
Category	Resolution	
Author	DIAL	
Subject: Who	AL KOREA PARTNERSHIP	
Subject: What	ENCOURAGING	
Subject: Where	STATE OF AL	
Description	Encouraging the creation of the Center of AL Korea Education & Economic Partnership	
Signed by Governor	Yes	
Approved Date and Time	4-28-2016	3:30 PM
Received Date and Time	4-28-2016	5:06 PM

ACT #2016-217

McClellan, Wesley, Nelson and

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- 5
- 6



Alabama State Registry lin

<http://arc-sos.state.al.us/cgi/>

5 WHEREAS, the Alabama-Korea Education and Economic
6 Partnership (A-KEEP), located in Montgomery, has as its
7 primary mission to provide multicultural diversity education
8 programs to students and professionals of Alabama and Korea;
9 its secondary mission is bridging the differences between
10 institutions and corporations of Alabama and Korea for local
11 economic prosperity as a Global Partnership Facilitator; now
12 therefore,

1. Project Background
2. Project Mission
3. Method

The Alabama Department of Education in conjunction with the non-profit A-KEEP (Alabama-Korean Educational Exchange Partnership) is developing a Korean language and culture course for students statewide in grades 9-12. The ramifications are far-reaching. With all the Korean companies operating in the River Region and other areas in the state, an online course about the Korean culture will bridge a definite gap. That gap was significant enough that the business community – primarily the automotive sector – requested such a course, said Philip Cleveland, director of the Department of Education's Office of Career and Technical Education/Workforce Development. This

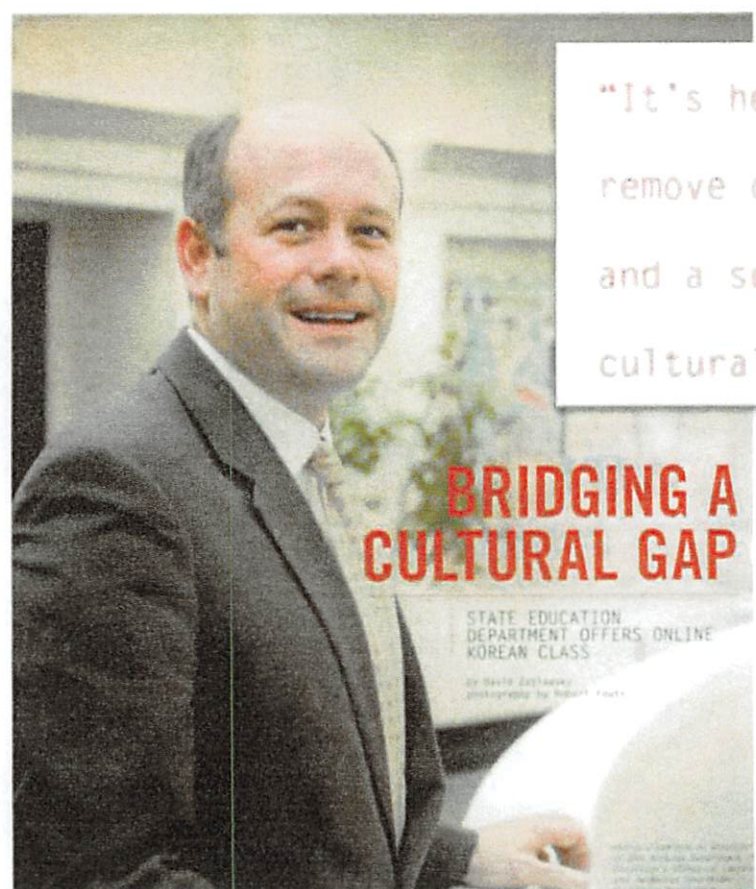
samples with all entities
community and education –
ing today's and

"It's helping to create an opportunity to

remove obstacles s
and a supervisor t
cultural background

"The goal of the course is that
(participants) have conversational
ability, and as importantly, the
culture side of the course, where
(students) are learning the things
that help them interact and
be receptive."

*Philip Cleveland, director of the Department
of Education's Office of Career and Technical*



Dr. Cleveland's Project Interview on Korean as a Second Language and Korean Cultural Education via Montgomery Business Journal, April 2015



Offer Korean as a Second Language, and Cultural Diversity Education courses to Increase culturally linguistically active educational environment via ALSDE.

Enhance academic achievement, Produce culturally linguistically confident citizens and employees, and Prepare Global Leaders

Increase student's employability and local economic prosperity in addition to improving the quality of life via harmonious community relationship.

Ethnic Diversity Education in K-12 Under WMEK =
Working in Multicultural Environments: Korean

Defined and announced the qualifications for
“Highly Qualified Alabama Teachers” in KSL and
WMEK courses.

Defined, Accredited and announced Korean as a
Second Language for all K-12 grade level and
Korean Culture course, WMEK for 8-12 grade

Curriculum development and Course
accreditation for Korean as a Second Language &
Working in Multicultural Environments: Korean

Recognized the critical need of Korean as a
Second Language and demand for Soft-skill
education on Cultural Sensitivity

‘2016

‘2015

‘2014

‘2013

03 Project Progress

03-01 Korean as a Second Language

Korean Language course codes from Pre-K to 12th grade

August, 2015

2015-2016 NEW Course Codes

Courses added in November 2014 push-out are in black.

Courses added in March 2015 push-out are in purple.

Courses added in May 2015 push-out are in green

Courses added in August 2015 push-out are in blue

General Education Elementary/Secondary

Elementary (PK-6)	Secondary (6-12)	Title
100192 Listening, speaking, reading, and writing skills involving familiar topics with focus on oral language use; recognition of basic sound distinctions and intonation patterns; basic elements of Korean-speaking cultures	Korean, Grade PK	
100193 Listening, speaking, reading, and writing skills involving familiar topics with focus on oral language use; recognition of basic sound distinctions and intonation patterns; basic elements of Korean-speaking cultures	Korean Grade K	
100194 Listening, speaking, reading, and writing skills involving familiar topics with focus on oral language use; recognition of basic sound distinctions and intonation patterns; basic elements of Korean-speaking cultures	Korean Grade 1	
100195 Listening, speaking, reading, and writing skills involving familiar topics with focus on oral language use; recognition of basic sound distinctions and intonation patterns; basic elements of Korean-speaking cultures	Korean Grade 2	

August 2015, ALSDE formally declared Korean courses and pushed out to local school districts.



03

Project Progress

03-02

Korean Culture Course Title, "Working in Multicultural Environments: Korean"

Working in Multicultural Environments: Korean

AKEEP-ALSDE Course: "Working in Multicultural Environments: Korean"

ALSDE Course Number: 541000

Chapter/Unit Contents, subjects and bullet points

Course content developed with opinion articles, statistical data and other teaching materials with examples and visual aids (photos, images, videos)

Supplemental activities available depending on additional funding.

Chapter/Unit 1: Geography and Demographics: Comparing Alabama, Korea and the United States

Lesson 1: Global Location

Objectives:

- ✓ Compare and contrast the geography of South Korea to the geography of Alabama and of Korean peninsula to Florida.
- ✓ Identify, locate the countries and/or bodies of water that surround the Korean peninsula.
- ✓ Identify and locate states adjacent to Alabama and Florida.
- ✓ Analyse how physical factors such as mountain and bodies of water have influenced the development of modern South Korea.
- ✓ Identify comparative distance and time in South Korea and Alabama.

Lessons through subjects:

- o South Korea

Chapter/Unit 2: History, Politics and the Military Eff Workplace Values and Expectations

Lesson 1: Ancient history

Objectives:

- ✓ Describe major historical events in Korean history from ancient times to the present.
- ✓ Contrast the long cultural history of Korea to the significantly shorter history of the United States.
- ✓ Identify major historical achievements that have had a lasting impact on the culture of Korea.

Lessons through subjects (visual learning with videos):

- o Three Kingdoms
 - Source of the Korean peninsula
- o Baekje
- o Goguryeo
- o Silla Dynasty
 - Three Kingdoms
 - Baekje
 - Goguryeo
- o Goryeo Dynasty
 - Cease of the first movable metal type printed in Korea
- o Joseon Dynasty (1392 - 1910)
 - Confucian doctrines
 - King Sejong and Invention of Hangeul
 - The 1st university, Kyeonghakwon, 1398

Lesson 2: Recent History (from 1910 to 1953)

Objectives:

- ✓ Identify the impact of Japanese occupation and World War II on Korean society and the economy.
- ✓ Identify cause & effect of major events leading to the division of Korea.
- ✓ Identify the major impact of the Korean War on South Korea.

This course is beyond general cultural education of Korean traditions and arts. It covers overall Korean history, philosophy, collective personality, and economic prosperity to understand who Koreans are so that one can infer further.

- o Compare/contrast the geographical differences in landmass size of South Korea, the United States, and Alabama.
- o Compare/contrast the quantity of natural resources of South Korea, the United States, and Alabama.
- o Analyse how the quantities of South Korea's natural resources have influenced recent economic development.
- o Analyse how Alabama's natural resources and climate have influenced development.

Lessons through subjects:

- o Landmass Comparisons
 - National/regional
 - Counties and cities
- o Geography of South Korea
- o Alabama Geography
- o Agriculture & Fishing Industries
- o Tourism
 - National and state parks
 - mountains and beaches
- o Natural Resources
 - Geologies
 - Water Mineral resources

03

Project Progress

03-03

Korean Language Teacher Certification Requirement and detail

Note the following:

1. An individual who has been unconditionally admitted to a Program in a teaching field and grade level listed below can apply for a grade level. The Interim Employment Certificate Approach.
2. The PCTF can be issued in only one teaching field. The first teaching field.

I recommend this applicant for the first PCTF in the teaching field of

Grades K-12		Grades 11-12
☐ Arabic*	☐ Latin	☐ Biology
☐ Chinese*	☐ Music: Choral	☐ Chemistry
☐ Dance*	☐ Music: Instrumental	☐ English Language Art
☐ French**	☐ Russian*	☐ General Science
☐ German**	☐ Spanish**	☐ General Social Science
☐ Italian*	☐ Theatre	☐ Geography
☐ Japanese*	☐ Visual Arts**	
☐ Korean*		

*A Praxis subject area test is currently not required for these teaching fields.

Supplement FTZ REVISED 5/24/201*

Alabama State Department of Education
Educator Certification Section

5215 Gordon Persons Building
Post Office Box 302101
Montgomery, AL 36130-2101

Telephone: (334) 353-3567
www.alde.edu/EdCert

Name _____

SSN _____

E-mail _____

Phone _____



Application Part 1 of 2 and Summary of Requirements

The First Provisional Certificate in a Teaching Field (PCTF) for the 2017-2018 Scholastic Year

This form must be printed and submitted along with Form ZTF.

The application process for the First Provisional Certificate in a Teaching Field for the 2017-2018 Scholastic Year must be completed in conjunction with an employing Alabama county/city superintendent or administrator of an eligible nonpublic/private school.

This approach was formerly named the Alternative Baccalaureate-Level Certificate (ABC) Approach.

Alabama State Department of Education

The Alabama State Board of Education and the Alabama State Department of Education do not discriminate on the basis of race, color, disability, sex, religion, national origin, or age in their programs, activities, or employment and provide equal access to the Boy Scouts and other designated youth groups. The following person is responsible for handling inquiries regarding the non-discrimination policies: Title IX Coordinator, Alabama State Department of Education, P.O. Box 302101, Montgomery, AL 36130-2101, telephone (334) 243-3185.

Supplement FTZ 5/201*

Page 1 of 2

- | | |
|---|--|
| ☐ Physical Education | ☐ Mathematics** |
| ☐ Physics | |

10-12

03

Project Progress

03-04

Korean WMEK Teacher Certification Requirement and detail

Available Teaching Fields

6-12) listed below are available through this approach. I request certification in the

- ☐ Technical Education: Graphic Arts
- ☐ Technical Education: Health Informatics
- ☐ Technical Education: Heating, Ventilation, Air Conditioning, and Refrigeration (HVACR)
- ☐ Technical Education: Industrial Maintenance – Electrical and Instrumentation
- ☐ Technical Education: Industrial Maintenance – Mechanical
- ☐ Technical Education: Informatics
- ☐ Technical Education: Innovations in Science and Technology
- ☐ Technical Education: Integrated Production Technologies
- ☐ Technical Education: Law Enforcement
- ☐ Technical Education: Legal Services
- ☐ Technical Education: Manufacturing
- ☐ Technical Education: Marine Technology
- ☐ Technical Education: Masonry
- ☐ Technical Education: Network Systems and Computer Services
- ☐ Technical Education: Plumbing
- ☐ Technical Education: Power Equipment
- ☐ Technical Education: Precision Machining
- ☐ Technical Education: Programming and Software Development
- ☐ Technical Education: Television Production
- ☐ Technical Education: Welding
- ☐ Technical Education: Working in Multicultural Environments: Korean

Supplement PBC 8/2016

Alabama State Department of Education
Educator Certification Section5215 Gordon Persons Building
Post Office Box 302404
Montgomery, AL 36130-2404Telephone: (205) 353-8567
www.alab.edu/Educ

Name _____

SSN _____

E-mail _____

Phone _____



Application Part 1 of 2
and
Summary of Requirements

The Career and Technical Education Additional Teaching Field Approach
Additional Alabama Certification Based on a Valid Alabama Professional Educator Certificate
in a Teaching Field, a Passing Score on an Occupational Proficiency Assessment,
7-12 Classroom Teaching Experience, and Successful Completion of Session A of the Career and Technical Education
Teacher Certification Program (CTE TCP)

This form must be printed and submitted along with Form CBP.

Alabama State Department of Education

The Alabama State Board of Education and the Alabama State Department of Education do not discriminate on the basis of race, color, sex, age, religion, national origin, or age in their programs, activities, or employment and provide equal access to the free schools and other designated youth groups. The following person is responsible for handling inquiries regarding this non-discrimination policy: Title IX Coordinator, Alabama State Department of Education, P.O. Box 302404, Montgomery, AL 36130-2404, telephone (205) 241-9150.

Supplement PBC 8/2016

Page 1 of 4

the Office of Career and Technical Education for review. Issuance of the

WMEK is also accredited as
an elective Social Science course.

Page 3 of 4

Supplement PBC 8/2016

10-13

03

Project Progress

03-05

Credentials for converting Korean Teaching Certificate

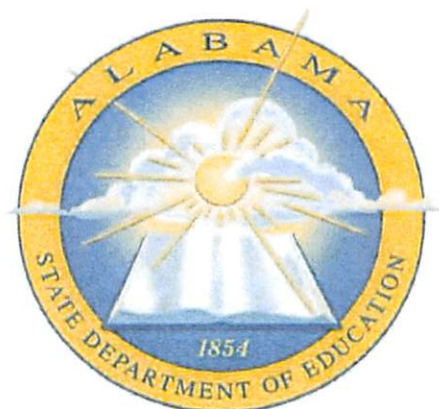
Recognizing that no College of Education in Alabama currently offering a Korean Language Teaching Certificate Program, ALSDE is offering a procedure to convert a Korean Teaching Certificate from Korea.

Alabama State Department of Education
Teacher Certification Section
Office of Teaching and Leading

5215 Gordon Persons Building
Post Office Box 302101
Montgomery, AL 36130-2101

Telephone: (334) 353-8567
www.alsde.edu

SSN _____



Application *Part 1 of 2* and Summary of Requirements

The Foreign Credentials Approach

Alabama State Department of Education, Thomas R. Bice, Ed.D., State Superintendent of Education

The Alabama State Board of Education and the Alabama State Department of Education do not discriminate on the basis of race, color, disability, sex, religion, national origin, or age in their programs, activities, or employment and provide equal access to the Boy Scouts and other designated youth groups. The following person is responsible for handling inquiries regarding the non-discrimination policies: Title IX Coordinator, Alabama State Department of Education, P.O. Box 302101, Montgomery, AL 36130-2101, telephone (334) 242-8165.

Foreign Approach - Supplement FPA 11/2014

Page 1 of 4

h1-91

Project Grantors and Supporters

We specially thank
AKEEP volunteers
who donated their
talents for 2-years to
make this course
possible!

A-KEEP [Alabama-Korea Education & Economic Partnership]

Course Title: **Working in Multicultural Environments: Korea**

Accredited Course Number: **541000**

Accredited for Social Science and Industry Certificate course. (1/2 Credit)

Target students: Public School students grades between 8th - 12th.

Grantee Name:		
A-KEEP [Alabama-Korea Education & Economic Partnership]		
Grant Period:	From:	To:
	January 5, 2015	December 30, 2016
Budget Category		Total
Personnel Title		
Educational Specialist		\$15,000
Mgr., Curriculum Development		\$13,000
Technology Developer		\$8,000
Course Content Developer		\$50,000
Project Developer		\$20,000
Course Reviewer		\$6,000
Korean/Multicultural Researchers		\$12,000
Research Assistants		\$12,000
Technical Assistant		\$4,000
Subtotal Personnel		\$140,000
Operations		
Copyrights or/and materials		\$2,000
Travel Expense Reimbursement		\$2,000
Tech/ Software & Licensing		\$5,000
Training Rooms		\$600
Office Space		\$6,000
Office Supplies		\$437
Administrative Utility Expenses		\$563
Subtotal Operations		\$16,600
Project Total		\$156,600

"Working in Multicultural Environments: Korea" consists of Korean Culture, Educational Passion, Economic Boom, History, Philosophy, Persistent Character, Personality and much more. Development and delivery of the course was possible thanks to following Grantors.

- * Alabama Department of Education
- * Montgomery County
- * Troy University
- * Alabama Council of Developmental Disability
- * Daniel Foundation of Alabama
- * University of Alabama
- * Auburn University Montgomery
- * Alabama State University
- * Alabama Humanity Foundation
- * AKEEP Interns
- * AKEEP Volunteers

The course was launched Spring Semester (January 5th) of 2017.



A-KEEP
ALABAMA-KOREA
EDUCATION AND
ECONOMIC PARTNERSHIP

KSL = Korean as a Second Language

'2017

Employing Qualified Korean Language Teachers in ALSDE, and Developing Korean eTextbook that excites Alabamians & Americans.

'2016

Defined and announced the qualifications for "Highly Qualified Alabama Teachers" in KSL and WMEK courses.

'2015

Defined, Accredited, and announced Korean as a Second Language for all K-12 grade level and Korean Culture course, WMEK for 8-12 grade

'2014

Curriculum development and Course accreditation for Korean as a Second Language & Working in Multicultural Environments: Korean

'2013

Recognized the critical need of Korean as a Second Language and demand for Soft-skill education on Cultural Sensitivity

KSL =

Korean as a Second Language

WMEK =

Working in Multicultural Environments: Korean

WOULD YOU LIKE TO HELP THE CAUSE?
DO YOU KNOW SOMEONE WHO CAN HELP
THE CAUSE?

YOU

ONE CAN MAKE A DIFFERENCE.

ONE

EACH OF US CAN HELP THE CAUSE ONLY AS MUCH AS
EACH DESIRES.

EACH

EACH ONE OF US WILL FORM ALL OF US WHO MAKE IT
HAPPEN.

ALL

YES, I CAN! YES, WE CAN!

ME

www.akeep.org

www.facebook.com/akeep.org

Dr. Ed Richardson, The Chairman of Executive Board, *The Superintendent of Al State Depart. of Edu.*

Emeritus Director and Cofounder, Honorable Alabama State Senator **Gerald Dial**

Dr. **Lance Tatum**, *Vice Chancellor of Troy University*

Mr. **Lance Hunter**, *CEO of Hodges Warehouse Logistics*

Ms. **Jeanne Charbonneau**
Korean Family Coordinator of The City of Montgomery

Dr. **Suzanne Freeman**
retired Superintendent of Pike Road Schools

Ms. **Nichelle Nix**
Director of Governor's Office of Minority Affairs

Ms. **Jennie Sim Cochren**, *Exec. Dir. of Sims Investment*

Dr. **Suhyum Park Suh**
Professor Emerita & Korea Center, Auburn University



A-KEEP

ALABAMA-KOREA
EDUCATION AND
ECONOMIC PARTNERSHIP

Ms. Meesoon Han, Executive Director
seeMeesoon@akeep.org

General Contact: join@akeep.org

Project Contact: KoreanEdu@akeep.org

Office Phone: (334) 625-8515

Physical Office:

Whitley Hall, Suite 300

Troy University Montgomery

Montgomery, AL. 36104

Mailing Address:

P.O. BOX 4604

Montgomery, Alabama USA

36103-4604

Motherly Care Family Services
"empowering - strengthening families"

November 27, 2017

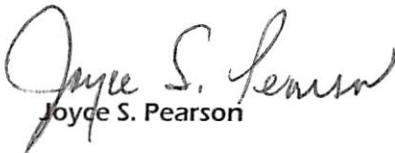
Montgomery County Commissioners:

Motherly Care has collaborated with many organizations since 1990 in helping women achieve self-sufficiency. We are seeking financial support from you for \$25,000 for the Nursing Assistant Training Program that we started November 11, 2017. In providing job readiness services for our clients we were made aware that many of the women we work with are interested in obtaining this training and pursuing a career in the health care field because of it's upward mobility.

Unfortunately many of them have enrolled in Nursing Assistant Training classes at other institutions and amassed large financial aid bills, some up to around \$15,000 and still are not employed. This situation makes it more difficult for them to move themselves and their families out of poverty and into self-sufficiency.

There is also a vast difference in our approach to helping them attain this certification. While literacy is one of the underlying reasons for them dropping out, we propose to make reading and retention skills a top priority for the classes. Reading will be enforced on a daily basis. Also, the tuition is \$800 per term and we will work with each person until they receive the required certification from the State of Alabama to acquire employment in this field.

Thanks for any consideration given this request.


Joyce S. Pearson

(334) 221-2503 cell

1714 West 2nd Street
Montgomery, AL 36106
(334) 834-1146/phone
(334) 834-1144 /fax

Nursing Assistant/Nurse Aide Training

Nursing assistants/nurse aides maintain patient hygiene and support doctors and nurses in diagnostic procedures and technical treatments. Some even provide direct patient care in long-term care facilities, hospitals, clinics and in the home. Additionally, as a nursing assistant/nurse aide, the student will assist in patient charting and instruction, documenting any care that is given and reporting significant observations to the nursing staff. They may also help patients with daily activities, serving a vital role in the health care team.

With their newly acquired skills students can diversify into other areas of medicine, such as labor and delivery, pediatrics, and geriatrics.

What You Will Learn

In Motherly Care's Nursing Assistant/Nurse Aide Program, a broad range of subjects, including infection control, communication and interpersonal skills, safety and emergency procedures, personal care skills, basic restorative services and skills, basic nursing skills, quality improvement and more.

Employment

Most new job opportunities will be found in nursing and residential care facilities, although some still may find employment in hospitals. Due to the need for long-term care of an increasingly elderly population, the demand for nursing assistants is on the rise. In fact, according to the U S Bureau of Labor Statistics, employment of nursing assistants and nurse aides is expected to grow 17 percent nationally by 2024, much faster than the average for all occupations due to a growing elderly population.



Partnered with
Lighthouse Counseling Center Inc.
Services are available and designed for each
individuals' needs they consist of:

- * Substance abuse education
- * HIV risk reduction education
- * HIV testing
- * Basic living skills
- * Access to support groups
- * Individual , group and family therapy
- * All treatment in the New Directions Program are provided at no cost to the client

Partnered with Health Services Inc.,
At HSI, Primary Care Services are available to all
individuals, regardless of their financial status.
Our goal is to incorporate prevention
and health promotion, treatment of illness,
and management of chronic diseases often all
during the same visit.

Mobile Unit 4th Tuesday each month



Expanded Food and Nutrition Education Program

- Is offered by the Alabama Cooperative Extension System
- Making healthy choices by choosing healthy foods
 - Planning meals
 - Making grocery lists
- Learning about food safety and food storage

Pounds of Care d/b/a Motherly Care (MOCA) Family Services

Job Readiness Skills Training
Computer Training
Nursing Assistant Training



1714 West 2nd Street.
Montgomery, AL 36106

[334] 834-1146
[334] 834-1144 Fax

Joyce S. Pearson
General Manager

2017-18 Donation Appeal

Yes, I want to contribute
to the cause. Here is my
donation to help empower
families!

\$100 __ \$75 __ \$50 __
\$25 Other \$ ____

Please make checks payable
to:

Pounds of Care, Inc.

Comprehensive Community Services With A Personal Touch

What will you do to empower women and strengthen families? Providing innovative solutions to the community and training disadvantaged individuals who are in the mainstream of the social system has been the goal of Pounds of Care, Inc. a 501c3 non-profit d/b/a Motherly Care (MOCA) Family Services for the past 27 years. It has impacted women on the edge and those who've fallen off the track. It is very successful; and its track record in the development of human capital providing social services will show these women needed HELP and could not get back on track without a hand.

Motherly Care (MOCA) is committed to providing training and assistance for low income individuals who lack adequate skills to achieve economic independence. MOCA provides a comprehensive program to promote self-sufficiency through training, work experience, supportive services and job placement. Unsubsidized employment, school care programs, parenting skills, counseling (domestic violence, personal, career, substance abuse) and transportation are also an integral part.

Since its inception in 1990, MOCA has worked untiringly to provide a holistic empowerment approach to meet the needs of clients to ensure that they not only become self-sufficient, but remain productive taxpaying citizens.



Job Readiness & Computer Skills Training

Outreach and Empowerment are the beautiful words used to describe the collaborative efforts between MOCA and the Department of Human Resources (DHR).

Program includes:

Job Readiness Classes

Basic Computer Skills Training

Structured Job Search/Placement

Job Retention/Post Employment Services

Job Coaches/Family Mentoring

Community Employment—

Assisting the participant in preparing him or herself for the world of work, developing positive attitudes toward the world of work, writing winning resumes, improving work habits, human relations on the job, good grooming, personal hygiene, interviewing techniques and dealing with layoffs and injuries just too name a few of the hard and soft skills that are conveyed to each client in a classroom setting and individually as needed for one-on-one mentoring.

**The Basic Computer Skills Training will last for approximately two weeks and will start out with the basic keyboard layout and end with a chapter on the internet. **

Evidence of Program Success:

Job readiness & computer skills training has achieved remarkable success in helping individuals obtain job skills, take control of family and life challenges and find employment.

Assessment & Referral

Employment Readiness Assessment & Referrals: Potential applicants meet individually w/our enrollment specialist to assess stability and employment barriers. Ongoing support/referrals to help them overcome barriers to employment.

⇒ Students who require additional hands-on skills practice before applying for a job can participate in a four-week, basic skills internship.

Supportive Services:

⇒ MOCA students receive Job Readiness/soft skills training including "Mind Over Matter" (cognitive behavioral training), individualized financial literacy counseling and "Bring Your A Game to Work" (work ethic fundamentals training)

Job Search/ Employment Services:

⇒ Individualized job search and employment assistance by helping students to prepare an effective resume, practice interview skills, complete online applications and, assemble employment packet (resume, certificates evidencing training module completion, letters of reference from culinary instructors and internship supervisors, etc. Students are also referred to appropriate potential employers.

Program Success Monitored By:

⇒ We measure our success by evaluating the progress of our students. To evaluate the impact of our training program we track: student demographic information and barriers faced by our students; number of students who enter and complete our training program; number who obtain and retain employment for 3-months/6-months/12-months; and number who advance their career (e.g. Promotion and/or wage increase) within 12 months.





Motherly Care Nursing Assistant Training

"empowering—strengthening families"

**1714 West 2nd St.
Montgomery, AL 36106
(334) 834-1146**

Motherly Care Family Services and its non-profit 501(c)3 Pounds of Care has served Montgomery and the River Region families for over 27 years and impacted women on the edge and those who have fallen off track. It is very successful; and its track record in the development of human capital providing social services will show these women needed HELP and could not get back on track without a hand. Our mission is to provide training and assistance for low-income individuals who lack adequate skills to achieve economic independence as well as to provide child care and other services to assist citizens in need of family services to promote self-sufficiency through training, work experience, supportive services and job placement in unsubsidized employment.

Nursing Assistant/Nurse Aide Training

As a student in the program students will be instructed on a broad range of subjects, including infection control, communication and interpersonal skills, safety and emergency procedures, personal care skills, restorative services and skills, basic nursing skills, quality improvement and more. The program will be approximately (4) four weeks in length and each participant will achieve certification during that time. Upon completions there are several positions that they can apply for in this field including: **Certified Nursing Assistant/Aide, Home Health Aide, Psychiatric Aide, Medical Assistant, Caregiver, Personal Care Aide, Personal Care Attendant, Personal Care Assistant & Companion Care Provider.** They may ultimately qualify for a **Patient Care Technician** position and even pursue a higher position such as **Licensed Practical Nurse, Registered Nurse, etc.**

A thorough evaluation and assessment will be done on each participant to determine each student's need for successful job placement. Emphasis will be placed on literacy, because many of the students aren't able to move ahead due to not having adequate reading and retention skills. Plans are to have a reading exercise daily. All program activities and services will focus on providing transitional assistance to move participants into employment with the opportunity to achieve economic self-sufficiency.

Job Placement Services

Job Placement services are the primary service of the program. All other services are in support of assisting the participants in obtaining and keeping a job. Job placement activities include assistance in job interviews, making applications and other direct placement assistance. Due to the need for long-term care of an increasingly elderly population, the demand for nursing assistants is on the rise. In fact according to the U S Bureau of Labor Statistics employment of nursing assistants and nurse aides is expected to grow 20% nationally by 2024. Upon completion and certification the students will be placed on positions in various nursing homes, rehabilitation facilities, hospitals, etc. Currently there are approximately 350 or more positions available at this time throughout the River Region. This is a much talked about field and the potential for upward mobility is great.

Job Retention Services

Job Retention Services are provided to participants who have been placed in employment. Retention services are provided in a timely manner by MOCA staff to maintain the productivity of the employee and ensure employer satisfaction. Benchmarks are included as a part of the program and are structured for continuous motivation throughout the employment endeavor. This accomplishment strengthens the participants' individual goals in addition to assisting them in retaining employment.

Financial Assistance

Tuition for the Nursing Assistant Training will be \$800 per 4 (four) week term. Tuition at other area institutions range from \$3200.00 - 15000 per term. There will be an upfront registration fee of \$ 150.00. Bonuses are offered at many facilities including nursing homes, hospitals, rehabilitation facilities, assisted living establishments, home health agencies, etc. The bonuses will be directly tied to each student's certification to help with their tuition.

We are requesting a donation to help students who attend the Nursing Assistant Training Program. Funding is needed to help provide 2 sets of scrubs, gait belts, names tags, stethoscope, etc. for the students. Textbooks will also be provided for each student. When the training is over—and the goal is to ultimately place 90% on jobs we will still be in touch and focus will be on following their success on the job; closely monitoring retention rates, and assisting them with problems relating to job performance as well as extensive follow-up. We believe in work-first and start out day one emphasizing this to the class. The job outlook and statistical highlights specify the significance of the need for this program. Additionally, this will greatly increase the employment rates of our clients.

MONTGOMERY
AREA CHAMBER OF COMMERCE

MTGY CO. COMMISSION
NOV 30 '17 AM 9:08

November 30, 2017

Members of the Montgomery County Commission
101 S. Lawrence Street
Montgomery, AL 36104

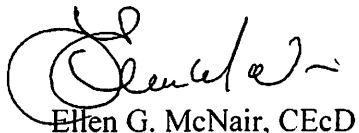
Re: Opinion on Applicability of Executive Session

Dear Montgomery County Commission Members:

We are requesting for Chamber representatives to appear before the Montgomery County Commission on Monday December 4, 2017 in executive session. Please be advised that we have reviewed the commerce and real estate matter which the Montgomery County Commission proposes to discuss in executive session. It is our opinion that an executive session is authorized for this discussion under Section 7(a)(7) of Act No. 2005-40, and an open meeting will have a detrimental effect upon the competitive position of the Montgomery County Commission.

Pursuant to Section 7(a)(7) 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,



Ellen G. McNair, CEcD
Senior Vice President
Corporate Development



BUILDING BUSINESS BUILDING THE REGION

12-1

Tammy Nix

From: Donald Mims
Subject: FW: MCAVFD annual contibution

From: John Flournoy [<mailto:rhlfiredept702@gmail.com>]
Sent: Thursday, November 30, 2017 8:24 AM
To: Sherrill Thomas <SherrillThomas@mc-ala.org>
Subject: MCAVFD annual contibution

Dear Ms. Thomas:

The board of directors for Montgomery County Association of Volunteer Fire Departments would like to ask for the general fund distribution of the \$190,000.00. Please present this request at the next convenient meeting. Just mail out the check to same PO Box that is on file.

Also, tell all Commissioners thanks and this helps all in Montgomery County with our Fire service to all residents and people that travel in our county.

Please contact me with any questions.

Thank you,

John Flournoy Sr.
Vice President
Montgomery County Association of Volunteer Fire Departments

Assistant Chief
Rolling Hills Lakes VFD
Montgomery County, AL
334-288-7344 Station
334-280-7680 Cell

Garrett Coliseum Income/Expense Overview

Expense:

Fixed Annual Expenses.....	\$714,654.00
Repairs and Maintenance.....	\$106,665.60
Total.....	\$821,319.60

Income:

Projected Event Revenue.....	\$415,060.00
RV Camping Revenue.....	\$32,000.00
State of Alabama Allocation.....	\$250,000.00
County of Montgomery Allocation.....	\$50,000.00
City of Montgomery Allocation.....	\$75,000.00
Total.....	\$822,060.00

Variance.....<\$741.00>

Garrett Coliseum Fixed Annual Expenses

Utilities:

Power - \$158,323.78

Water - \$26,456.00

Gas - \$10,023.38

TOTAL - \$194,803.00

Insurance:

Property and Liability - \$119,894.00

Workman's Comp - \$6,380

TOTAL - \$126,274.00

Payroll:

Estimated for 2018, full and part time, and contract event staff

Total: \$297,781.00

Management and accounting fees:

Facilities management - \$77,796.00

Accounting – \$18,000.00

Total - \$95,796.00

GRAND TOTAL: \$714,654.00

Garrett Coliseum Upcoming Events with Revenue Projections

December 8, 2017 – Clean City Shredding (PARKING LOT) FREE

January 8, 2018 – WWE LIVE (GARRETT) \$31,500.00

January 20, 2018 – JROTC Drill Competition (TEAGUE) \$2,000.00

January 21, 2018 – Montgomery Cattlemen Meeting (TEAGUE) \$1,500.00

January 27, 2018 – Bal Masque Ball (GARRETT) \$11,000.00

February 8-10, 2018 – AHSAA Wrestling Tournament (GARRETT) \$10,000.00

February 17, 2018 – Valentines Blues Show (GARRETT) \$19,200.00

February 23-24, 2018 – Monster Trucks (GARRETT) \$33,500.00

March 8 - 18, 2018 – SLE Rodeo and all events (GROUNDS) \$41,000.00

March 23-25, 2018 – CAHODCHA Cutting Horse (CRAWFORD) \$4,100.00

April 7, 2018 – Spirit Brand Cheer Competition (GARRETT) \$7,300.00

April 14, 2018 – LaFete Ball (GARRETT) \$11,000.00

April 20-22, 2018 – Alabama Quarter Horse Youth (CRAWFORD) \$5,775.00

April 27-29, 2018 – CAHODCHA Cutting Horse (CRAWFORD) \$4,100.00

May 5, 2018 – Faulkner University Graduation (GARRETT) \$3,000.00

May 11-13, 2018 – Southeast Pony Association (CRAWFORD) \$6,000.00

May 18-20, 2018 – Alabama Palomino Exhibitors (CRAWFORD) \$2,300.00

May 25-28, 2018 – Alabama Quarter Horse Summer Sizzler (CRAWFORD) \$11,300.00

June 9-17, 2018 – IH Red Power Round-Up (GROUNDS) \$35,000.00

June 22-24, 2018 – CAHODCHA Cutting Horse (CRAWFORD) \$4,100.00

July 11-14, 2018 – Alabama Jr. Cattlemen Round-up (TEAGUE) \$11,480.00

July 21-22, 2018 – Alabama Championship Roping (CRAWFORD) \$5,880.00

August 17-19, 2018 – Alabama Championship Roping (**CRAWFORD**) \$4,200.00
September 28 to October 7, 2018 – Alabama National Fair (**GROUND**S) \$110,000.00
November 15-18, 2018 – Alabama Palomino Exhibitors (**CRAWFORD**) \$2,300.00
November 15-18, 2018 – MKC/CVKC Dog Show (**GARRETT**) \$16,500.00
November 30 to December 2, 2018 – Gem and Mineral Show (**GARRETT**) \$7,525.00

Garrett Coliseum Annual Events with unconfirmed dates

March to October, 2018 – 5 NBHA 1-day Barrel Races (**CRAWFORD**) \$7,500.00
March to October, 2018 – 4 PLHA 1-day Horse Shows (**CRAWFORD**) \$6,000.00

Total projected Revenue:.....\$415,060.00

Garrett Coliseum Regular Events Provided Free of Charge

Montgomery Clean City Commission Paper Shredding Event(s)
Veteran's Administration Homeless Veterans Assistance Clinics
Alabama School for the Deaf and Blind Job Fair
Gambler's Anonymous Counselor Training Session(s)
Law Enforcement and First Responder Training Exercises
Serve Day Food Distribution
MPD Family Day
MCSO Spooktacular



GARRETT COLISEUM

INVOICE

MONTGOMERY COUNTY COMMISSION
ATTENTION CHAIRMAN ELTON DEAN
P.O. BOX 1667
MONTGOMERY AL 36102-1667

Invoice Date
Oct 5, 2017

Invoice Number
2018-002

Reference
FY-2018 COUNTY

The Garrett Coliseum
1555 Federal Dr
MONTGOMERY AL 36107
USA

Description	Quantity	Unit Price	Amount USD
2018 APPROPRIATION FOR GARRETT COLISEUM	1.00	50,000.00	50,000.00
		Subtotal	50,000.00
		TOTAL USD	50,000.00

Due Date: Nov 4, 2017

2017 OCT 5 AM 10:52
MONTGOMERY COUNTY COMMISSION

PAYMENT ADVICE

To: The Garrett Coliseum
1555 Federal Dr
MONTGOMERY AL 36107
USA

Customer MONTGOMERY COUNTY COMMISSION
Invoice Number 2018-002
Amount Due 50,000.00
Due Date Nov 4, 2017
Amount Enclosed

Enter the amount you are paying above

14-5

ACCA Conferences & Training



Year at a Glance...

JANUARY 2018

- 9 First Day of the Legislative Session
- 24-25 CGEI: Administrators Financial Workshop
- 24-25 CGEI CROAA: Business Licenses, Tags & Other Local Revenue
- 31 ACCA County Day #1

FEBRUARY 2018

- 7 ACCA County Day #2
- 8 ACCA Legislative Webinar
- 12-13 Road Supervisors Training
- 14-15 AJTA: Corrections Law
- 15-16 ALGTI: Public Service & Civil Engagement
- 28 ACCA County Day #3

MARCH 2018

- 3-7 NACo Legislative Conference at the Washington Hilton in Washington, DC
- 7-8 CGEI: Disaster Preparedness & Recovery
- 7-8 CGEI CROAA: Enforcement of Licenses & Taxes
- 8 ACCA Legislative Webinar
- 14 ACCA County Day #4
- 22-23 ALGTI: Community Building—Developing a Plan for County Growth
- 28 ACCA County Day #5

APRIL 2018

- 4 ACCA County Day #6
- 4-5 AJTA: Officer Responsibilities
- 12 ACCA Legislative Webinar
- 22-26 NACE Annual Meeting/Management & Technical Conference at the Chula Vista Resort in Wisconsin Dells, WI
- 23 105th Day of the Legislative Session
- 26 SIDP: Safety Coordinator Training in Clanton, AL
- 26 SIDP: Public Officials/Administrative Staff & Supervisors Loss Prevention Training in Clanton, AL

MAY 2018

- 4-5 City/County CLE at the Hampton Inn & Suites in Orange Beach, AL
- 8-9 ACEA Annual Conference at the Perdido Beach Resort in Orange Beach, AL
- 9-10 ACAA Annual Conference at the Perdido Beach Resort in Orange Beach, AL
- 17 SIDP: Safety Coordinator Training in Cullman, AL
- 17 SIDP: Public Officials/Administrative Staff & Supervisors Loss Prevention Training in Cullman, AL

JUNE 2018

- 7 SIDP: Safety Coordinator Training in Evergreen, AL
- 7 SIDP: Public Officials/Administrative Staff & Supervisors Loss Prevention Training in Evergreen, AL
- 16-21 NENA Conference & Expo at the Music City Center in Nashville, TN
- 20-21 ALGTI: 48th Annual Alabama County Government Institute
- 20-21 CGEI: Ethics for Public Officials & Employees
- 26-28 AAEM Annual Conference at The Wynfrey Hotel in Birmingham, AL

JULY 2018

- 11-12 CGEI: Personnel Administration
- 11-12 AJTA: Inmate Management
- 13-16 NACo Annual Conference & Exposition at the Gaylord Opryland Resort & Convention Center in Nashville, TN
- 17-18 AAND Workshop

AUGUST 2018

- 21-23 ACCA 90th Annual Convention at the Perdido Beach Resort in Orange Beach, AL

SEPTEMBER 2018

- 19 27th Annual County Golf Bash at the Timberline Golf Club in Calera, AL
- 26-27 CGEI: Leadership
- 26-27 AJTA: Searches & Use of Force

OCTOBER 2018

- 10-11 CGEI: Legal Primer—County Roads
- 10-11 CGEI CROAA: Overview of County Revenue
- 14-17 Alabama NENA Gulf Coast Conference at the Perdido Beach Resort in Orange Beach, AL
- 31-Nov.1 CGEI: County Administration Update
- 31-Nov.1 AJTA: Corrections Law

NOVEMBER 2018

- 14-15 AJTA: Policy

DECEMBER 2018

- 4-5 New Commissioner Orientation at the Renaissance Montgomery Hotel & Spa in Montgomery, AL
- 5-6 ACCA Annual Legislative Conference at the Renaissance Montgomery Hotel & Spa in Montgomery, AL

Office Closings

The county commission is responsible for establishing and enforcing general rules and practices related to daily operation of county government. As mentioned above, the county commission establishes personnel policies and practices, which includes issues such as working hours for county employees, rules for overtime or comp time, annual and sick leave eligibility, etc. However, management extends well beyond just personnel matters.

For example, state law clearly provides that the county commission establishes the hours that the courthouse will be open to the public (See, e.g. *AG's Opinion # 92-016*) and sets holidays for all county offices (See, *Code of Alabama 1975, § 11-1-8*). These two items can be particularly problematic when other county officials attempt to alter their office practices, such as by setting hours of operation that extend beyond the hours the courthouse is open or attempting to close the office on days not specifically designated as a holiday.

- The Examiners office has repeatedly held that office personnel not working on a day that is not an official holiday shall be on annual leave. Therefore, if the tax official decides to close his or her office on December 31 when that date is not designated as a holiday, the employees in the tax office will be required to take leave – whether they want to or not.
- There may be times when court or other officials will need to use the courthouse beyond regular hours (such as a lengthy trial where testimony extends beyond courthouse hours). Arrangements must be made to ensure access to the building, make sure the lights are on, provide necessary security, etc.



ALABAMA HISTORICAL COMMISSION

468 South Perry Street
Montgomery, Alabama 36130-0900
334-242-3184 / Fax: 334-240-3477

Lisa D. Jones
Executive Director
State Historic Preservation Officer

November 14, 2017

Montgomery County Commission
101 S. Lawrence Street
Montgomery, Alabama 36104

**RE: Brantwood Children's Home, 1309 Upper Wetumpka Road, Montgomery,
Montgomery County, Alabama
Listed Date: November 9, 2017**

Dear Commissioners:

The Alabama Historical Commission is pleased to inform you that the above referenced property has been favorably reviewed and is now listed on the Alabama Register of Landmarks and Heritage.

The Alabama Register is a prestigious listing of historic, architectural, and archaeological landmarks. These selected Alabama landmarks are worthy of both recognition and preservation. Listing on the state register is an honorary designation imposing no benefits or restrictions on property owners.

For additional information on the other programs offered by the Alabama Historical Commission, please contact me or visit our website at www.ahc.alabama.gov.

The Alabama Historical Commission appreciates your efforts to preserve Alabama's historic resources. I wish you much success in all endeavors and look forward to working with you on future preservation projects.

Very truly yours,

Hannah Garmon
Coordinator, Alabama Register of Landmarks & Heritage
334.230.2644
Hannah.Garmon@ahc.alabama.gov

MGY CO. COMMISSION
01/17/17 AM 9:44

UPCOMING BIDS/CONTRACT RENEWALS 2017

<u>Month</u>	<u>Contract No.</u>	<u>Item</u>	<u>Department</u>	<u>Vendor</u>	<u>Renewal Date</u>	<u>Rebid Date</u>
<u>DEC</u>						
	51100-16B-004	Security Guard Service	County Commission	MSF, Inc.	Dec 31, 2017	Dec 31, 2018
	52200-15B-032	Inmate Uniforms	Detention Facility	Acme Supply, Co., Ltd	Dec 20, 2017	Dec 20, 2018
	52110-16B-008	Emergency Equipment	Sheriff's Office	Gulf States Distributors	Dec 20, 2017	Dec 20, 2018
	51100-17B-004	Armored Car Services	Tax & Audit Probate	MAC Courier Services, LLC	Dec 31, 2017	Dec 31, 2019
NOTE:	51100-03B-017	Residential Solid Waste Collection	County Commission	Advanced Disposal	This contract has an automatic renewal. Notice to cancel must be given by April 30, 2018. *April 30, 2018- June 30, 2018	