

**DAWSON COUNTY BOARD OF COMMISSIONERS  
WORK SESSION AGENDA - THURSDAY, JUNE 28, 2018  
DAWSON COUNTY GOVERNMENT CENTER ASSEMBLY ROOM  
4:00 PM**

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**NEW BUSINESS**

1. Presentation of Request to Purchase Radar and Laser Units and Transfer Ownership to Georgia State Patrol (GSP)- Sheriff Jeff Johnson / GSP Representatives
2. Presentation of Request to Write Off Personal Property Bills- Tax Commissioner Nicole Stewart
3. Presentation of Request for 2018 Fire Hydrants Purchase- Emergency Services Director Danny Thompson
4. Presentation of Request to Appoint Lucas Ray as Interim Emergency Management Agency Director- Emergency Services Director Danny Thompson
5. Presentation of FY19 Legacy Link Contract- Senior Services Director Dawn Pruett
6. Presentation of 2018 Title VI Plan for Dawson County Transit / Georgia Department of Transportation- Senior Services Director Dawn Pruett
7. Presentation of Board Appointments:
  - a. Library Board**
    - i. Kathryn Reagan Smith- *replacing Ragin Hause* (Term: July 2018 through June 2022)
    - ii. Gail Smith- *replacing Lori VanSickle* (Term: July 2018 through June 2019)
  - b. Industrial Building Authority**
    - i. Brian Trapnell- *reappointment* (Term: July 2018 through June 2021)
  - c. Joint Development Authority**
    - i. Brian Trapnell- *replacing Charlie Auvermann* (Term: July 2018 through December 2019)
    - ii. Christie Haynes Moore- *replacing Mary Simmons* (Term: July 2018 through December 2018)
8. County Manager Report
9. County Attorney Report

**Backup material for agenda item:**

1. Presentation of Request to Purchase Radar and Laser Units and Transfer Ownership to Georgia State Patrol (GSP)- Sheriff Jeff Johnson / GSP Representatives



# DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Sheriff's Office

Work Session: June 28, 2018

Prepared By: Jeff Johnson

Voting Session: July 5, 2018

Presenter: Jeff Johnson / GSP Representatives

Public Hearing: Yes \_\_\_\_\_ No \_\_\_\_\_

Agenda Item Title: Request to purchase and transfer ownership

### Background Information:

The Georgia State Patrol has requested that Dawson County purchase 2 Radar Units and 2 Laser Units to equip State Patrol cars that are assigned to the Patrol Post that services Dawson, Forsyth and Lumpkin Counties. The total for this requested equipment is \$8,890.00

Patrol Reps advise that the equipment will remain within this post and will not be transferred out.

Recently Lumpkin County purchased 2 Radars, 2 Lasers and the City of Cumming purchased 3 radars, 3 Lasers. Forsyth purchased 2 Radars and 2 Lasers last year.

The State Patrol is an invaluable resource performing traffic enforcement, conducting accident investigations and often times functioning as back-up on multi-unit calls.

The GSP actively works and assists the S.O. which contributes greatly to the delivery of law enforcement services in Dawson County.

- Investigated 678 accidents in 2017
- Issued 1,954 Citations in 2017
- Issued 3,459 Warnings in 2017

Statistics (from 2017) obtained from the Dawson County Probate Court; reflect that \$141,065.88 was generated with \$83,118.32 being paid to the county.

Budget Information: Applicable: \_\_\_\_\_ Not Applicable: \_\_\_\_\_ Budgeted: Yes \_\_\_\_\_ No \_\_\_\_\_

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: Recommend approval to purchase and transfer ownership

Department Head Authorization: \_\_\_\_\_

Date: \_\_\_\_\_

Finance Dept. Authorization: Vickie Neubert

Date: 6/20/18

County Manager Authorization: DM

Date: 6/20/18

County Attorney Authorization: \_\_\_\_\_

Date: \_\_\_\_\_

Comments/Attachments:



**Dawson County Probate Court  
Revenue Generated from Citations for Period:**

1/1/2017 to 12/31/2017

Agency	Citations Written	Citations Paid	Total Paid	Paid To County
<del>Dawson County Sheriff's Department</del>	<del>██████</del>	<del>██████</del>	<del>██████████</del>	<del>██████████</del>
<del>Department of Motor Vehicle Safety</del>	<del>██</del>	<del>██</del>	<del>██████</del>	<del>██</del>
<del>██</del>	<del>██</del>	<del>██</del>	<del>██████</del>	<del>██████</del>
Georgia State Patrol	21	16	1,239.00	697.61
Georgia State Patrol	1,926	1,527	139,585.88	82,271.26
Georgia State Patrol	7	3	241.00	149.45
	<del>██████</del>	<del>██████</del>	<del>██████████</del>	<del>██████████</del>
	1954	1546	\$141,065.88	83,118.32

*4 pages*  
5 5  
3 7  
2

*revised*  
5 5  
3 7  
KRS

*revised*  
5 5  
3 7  
revised

**Backup material for agenda item:**

2. Presentation of Request to Write Off Personal Property Bills- Tax Commissioner Nicole Stewart



# DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Tax Commissioner

Work Session: 06/28/2018

Prepared By: Nicole Stewart

Voting Session: 07/05/2018

Presenter: Nicole Stewart

Public Hearing: Yes  No

Agenda Item Title: Personal Property

### Background Information:

Delinquent Personal Property. When I took office we had 613 delinquent personal property bills going back to 2010. We have collected 409 totaling \$237,942.51, but we have 204 totaling \$73,237.36 that is noncollectable. We have tried to collect but they either are no longer in business, deceased, and/or moved out of the country or state.

### Current Information:

I am seeking for the commissioners to give me permission to write off these bills.

Budget Information: Applicable:  Not Applicable:  Budgeted: Yes  No

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: Nicole Stewart

Department Head Authorization: Nicole Stewart

Date: 6/15/18

Finance Dept. Authorization: Nicole Stewart

Date: 6/20/18

County Manager Authorization: DA

Date: 6/20/18

County Attorney Authorization:  

Date:  

### Comments/Attachments:

**Backup material for agenda item:**

3. Presentation of Request for 2018 Fire Hydrants Purchase- Emergency Services Director  
Danny Thompson





## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: **Emergency Services**

Work Session: **06.28.18**

Prepared By: **Danny Thompson**

Voting Session: **07.05.18**

Presenter: **Danny Thompson**

Public Hearing: Yes \_\_\_\_\_ No **X**

Agenda Item Title: **2018 Fire Hydrant Purchasing**

Background Information:

**Etowah Water & Sewer Authority continues to expand and replace existing water lines in order to provide a greater level of water infrastructure to serve our citizens. Both parties recognize the need to upgrade and distribute water throughout Dawson County. Etowah will be installing 8" mains in most of these service areas outlined in the PowerPoint.**

Current Information:

**The 2018 Water Main Improvement Project has 16 hydrants that need to be installed. The installation of these hydrants will enable the fire department to have better access to sustainable water for fire suppression to the residents of these areas. The unit price per hydrant is \$3,465 with 16 new hydrants added for a total of \$55,440.**

Budget Information: Applicable: \_\_\_\_\_ Not Applicable: **X** Budgeted: Yes **SPLOST** No \_\_\_\_\_

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: **Recommend Approval**

Department Head Authorization: **DT**

Date: \_\_\_\_\_

Finance Dept. Authorization: **Vickie Neikirk**

Date: **6/20/18**

County Manager Authorization: **dh**

Date: **6/21/18**

County Attorney Authorization: \_\_\_\_\_

Date: \_\_\_\_\_

Comments/Attachments:



# 2018 Fire Hydrant Purchasing

# Pricing



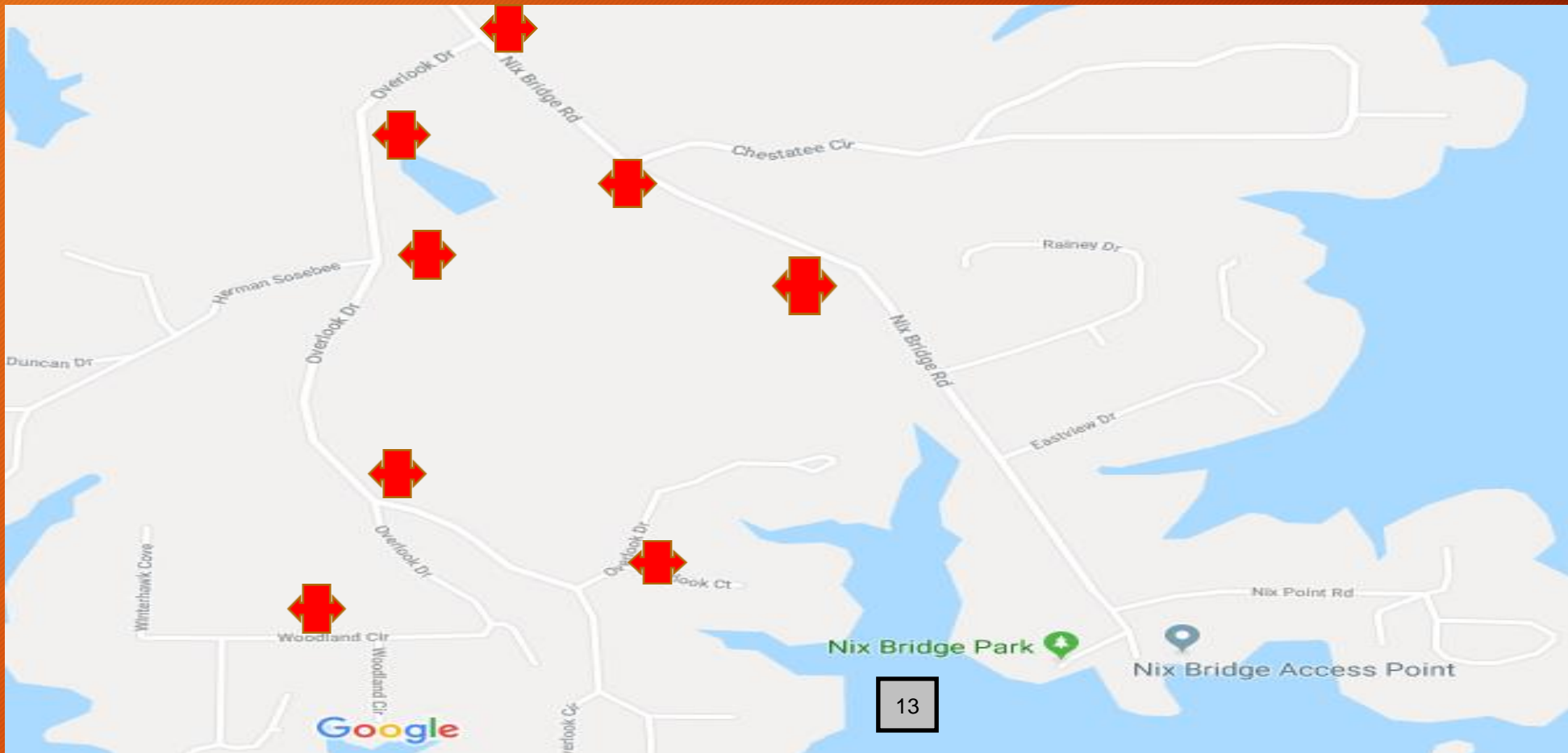
- \$ 3,465.00 per unit
- 16 Fire Hydrants to be installed
- \$ 55,440.00 total

# Itemized Breakdown

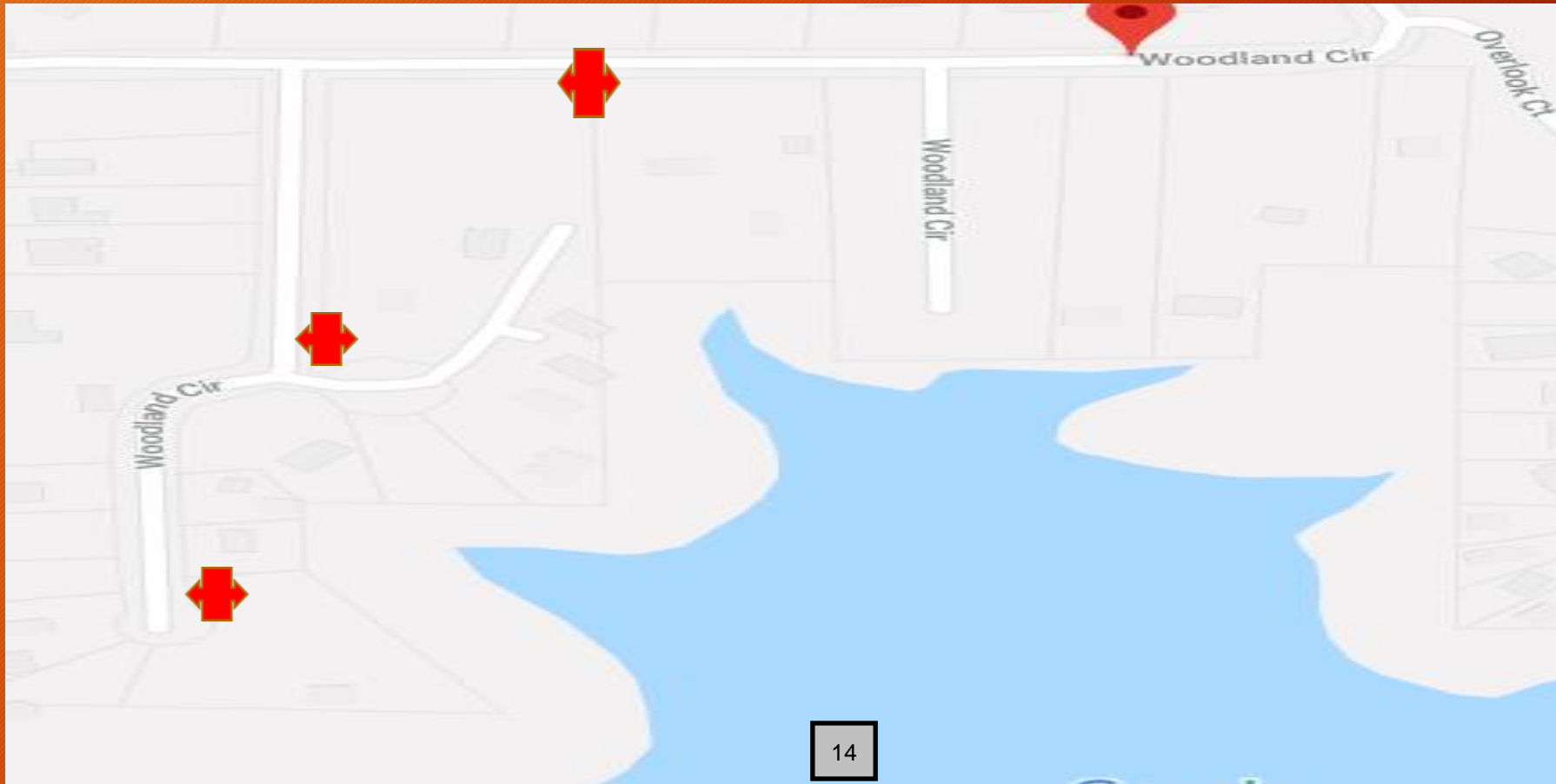


- 3 - Hydrants added to Nix Bridge Rd.
- 4 - Hydrants added to Overlook Drive
- 3 - Hydrant added to Woodland Circle
- 6 - Hydrants added to North Seed Tick Rd.
- 1 - Hydrant on North Seed Tick at Crooked Tree Drive ( Etowah )

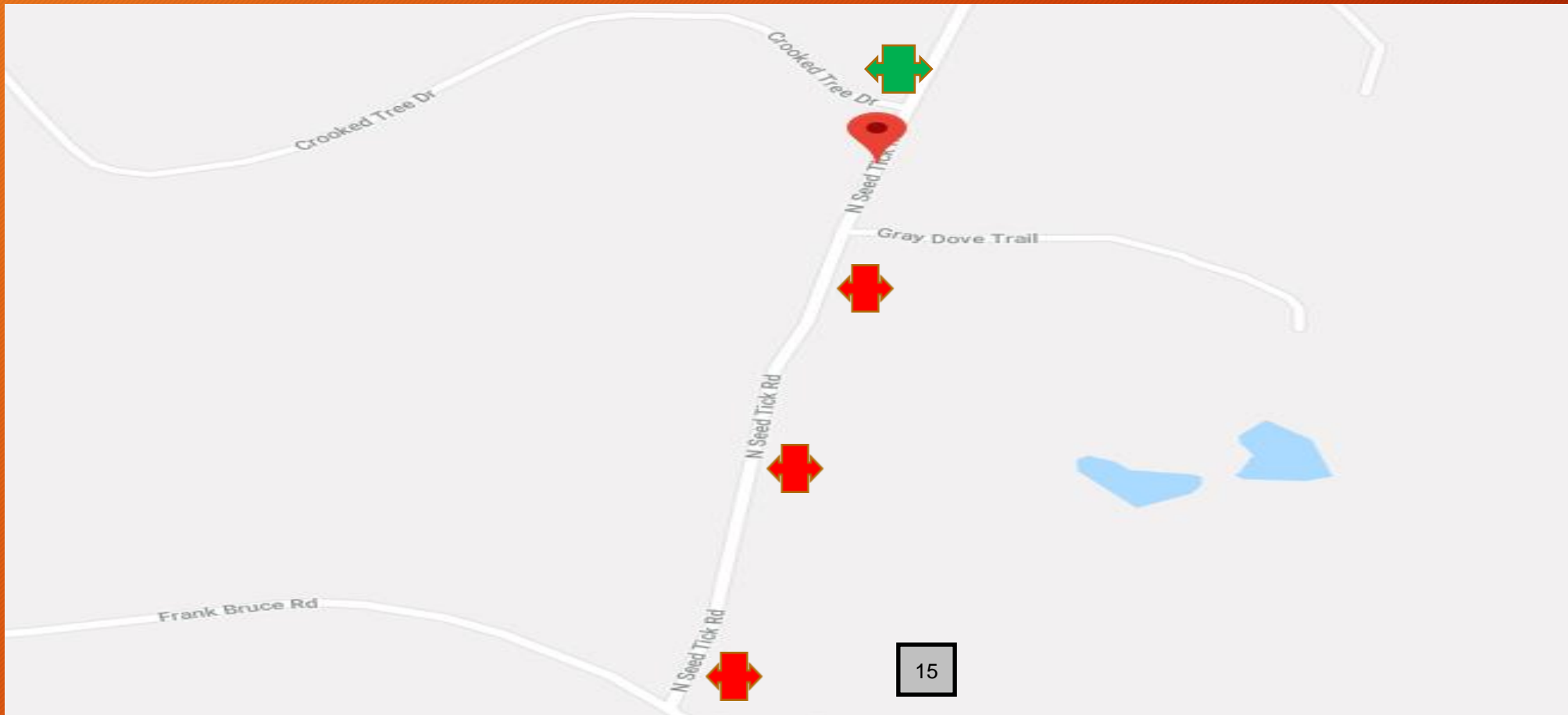
# Nix Bridge Rd. / Overlook Dr.



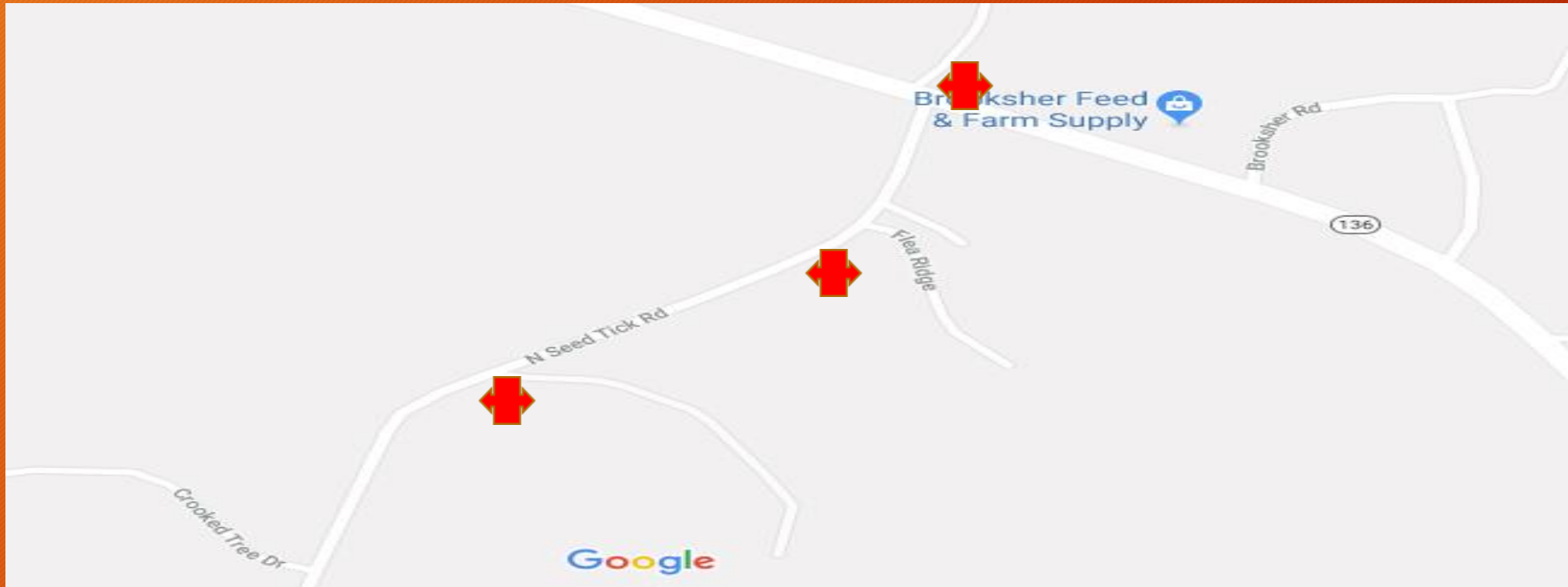
# Woodland Circle



# North Seed Tick/ Crooked Tree Drive



# North Seed Tick/Hwy. 136





# Summation



- 16 Fire Hydrants added for fire suppression
- New water lines in areas of large single family dwellings
- Expansion for smart growth

**Backup material for agenda item:**

4. Presentation of Request to Appoint Lucas Ray as Interim Emergency Management Agency Director- Emergency Services Director Danny Thompson



## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: **Emergency Services**

Work Session: **06.28.18**

Prepared By: **Danny Thompson**

Voting Session: **07.05.18**

Presenter: **Danny Thompson**

Public Hearing: Yes \_\_\_\_\_ No **X**

Agenda Item Title: **Interim Appointment of Lucas Ray as EMA Director**

Background Information:

**The Georgia Emergency Management Act of 1981 outlines the roles and responsibilities of GEMA and the local county emergency managers. This enables the agencies to prepare, respond and recover from disasters. Agencies are tasked and responsible for developing local emergency plans and maintaining current hazard mitigation plans for the jurisdiction.**

Current Information:

**Chief Thompson is currently working toward completing the remaining classes needed to gain Certified Emergency Manager certification. The appointment of Mr. Lucas Ray would be on a 6-month interim basis, allowing Chief Thompson the time to complete the needed classes to obtain his certification. This appointment ensures that the citizens of Dawson County are well served during periods of natural or man-made disasters. By approving this appointment, we satisfy the needs of GEMA and FEMA, thus covering our liabilities.**

Budget Information: Applicable: \_\_\_\_\_ Not Applicable: **X** Budgeted: Yes **X** No \_\_\_\_\_

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining	

Recommendation/Motion: Approve agenda item

Department Head Authorization: **DT**

Date: \_\_\_\_\_

Finance Dept. Authorization: **Vickie Neikirk**

Date: **6/20/18**

County Manager Authorization: **dh**

Date: **6/21/18**

County Attorney Authorization: \_\_\_\_\_

Date: \_\_\_\_\_

Comments/Attachments:

10% increase for 6 months.

County Letterhead

NEW EMA Director Nomination

Date: **May 31, 2018**

Mr. Homer Bryson Director  
Georgia Emergency Management Agency Homeland Security  
P.O. Box 18055  
Atlanta, GA 30316-0055

Dear Mr. Bryson,

This is to inform you that **Mr. Lucas Ray** has been nominated by the Chairperson of the Dawson County Board of Commissioners to serve as the Interim Director of Dawson County Emergency Management Agency. This is to inform you that **Mr. Danny Thompson** and **Jason Dooley** will serve as Deputy EMA Directors. The aforementioned nominations, bring Dawson County into compliance as outlined by O.C.G.A § 38-3-27 sec. II (A, B). These positions will serve on an interim basis and shall report directly to the Dawson County Board of Commissioners.

We look forward to working with you on this all-important position.

Please call if you have any questions.

Sincerely,

\_\_\_\_\_ Chairman/Chief Elected Official

cc: Files  
Area 6 Field Coordinator

**Backup material for agenda item:**

5. Presentation of FY19 Legacy Link Contract- Senior Services Director Dawn Pruett



## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Senior Services

Work Session: 6-28-2018

Prepared By: Dawn Pruett

Voting Session: 7-5-2018

Presenter: Dawn Pruett

Public Hearing: Yes  No

Agenda Item Title: Approval of FY19 Legacy Link Contract

Background Information:

Contract allows for county to receive federal/state funds for meals served to senior clients and for daily management expenses at the center.

Current Information:

FY19 contract: federal/state funds - \$106,918; county match - \$337,901.

Budget Information: Applicable:  Not Applicable:  Budgeted: Yes  No

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: \_\_\_\_\_

Department Head Authorization: Dawn Pruett

Date: 6-18-2018

Finance Dept. Authorization: Vickie Neikirk

Date: 6/20/18

County Manager Authorization: dh

Date: 6/21/2018

County Attorney Authorization: \_\_\_\_\_

Date: \_\_\_\_\_

Comments/Attachments:

Increase in 2019 due to cost of management of meals.



April 23, 2018

Mr. Billy Thurmond, Chairman  
Dawson County Board of Commissioners  
25 Justice Way Suite 2313  
Dawsonville, GA 30534

Dear Mr. Thurmond:

Enclosed are two (2) original copies of the Nutrition Program Services Contract for FY-2019 between The Legacy link, Inc. and the Dawson County Commission. This Contract is for the period of July 1, 2018 – June 30, 2019. Attached to each contract is a copy of the FY-19 EVerify Affidavit.

After the contracts have been reviewed and approved, **please sign and notarize both copies and return both copies to The Legacy Link, Inc.**, Mrs. Pat V. Freeman, Chief Executive Officer of The Legacy Link, Inc., will also sign them. A fully executed copy will then be returned to your office. **Please also complete and return the EVerify Affidavit.**

Please let me know if you have any questions about the enclosed. My phone number is (678) 677-8511 or email me at [lgearls@legacylink.org](mailto:lgearls@legacylink.org). We are pleased to continue working with the Dawson County Commission to provide quality services to the elderly citizens of the Georgia Mountains region.

Sincerely,

A handwritten signature in blue ink that reads "Linda Earls Clark".

Linda Earls Clark  
Financial Specialist

Enclosure

**Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)**

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with The Legacy Link, Inc. on behalf of Georgia Department of Human Services has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives an affidavit from any other contracted subcontractor, the undersigned subcontractor must forward, within five business days of receipt, the notice to the contractor. Subcontractor hereby attests to the accuracy of the federal work authorization user identification number and date of authorization.

*E-Verify Number*  
*NOT Fed Tax ID Number*  
↓

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

**Dawson County Commission**  
Name of Subcontractor

**Nutrition Program**  
Name of Project

Georgia Department of Human Services  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.  
Executed on \_\_\_\_\_, \_\_\_\_\_, 201\_\_ in \_\_\_\_\_(city), \_\_\_\_\_(state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires: \_\_\_\_\_



Parties: The Legacy Link, Inc.  
P.O. Box 1480  
4080 Mundy Mill Road  
Oakwood, Georgia 30566  
Phone No: 770-538-2650

Dawson County Commission  
25 Justice Way, Suite 2313  
Dawsonville, Georgia 30534  
Phone No: 706-344-3501

Subject: Nutrition Program

Term: July 1, 2018 to June 30, 2019

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**AGREEMENT**

THIS AGREEMENT entered into this First day of July, 2018 between THE LEGACY LINK, INC., hereinafter referred to as the "Legacy", and the DAWSON COUNTY COMMISSION, hereinafter referred to as the "Contractor".

**W I T N E S S E T H:**

WHEREAS, the Legacy has entered into an Agreement with the Department of Human Resources of the State of Georgia for the purpose of carrying out a component of the Legacy Link, Inc., Area Agency on Aging Plan; and

WHEREAS, this component of said Area Plan on Aging is the provision of Nutrition and Nutrition Screening services to the elderly; and

WHEREAS, this component of said Area Plan also includes the provision of Transportation services to the elderly; and

WHEREAS, the Legacy and the Contractor desire to enter into an Agreement to provide the aforementioned Nutrition, Nutrition Screening and Transportation services in Dawson County;

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties hereto do hereby agree as follows;

1. Term. The term of this Agreement shall be from July 1, 2018 to 12:00 Midnight, Eastern Daylight Time, June 30, 2019.
2. Description of Services. The Contractor shall, in a

satisfactory and proper manner as determined by the Legacy, perform the services described below with preference given to low income minority and rural elderly.

(a) Operation of one (1) nutrition program site to be located in Dawson County;

(b) Operation of the nutrition site includes serving one meal a day, five days a week (250 days per year) as specified in the Grant Application incorporated herein, for a total of 7,500 units of congregate nutrition services to 75 elderly persons, 22,600 units of home-delivered nutrition services to 100 elderly persons, providing client assessment for services, nutrition education and any other activities which seem necessary to educate and inform the elderly of services in the community and/or to bring independence and dignity into their lives.

(c) Provide Transportation services for elderly persons in Dawson County as described in the Legacy Link, Inc., Area Agency Plan for the period July 1, 2018 to June 30, 2019. Services must be performed as provided in Section "D" of Title III of the Older Americans Act of 1965 as amended. A total of 8,500 units of Transportation services to 40 persons.

3. Supervision and Administration. The intent of the parties being that all funds provided hereunder to the Contractor be utilized for the provision of services, the Contractor shall be responsible for all administrative support incurred in the provision of the above-mentioned services and shall provide supervision and administration necessary for the provision of said services, and shall provide all costs of administrative support, supervision and administration in not less than the dollar amount specified in The Legacy Link Area Agency on Aging plan and continuation proposal for July 1, 2018 to June 30, 2019.

4. Reports.

(a) A financial report containing a statement of all expenditures for the preceding month, a statement of cumulative expenditures under the Agreement to date, and a statement of all unexpended funds on hand shall be submitted by the Contractor to the Legacy by the fifth business day of the following month commencing with a report for the month of July, 2018.

(b) A program report describing services rendered pursuant to this Agreement during the preceding month shall be submitted by the Contractor to the Legacy on or before the fifth business day of the following month commencing with a report for the month of July, 2018.

(c) All reports shall be prepared on such forms and in such a manner as shall be prescribed by the Legacy.

(d) The Legacy reserves the right to refuse to accept or honor any report not timely filed.

5. Compensation.

(a) Subject to the timely filing of the reports described in paragraph four (4), and subject to payment by the Department of Human Resources to the Legacy of the appropriate funds, the Legacy shall, on or before the twenty fifth day of each month commencing with the month of August, 2018, reimburse the Contractor for actual expenditures made pursuant to the Agreement for each preceding month based on the aforementioned financial report.

(b) The total compensation paid by the Legacy to the Contractor for nutrition site operation pursuant to this Agreement shall not exceed Sixty Three Thousand Two Hundred Twenty One Dollars (\$63,221.00).

(c) The total compensation paid by the Legacy to the Contractor for Transportation services pursuant to this Agreement shall not exceed Eleven Thousand One Hundred Fourteen Dollars (\$11,114.00).

(d) The Legacy agrees to provide federal and state funds for congregate meals in the amount of Six Thousand Seven Hundred Ninety One Dollars (\$6,791.00) and federal and state funds for home-

delivered meals in the amount of Twenty Five Thousand Seven Hundred Ninety Two Dollars (\$25,792.00).

6. Non-Federal Funds.

(a) As a condition of this Agreement, the Contractor agrees to insure non-federal funds in the amount of Three Thousand Nine Hundred Sixty One Dollars (\$3,961.00) will be available for nutrition site operations, and One Thousand Three Hundred Twenty Eight Dollars (\$1,328.00) for Transportation services.

(b) The Contractor further agrees to insure local cash based on actual cost per meal and available federal and state funds for 7,500 congregate and 22,600 home-delivered meals.

The minimum cash requirement for the term of the Agreement being Twenty One Thousand Four Hundred Nine Dollars (\$21,409.00) for congregate meals and Sixty Thousand Three Hundred Fourteen Dollars (\$60,314.00) for home-delivered meals.

The Contractor shall provide the necessary non-match local resources required for the provision of the services listed in Paragraph two (2) of this contract, this amount being Three Hundred Thirty Seven Thousand Nine Hundred One Dollars (\$337,901.00).

(c) Any donations collected during the term of this Agreement which are in excess of the local cash requirement must be used by the Contractor to expand services under this Agreement.

7. Unexpended Funds. Upon expiration or termination of this Agreement for any reason, all unexpended funds held by the Contractor shall revert immediately to the Legacy.

8. Right to Withhold Payment. The Legacy reserves the right to withhold contract payments under this Agreement if it appears to the Legacy that the Contractor is failing to substantially comply with the quality of service or the specified completion schedule of its duties required under this agreement, and/or to require further proof

of reimbursable expenses prior to payment thereof, and/or require improvement at the discretion of the Legacy in the programmatic performance of service delivery.

9. Collection of Audit Exceptions. The Contractor agrees that the Legacy may withhold net payments equal to the amount which has been identified by an audit notwithstanding the fact that such audit exception is made against a prior or current contract or subcontract. The Contractor may also repay the Legacy for the total exception by check.

10. Compliance with Laws and Regulations; Incorporation of Documents and Laws. The contracts and other documents, and the federal and state laws, regulations, guidelines, opinions, and standards listed below, as now or hereafter amended, are hereby incorporated into and made a part of this Agreement by reference. The Contractor shall comply with all of the foregoing in undertaking all of the obligations and duties assumed by it under this Agreement. The Contractor further assumes responsibility for full compliance with such laws, regulations, guidelines, opinions, and standards and agrees to fully reimburse the Legacy for any loss of funds or other resources resulting from noncompliance on the part of the Contractor, its agents, servants, or employees. The following documents are incorporated into, and made a part of, this Agreement by reference thereto:

(a) The Legacy Link, Inc., Area Agency on Aging Plan for July 1, 2018 to June 30, 2019.

(b) Agreement between the Legacy and the Georgia Department of Human Resources to implement applicable provisions of the Older Americans Act of 1965, as amended.

(c) Georgia Office of Aging Title III Manual of Policies and Procedures

(d) 45 CFR - Part 74 Administration of Grants;

through 45-10-28 (Conflict of Interest);

(f) 45 CFR - Part 80 Civil Rights;

(g) 45 CFR - Part 92;

(h) Office of Management and Budget, Circular A-102;

(i) The "Single Audit Act of 1984" (PL 98-502);

(j) Reimbursement of travel expenses under this Agreement must not exceed rates in Statewide Travel Regulations.

(k) Section 1352 of PL 101-12 Prohibitions and Requirements Related to lobbying);

(l) Opinions of the Attorney General of Georgia;

(m) All other applicable federal, state and local laws, ordinances, resolutions and regulations.

11. Purchasing. All of the Contractor's purchases of supplies, equipment or services under this Agreement must be accomplished in accordance with 45 CFR - Part 74 Administration of Grants.

12. Maintenance of Records. The Contractor shall maintain such records and accounts, including property, personnel, and financial reports as deemed necessary by the Legacy to assure a proper accounting of all program funds, including both federal and nonfederal matching funds expended to enable the Legacy to comply with all federal and state financial accountability requirements. Contractor record retention requirements are five years from submission of final expenditure report. If any litigation, claims or audit is started before the expiration of five years, the records shall be retained until all litigations, claims or audit findings involving the records have been resolved. These records shall be retained in a manner and for the period specified in 45 CFR - Part 74 Administration of Grants.

(a) At any time during normal business hours and as often as the Legacy may deem necessary, there shall be made available to the

Legacy all of the Contractor's records with respect to all matters covered by this Agreement, and the Contractor will permit the Legacy or its designated representative to audit, examine and make excerpts from invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to matters covered by this Agreement.

13. Property. A property inventory record, including source of funds for acquisition, date of acquisition, cost of acquisition, description, model and serial numbers, shall be maintained accurately by the Contractor in such form and manner as shall be specified by the Legacy on all non-expendable items of personal property acquired in whole or in part with funds disbursed pursuant to this Agreement. The Contractor shall report the acquisition of any property to the Legacy on Department of Human Resources Form #5111. This report shall be made within 30 days of acquisition. Upon termination of this Agreement, an inventory report will be submitted to the Legacy for determination by the Legacy as to disposition of the personal property. The Contractor shall be responsible for reporting to the Legacy the loss, damage, theft or destruction of any property and for replacing and repairing such items.

14. Intangible Property, Inventions, Patents and Copyrights. The Contractor agrees that if patentable items, patent rights, processes, or inventions are produced in the course of work funded by this contract, to report such facts in writing promptly and fully to the Legacy. The Federal agency and the Georgia Department of Human Resources shall determine whether protection on the invention or discovery shall be sought. The Federal agency and the Georgia Department of Human Resources will also determine how the rights under any patent issued thereon, shall be allocated and administered in order to protect the public interest consistent with Public Law 96-517, OMB Circular A-124 as printed in 47 FR 7556.

15. Non-discrimination in Employment or Services.

(a) The Contractor agrees that it shall not discriminate against any persons in the provision of any services or in any terms or conditions of employment on the basis of political affiliation, race, color, religion, national origin, sex, age or handicap and will comply with all applicable Federal and State laws, rules, regulations and guidelines prohibiting discrimination.

(b) The Contractor shall adopt and implement an acceptable Affirmative Action Plan and shall furnish to the Legacy a copy of such plan.

(c) The Contractor further agrees that where the Legacy is bound to compliance in any matter related to this Contract the Contractor will comply and will take such measures as the Legacy or the above laws, rules, guidelines and regulations indicate as being required to assure compliance.

(d) It is expressly understood that upon receipt of evidence of any such discrimination, the Legacy shall have the right to immediately terminate this Agreement.

(e) The Contractor agrees to comply with all applicable provisions of the Americans with Disabilities Act (ADA) and any relevant federal and state laws, rules and regulations regarding employment practices toward individuals with disabilities and the availability/accessibility of programs, activities or services for clients with disabilities. The Contractor agrees to require any subcontractor performing services funded through this contract to comply with all provisions of the federal and state laws, rules, regulations and policies described in this paragraph.

16. Workers' Compensation Insurance. The Contractor warrants to the Legacy that adequate workers' compensation insurance in the amount and form required by Georgia law is maintained on all employees of the Contractor. Upon the request of the Legacy, the Contractor



shall furnish to the Legacy a certificate of insurance verifying the existence of the aforementioned insurance.

17. Criminal Records Investigations: The Contractor agrees that, for the filling of positions or classes of positions having direct care responsibilities for services rendered under this contract, applicants selected for such positions shall undergo a criminal record history investigation which shall include a fingerprint record check pursuant to the provisions of Code Section 49-2-14 of the Official Code of Georgia Annotated. The Contractor will provide the forms which will include the required date from the applicant. The Contractor agrees to obtain the required information (which will include two proper sets of fingerprints on each applicant) and transmit said fingerprints directly to the Georgia Crime Information Center together with the fee as required by said center for a determination made pursuant to Code Section 49-2-14 of the Official Code of Georgia Annotated or any other relevant statutes or regulations. After receiving the information from the Georgia Crime Information Center or any other appropriate source, the Legacy will review any derogatory information and, if the crime is one which is prohibited by duly published criteria within the Georgia Department of Human Resources, the Contractor will be informed and the individual so identified will not be employed for the purpose of providing services under this contract.

18. Confidentiality of Individual Information. The Contractor agrees to abide by all state and federal laws, rules and regulations and policies of the Georgia Department of Human Resources respecting confidentiality of individuals' records. The Contractor further agrees not to divulge any information concerning any individual to any unauthorized person without the written consent of the individual client or responsible parent or guardian.

19. AIDS Policy. The contractor agrees not to discriminate against any client who may have AIDS or be infected with Human Immunodeficiency Virus (HIV). The Contractor is encouraged to provide or cause to be provided appropriate AIDS training to it's' employees and to seek AIDS technical advice and assistance from appropriate health department office. The Contractor further agrees to refer clients requesting additional AIDS related services or information to the appropriate county health department.

20. Publicity. Any publicity given to the program or services provided herein including, but not limited to, notices, information, pamphlets, press releases, research, reports, signs and similar public notices prepared by or for the Contractor shall identify the Legacy Link, Inc. as a sponsoring agency. The Contractor shall not identify the Georgia Department of Human Resources as a sponsoring agency without prior approval. The Contractor shall not display the Georgia Department of Human Resources' name or logo in any manner without prior written authorization of the Commissioner.

21. Evaluation. The Legacy shall be allowed to carry out such monitoring and evaluation activities of the programs of the Contractor as is determined necessary by the Legacy.

22. Consultant/Study Contract. The Contractor agrees not to release any information, findings, recommendations or other material developed or utilized during or as a result of this contract until the information has been provided to the Legacy and ultimately to the Georgia Department of Human Resources. Any research, study, review or analysis of clients served must be reviewed and approved by the Legacy and the Georgia Department of Human Resources.

23. Subcontracts. The Contractor shall not subcontract any portion of this Agreement without the express written consent of the

Legacy. In the event of any subcontract, the Contractor shall incorporate into and require its subcontractor to comply with all of the provisions of this Agreement, and the Contractor shall remain primarily liable to the Legacy for all duties, obligations and responsibilities assumed by the Contractor under this Agreement and shall not be relieved of any such duties, obligations or responsibilities.

24. Status of Parties as Independent Contractors. Nothing contained in this Agreement shall be construed to constitute the Contractor or any of its employees, servants, agents or subcontractors as a partner, employee, servant or agent of the Legacy, nor shall either party to this Agreement have any authority to bind the other in any respect, it being intended that each shall remain an independent contractor. The Legacy is interested only in the results to be achieved and shall have no control over the actual conduct of the work to be performed.

25. Indemnification. The Contractor shall assume all liability and risks for all damages and injuries to persons or property which shall or may arise or accrue out of the conduct of any activity relating to the performance of this Agreement by the Contractors, its officials, employees, agents, or servants and shall indemnify and save harmless the Legacy from any and all liability, actions, causes of action, suits, damages, attorneys' fees and costs which may arise or accrue out of the conduct of any activity relating to the performance of this Agreement by the Contractor, its official, employees, agents, or servants.

26. Waiver of Immunity. For the purpose of any cause of action that may arise or accrue out of the performance of this Agreement and which may be vested in the Legacy, the Contractor waives any governmental or other immunity which it may possess.

27. Conflict of Interest. The Contractor shall comply with the provisions of the Official Code of Georgia Annotated, Section 45-10-20 through 45-10-28, as amended, which prohibit and regulate certain transactions between certain State officials, employees and the State of Georgia, have not been violated and will not be violated in any respect.

28. Debarment. In accordance with Executive Order 12549, Debarment and Suspension, and implemented at 45CFR Part 76, 100-510, Contractor certifies by signing Annex I that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this contract by any federal department or agency. Contractor further agrees that it will include the clause titled, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction", without modification in all lower tier transactions and in all solicitations for lower tier covered transactions.

29. Termination. This Agreement may be terminated by either party upon thirty (30) days prior written notice to the other party. The Contractor shall be compensated for all services satisfactorily rendered prior to and including the date of termination.

30. Termination Due to Non-Availability of Funds. Notwithstanding any other provision of this Agreement, in the event that any of the funds to be made available to the Legacy by the appropriate federal, state and local sources for carrying out the functions to which this Agreement relates do not become available or in the event the sum of all obligations of the Legacy incurred under this Agreement entered into as of the date of this Agreement become unavailable for disbursement then this Agreement shall immediately

terminate without further obligation to the Legacy as of that moment.

31. Entire Agreement; Modification.

(a) This writing contains the entire Agreement of the parties, and no representations are made or relied upon by either party other than those expressly set forth.

(b) No modification, amendment, waiver, termination or discharge hereof shall be binding upon either party unless executed in writing by the parties.

32. Execution in Duplicates. This Agreement is executed in duplicate, and each of the duplicates shall be deemed to be an original and shall have the same force and effect as if it alone had been executed by the parties.

\*\*\*\*\* space left blank intentionally\*\*\*\*\*

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and affixed their seals the day and year first above written.

THE LEGACY LINK, INC.

By: \_\_\_\_\_  
Chief Executive Officer

Subscribed and sworn to  
in our presence:

\_\_\_\_\_  
Notary Public

CONTRACTOR:  
DAWSON COUNTY COMMISSION

By: \_\_\_\_\_  
Chairman

Subscribed and sworn to  
in our presence:

\_\_\_\_\_  
Notary Public

Dawson County  
 Legacy Link Contract Analysis  
 7/1/2015-6/30/2016

	Federal/State	Local Match
Budgeted Amount	75,194.00	241,089.00
FY 2015	61,181.00	267,361.00
FY 2015 w/ Addendums	77,760.00	239,116.00
FY 2016	89,207.00	233,999.00
FY 2016 w/ Addendums	85,901.00	233,999.00
FY 2015 vs FY 2016	28,026.00 more in funding	(33,362.00) less in match
FY 2016 v. budget	14,013.00 overbudget	(7,090.00) underbudget
Historical Actuals		
2015	92,762.68	170,109.56
2014	69,869.20	172,943.73
2013	77,098.33	175,493.16

Dawson County  
 Legacy Link Contract Analysis  
 7/1/2016-6/30/2017

	Federal/State	Local Match
Budgeted Amount	93,359.00	237,582.00
FY 2016	89,207.00	233,999.00
FY 2016 w/ Addendums	85,901.00	233,999.00
FY 2017	85,901.00	240,348.00
FY 2017 w/ Addendum #1	83,042.00	240,914.00
FY 2017 w/ Addendum #2	82,970.00	240,986.00
FY 2016 vs FY 2017	(3,306.00)	6,349.00
	less in funding	more in match
FY 2017 v. budget	(7,458.00)	2,766.00
	underbudget	overbudget
Historical Actuals		
2016	86,495.85	213,234.13
2015	92,762.68	170,109.56
2014	69,869.20	172,943.73



Dawson County  
 Legacy Link Contract Analysis  
 7/1/2017-6/30/2018

	Federal/State	Local Match
Budgeted Amount	99,032.00	307,295.00
FY 2017	85,901.00	240,348.00
FY 2017 w/ Addendums	82,970.00	240,986.00
FY 2018	99,032.00	307,295.00
FY 2018 w/ Addendum #1	106,918.00	299,409.00
FY 2018 w/ Addendum #2	107,024.00	299,542.00

FY 2018 vs FY 2018 Addendum	7,886.00	(7,886.00)
	more in funding	less in match

FY 2018 Add#1 vs FY 2018 Add#2	106.00	133.00 (overall, a \$27 change)
	more in funding	more in match

FY 2018 vs budget	7,992.00	(7,753.00)
	overbudget	underbudget

Historical Actuals

2017	89,762.18	203,157.67
2016	86,495.85	213,234.13
2015	92,762.68	170,109.56

Dawson County  
 Legacy Link Contract Analysis  
 7/1/2018-6/30/2019

	Federal/State	Local Match
Budgeted Amount	99,032.00	307,296.00
FY 2018	99,032.00	307,295.00
FY 2018 w/ Addendums	107,024.00	299,542.00
<b>FY 2019</b>	<b>106,918.00</b>	<b>337,901.00</b>

<b>FY 2018 vs FY 2019</b>	<b>(106.00)</b>	<b>38,359.00</b>
	Less in Funding	More in Match

FY 2019 v. Budget	7,886.00	30,605.00
	overbudget	overbudget

Historical Actuals

2018			*waiting on final numbers, grant e
2017	89,762.18	203,157.67	
2016	86,495.85	213,234.13	

nds 6/30/18

**Backup material for agenda item:**

6. Presentation of 2018 Title VI Plan for Dawson County Transit / Georgia Department of Transportation- Senior Services Director Dawn Pruett



## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Senior Services/Transit

Work Session: 6-28-2018

Prepared By: Dawn Pruett

Voting Session: 7-5-2018

Presenter: Dawn Pruett

Public Hearing: Yes \_\_\_\_\_ No X

Agenda Item Title: Approval of Title VI Plan

Background Information:

GDOT requires approval of Title VI Plan when any changes are made and it has to be posted on the county website.

Current Information:

Title VI Plan has been updated and is ready for approval with minor changes.

Budget Information: Applicable:    Not Applicable: X Budgeted: Yes    No   

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: \_\_\_\_\_

Department Head Authorization: Dawn Pruett

Date: 6-18-2018

Finance Dept. Authorization: Vickie Neikirk

Date: 6/20/18

County Manager Authorization: dh

Date: 6/21/18

County Attorney Authorization: \_\_\_\_\_

Date: \_\_\_\_\_

Comments/Attachments:

# Dawson County Board of Commissioners



## Title VI Plan



*Date Adopted: Month/Day/Year*







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## 1.0 Title VI/Nondiscrimination Policy Statement and Management Commitment to Title VI Plan

*49 CFR Part 21.7(a): Every application for Federal financial assistance to which this part applies shall contain, or be accompanied by, an assurance that the program will be conducted or the facility operated in compliance with all requirements imposed or pursuant to [49 CFR Part 21].*

Dawson County Transit assures the Georgia Department of Transportation that no person shall on the basis of race, color, national origin, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, Federal Transit Laws, 49 CFR Part 21 Unlawful Discrimination, Nondiscrimination In Federally-Assisted Programs Of The Department Of Transportation and as per written guidance under FTA Circular 4702.1B, dated October 2012, be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity undertaken by the agency.

Dawson County Transit further agrees to the following responsibilities with respect to its programs and activities:

1. Designate a Title VI Liaison that has a responsible position within the organization and access to the recipient’s Chief Executive Officer or authorized representative.
2. Issue a policy statement signed by the Executive Director or authorized representative, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the Recipient’s organization and to the general public. Such information shall be published where appropriate in language other than English.
3. Insert the clauses of Section 4.5 of this plan into every contract subject to the Acts and the Regulations.
4. Develop a complaint process and attempt to resolve complaints of discrimination against Dawson County Transit.
5. Participate in training offered on the Title VI and other nondiscrimination requirements.
6. If reviewed by GDOT or any other state or federal regulatory agency, take affirmative actions to correct any deficiencies found within a reasonable time period, not to exceed ninety (90) days.
7. Have a process to collect racial and ethnic data on persons impacted by the agency’s programs.
8. Submit the information required by FTA Circular 4702.1B to the GDOT. (refer to Appendix A of this plan)

**THIS ASSURANCE** is given in consideration of and for the purpose of obtaining any and all federal funds, grants, loans, contracts, properties, discounts or other federal financial assistance under all programs and activities and is binding. The person whose signature appears below is authorized to sign this assurance on behalf of the agency.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Executive Director/Signatory Authority, Your Transit System, Date: Month/Day/Year

## 2.0 Introduction & Description of Services

Dawson County submits this Title VI Plan in compliance with Title VI of the Civil Rights Act of 1964, 49 CFR Part 21, and the guidelines of FTA Circular 4702.1B, published October 1, 2012.

Dawson County Transit is a sub-recipient of FTA funds and provides service in Dawson County. A description of the current Dawson County Transit system is included in Appendix B.

### Title VI Liaison

Dawn Pruett- Dawson County Transit Director  
Dawson County Board of Commissioners  
706-344-3700  
201 Recreation Rd.  
Dawsonville, GA 30534

### Alternate Title VI Contact

Danielle Yarbrough- Director of Human Resources  
Dawson County Board of Commissioners  
706-344-3501  
25 Justice Way, Suite 2233  
Dawsonville, GA 30534

Dawson County Transit must designate a liaison for Title VI issues and complaints within the organization. The liaison is the focal point for Title VI implementation and monitoring of activities receiving federal financial assistance. Key responsibilities of the Title VI Liaison include:

- Maintain knowledge of Title VI requirements.
- Attend training on Title VI and other nondiscrimination authorities when offered by GDOT or any other regulatory agency.
- Disseminate Title VI information to the public including in languages other than English, when necessary.
- Develop a process to collect data related to race, gender and national origin of service area population to ensure low income, minorities, and other underserved groups are included and not discriminated against.
- Implement procedures for the prompt processing of Title VI complaints.

## 2.1 First Time Applicant Requirements

*FTA Circular 4702.1B, Chapter III, Paragraph 3: Entities applying for FTA funding for the first time shall provide information regarding their Title VI compliance history if they have previously received funding from another Federal agency.*

Dawson County Transit is not a first time applicant for FTA/GDOT funding. The following is a summary of Dawson County Transit's current and pending federal and state funding.

### Current and Pending FTA Funding

None

### Current and Pending GDOT Funding

1. FY 2018 GDOT 5311 Program, 07/01/2017-06/30/2018, \$143,798.00 current

### Current and Pending Federal Funding (non-FTA)

None

### Current and Pending State Funding (non-GDOT)

1. Deanna Specialty Transportation Inc. – FY 2018 Coordinating Transportation, 07/01/2017-06/30/2018- reimbursement basis (budgeted approximately \$35,000), current

During the previous three years, Dawson County did not complete a Title VI compliance review of Dawson County Transit.

## 2.2 Annual Certifications and Assurances

In accordance with 49 CFR Section 21.7(a), every application for financial assistance from FTA must be accompanied by an assurance that the applicant will carry out the program in compliance with Title VI regulations. This requirement shall be fulfilled when the applicant/recipient submits its annual certifications and assurances. Primary recipients will collect Title VI assurances from sub-recipients prior to passing through FTA funds.

Dawson County Transit will remain in compliance with this requirement by annual submission of certifications and assurances as required by the Georgia Department of Transportation.

## 2.3 Title VI Plan Concurrence and Adoption

This Title VI Plan received GDOT concurrence on **date**. The Plan was approved and adopted by the Dawson County Board of Commissioners during a meeting held on **date**. A copy of the meeting minutes and GDOT concurrence letter is included in Appendix C of this Plan.

### 3.0 Title VI Notice to the Public

*FTA Circular 4702.1B, Chapter III, Paragraph 5: Title 49 CFR 21.9(d) requires recipients to provide information to the public regarding the recipient's obligations under DOT's Title VI regulations and apprise members of the public of the protections against discrimination afforded to them by Title VI.*

#### 3.1 Notice to Public

Recipients must notify the public of its rights under Title VI and include the notice and where it is posted in the Title VI Plan. The notice must include:

- A statement that the agency operates programs without regard to race, color and national origin
- A description of the procedures members of the public should follow in order to request additional information on the grantee's nondiscrimination obligations
- A description of the procedure members of the public should follow in order to file a discrimination complaint against the grantee

A sample of the notice is included in Appendix D of this Plan. The sample notice should be translated into other languages, as necessary.

#### 3.2 Notice Posting Locations

The Notice to Public will be posted at many locations to apprise the public of Dawson County Transit's obligations under Title VI and to inform them of the protections afforded them under Title VI. At a minimum, the notice will be posted in public areas of Dawson County Transit's office(s) including the reception desk and meeting rooms, and on the Dawson County Government website at [www.dawsoncounty.org](http://www.dawsoncounty.org). Additionally, Dawson County Transit will post the notice at stations, stops and on transit vehicles.

A sample version of this notice is included in Appendix D of this Plan along with any translated versions of the notice, as necessary.

## 4.0 Title VI Procedures and Compliance

*FTA Circular 4702.1B, Chapter III, Paragraph 6: All recipients shall develop procedures for investigating and tracking Title VI complaints filed against them and make their procedures for filing a complaint available to member of the public.*

### 4.1 Complaint Procedure

Any person who believes he or she has been discriminated against on the basis of race, color or national origin by Dawson County Transit may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form (refer to Appendix E). Dawson County Transit investigates complaints received no more than 180 days after the alleged incident. Dawson County Transit will process complaints that are complete.

Once the complaint is received, Dawson County Transit will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing him/her whether the complaint will be investigated by our office.

Dawson County Transit has ninety (90) days to investigate the complaint. If more information is needed to resolve the case, Dawson County Transit may contact the complainant. The complainant has ten (10) business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within ten (10) business days, Dawson County Transit can administratively close the case. A case can also be administratively closed if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. A LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member or other action will occur. If the complainant wishes to appeal the decision, she/he has seven (7) days to do so from the time he/she receives the closure letter or the LOF.

The complaint procedure will be made available to the public the Dawson County Government website ([www.dawsoncounty.org](http://www.dawsoncounty.org)).

### 4.2 Complaint Form

A copy of the complaint form in English and Spanish is provided in Appendix E and on Dawson County Government's website ([www.dawsoncounty.org](http://www.dawsoncounty.org)).

### 4.3 Record Retention and Reporting Policy

FTA requires that all direct and primary recipients (GDOT) document their compliance by submitting a Title VI Plan to their FTA regional civil rights officer once every three (3) years. Dawson County Transit will submit Title VI Plans to GDOT for concurrence on an annual basis or any time a major change in the Plan occurs.

Compliance records and all Title VI related documents will be retained for a minimum of three (3) years and reported to the primary recipient annually.

### 4.4 Sub-recipient Assistance and Monitoring

Dawson County Transit does not have any sub-recipients to provide monitoring and assistance to. As a sub-recipient to GDOT, Dawson County Transit utilizes the sub-recipient assistance and monitoring provided by GDOT, as needed. In the future, if Your Transit System has sub-recipients, it will provide assistance and monitoring as required by FTA Circular 4702.1B. ]

### 4.5 Sub recipients and Subcontractors

Dawson County Transit is responsible for ensuring that subcontractors (TPOs) are in compliance with Title VI requirements. Sub recipients may not discriminate in the selection and retention of any subcontractors. Subcontractors also may not discriminate in the selection and retention of any subcontractors. Dawson County Transit, subcontractors, and/or TPOs may not discriminate in their employment practices in connection with federally assisted projects. Subcontractors and TPOs are not required to prepare or submit a Title VI Plan. However, the following nondiscrimination clauses will be inserted into every contract with contractors and subcontractors subject to Title VI regulations.

#### Nondiscrimination Clauses

During the performance of a contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "Contractor") must agree to the following clauses:

1. **Compliance with Regulations:** The Contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
2. **Nondiscrimination:** The Contractor, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.



3. **Solicitations for Subcontractors, including Procurements of Materials and Equipment:** In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials or leases of equipment; each potential subcontractor or supplier shall be notified by the Contractor of the subcontractor's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.
4. **Information and Reports:** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Georgia Department of Transportation and/or the Federal Transit Administration*, to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the *Georgia Department of Transportation*, and/or the *Federal Transit Administration*, as appropriate, and shall set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, Dawson County Transit shall impose contract sanctions as appropriate, including, but not limited to:
  - a. withholding of payments to the Contractor under the contract until the Contractor complies, and/or
  - b. cancellation, termination or suspension of the contract, in whole or in part.
6. **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the Dawson County Transit, Georgia Department of Transportation, and/or the Federal Transit Administration, may direct as a means of enforcing such provisions including sanctions for noncompliance.

#### Disadvantaged Business Enterprise (DBE) Policy

As a condition of your agreement with GDOT, Dawson County Transit and its contractors and subcontractors agree to ensure that Disadvantaged Business Enterprises as defined in 49 CFR Part 26, as amended, have the opportunity to participate in the performance of contracts. Dawson County Transit and its contractor and subcontractors shall not discriminate on the basis of race, color, national origin, or sex in the performance of any contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of GDOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of the contract or such other remedy as the recipient deems appropriate.

#### E-Verify

As a condition of your agreement with GDOT, vendors and contractors of Dawson County Transit shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the vendor or contractor while contracted with Dawson County Transit. Additionally, vendors and contractors shall expressly require any subcontractors performing work or

providing services pursuant to work for Dawson County Transit shall likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor while working for Dawson County Transit.

### 5.0 Title VI Investigations, Complaints, and Lawsuits

*FTA Circular 4702.1B, Chapter III, Paragraph 7: In order to comply with the reporting requirements of 49 CFR 21.9(b), FTA requires all recipients to prepare and maintain a list of any of the following that allege discrimination on the basis of race, color, or national origin: active investigations....; lawsuits, and complaints naming the recipient.*

In accordance with 49 CFR 21.9(b), Dawson County Transit must record and report any investigations, complaints, or lawsuits involving allegations of discrimination. The records of these events shall include the date the investigation, lawsuit, or complaint was filed; a summary of the allegations; the status of the investigation, lawsuit, or complaint; and actions taken by Dawson County Transit in response; and final findings related to the investigation, lawsuit, or complaint. The records for the previous three (3) years shall be included in the Title VI Plan when it is submitted to the Georgia Department of Transportation.

Dawson County Transit has had no investigations, complaints, or lawsuits involving allegations of discrimination on the basis of race, color, or national origin over the past three (3) years. A summary of these incidents is recorded in Table 1.

**Table 1: Summary of Investigations, Lawsuits, and Complaints**

	<b>Date (Month, Day, Year)</b>	<b>Summary (include basis of complaint: race, color, or national origin)</b>	<b>Status</b>	<b>Action(s) Taken</b>
Investigations				
1.				
2.				
Lawsuits				
1.				
2.				
Complaints				
1.				
2.				

## 6.0 Public Participation Plan

*FTA Circular 4702.1B, Chapter III, Paragraph 4.a.4: Every Title VI Plan shall include the following information: A public participation plan that includes an outreach plan to engage minority and limited English proficient populations, as well as a summary of outreach efforts made since the last Title VI Plan submission. A recipient's targeted public participation plan of minority populations may be part of efforts that extend more broadly to include constituencies that are traditionally underserved, such as people with disabilities, low-income populations, and others.*

The Public Participation Plan (PPP) for Dawson County Transit was developed to ensure that all members of the public, including minorities and Limited English Proficient (LEP) populations, are encouraged to participate in the decision making process for Dawson County Transit. Policy and service delivery decisions need to take into consideration community sentiment and public opinion based upon well-executed outreach efforts. The public outreach strategies described in the PPP are designed to provide the public with effective access to information about Dawson County Transit services and to provide a variety of efficient and convenient methods for receiving and considering public comment prior to implementing changes to services. The PPP is included as Appendix F to this Title VI Plan.

### Current Outreach Efforts

Dawson County Transit is required to submit a summary of public outreach efforts made over the last three (3) years. The following is a list and short description of Dawson County Transit's recent, current, and planned outreached activities.

- Dawson County Transit developed a brochure in both English and Spanish that described the system's policies, procedures, and fares.
- Dawson County Transit will continue to speak to civic and community groups in reference to the Transit Department.

## 7.0 Language Assistance Plan

*FTA Circular 4702.1B, Chapter III, Paragraph 9: Recipients shall take reasonable steps to ensure meaningful access to benefits, services, information, and other important portions of their programs and activities for individuals who are limited English proficient (LEP).*

Dawson County Transit operates a transit system within Dawson County. The Language Assistance Plan (LAP) has been prepared to address Dawson County Transit's responsibilities as they relate to the needs of individuals with Limited English Proficiency (LEP). Individuals, who have a limited ability to read, write, speak or understand English are LEP. In Dawson County Transit's service area there are 96 residents or 0.004% who describe themselves as not able to communicate in English very well (Source: US Census). Dawson County Transit is federally mandated (Executive Order 13166) to take responsible steps to ensure meaningful access to the benefits, services, information and other important portions of its programs and activities for individuals who are LEP. Dawson County Transit has utilized the U.S. Department of Transportation (DOT) LEP Guidance Handbook and performed a four factor analysis to develop its LAP. The LAP is included in this Title VI Plan as Appendix G.

## 8.0 Transit Planning and Advisory Bodies

*FTA Circular 4702.1B, Chapter III, Paragraph 10: Recipients that have transit-related, non-elected planning boards, advisory councils or committees, or similar committees, the membership of which is selected by the recipient, must provide a table depicting the racial breakdown of the membership of those committees, and a description of efforts made to encourage the participation of minorities on such committees.*

Dawson County Transit does not have a transit-related committee or board, therefore this requirement does not apply.

## 9.0 Title VI Equity Analysis

*FTA Circular 4702.1B, Chapter III, Paragraph 4.a.8: If the recipient has constructed a facility, such as vehicle storage, maintenance facility, operation center, etc., the recipient shall include a copy of the Title VI equity analysis conducted during the planning stage with regard to the location of the facility.*

Title 49 CFR, Appendix C, Section (3)(iv) requires that “the location of projects requiring land acquisition and the displacement of persons from their residences and business may not be determined on the basis of race, color, or national origin.” For purposes of this requirement, “facilities” does not include bus shelters, as they are considered transit amenities. It also does not include transit stations, power substations, or any other project evaluated by the National Environmental Policy Act (NEPA) process. Facilities included in the provision include, but are not limited to, storage facilities, maintenance facilities, operations centers, etc. In order to comply with the regulations, Dawson County Transit will ensure the following:

1. Dawson County Transit will complete a Title VI equity analysis for any facility during the planning stage with regard to where a project is located or sited to ensure the location is selected without regard to race, color, or national origin. Dawson County Transit will engage in outreach to persons potentially impacted by the siting of the facility. The Title VI equity analysis must compare the equity impacts of various siting alternatives, and the analysis must occur before the selection of the preferred site.
2. When evaluating locations of facilities, Dawson County Transit will give attention to other facilities with similar impacts in the area to determine if any cumulative adverse impacts might result. Analysis should be done at the Census tract or block group level where appropriate to ensure that proper perspective is given to localized impacts.
3. If Dawson County Transit determines that the location of the project will result in a disparate impact on the basis of race, color, or national origin, Dawson County Transit may only locate the project in that location if there is a substantial legitimate justification for locating the project there, and where there are no alternative locations that would have a less disparate impact on the basis of race, color, or national origin. Dawson County Transit must demonstrate and document how both tests are met. Dawson County Transit will consider and analyze alternatives to determine whether those alternatives would have less of a disparate impact on the basis of race, color, or national origin, and then implement the least discriminatory alternative.

Dawson County Transit has not recently constructed any facilities nor does it currently have any facilities in the planning stage. Therefore, Your Transit System does not have any Title VI Equity Analysis reports to submit with this Plan. Dawson County Transit will utilize the demographic maps included in Appendix I for future Title VI analysis.

## 10.0 System-Wide Service Standards and Service Policies

*FTA Circular 4702.1B, Chapter III, Paragraph 10: All fixed route transit providers shall set service standards and policies for each specific fixed route mode of service they provide.*

Dawson County Transit is not a fixed route service provider.



## 11.0 Appendices

APPENDIX A	FTA CIRCULAR 4702.1B REPORTING REQUIREMENTS FOR TRANSIT PROVIDERS
APPENDIX B	CURRENT SYSTEM DESCRIPTION
APPENDIX C	TITLE VI PLAN ADOPTION MEETING MINUTES AND GDOT CONCURRENCE LETTER
APPENDIX D	TITLE VI SAMPLE NOTICE TO PUBLIC
APPENDIX E	TITLE VI COMPLAINT FORM
APPENDIX F	PUBLIC PARTICIPATION PLAN
APPENDIX G	LANGUAGE ASSISTANCE PLAN
APPENDIX H	OPERATING AREA LANGUAGE DATA: DAWSON COUNTY TRANSIT SERVICE AREA
APPENDIX I	DEMOGRAPHIC MAPS
APPENDIX J	TITLE VI EQUITY ANALYSIS
APPENDIX K	TEXT FORMATTING PALETTE

# Appendix A

## FTA Circular 4702.1B Reporting Requirements for Transit Providers

Every three years, on a date determined by FTA, each recipient is required to submit the following information to the Federal Transit Administration (FTA) as part of their Title VI Program. Sub-recipients shall submit the information below to their primary recipient (the entity from whom the sub-recipient receives funds directly), on a schedule to be determined by the primary recipient.

**General Requirements**

*All recipients must submit:*

- Title VI Notice to the Public, including a list of locations where the notice is posted
- Title VI Complaint Procedures (i.e., instructions to the public regarding how to file a Title VI discrimination complaint)
- Title VI Complaint Form
- List of transit-related Title VI investigations, complaints, and lawsuits
- Public Participation Plan, including information about outreach methods to engage minority and limited English proficient populations (LEP), as well as a summary of outreach efforts made since the last Title VI Program submission
- Language Assistance Plan for providing language assistance to persons with limited English proficiency (LEP), based on the DOT LEP Guidance
- A table depicting the membership of non-elected committees and councils, the membership of which is selected by the recipient, broken down by race, and a description of the process the agency uses to encourage the participation of minorities on such committees
- Primary recipients shall include a description of how the agency monitors its sub-recipients for compliance with Title VI, and a schedule of sub-recipient Title VI Program submissions
- A Title VI equity analysis if the recipient has constructed a facility, such as a vehicle storage facility, maintenance facility, operation center, etc.**
- A copy of board meeting minutes, resolution, or other appropriate documentation showing the board of directors or appropriate governing entity or official(s) responsible for policy decisions reviewed and approved the Title VI Program. For State DOTs, the appropriate governing entity is the State’s Secretary of Transportation or equivalent. The approval must occur prior to submission to FTA.
- Additional information as specified in Chapters IV, V, and VI, depending on whether the recipient is a transit provider, a State, or a planning entity (see below)

**Requirements of Transit Providers**

*All Fixed Route Transit Providers must submit:*

- All requirements set out in Chapter III (General Requirements)
- Service standards
  - Vehicle load for each mode
  - Vehicle headway for each mode
  - On time performance for each mode
  - Service availability for each mode
- Service policies
  - Transit Amenities for each mode
  - Vehicle Assignment for each mode

*Transit Providers that operate 50 or more fixed route vehicles in peak service and are located in an Urbanized Area (UZA) of 200,000 or more people must submit:*

- Demographic and service profile maps and charts
- Demographic ridership and travel patterns, collected by surveys
- Results of their monitoring program and report, including evidence that the board or other governing entity or official(s) considered, was aware of the results, and approved the analysis
- A description of the public engagement process for setting the “major service change policy,” disparate impact policy, and disproportionate burden policy
- Results of service and/or fare equity analyses conducted since the last Title VI Program submission, including evidence that the board or other governing entity or official(s) considered, was aware of, and approved the results of the analysis

# Appendix B

## Current System Description

### Current System Description

1. An overview of the organization including its mission, program goals and objectives.  
Dawson County's main goal is to provide public transportation and make sure that each Dawson County Transit Client is served in a timely manner and receives a professional experience. Our department strives to be one of the best coordinated transportation systems in our area.
2. Organizational structure, type of operation, number of employees, service hours, staffing plan and safety and security plan.  
Dawson County Transit is a government agency. Our organization is made up of 5 full-time employees and 3 part-time employees. Our Transit Coordinator is responsible for all of the day-to-day operations of our organization and reports directly to the Transit Director. The Transit Director reports to the County Manager who then reports to the Board of Commissioners. The service hours of operation of the system are Monday through Friday, 8:00 a.m. to 4:00 p.m.
3. Who is responsible for insurance, training and management, and administration of the agency's transportation programs?  
Dawson County's Transit Director and Coordinator are responsible for training and management of our transportation program. All safety sensitive employees are required to complete a GDOT approved safety and security training course as part of their new hire orientation. All new employees are required to complete the GDOT PASS training. Dawson County's Board of Commissioners is responsible for annual renewal of all liability insurance for both GDOT and agency owned vehicles, as well as vehicle registration renewal. It is the Transit Director's responsibility to administer all aspects of the transportation program and to control access and usage of all agency vehicles.
4. Who provides vehicle maintenance and record keeping?  
Maintenance on all agency vehicles is provided by Dawson County Fleet Maintenance, Chestatee Ford, Hamby's Garage, and National Bus Sales. All maintenance is performed using the Preventative Maintenance Plan, which conforms to the State Vehicle Maintenance Guidelines set forth in the GDOT Preventative Maintenance Guidelines s document. All vehicle files and driver files are kept on-site at our operations base located at 201 Recreation Road or at the Dawson County Human Resources Office in the Dawson County Government Center, and are maintained by the Dawson County Transit Coordinator. All records are maintained and retained for a minimum of four (4) years.
5. Number of current transportation related employees  
Our transportation department has a total of 8 employees that include 5 full-time drivers and 3 part-time drivers. Our safety sensitive maintenance employees include 2 full-time individuals that are assigned to Fleet Maintenance.
6. Who will drive the vehicle, number of drivers, CDL certifications, etc.?  
Only transportation employees that have completed all of the required safety and drivers training requirements will be allowed to drive the agency vehicles. All of our drivers have completed GDOT PASS Training.

7. A detailed description of service routes and ridership numbers

Transportation services provided through our program are available to all Dawson County residents. We provide a wide range of trip purposes that include: medical, nutrition, shopping, social service, training, employment, social and recreation. Approximately 25% of the medical trips we provide are to medical facilities out of the county; therefore, our out-of-county services are directed to the nearby highway corridors that surround this community for optimum efficiency of trip duration and the convenient route. Currently, we use a variety of vehicles to provide passenger services. Our fleet included 4-10 passenger buses with life capability. Four of our vehicles are equipped for wheelchair service. We prioritize grouping trips and multi-loading to the maximum extent possible. We make approximately 50 passenger trips per day on average and leverage our fleet resources so that all vehicles are used in a responsible manner to provide full coverage and retire the vehicles at a consistent pace and appropriate age and mileage.

# Appendix C

## Title VI Plan Adoption Meeting Minutes and GDOT Concurrence Letter



Insert a copy of the Title VI Plan adoption meeting minutes and the GDOT concurrence letter.

# Appendix D

## Title VI Sample Notice to Public

**Notifying the Public of Rights Under Title VI****Dawson County Transit**

- Dawson County Transit operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with Dawson County Transit.
- For more information on the Dawson County Transit Civil rights program, and the procedures to file a complaint, contact 706-344-3700, email [dpruett@dawsoncounty.org](mailto:dpruett@dawsoncounty.org), or visit our administrative office at 25 Justice Way, Dawsonville, GA 30534. For more information, visit [www.dawsoncounty.org](http://www.dawsoncounty.org)
- Si se necesita información en otro idioma, comuníquese al 706-344-3501
- You may also file your complaint directly with the FTA at: Federal Transit Administration Office of Civil Rights Attention: Title VI Program Coordinator, East Building, 5th Floor - TCR 1200 New Jersey Ave., SE, Washington, DC 20590

# Appendix E

## Title VI Complaint Form

# Dawson County Transit

## Title VI Complaint Form

<b>Section I:</b>			
Name:			
Address:			
Telephone (Home):		Telephone (Work):	
Electronic Mail Address:			
Accessible Format Requirements?	Large Print		Audio Tape
	TDD		Other
<b>Section II:</b>			
Are you filing this complaint on your own behalf?		Yes*	No
*If you answered "yes" to this question, go to Section III.			
If not, please supply the name and relationship of the person for whom you are complaining:			
Please explain why you have filed for a third party: _____			
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.		Yes	No
<b>Section III:</b>			
I believe the discrimination I experienced was based on (check all that apply):			
<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> National Origin	<input type="checkbox"/> Age
<input type="checkbox"/> Disability	<input type="checkbox"/> Family or Religious Status	<input type="checkbox"/> Other (explain) _____	
Date of Alleged Discrimination (Month, Day, Year): _____			
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.  _____  _____			
<b>Section IV</b>			
Have you previously filed a Title VI complaint with this agency?		Yes	No

<b>Section V</b>	
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, check all that apply:	
<input type="checkbox"/> Federal Agency: _____	
<input type="checkbox"/> Federal Court _____	<input type="checkbox"/> State Agency _____
<input type="checkbox"/> State Court _____	<input type="checkbox"/> Local Agency _____
Please provide information about a contact person at the agency/court where the complaint was filed.	
Name:	
Title:	
Agency:	
Address:	
Telephone:	
<b>Section VI</b>	
Name of agency complaint is against:	
Contact person:	
Title:	
Telephone number:	

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below

\_\_\_\_\_  
Signature Date

Please submit this form in person at the address below, or mail this form to:

Dawn Pruett, Dawson County Title VI Liaison  
201 Recreation Rd.  
Dawsonville, GA 30534

# Appendix F

## Public Participation Plan (PPP)

## Introduction

The Public Participation Plan (PPP) for Dawson County Transit was developed to ensure that all members of the public, including minorities and Limited English Proficient (LEP) populations, are encouraged to participate in the decision making process for Dawson County Transit. Policy and service delivery decisions need to take into consideration community sentiment and public opinion based upon well-executed outreach efforts. The public outreach strategies described in the PPP are designed to provide the public with effective access to information about Dawson County Transit services and to provide a variety of efficient and convenient methods for receiving and considering public comment prior to implementing changes to services. Dawson County Transit also recognizes the importance of many types of stakeholders in the decision-making process, including other units of government, metropolitan area agencies, community based organizations, major employers, passengers and the general public, including low-income, minority, LEP, and other traditionally underserved communities.

## Public Participation Goals

The main goal of the PPP is to offer meaningful opportunities for all interested segments of the public, including, but not limited to, low-income, minority and LEP groups, to comment, about Dawson County Transit and its operations. The goals for this PPP include:

- **Inclusion and Diversity:** Dawson County Transit will proactively reach out and engage low-income, minority, and LEP populations for the Dawson County Transit service area so these groups will have an opportunity to participate.
- **Accessibility:** All legal requirements for accessibility will be met. Efforts will be made to enhance the accessibility of the public's participation – physically, geographically, temporally, linguistically and culturally.
- **Clarity and Relevance:** Issues will be framed in public meetings in such a way that the significance and potential effect of proposed decisions is understood by participants. Proposed adjustments to fares or services will be described in language that is clear and easy to understand.
- **Responsive:** Dawson County Transit will strive to respond to and incorporate, when possible, appropriate public comments into transportation decisions.
- **Tailored:** Public participation methods will be tailored to match local and cultural preferences as much as possible.
- **Flexible:** The public participation process will accommodate participation in a variety of ways and will be adjusted over time as needed.

## Public Participation Methods

The methods of public participation included in this PPP were developed based upon best practices in conjunction with the needs and capabilities of Dawson County Transit. Dawson County Transit intends to achieve meaningful public participation by a variety of methods with respect to service and any changes to service.



Dawson County Transit will conduct community meetings and listening sessions as appropriate with passengers, employers, community based organizations, and advisory committees to gather public input and distribute information about service quality, proposed changes or new service options.

The public will be invited to provide feedback on the Dawson County website ([www.dawsoncounty.org](http://www.dawsoncounty.org)) and all feedback on the site will be recorded and passed on to Dawson County Transit management. The public will also be able to call the Dawson County Transit office at 706-344-3700 during its hours of operation. Feedback collected over the phone will be recorded and passed on to Dawson County Transit management. Formal customer surveys to measure performance, and listening sessions to solicit input, will be conducted periodically. The comments recorded as a part of these participation methods will be responded to as appropriate.

Meeting formats will be tailored to help achieve specific public participation goals that vary by project or the nature of the proposed adjustment of service. Some meetings will be designed to share information and answer questions. Some will be designed to engage the public in providing input, establishing priorities, and helping to achieve consensus on a specific recommendation. Others will be conducted to solicit and consider public comments before implementing proposed adjustments to services. In each case, an agenda for the meetings will be created that work to achieve the stated goals and is relevant to the subject and not overwhelming for the public.

For all public meetings, the venue will be a facility that is accessible for persons with disabilities and, preferably, is served by public transit. If a series of meetings are scheduled on a topic, different meeting locations may be used, since no one location is usually convenient to all participants.

For community meetings and other important information, Dawson County Transit will use a variety of means to make riders and citizens aware, including some or all of the following methods:

- In-vehicle advertisement
- Posters or flyers in transit center
- Posting information on website
- Press releases and briefings to media outlets
- Multilingual flyer distribution to community based organizations, particularly those that target LEP population
- Flyers and information distribution through various libraries and other civic locations that currently help distribute timetables and other information
- Communications to relevant elected officials
- Other methods required by local or state laws or agreements

All information and materials communicating proposed and actual service adjustments will be provided in English and any other language that meets the “safe harbor” criteria.

#### Public Hearing

Our agency is not required to hold public hearings.

LEP Meetings

Dawson County Transit will conduct LEP meetings as appropriate with passengers, employers, organizations, and committees as needed. Included in these meetings will be discussion and public input on service quality, the distribution of information, and any proposed changes. The public will be asked to provide feedback to Dawson County Transit on ways to improve communication problems and public awareness. Any meetings will be held at a facility that is accessible for persons with disabilities and served by Dawson County Transit.

# Appendix G

## Language Assistance Plan (LAP)

## I. Introduction

Dawson County Transit operates a transit system within Dawson County, Georgia. The Language Assistance Plan (LAP) has been prepared to address Dawson County Transit's responsibilities as they relate to the needs of individuals with Limited English Proficiency (LEP). Individuals, who have a limited ability to read, write, speak or understand English are LEP. In Dawson County Transit's service area there are 431 residents or 2% who describe themselves as not able to communicate in English "very well" (Source: US Census). Dawson County Transit is federally mandated (Executive Order 13166) to take responsible steps to ensure meaningful access to the benefits, services, information and other important portions of its programs and activities for individuals who are LEP. Dawson County Transit has utilized the U.S. Department of Transportation (USDOT) LEP Guidance Handbook and performed a four factor analysis to develop its LAP.

The U.S. Department of Transportation Handbook, titled "Implementing the Department of Transportation's Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons: A Handbook for Public Transportation Providers, (April 13, 2007) " (hereinafter "Handbook"), states that Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq., and its implementing regulations provide that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity that receives Federal financial assistance (Handbook, page 5). The Handbook further adds that Title VI prohibits conduct that has a disproportionate effect on LEP persons because such conduct constitutes national origin discrimination (Handbook, page 5).

Executive Order 13166 of August 16, 2000 states that recipients of Federal financial assistance must take reasonable steps to ensure meaningful access to their programs and activities by LEP persons (Handbook, page 6). Additionally recipients should use the DOT LEP Guidance to determine how best to comply with statutory and regulatory obligations to provide meaningful access to the benefits, services, information and other important portions of their programs and activities for individuals who are LEP (Handbook, page 6). These provisions are included in FTA Circular 4702.1B in Paragraph 9 of Chapter III (pages III-6 to III-9).

For many LEP individuals, public transit is the principal transportation mode available. It is important for Dawson County Transit to be able to communicate effectively with all of its riders. When Dawson County Transit is able to communicate effectively with all of its riders, the service provided is safer, more reliable, convenient, and accessible for all within its service area. Dawson County Transit is committed to taking reasonable steps to ensure meaningful access for LEP individuals to this agency's services in accordance with Title VI.

This plan will demonstrate the efforts that Dawson County Transit undertakes to make its service accessible to all persons without regard to their ability to communicate in English. The plan addresses how services will be provided through general guidelines and procedures including the following:

- Identification: Identifying LEP populations in service areas
- Notification: Providing notice to LEP individuals about their right to language services

- Interpretation: Offering timely interpretation to LEP individuals upon request
- Translation: Providing timely translation of important documents
- Staffing: Identifying Dawson County Transit staff to assist LEP customers
- Training: Providing training on LAP to responsible employees.

## II. Four Factor Analysis

The analysis provided in this report has been developed to identify LEP population that may use Dawson County Transit services and identify needs for language assistance. This analysis is based on the “Four Factor Analysis” presented in the Implementing the Department of Transportation’s Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient (LEP) Persons, dated April 13, 2007, which considers the following factors:

1. The number and proportion of LEP persons in the service area who may be served or are likely to encounter a Dawson County Transit program, activity or service.
  2. The frequency with which LEP persons come in contact with Dawson County Transit programs, activities or services.
  3. The nature and importance of programs, activities or services provided by Dawson County Transit to the LEP population.
  4. The resources available to Dawson County Transit and overall costs to provide LEP assistance
- a. **Factor 1: The Number and Proportion of LEP Persons Serviced or Encountered in the Eligible Service Population**

Of the 21,504 residents in the Dawson County Transit service area 431 residents describe themselves as speaking English less than “very well”. People of Hispanic or Latino descent are the primary LEP persons likely to utilize Dawson County Transit services. For the Dawson County Transit service area, the American Community Survey of the U.S. Census Bureau shows that among the area’s population 98% speak English “very well”. For groups who speak English “less than very well”, 0.028% speak Spanish and 0.0039% speak an other Indo-European language.

Appendix H contains a table which lists the languages spoken at home by the ability to speak English for the population within the Dawson County Transit service area.

- b. **Factor 2: The Frequency with which LEP Individuals Come into Contact with Your Programs, Activities, and Services**

The Federal guidance for this factor recommends that agencies should assess the frequency with which they have contact with LEP individuals from different language groups. The more frequent the contact with a particular LEP language group, the more likely enhanced services will be needed.

Dawson County Transit has assessed the frequency with which LEP individuals come in contact with the transit system. The methods utilized for this assessment include analysis of

Census data, examining phone inquiries, requests for translated documents, and staff survey. As discussed above, Census data indicates that the Dawson County Transit Service Area has a lack of a prominent LEP group. Phone inquiries and staff survey feedback indicated that Dawson County Transit dispatchers and drivers interact infrequently with LEP persons. The majority of these interactions have occurred with LEP persons who mainly spoke Spanish. Over the past 10 years, Dawson County Transit has had 0 requests for translated documents.

**c. Factor 3: The Nature and Importance of the Program, Activity, or Service Provided by the Recipient to People’s Lives**

Public transportation and regional transportation planning is vital to many people’s lives. According to the Department of Transportation’s *Policy Guidance Concerning Recipient’s Responsibilities to LEP Persons*, providing public transportation access to LEP persons is crucial. A LEP person’s inability to utilize public transportation effectively, may adversely affect his or her ability to access health care, education, or employment.

**d. Factor 4: The Resources Available to the Recipient and Costs**

Dawson County Transit assessed its available resources that are currently being used, and those that could be used, to provide assistance to LEP populations, and determined that there are no longer assistance resources available to Dawson County at this time.

### **III. Language Assistance Plan**

In developing a Language Assistance Plan, FTA guidance recommends the analysis of the following five elements:

1. Identifying LEP individuals who need language assistance
2. Providing language assistance measures
3. Training staff
4. Providing notice to LEP persons
5. Monitoring and updating the plan

The five elements are addressed below.

**a. Element 1: Identifying LEP Individuals Who Need Language Assistance**

Federal guidance provides that there should be an assessment of the number or proportion of LEP individuals eligible to be serviced or encountered and the frequency of encounters pursuant to the first two factors in the four-factor analysis.

Dawson County Transit has identified the number and proportion of LEP individuals within its service area using United States Census data (see Appendix H). As presented earlier, 96% of the service area population speaks English only. The largest non-English spoken language in the service area is Spanish (0.028%). Of those whose primary spoken language is Spanish, approximately 0.014% identify themselves as speaking less than “very well”. Those residents

whose primary language is not English or Spanish and who identify themselves as speaking English less than “very well” account for 0.006% of the service area population.

Dawson County Transit may identify language assistance need for an LEP group by:

1. Examining records to see if requests for language assistance have been received in the past, either at meetings or over the phone, to determine whether language assistance might be needed at future events or meetings.
2. Having Census Bureau Language Identification Flashcards available at Dawson County Transit Meetings. This will assist Dawson County Transit in identifying language assistance needs for future events and meetings.
3. Having Census Bureau Language Identification Flashcards on all transit vehicles to assist operators in identifying specific language assistance needs of passengers. If such individuals are encountered, vehicle operators will be instructed to obtain contact information to give to Dawson County Transit management to follow-up.
4. Vehicle operators and front-line staff (i.e. Dispatchers, Transit Operation Supervisors, etc.) will be surveyed on their experience concerning any contacts with LEP persons during the previous year.

**b. Element 2: Language Assistance Measures**

Federal Guidance suggests that an effective LAP should include information about the ways in which language assistance will be provided. This refers to listing the different language services an agency provides and how staff can access this information.

For this task Federal Guidance recommends that transit agencies consider developing strategies that train staff as to how to effectively deal with LEP individuals when they either call agency centers or otherwise interact with the agency.

Dawson County Transit has undertaken the following actions to improve access to information and services for LEP individuals:

1. Survey transit drivers and other front-line staff annually on their experience concerning any contacts with LEP persons during the previous year.
2. When an interpreter is needed in person or on the telephone, staff will attempt to access language assistance services from a professional translation service or qualified community volunteers.

Your Transit System will utilize the demographic maps provided in Appendix I in order to better provide the above efforts to the LEP persons within the service area.

**c. Element 3: Training Staff**

Federal guidance states staff members of an agency should know their obligations to provide meaningful access to information and services for LEP persons and that all employees in public contact positions should be properly trained.

Suggestions for implementing Element 3 of the Language Assistance Plan, involve: (1) identifying agency staff likely to come into contact with LEP individuals; (2) identifying

existing staff training opportunities; (3) providing regular re-training for staff dealing with LEP individual needs; and (4) designing and implementing LEP training for agency staff.

In the case of Dawson County Transit, the most important staff training is for Customer Service Representatives and transit drivers.

The following training will be provided to Customer Service Representative:

1. Information on Title VI Procedures and LEP responsibilities
2. Documentation of language assistance requests
3. How to handle a potential Title VI/LEP complaint

**d. Element 4: Providing Note to LEP Persons**

Dawson County Transit will make Title VI information available in English and Spanish on the Agency's website. Key documents are written in English and Spanish. Notices are also posted in Dawson County Transit's office lobby, and buses. Additionally, when staff prepares a document or schedules a meeting, for which the target audience is expected to include LEP individuals, then documents, meeting notices, flyers, and agendas will be printed in an alternative language based on the known LEP population.

**e. Element 5: Monitoring and Updating the Plan**

The plan will be reviewed and updated on an ongoing basis. Updates will consider the following:

- The number of documented LEP person contacts encountered annually
- How the needs of LEP persons have been addressed
- Determination of the current LEP population in the service area
- Determination as to whether the need for translation services has changed
- Determine whether Dawson County Transit's financial resources are sufficient to fund language assistance resources needed

Dawson County Transit understands the value that its service plays in the lives of individuals who rely on this service, and the importance of any measures undertaken to make the use of system easier. Dawson County Transit is open to suggestions from all sources, including customers, Dawson County Transit staff, other transportation agencies with similar experiences with LEP communities, and the general public, regarding additional methods to improve their accessibility to LEP communities.

**IV. Safe Harbor Provision**

DOT has adopted the Department of Justice's Safe Harbor Provision, which outlines circumstances that can provide a "safe harbor" for recipients regarding translation of written materials for LEP population. The Safe Harbor Provision stipulates that, if a recipient provides written translation of vital documents for each eligible LEP language group that constitutes five percent (5%) or 1,000 persons, whichever is less, of the total population of persons eligible to be served or likely to be affected or encountered, then such action will be considered strong evidence of compliance with the recipient's written translation



obligations. Translation of non-vital documents, if needed, can be provided orally. If there are fewer than 50 persons in a language group that reaches the five percent (5%) trigger, the recipient is not required to translate vital written materials but should provide written notice in the primary language of the LEP language group of the right to receive competent oral interpretation of those written materials, free of cost.

Dawson County Transit's service area does not have LEP populations which qualify for the Safe Harbor Provision.

The Safe Harbor Provision applies to the translation of written documents only. They do not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and are reasonable. Dawson County Transit may determine, based on the Four Factor Analysis, that even though a language group meets the threshold specified by the Safe Harbor Provision, written translation may not be an effective means to provide language assistance measures.

# Appendix H

## Operating Area Language Data: Dawson County Transit Service Area

<u>Language</u>	<u>County</u>	<u>Percent of Population</u>
Total	21,504	
Speak only English	20,567	0.956
Spanish or Spanish Creole	606	0.028
Speak English “very well”	297	0.013
Speak English less than “very well”	309	0.014
French (incl. Patois, Cajun)		
Speak English “very well”		
Speak English less than “very well”		
French Creole	4	0.0001
Speak English “very well”	4	0.0001
Speak English less than “very well”		
Italian		
Speak English “very well”		
Speak English less than “very well”		
Portuguese or Portuguese Creole		
Speak English “very well”		
Speak English less than “very well”		
German	78	0.0036
Speak English “very well”	44	0.0020
Speak English less than “very well”	34	0.0015
Yiddish		
Speak English “very well”		
Speak English less than “very well”		
Other West Germanic languages		
Speak English “very well”		
Speak English less than “very well”		
Scandinavian languages	12	0.0005
Speak English “very well”	12	0.0005
Speak English less than “very well”		
Greek		
Speak English “very well”		
Speak English less than “very well”		
Russian		
Speak English “very well”		
Speak English less than “very well”		
Polish		
Speak English “very well”		
Speak English less than “very well”		
Serbo-Croatian		
Speak English “very well”		

Language	County	Percent of Population
Speak English less than “very well”		
Other Slavic Languages	75	0.0034
Speak English “very well”		
Speak English less than “very well”	75	0.0034
Armenian		
Speak English “very well”		
Speak English less than “very well”		
Persian		
Speak English “very well”		
Speak English less than “very well”		
Gujarati		
Speak English “very well”		
Speak English less than “very well”		
Hindi		
Speak English “very well”		
Speak English less than “very well”		
Urdu		
Speak English “very well”		
Speak English less than “very well”		
Other Indic languages		
Speak English “very well”		
Speak English less than “very well”		
Other Indo-European Languages	84	0.0039
Speak English “very well”	71	0.0033
Speak English less than “very well”	13	0.0006
Chinese		
Speak English “very well”		
Speak English less than “very well”		
Japanese		
Speak English “very well”		
Speak English less than “very well”		
Korean	21	0.0009
Speak English “very well”	21	0.0009
Speak English less than “very well”		
Mon-Khmer, Cambodian		
Speak English “very well”		
Speak English less than “very well”		
Hmong		
Speak English “very well”		
Speak English less than “very well”		
Thai		

Language	County	Percent of Population
Speak English "very well"		
Speak English less than "very well"		
Laotian		
Speak English "very well"		
Speak English less than "very well"		
Vietnamese		
Speak English "very well"		
Speak English less than "very well"		
Other Asian languages	38	0.0017
Speak English "very well"	38	0.0017
Speak English less than "very well"		
Tagalog	5	0.0002
Speak English "very well"	5	0.0002
Speak English less than "very well"		
Other Pacific Island languages		
Speak English "very well"		
Speak English less than "very well"		
Navajo		
Speak English "very well"		
Speak English less than "very well"		
Other Native American languages		
Speak English "very well"		
Speak English less than "very well"		
Hungarian		
Speak English "very well"		
Speak English less than "very well"		
Arabic	14	0.0006
Speak English "very well"	14	0.0006
Speak English less than "very well"		
Hebrew		
Speak English "very well"		
Speak English less than "very well"		
African languages		
Speak English "very well"		
Speak English less than "very well"		
Other and unspecified languages		
Speak English "very well"		
Speak English less than "very well"		

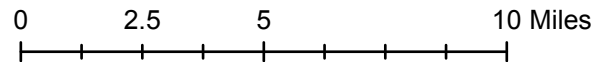
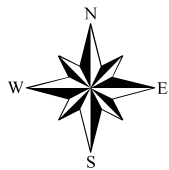
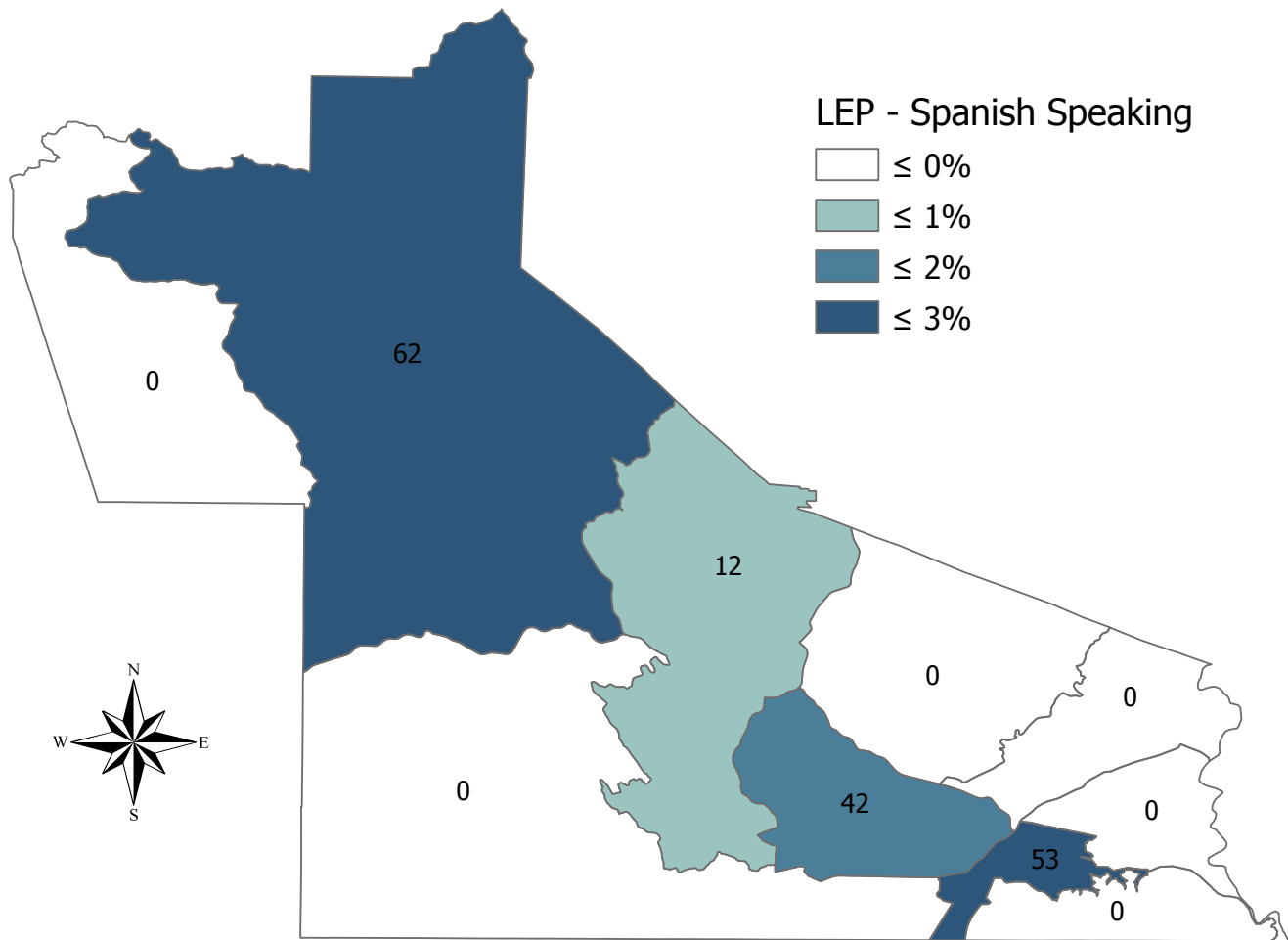
# Appendix I

## Demographic Maps



# DAWSON COUNTY

## Limited English Proficiency Population By Census Block



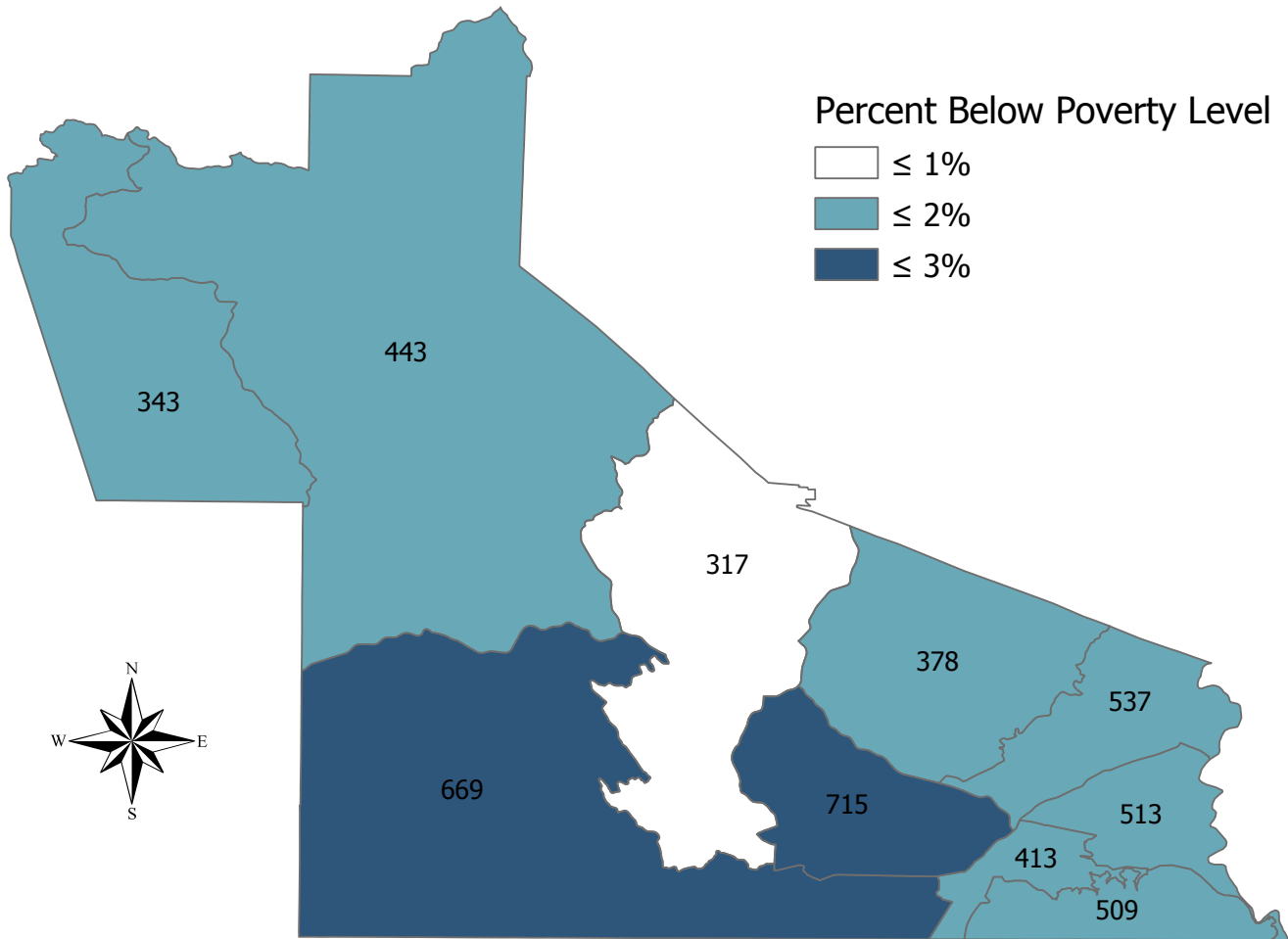
Produced By  
Dawson County  
Public Works  
5/17/2018

Estimated Numbers  
Source: 2016 American Community Survey (ACS) Data



# DAWSON COUNTY

## Below Poverty Level Population By Census Block



Produced By  
Dawson County  
Public Works  
5/17/2018

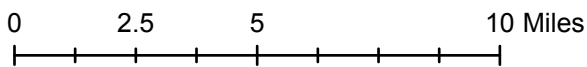
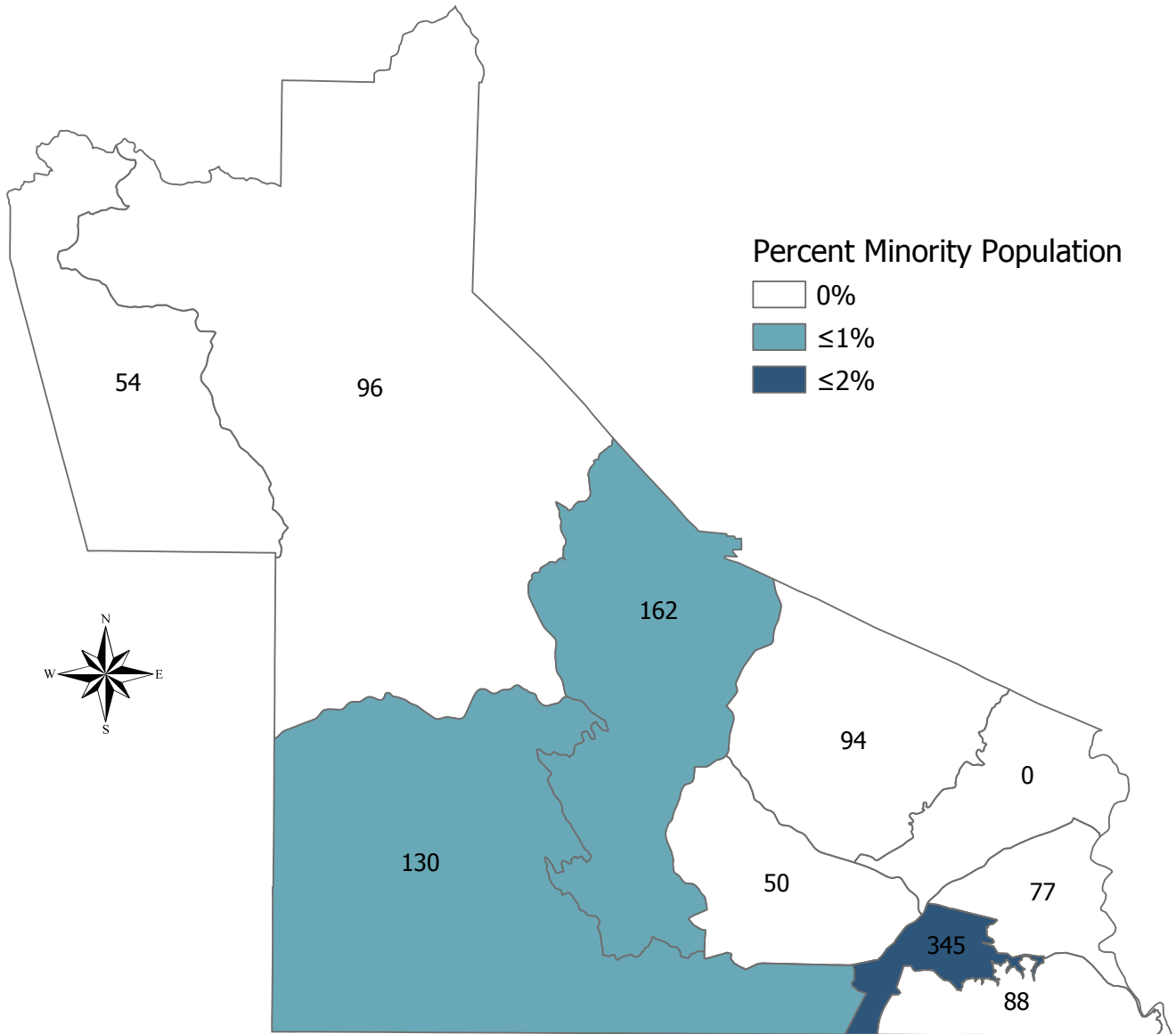
Estimated Numbers  
Source: 2016 American Community Survey (ACS) Data





# DAWSON COUNTY

## Minority Population By Census Block



Produced By  
Dawson County  
Public Works  
5/17/2018

Estimated Numbers

Source: 2016 American Community Survey (ACS) Data

# Appendix J

## Title VI Equity Analysis

Dawson County Transit has not performed Title VI Equity Analysis.

**Backup material for agenda item:**

7. Presentation of Board Appointments:

**a. Library Board**

i. Kathryn Reagan Smith- *replacing Ragin Hause* (Term: July 2018 through June 2022)

ii. Gail Smith- *replacing Lori VanSickle* (Term: July 2018 through June 2019)

**b. Industrial Building Authority**

i. Brian Trapnell- *reappointment* (Term: July 2018 through June 2021)

**c. Joint Development Authority**

i. Brian Trapnell- *replacing Charlie Auvermann* (Term: July 2018 through December 2019)

ii. Christie Haynes Moore- *replacing Mary Simmons* (Term: July 2018 through December 2018)

DAWSON COUNTY BOARD OF COMMISSIONERS  
APPLICATION FOR APPOINTMENT TO COUNTY  
BOARDS AND AUTHORITIES



The Dawson County Board of Commissioners accepts applications for appointments. Interested parties should submit this form and supporting documentation to the County Clerk.

**Board or Authority Applied for** Board of Elections and Registratiion, Library Board of Trustees, Ninth District Opportunity Board, Tax Assessor Board, Health Board, Park and Recreation Board.

**Name** Kathryn Reagan Smith

**Home Address** 297 Reagan Trail

**City, State, Zip** Dawsonville, Ga 30534

**Mailing Address (if different)**

**City, State, Zip**

**Telephone Number** 706-265-6564 **Alternate Number** :           

**Fax Telephone Number**

**E-Mail Address**

**Additional information you would like to provide:**

**I was born and raised in Dawson County in the Juno Community area. My parents, Edward and Fannie Reagan moved to Juno Community from Gastonia, N.C. February 27, 1948 and I was born May 2, 1948. I have 6 brothers and 3 sisters. I lived and worked in Atlanta, Ga for 17 years before I moved back to Dawson County in 1983. I married Elmer Smith of Forsyth County in 2000 and we moved to Little Mill Rd (Four Mile Creek) in Forsyth County and lived on the lake until we built our house and moved back to Juno during 2006. I am a member of Juno Baptist Church.**

**My grandparents also lived in Dawson County. Grandma Inkeybo Mathis Reagan**

**Kathryn Reagan Smith Cont'd**  
**Page 2**

**and her 2nd husband, Frank Baron moved the family to Dawson County during 1932 after Tennessee Valley Authority built Fontana Dam covering their home place in Almond, N.C. My mother's parents, Emory (E.R.) and Elsie Hardin moved from Gastonia, NC during the 1950's. Grandpa E.R was a builder and built many houses in Dawson County.**

**I have been out of the workforce since June 2001 due to disability from my diabetes. My husband and I worked our little farm until his death in 2013. We had an apiary "bee yard", garden, sold Black Walnuts and etc.**

**I am very activate in my gospel singing ministry. I attend North Georgia School of Gospel Music the last two weeks of June and am very active in Convention Gospel Music singings in Georgia, Alabama and Tennessee. I sing with the Forsyth County Singing Class on Thursday nights, Oasis Choir Ministry Each Wednesday mornings (based out of Concord Baptist Church in Silver City, sing in Celebration Adult Choir Easter and Christmas programs at Concord Baptist Church and special singing's. I was privileged to be a part of a mass choir "Concord Praise" with Dr Noel Tredinnick, Conductor and Director of Music at All Soul's Church Langham Place, London England.**

**I am Co-President of Juno Women's Ministry at Juno Baptist Church.**

**I volunteer at Ga Hightower Association Food/Clothing Bank.**

**CASA Volunteer for Hall/Dawson since 2016**

**I am not looking for a job. I am interested in being on a board. I have listed at the top of the application the different boards I am interested in serving on as a board member. Please consider me for other boards too as they come vacate if you need me.**

**I do not have a copy of my resume I used when I was in the workforce, therefore I don't have dates and may not remember the names of early employment.**

**I am a 70 yr old white female. I worked under school programs while I was getting my education at Dawson County High School. I graduated from Dawson County School System 1966.**

**I was Election Manager of Savannah Precinct for a number of years when it was created until all precinct's were consolidated into the present three voting precincts. I was Assistant Manager of Purdy Precinct from 1996 until Savannah Precinct Manager.**

**Kathryn Reagan Smith Con't**  
**Page 3**

**Worked:** Sweet Orr Sewing Plant, Dawsonville, Ga 30534,  
Sewing Machine Operator June 1966 till December 1966  
Reason for leaving: I moved to Atlanta to work.

**CitiCorp Financial, Pryor Street, Atlanta, Ga**  
**Bookkeeper/Secretary 1967 - 1968**  
Reason for leaving: Company went Bankrupt

**Greyhound Bus Company. Williams Street Atlanta, Ga**  
**March 1968 till 1986.**

**Accounting, Information Clerk, Ticket Agent, Travel Bureau Agent,**  
**Lost and Found Clerk, Package Express Clerk.**

**One of three top employees that management came to for information of**  
**rules and regulations and schedules of seasonal routes that they didn't**  
**know and/or was not familiar with that came up from time to time. I**  
**made it my business to learn and be knowledgeable on all aspects**  
**concerning operation of the company.**

**Reason for leaving: Workers Comp Disability and Greyhound**  
**Reconstruction of Company.**

**Gainesville Junior College Sept 1984 -Graduated June 1987**

**Dawson County Farm Bureau June 1987 - 1993**

**Secretary/Office Manager, assisted with Insurance, Georgia Farm**  
**Bureau Federation Ag day at the capitol, Women's Committee, Worked**  
**jointly with Georgia Forestry Beauty Pageant, Membership dinner,**  
**Neighborhood Safety Program, Jointly with DCHS FBLA employer for**  
**students, Arbor Day at school, Representative GFB Convention at**  
**Jekyll Island, promoted legal issues for Georgia that affected farmers.**  
**Received Secretary of the Year from Georgia Farm Bureau at Jekyll**  
**Island GFB Convention.**

**Secretary for Dawson County Farm Bureau Board.**

**Kathryn Reagan Smith Con't**  
**Page 4**

**Cotton States Insurance, Norman Adams Agency Dahlonega, Ga  
1993 to 1995.**

**Insurance Agent. Attended Insurance Law Classes when required.  
Attended Insurance Agent School.**

**Reason for Leaving: Job offer for better benefits.**

**Versalock Retaining Wall System, Dahlonega, Ga 1995 - June 2001  
Office Manager/Consultant. Took job orders, ordered materials,  
coordinate delivery schedule, billing and collections, Took bids for jobs,  
Georgia and Federal taxes, all aspects of running the office efficiently  
and set up the company office procedures. Attended Ga Tax Law  
Classes when required.**

**LAD Construction Inc Dahlonega, Ga 1999 - 2001  
Retaining Wall Installers. Set up Business and PayRoll for company and  
handled invoicing/collections, bids on jobs, State and local taxes,  
,Accounting.**

**Reason for Leaving both Versalock Retaining Wall Systems and LAD  
Construction Company (these were joint companies) was disability due  
to Diabetic complications with both feet and vision problems due to  
retinopathy.**

**Education: Dawson County School System 12 years 1954- 1966  
Gainesville Jr College, Oakwood, Ga graduated June 1987  
Associate of Arts Business Administration  
American Computer School Gainesville, Ga 1984- 1985  
I attended two different Dawson County Citizens Government Academy  
to learn about the different offices in the county government.**

**Awards: Home Economic Award 1966 DCHS  
Secretary of the Year, Georgia State Farm Bureau 1991  
FBLA Employer Award, DCHS 1992  
Commendation letter from Greyhound Bus Company District  
Accounting Office in Memphis, Tn for being Top Ticket Agent making  
no mistakes in reports and monies.**

Signature: *Kathryn Reagan Smith* Date: *3/4/2018*



**Signature**    Kathryn Reagan Smith

**Date**            **March 4, 2018**

**Please note: Submission of this application does not guarantee an appointment.**

**Return to:**            **Dawson County Board of Commissioners**  
**Attn: County Clerk**  
**25 Justice Way, Suite 2335**  
**Dawsonville, GA 30534**  
**(706) 344-3501 FAX: (706) 344-3504**

DAWSON COUNTY BOARD OF COMMISSIONERS  
APPLICATION FOR APPOINTMENT TO COUNTY  
BOARDS AND AUTHORITIES



The Dawson County Board of Commissioners accepts applications for appointments. Interested parties should submit this form and supporting documentation to the County Clerk.

Board or Authority Applied for Dawson County Library

Name Gail Smith

Home Address 378 Apple Ridge Ln.

City, State, Zip Dawsonville GA 30534

Mailing Address (if different) \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone Number 706 265 1302 Alternate Number \_\_\_\_\_

Fax Telephone Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Additional information you would like to provide:

Retired from 25 years in corporate IT work.  
Work now part time as an insurance  
benefits counselor. Lived in Dawson County  
since 1991. Previously volunteered at Ric-Rae of DC Women's Club  
AND was member

Signature Gail O. E. Smith Date 5/20/2018

Please note: Submission of this application does not guarantee an appointment.

Return to: **Dawson County Board of Commissioners**  
**Attn: County Clerk**  
**25 Justice Way, Suite 2313**  
**Dawsonville, GA 30533**  
**(706) 344-3501 FAX: (706) 344-3889**



# Chestatee Regional Library System

Serving Dawson and Lumpkin Counties

---

June 12, 2018

Lori VanSickle  
33 Ranger Road  
Dawsonville, GA 30534

Dear Lori:

You have been a valuable member of the Dawson County Library Board and your willingness to serve had been very much appreciated!

Membership on this board of directors does require attendance to the scheduled meetings on a regular and consistent basis.

According to the bylaws of the Dawson County Library Board, Article V, Section 1,

A County Board member shall be removed for cause or for failure to attend three consecutive regularly scheduled or called meetings.

This section is pursuant to the authority of Georgia Code 20-5-42. Your absences at the Dawson County Library Board meetings of October 17, 2017, January 17, 2018 and April 18, 2018 require us to notify you that we will need to find a replacement for your board seat. We regret that your schedule did not permit your attendance. Should your schedule or circumstances change we invite you to re-apply to the library board.

Thank you for your understanding and wish you well in future endeavors.

Sincerely,

*Wendi Bock*

Wendi Bock, Chair  
Dawson County Library Board

Copy to Commissioner

DAWSON COUNTY BOARD OF COMMISSIONERS  
APPLICATION FOR APPOINTMENT TO COUNTY  
BOARDS AND AUTHORITIES



The Dawson County Board of Commissioners accepts applications for appointments. Interested parties should submit this form and supporting documentation to the County Clerk.

**Board or Authority Applied for** Industrial Building Authority of Dawson County  
**Name** Brian Trapnell

**Home Address** 103 Harbour Ridge Dr,  
**City, State, Zip** Dawsonville, GA 30534

**Mailing Address (if different)** \_\_\_\_\_

**City, State, Zip** \_\_\_\_\_

**Telephone Number** \_\_\_\_\_ **ternate Number** \_\_\_\_\_

**Fax Telephone Number** \_\_\_\_\_

**E-Mail Address** \_\_\_\_\_

**Additional information you would like to provide:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please note: Submission of this application does not guarantee an appointment.**

**Return to:** Dawson County Board of Commissioners  
Attn: County Clerk  
25 Justice Way, Suite 2335  
Dawsonville, GA 30534  
(706) 344-3501 FAX: (706) 344-3504

## BRIAN TRAPNELL, SPHR, CHC

---

103 HARBOUR RIDGE DR • DAWSONVILLE, GA 30534 •

### VALUE STATEMENT

Driven and committed, transparent and authentic. A human resource professional who believes that bringing out the best in employees delivers the best outcomes for the organization. Outcomes matter; processes guide outcomes; people deliver them.

### PROFESSIONAL EXPERIENCE & ACCOMPLISHMENTS

#### *Strategic business management*

- Provide strategic support through the integration of HR business processes with operational needs, including planning, administration and mergers/acquisitions
- Support the development and ongoing evaluation of the HR department strategic plan to ensure alignment with organizational needs; revised annual action plan as appropriate
- Participate in the development of the overall strategic approach for the organization in partnership with other executives and organizational leadership

#### *Workforce planning & development*

- Facilitate the implementation of HRIS systems with employee self-service functionality for common HR business transactions (payroll, benefits, employee reporting and information maintenance)
- Develop and implemented HR practices including employee orientation programs (including co-development of discipline-specific orientation), job descriptions, personnel file systems, HR procedural guidelines, sample and guidance documents for supervisors and other day-to-day, people-related business transactions – revised and updated according to business conditions
- Support the integration of acquired employees with organizational culture through due diligence prior to transaction closings and aggressive communication post-close, including comprehensive communication cascade

#### *Total rewards*

- Implement employee value proposition and employee-facing communication cascades
- Develop and implement compensation plans (wage scales, market analysis, custom reviews etc.) for home health and hospice agencies – reviewed and updated as needed
- Develop, restructure and implement benefits offerings in partnership with organizational leadership, including Paid Time Off plans, group health/dental and supplemental insurance plans, 401(k), employee assistance program and other programs to enhance employer ability to attract/ retain talent
- Facilitate electronic pay approach to improve processing and distribution for managers and employees
- Implement COBRA solutions with ongoing management routines/reports

#### *Employee & labor relations*

- Support problem resolution between supervisors and employees through mediation, coaching or other appropriate means
- Develop, implemented and supported ongoing employee engagement programs, including employee satisfaction assessments, high-profile recognition initiatives, communication cascade and employee referral programs
- Introduce training initiatives including signature customer service programs, corporate compliance and functional-position training
- Represent the organization in front of third party agencies such as DOL, EEOC or others as needed

Brian Trappell – April 2017

## PROFESSIONAL EXPERIENCE & ACCOMPLISHMENTS (CONTINUED)

### *Risk management*

- Various designated Corporate Compliance Officer, Privacy & Security Officer, Risk Management Coordinator and Safety Officer for current and previous organizations; developed and implemented programs to meet each of those responsibilities
- Introduce safety initiatives to embed safety as a cultural component, including development and implementation of return-to-work program for injured workers
- Develop and implemented HR compliance audits to reduce and mitigate potential exposure
- Introduce comprehensive employee training on key risk management topics to reduce likelihood of injury occurrence or recurrence; twice achieved/administered certified Drug Free Workplace in Georgia

## WORK HISTORY

**Epix Healthcare Associates, Vice President of Human Resources/ Corporate Compliance Officer** – Epix provides services to community hospitals, ambulatory surgery centers and office-based physician groups, including anesthesia and hospitalist services as well as clinical staffing and revenue cycle management solutions.

**Halcyon Healthcare, Vice President of Human Resources and Compliance (promoted from Director of Human Resources)** – Halcyon Healthcare supported hospice operations doing business as Halcyon Hospice throughout Georgia, Mississippi and South Carolina.

**Steward Health Services (member of Community Health Services of Georgia), Director of Human Resources** – SHS provides support to member home health and hospice agencies within Georgia.

**Ethica Health & Retirement Communities (member Community Health Services of Georgia), Director of Associate Relations** – Ethica is the largest provider of long-term care within Georgia with 50 plus client centers with approximately 5,000 employees.

**Macon Economic Development Commission, Manager of Existing Business & Industry** – A public-private partnership serving as the lead for business development and retention, including community workforce development and planning for Macon, Georgia and the surrounding region.

**Middle Georgia Regional Commission, Government Services Specialist** – Supports 11 counties and 22 cities within Middle Georgia, including personnel management and payroll support.

## EDUCATION & CERTIFICATIONS

Certified SHRM-SCP, Society for Human Resource Management (through April 2019)

Certified Senior Professional in Human Resources (SPHR), Human Resources Certification Institute (through May 2018)

Certified in Healthcare Compliance (CHC), Compliance Certification Board (through November 2018)

Certificate in End of Life Care, Clayton College and State University (2013)

Certified Mediator managing workplace conflict emphasis, Mediation Training Institute International (2008)

Leadership Macon (2007)

Georgia Academy for Economic Development (2005)

MBA, Georgia Southern University (2004)

BS (Political Science major/Speech Communication minor), Georgia Southern University (2002)

Brian T. [redacted] – April 2017

DAWSON COUNTY BOARD OF COMMISSIONERS  
APPLICATION FOR APPOINTMENT TO COUNTY  
BOARDS AND AUTHORITIES



The Dawson County Board of Commissioners accepts applications for appointments. Interested parties should submit this form and supporting documentation to the County Clerk.

**Board or Authority Applied for**

Joint Development Authority of Dawson, Lumpkin, and White Counties

**Name** Christie Haynes Moore

**Home Address**  
55 Pearl Chambers Drive

**City, State, Zip**  
Dawsonville, GA 30534

**Mailing Address (if different)**

City, State, Zip

**Telephone Number**

706-265-0675

**Alternate Number**

706-265-6278 (WORK)

**Fax Telephone Number**

706-265-6279

**E-Mail Address**

c.haynes@dawson.org

**Additional information you would like to provide:**

Signature

*Christie Hayes Moore*

Date

*6/26/2012*

**Please note: Submission of this application does not guarantee an appointment.**

**Return to:**

**Dawson County Board of Commissioners**

**Attn: County Clerk**

**25 Justice Way, Suite 2235**

**Dawsonville, GA 30534**

**(706) 344-3501 FAX: (706) 344-**

**3504**



# Sarah Christian "Christie" Haynes Moore

*christie.haynes@gmail.com • 706-265-0675 • 55 Pearl Chambers Drive, Dawsonville, Georgia 30534*

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## KEY SKILLS

- Strategic Communication
  - Government Relations
  - Team Leadership
  - Community Outreach
  - Strategic Planning
  - Developing Partnerships
  - Nonprofit Management
  - Board Governance
  - Budget Management
- 

## WORK EXPERIENCE

### ***President and CEO, Dawson County Chamber of Commerce & Office of Tourism Development, Dawsonville, Georgia***

August 2012-present

- Responsible for the daily management of the Chamber and Office of Tourism Development including setting goals, implementing the strategic plan, supervising personnel, coordinating communications, executing events, and overseeing an operating budget of over \$650,000.
- Lead a branding and organizational revitalization initiative including development and implementation of a new mission, logo, image, website, bylaws, financial policies, and employee handbook.
- Directed the process of bringing economic development services under the purview of the Chamber.
- Manage the tourism budget for Dawson County and the City of Dawsonville which provides for the promotion of more than forty attractions and accommodations, supports the largest sector of the local economy which generates \$45 million in direct spending, and operates the Welcome Center which provides information to visitors six days of the week.
- Support the creation and maintenance of innovative regional partnerships such as the award-winning Mansions, Moonshine, & Goldmines tour, Hospitality Highway, and Everything Lake Lanier which successfully market the strengths of multiple communities to potential visitors.
- Interact and build relationships with local, state, and federal government officials to advocate on behalf of chamber members, businesses, tourism partners and the Dawson County community.
- Develop programs aimed at enriching the lives of individuals throughout the community, increasing the economic success of the business community, and attracting an increasing number of visitors to Dawson County.
- Oversee a robust committee structure including the following committees: Workforce Development, Advocacy, Membership Excellence, Tourism Development, Organizational Excellence, Agriculture, and Leadership Dawson.

### ***President and CEO, Blakely-Early County Chamber of Commerce, Blakely, Georgia***

January 2011- August 2012

- Served as the chief administrative and executive officer of the Chamber.
- Supervised the general management of the business and office affairs of the Chamber including all communications, accounts, board proceedings, employees, and events.
- Supported the Early County business community through programming, education, and advocacy.
- Created plans to promote and increase tourism through assessing strengths and opportunities and building regional partnerships.
- Served as the Vice President of the Plantation Trace Travel Association which works to increase tourism in 26 South Georgia counties.
- Implemented leadership programs for youth and adults and developed initiatives to improve the quality of life in Early County.
- Represented Early County and the business community as a member of the Southwest Georgia Regional Commission and the Southwest Georgia Workforce Investment Board.
- Served as the representative for Region 10 for the Georgia Association of Chamber of Commerce Executives Board of Directors.

# Sarah Christian "Christie" Haynes Moore

*christie.haynes@gmail.com • 706-265-0675 • 55 Pearl Chambers Drive, Dawsonville, Georgia 30534*

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## EDUCATION

**American University, Washington, District of Columbia** Degree Received December 2015  
*Master of Arts in Strategic Communication, School of Communication*

**The University of Georgia, Honors Program, Athens, Georgia** Degrees Received May 2010  
*Bachelor of Arts in Political Science, School of Public and International Affairs*  
*Bachelor of Arts in History, Franklin College of Arts and Sciences*  
Magna Cum Laude with High Honors

**Georgia Academy of Economic Development, Region 10** Certificate Received December 2011  
**Georgia Academy of Economic Development, Region 2** Certificate Received November 2013  
**Leadership Dawson** Certificate Received May 2014  
**Institute of Organizational Management** Certificate Received June 2016  
**Leadership Georgia** Class of 2018 Participant

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## COMMUNITY & PROFESSIONAL INVOLVEMENT

- Rotary International, Member, Various Officer Positions January 2011-present
  - Georgia Association of Chamber of Commerce Executives, Member January 2011-present
  - Blakely Hometown, Board Member February 2011-August 2012
  - Impact Early Young Professionals, Member March 2011-August 2012
  - School of Public and International Affairs Alumni Board of Directors, Past Chairman Aug 2011-August 2017
  - Downtown Dawsonville Revitalization Steering Committee, Committee Chair Dec 2012-December 2014
  - Dawson County Family Connections Board, Member January 2013-present
  - Georgia Commission for Service and Volunteerism, Governor's Appointee May 2013-May 2017
  - Dawson County Career, Technical, Agricultural Education Committee, member August 2013-present
  - Northeast Georgia Health System Advisory Board, Member January 2014-present
  - Georgia Association of Chamber of Commerce Executives, Board Member May 2014-June 2017
  - Junior League of Gainesville-Hall County, member August 2017-present
  - Georgia Department of Revenue Local Government Advisory Board August 2017-present
  - Georgia Economic Developers Association, member March 2018-present
- 

## HONORS

- Omicron Delta Kappa, University of Georgia Initiated Spring 2010
- Named 40 under 40 for Southwest Georgia April 2012
- Named 40 under 40 by the University of Georgia Alumni Association September 2012
- Named one of ten Outstanding Citizens of Dawson County by the Dawson Community News January 2013
- Paul Broun Award for Marketing Initiatives, Governor's Tourism Conference September 2014
- Shining Example Partnership Award, Southeast Tourism Society September 2015
- Young Alumni Award, University of Georgia April 2016