

**DAWSON COUNTY BOARD OF COMMISSIONERS  
VOTING SESSION AGENDA - THURSDAY, MARCH 2, 2017  
DAWSON COUNTY GOVERNMENT CENTER ASSEMBLY ROOM  
6:00 PM**

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**A. ROLL CALL**

**B. INVOCATION**

**C. PLEDGE OF ALLEGIANCE**

**D. ANNOUNCEMENTS**

**E. APPROVAL OF MINUTES**

[Minutes](#) of the Voting Session held on February 16, 2017

**F. APPROVAL OF AGENDA**

**G. PUBLIC COMMENT**

**H. PUBLIC HEARING**

1. 2017 Transfer Station Fee Assessment (*2nd of 2 hearings. 1st hearing was held on February 16, 2017*)

**I. UNFINISHED BUSINESS**

1. Consideration of 2017 Dawson County Salary Study (*tabled from the February 16, 2017 Voting Session*)

**J. NEW BUSINESS**

1. Consideration of Request for Annual Renewal of Contract between Dawson County and Northeast Georgia Probation Services, Inc. for Probation Supervision and Rehabilitation Services

2. Consideration of request to place Little Lending Libraries on County Government Property

3. Consideration of Request for Budget Increase for Legacy Link Local Match

4. Consideration of 2016 Board of Commissioners Expenses

5. Consideration of Request for New Development Authority Member Training Funds

**K. PUBLIC COMMENT**

**L. ADJOURNMENT**

**Backup material for agenda item:**

Minutes of the Voting Session held on February 16, 2017

**DAWSON COUNTY BOARD OF COMMISSIONERS  
VOTING SESSION MINUTES – FEBRUARY 16, 2017  
DAWSON COUNTY GOVERNMENT CENTER ASSEMBLY ROOM  
25 JUSTICE WAY, DAWSONVILLE  
6:00PM**

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**ROLL CALL:** Those present were Chairman Thurmond; Commissioner Fausett, District 1; Commissioner Gaines, District 2; Commissioner Hamby, District 3; Commissioner Nix, District 4; County Attorney Frey; County Manager Headley; County Clerk Yarbrough and interested citizens of Dawson County.

**OPENING PRESENTATION:**

Gordon Pirkle Proclamation

Motion passed unanimously to approve the Gordon Pirkle Proclamation as written. Hamby/Nix

**INVOCATION:** Chairman Thurmond

**PLEDGE OF ALLEGIANCE:** Chairman Thurmond

**ANNOUNCEMENTS:**

None

**APPROVAL OF MINUTES:**

Motion passed unanimously to approve the minutes from the Special Called Meeting held on February 2, 2017 as presented. Nix/Gaines

Motion passed unanimously to approve the minutes from the Voting Session held on February 2, 2017 as presented. Hamby/Fausett

**APPROVAL OF THE AGENDA:**

Motion passed unanimously to approve the agenda as presented. Fausett/Gaines

**PUBLIC COMMENT:**

Kristie Myers, *Dawsonville*- spoke in support of Paladin Wireless

**ZONINGS:**

ZA 16-13 – Barbara Peterson has made a request to rezone 5.95 acres from RSR (Residential Sub-Rural) to RA (Residential Agricultural). The property is located on TMP 033-021.

Chairman Thurmond announced that if anyone had contributed more than \$250 to the commissioners or chairman in the past two years and wished to speak they would have to fill out a disclosure form which would be made available to them. Under normal program, ten minutes will be given to those who wish to speak in favor of or opposition to with some redirect, time permitting.

Planning and Development Director Jason Streetman stated that it was the applicant's intent to downzone her property to create more agricultural uses for the purpose of keeping goats, horses,

and chickens for personal use, and that the application had been approved by the Planning Commission.

Applicant Barbara Peterson explained that she would like to add chickens to her group of goats, and possibly offer fostering services for llamas.

Chairman Thurmond opened the hearing by asking if there was anyone present who wished to speak either for or against the application, and hearing none, closed the hearing.

Motion passed unanimously to approve ZA 16-13. Fausett/Hamby

ZA 16-14 – Hardip Singh has made a request to rezone 1 acre from RSRMM (Residential Sub-Rural Manufactured/Moved) to CCB (Commercial Community Business) for a convenience store. The property is located on TMP 076-061.

Planning and Development Director Jason Streetman stated it was the applicant's intent to re-open an existing convenience store with gas pumps. There is an existing convenience store in place, but the property has never been zoned properly. Streetman also stated that the Planning Commission recommended approval.

Applicant Hardip Singh stated his intent to operate a convenience store on the property.

Chairman Thurmond opened the hearing by asking if there was anyone present who wished to speak either for or against the application, and hearing none, closed the hearing.

Motion passed unanimously to approve ZA 16-14. Fausett/Gaines

ZA 16-15 – Hetrip Unit, LLC has made a request to rezone 1.58 acres from CCB (Commercial Community Business) to CHB (Commercial Highway Business) for a package store. The property is located at TMP 119-032.

Planning and Development Director Jason Streetman stated that this application applied more to the alcohol ordinance than zoning, and that the application was denied by the Planning Commission. Streetman also stated that the applicant had requested the application be tabled in order to allow him more time to reach out to surrounding neighbors.

Anderson Lipscomb on behalf of applicant Hetrip Unit requested that the application be tabled to allow for additional time to discuss the zoning with neighbors.

Chairman Thurmond opened the hearing by asking if there was anyone present who wished to speak either for or against the application.

The following spoke against ZA 16-15:

- Raymond Wells, *Dawsonville, GA*
- Douglas Hughes, *Dahlonega, GA*
- Harriet Wells, *Baldwin, GA*

Chairman Thurmond asked there was anyone else who wished to speak on ZA 16-15, and hearing none, closed the hearing.

Motion passed 3-0 to deny ZA 16-15. Hamby/Fausett- Commissioner Nix abstained.

**PUBLIC HEARING:**

2017 Transfer Station Fee Assessment (1<sup>st</sup> of 2 hearings. 2<sup>nd</sup> hearing will be held on March 2, 2017)

Chairman Thurmond opened the hearing by asking if there was anyone present who wished to speak on the 2017 Transfer Station Fee Assessment, and hearing none, closed the hearing.

**NEW BUSINESS:**

Consideration of 2017 Emergency Services Boot Drive Dates

Motion passed unanimously to approve the 2017 Emergency Services Boot Drive Dates.  
Nix/Hamby

Consideration of 2017 Georgia Trauma Commission EMS Trauma Equipment Grant Application

Motion passed unanimously to approve the 2017 Georgia Trauma Commission EMS Trauma Equipment Grant Application. Hamby/Fausett

Consideration of 2017 SPLOST VI Update

Motion passed unanimously to approve 2017 SPLOST VI Update. Fausett/Gaines

Consideration of Board Appointments:

**Development Authority of Dawson County**

- i. Mike Ball- (Term: February 2017 through December 2020)
- ii. Brian Trapnell- *replacing Dan Tennant* (Term: February 2017 through December 2020)
- iii. Steven Melching- *replacing Tom Alexander* (Term: February 2017 through December 2020)
- iv. C. Anthony Passarello- *replacing Peter Hill* (Term: February 2017 through December 2020)
- v. Calvin Byrd- *replacing Charlie Tarver* (Term: February 2017 through December 2020)

Motion passed unanimously to approve the listed appointments for the Development Authority of Dawson County. Gaines/Fausett

Consideration of Paladin Wireless Proposal

Motion passed unanimously to table the Paladin Wireless Proposal until such time that the company can come back with a more comprehensive plan to reach more citizens in Dawson County. Hamby/Fausett

Consideration of 2017 Dawson County Salary Study

Motion passed unanimously to table the 2017 Dawson County Salary Study to the March 2, 2017 Voting Session.

Consideration of the Dawson County 2016 Capital Improvement Element (CIE) Adoption Resolution

Motion passed unanimously to approve the Dawson County 2016 Capital Improvement Element (CIE) Adoption Resolution. Fausett/Gaines

Consideration of Revised SPLOST V Addendum

Motion passed unanimously to approve the Revised SPLOST V Addendum. Hamby/Gaines

**ADJOURNMENT:**

APPROVE:

ATTEST:

\_\_\_\_\_  
Billy Thurmond, Chairman

\_\_\_\_\_  
Danielle Yarbrough, County Clerk

DRAFT

**Backup material for agenda item:**

1. 2017 Transfer Station Fee Assessment (*2nd of 2 hearings. 1st hearing was held on February 16, 2017*)



## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Public Works

Work Session: 1/26/17

Prepared By: Cara Ingley

Voting Session: 2/2/17

Presenter: David McKee

Public Hearing: Yes  No

Agenda Item Title: Dawson County Transfer Station Fee Assessment

**Background Information:**

The transfer station operates (6) days a week 7:00 am to 5:00 pm. Monday thru Saturday. In 2013 commercial scales were purchased and installed on site. Current fee schedule has been in place since March of 2013 following the scale installation. Staff and procedural changes have taken place over the past several months. Eagle Point Landfill has increased tipping fees by 5%.

**Current Information:**

Current fees are \$5-\$22 lower than surrounding transfer stations and landfills for bulk garbage and .50 to \$1 lower on bagged garbage. Eagle Point Land fill increased tipping fees 5% starting January 1, 2017. Staff has reviewed all fee option and recommends bulk garbage rate be increased to \$44 per ton. Staff recommends a minimum fee of \$5 per load weighed. Bagged garbage rates stay as is at .50/bag with a 10 bag limit. Any garbage over 10 bags shall be weighed.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: Motion to move proposed transfer station fees to public hearings.

Department Head Authorization: David McKee

Date: 1-23-17

Finance Dept. Authorization: Vickie Neikirk

Date: 1/23/17

County Manager Authorization: David Headley

Date: 1/23/2017

County Attorney Authorization:

Date:

**Comments/Attachments:**

Power point presentation  
Proposed fee schedule attached



# DAWSON COUNTY TRANSFER STATION FEE ASSESSMENT

David McKee Public Work Director

January 2017



# BACKGROUND

- Operates (6) days a Week Monday-Saturday 7:00am-5:00pm
- Accepts both Municipal Solid Waste(MSW) and Construction and Demolition (C&D) refuse.
- 2012 The BOC approved the purchase of commercial scales.
  - Installed in February 2013
  - Current Fees assessed have been in place since **March 2013**
- Operates as an Enterprise Fund

# REVENUE VS. EXPENDITURES

## ■ Revenue

- Tipping- Customers that dump at our facility.
- Hosting- revenue that is generated at Eagle Point Landfill.

## ■ Expenditures

- Tipping- Cost to dump refuse at Eagle Point Landfill.
- Operating- Cost to operate the Transfer Station and Post Closure of the Landfill.

# PRE-SCALES FEE SCHEDULE

**TIPPING FEES**

**GARBAGE**  
LARGE BAG 50¢ EACH 35 GAL. MAX

**TRUCKS**

SMALL PICK-UP	REG. PICK-UP	LARGE TRUCKS (SINGLE AXLE ONLY)
\$5 <sup>00</sup>	\$10 <sup>00</sup>	\$50 <sup>00</sup>

**UTILITY TRAILERS**

**LENGTH**

	6	8	10	12	14	16
4	15.00	17.00	19.00	21.00	23.00	25.00
5	16.00	18.00	20.00	22.00	24.00	26.00
6	17.00	19.00	21.00	23.00	25.00	27.00
7	18.00	20.00	22.00	24.00	26.00	28.00
8	19.00	21.00	23.00	25.00	27.00	29.00

**WIDTH**

- Posed several challenges
  - Commercial refuse.
  - Inconsistent charges.
  - Not charged by weight.
  - Resulted in many commercial operators dumping for much less than market tipping fees.

# CURRENT FEE SCHEDULE

Transfer Station Fee Schedule		
Type of Refuse	Fee	Notes
Bagged Refuse (up to 50 gallons)	\$0.50 per bag	
Weighed Refuse	\$35.00 per ton	
Recycling	NO CHARGE	
Appliances & Furniture	\$4.00 per piece	
Oil Recycling	NO CHARGE	
Passenger Car Truck Tire	\$2.00 per tire	
Semi Truck Trailer Tire	\$7.50 per tire	
Small Equipment Farm Tires	\$25.00 per tire	
Wheel Disposal For Passenger Light Truck	\$3.00 per wheel	*NOTE: Wheel fees are in addition to tire disposal fees.
Wheel Disposal For Semi Truck Trailer	\$10.00 per wheel	
Lock-Ring Wheel Disposal	\$20.00 per wheel	
Small Equipment Farm Tires WITH Wheels	NOT ACCEPTED	
Tires Over 48" Tall or 18" Wide	NOT ACCEPTED	

- No minimum fee for weight refuse
- No bag limit referenced
- Current Market Analysis

# MARKET ANALYSIS

	Cost Per Ton	Refuse Type	Bag Rate	Notes
Dawson County TS	\$35.00		\$0.50	
Lumpkin county TS	\$44.50		\$1.00	5 Bag Choice to weigh
Forsyth County	N/A		\$0.50	Max 5 bags 32 gal. bags
Hall County TS	\$40.00 *		N/A	No Bags
White County TS	\$43.75		\$2.00	
Eagle Point LF	\$57.00		N/A	
Pine Bluff LF	\$52.00	MSW	N/A	
	\$45.00	C&D		
400 Waste	\$43.50		\$1.00-2.00	\$10 min/ over 32 gal. \$2.00

# PROPOSED FEE SCHEDULE

<b>Proposed Transfer Station Fee Schedule</b>		
<b>Type of Refuse</b>	<b>Fee</b>	<b>Notes</b>
Bagged Refuse (up to 55 gallons)	\$0.50 per bag	10 Bag Limit
Weighed Refuse	\$44.00 per ton	\$5.00 Minimum Charge
<b>Type of Recycling</b>	<b>Fee</b>	
Single Stream	NO CHARGE	
Motor Oil	NO CHARGE	
Passenger Car Truck Tire	\$2.00 per tire	
Semi Truck Trailer/Tractor Tire	\$15.00 per tire	
Small Equipment Farm Tires	\$15.00 per tire	
Wheel Disposal For Passenger Light Truck	\$3.00 per wheel	*NOTE: Wheel fees are in addition to tire disposal fees.
Wheel Disposal For Semi Truck Trailer	\$10.00 per wheel	
Lock-Ring Wheel Disposal	\$20.00 per wheel	
Tires Over 48" Tall or 18" Wide	NOT ACCEPTED	

# QUESTIONS/DISCUSSION



**Backup material for agenda item:**

1. Consideration of 2017 Dawson County Salary Study (*tabled from the February 16, 2017 Voting Session*)



# CLASSIFICATION & COMPENSATION STUDY

## DAWSON COUNTY, GEORGIA

*Presentation of  
Findings & Recommendations*

**Board of Commissioners  
Work Session • February 9, 2017**



# PURPOSE OF THE STUDY

- Review and update of the County's pay plan (classification and compensation).
  - 425 employees – all disciplines
  - approximately 140 job classifications
  - Ensure the pay plan has internal equity
  - Competitive pay ranges to improve retention and recruitment



# PURPOSE OF THE STUDY

- This study was...
  - Conducted by an experienced, national consultant with expert knowledge of public sector compensation
  - Using a valid and reliable system and methodology
  - Paired with sound judgement and practical application to fit Dawson County's unique needs as an employer.
  - Initially completed in 2014 but with limited implementation
- **2016/2017 Update**
  - Revisit market analysis
  - Solicit input and feedback from Directors & Constitutional Officers
  - Address compression and range penetration



# SCOPE OF WORK

- Conducted job analyses for every position,
- Classified positions according to duties and responsibilities,
- Evaluated every classification using a valid and reliable job evaluation system,
- Conducted a thorough market analysis,
- Built a new pay grade structure for the County, and
- Calculated pay ranges that reflect the County's desired market position



# METHODOLOGY

- **Two Basic Questions:**

1. *Are positions properly classified and ranked in a pay grade based on current duties and responsibilities?*

**INTERNAL EQUITY**

2. *Is the pay range for each classification competitive in the market?*

**MARKET ANALYSIS**



# METHODOLOGY

## ***Internal Equity:***

### ■ ***Job Analysis, Classification, & Evaluation***

- Comprehensive job analysis of every position
- Classify positions according to job content
- Use Job Evaluation to determine the relative worth of each job and place it in the hierarchy
- Determine the appropriate classification structure for the County



# METHODOLOGY

## ***Internal Equity:***

### ■ ***Archer Job Evaluation System***

- Objective basis for establishing grade levels for each job in the organization based on relative worth and degree of difficulty
- Focus is on job responsibilities—not the employee
- Ensures that there is absolutely no unlawful discrimination (i.e., based on race, gender, or physical or mental disability)





# METHODOLOGY

## Market Analysis

- Compile Survey Data (Regional Focus)
- Comparative Analysis of Pay Plans
- Approximately 70 Benchmarks
- Ten Peer Organizations
  - Counties: *Cherokee, Forsyth, Gilmer, Gwinnett, Hall, Lumpkin, Pickens*
  - Cities: *Cumming, Canton, Gainesville*



# METHODOLOGY

- ***Develop a pay plan that balances internal equity with market competitiveness***
- ***The pay plan is customized to fit Dawson's unique culture, operational needs, management style, and compensation philosophy***
  - Defining the Market
  - Desired Market Placement
  - Grade Structure
  - Pay Range Structure
  - Implementation Strategies



# METHODOLOGY

## ▪ **End Results:**

- *Up-to-date classification structure*
- *Proper placement into a pay grade based on the duties, responsibilities, and complexity of each job.*
- *New pay ranges for each classification*
- *Pay Plan that reflects the County's desired level of competitiveness in the market.*
- *Salary increases for some employees*



# RECOMMENDATIONS – PAY PLAN

- Adopt the pay plan
- Implement the plan (fund payroll increases as necessary) – Options to Consider
  - *Across-the-Board Increase?*
  - *Cost to Minimum*
    - *Bring Salaries up to the minimum of the new ranges*
  - *Placement into the Range*
    - *Based on time-in-class (ten years at midpoint) OR*
    - *Option for Longevity with County*



# RECOMMENDATIONS – PAY PLAN

- Placement into the Range – *Example*

Option A												
Grade 15:		35,356	44,548	54,801								
OPTION 4												
	Minimum											Midpoint
Years	0%	10%	20%	30%	40%	50%	60%	70%	80%	90%		100%
0	35,356											
1		36,275										
2			37,194									
3				38,113								
4					39,033							
5						39,952						
6							40,871					
7								41,790				
8									42,710			
9										43,629		
10												44,548



# RECOMMENDATIONS – PAY PLAN

- Variables available to reduce implementation costs
  - Reduce the across-the-board increase
  - Modify placement into the range (slow it down)
  - Phase in over multiple years
  - Place caps on the amount of increase for any one employee



# RECOMMENDATIONS – PAY PLAN

- Adopt the pay plan
- Implement the plan (fund payroll increases as necessary)
- **Maintain the pay plan**
  - Systematic review of classifications
  - Adjustment of salary ranges (annually)
  - Salary adjustments
  - Movement through the range



# Dawson County, Georgia

## Pay Plan Update 2016

Prepared for the County by the Archer Company

# DRAFT

### Market Analysis - Summary

CODE	TITLE	FLSA	GR	MIN	MID	MAX	Notes	MMIN	MMID	MMAX
'15640	CUSTODIAN	N	4	20,454	26,078	31,703		21,189	26,939	32,689
'45220	CASHIER	N	6	22,730	28,981	35,232		27,297	34,056	40,816
'10040	ADMINISTRATIVE CLERK	N	6	22,730	28,981	35,232		25,173	31,304	37,434
'55230	TRANSIT DRIVER	N	7	23,868	30,432	36,996		23,870	30,436	37,001
'15430	TAX/TAG SPECIALIST	N	8	25,007	31,883	38,760		25,718	33,074	40,429
'15630	GROUND MAINTENANCE WORKER	N	8	25,007	31,883	38,760		24,677	31,276	37,876
'41110	<b>EQUIPMENT OPERATOR I</b>	N	8	25,007	31,883	38,760		28,806	36,027	43,247
'61235	PARKS MAINTENANCE WORKER	N	8	25,007	31,883	38,760		25,073	30,980	36,887
'15420	TAX/TAG SPECIALIST, SENIOR	N	9	26,145	33,335	40,524		29,643	37,799	45,954
'21820	DEPUTY COURT CLERK - COC	N	9	26,145	33,335	40,524		28,178	34,702	41,227
'24020	MAGISTRATE CLERK	N	9	26,145	33,335	40,524		26,849	34,297	41,744
'24520	PROBATE CLERK	N	9	26,145	33,335	40,524		28,037	36,217	44,396
'61215	ATHLETIC ASSISTANT	N	9	26,145	33,335	40,524		24,883	34,467	48,983
'15620	BUILDING MAINTENANCE WORKER	N	10	27,283	34,786	42,289		28,757	36,530	44,304
'41120	<b>EQUIPMENT OPERATOR II</b>	N	10	27,283	34,786	42,289		29,765	37,690	45,614
'10020	ADMINISTRATIVE SPECIALIST	N	10	27,283	34,786	42,289		28,716	36,134	43,553
'15140	ACCOUNTING TECHNICIAN	N	12	29,559	37,688	45,817		29,794	38,226	46,659
'10050	LEGAL SECRETARY	N	11	28,421	36,237	44,053		30,116	38,391	46,666
'61230	CREW LEADER, PARKS MAINTENANCE	N	11	28,421	36,237	44,053		32,242	41,287	50,332
'38020	COMMUNICATIONS OFFICER	N	12	29,559	37,688	45,817		29,744	38,702	47,660
'15530	APPRAISER I	N	12	29,559	37,688	45,817		32,378	40,707	49,036
'33250	DETENTION OFFICER	N	12	29,559	37,688	45,817		30,578	38,746	46,914
'99910	<b>ANIMAL CONTROL OFFICER</b>							30,044	37,976	45,908
'15130	PAYROLL & REVENUE TECHNICIAN	N	14	31,836	40,591	49,346		33,688	40,335	46,981
'49110	FLEET MECHANIC	N	13	30,698	39,140	47,581		31,975	41,532	51,088
'10010	ADMINISTRATIVE ASSISTANT	N	13	30,698	39,140	47,581		33,328	40,622	47,916
'41130	<b>EQUIPMENT OPERATOR III</b>	N	13	30,698	39,140	47,581		31,525	39,284	47,042
'15220	HUMAN RESOURCES SPECIALIST	N	14	31,836	40,591	49,346		31,896	40,716	49,536
'33510	CODES ENFORCEMENT OFFICER	N	14	31,836	40,591	49,346		34,140	43,220	52,300
'15135	ACCOUNTING SPECIALIST	N	14	31,836	40,591	49,346		31,071	39,706	48,279



# DRAFT

## Market Analysis - Summary

CODE	TITLE	FLSA	GR	MIN	MID	MAX	Notes	MMIN	MMID	MMAX
'14010	DEPUTY REGISTRAR	N	14	31,836	40,591	49,346		29,658	37,819	45,979
'33050	DEPUTY SHERIFF	N	15	32,974	42,042	51,110		34,722	43,475	52,228
'36155	FIREFIGHTER / EMT	N	15	32,974	42,042	51,110		34,788	44,920	55,052
'15320	PC SUPPORT TECHNICIAN	N	16	34,112	43,493	52,874		36,223	44,502	52,780
'74120	BUILDING INSPECTOR	N	16	34,112	43,493	52,874		35,171	43,818	52,465
'33040	DEPUTY SHERIFF, CORPORAL	N	16	34,112	43,493	52,874		38,347	49,032	59,717
'33140	DEPUTY SHERIFF, DETECTIVE	N	16	34,112	43,493	52,874		38,905	49,285	59,666
'15120	ACCOUNTANT	E	16	34,112	43,493	52,874		38,129	49,005	59,880
'42210	PUBLIC WORKS FIELD SUPERVISOR	N	16	34,112	43,493	52,874		37,742	46,932	56,121
'13220	EXECUTIVE ASSISTANT	E	18	36,389	46,396	56,403		38,167	48,713	59,258
'15230	<b>EMPLOYEE BENEFITS SPECIALIST</b>	N						36,217	46,158	56,100
'99930	<b>PLANNER</b>	E						42,869	53,408	63,947
'49105	FLEET ADMINISTRATOR	E	18	36,389	46,396	56,403		42,369	54,673	66,977
'15215	COUNTY CLERK	E					V	49,372	61,637	73,903
'33030	DEPUTY SHERIFF, SERGEANT	N	20	38,665	49,298	59,931		40,079	50,920	61,761
'36140	FIRE LIEUTENANT	N	20	38,665	49,298	59,931		41,680	53,158	64,637
'15310	NETWORK SYSTEMS ADMINISTRATOR	E	21	40,350	51,446	62,542	?	45,511	57,799	70,087
'15150	MANAGER, PURCHASING	E	21	40,350	51,446	62,542		65,357	83,382	101,408
'33020	DEPUTY SHERIFF, LIEUTENANT	E	22	42,626	54,348	66,071		44,851	54,365	63,879
'36130	FIRE CAPTAIN	N	21	40,350	51,446	62,542		47,229	59,706	72,183
'33010	DEPUTY SHERIFF, CAPTAIN	E	24	47,179	60,153	73,128		49,570	63,302	77,033
'14001	DIRECTOR, ELECTIONS & REGISTRATION	E	25	49,456	63,056	76,656	V	51,443	64,975	78,508
'15605	<b>DIRECTOR, FACILITIES / I.T.</b>	E	25	49,456	63,056	76,656		49,535	64,622	79,709
'42205	MANAGER, ROADS & BRIDGES	E	25	49,456	63,056	76,656		47,151	59,077	71,003
'15110	MANAGER, ACCOUNTING & BUDGET	E	25	49,456	63,056	76,656		56,601	73,408	90,215
'22010	ASST DISTRICT ATTORNEY	E	24	47,179	60,153	73,128		52,786	69,506	86,225
'33005	DEPUTY SHERIFF, MAJOR	E	26	51,732	65,958	80,185		57,632	74,545	91,457
'33205	DETENTION MAJOR	E	26	51,732	65,958	80,185	V	52,877	64,235	75,594
'38001	DIRECTOR, E911	E	26	51,732	65,958	80,185		51,917	65,612	79,307
'36105	<b>DEPUTY CHIEF, EMERGENCY SERVICES</b>	E	27	55,147	70,312	85,477		58,902	76,627	93,907
'74101	DIRECTOR, PLANNING & DEVELOPMENT	E	28	59,700	76,117	92,534		67,423	81,251	97,256
'15501	CHIEF APPRAISER	E	28	59,700	76,117	92,534	V	66,152	81,158	98,161
'55201	DIRECTOR, SENIOR SERVICES	E	28	59,700	76,117	92,534		46,640	61,092	75,544
'61201	DIRECTOR, PARKS & RECREATION	E	28	59,700	76,117	92,534		64,454	76,635	88,816
'15210	<b>DIRECTOR, HUMAN RESOURCES</b>	E	27	55,147	70,312	85,477		66,908	83,248	100,074

# DRAFT

## Market Analysis - Summary

CODE	TITLE	FLSA	GR	MIN	MID	MAX	Notes	MMIN	MMID	MMAX
'15101	DIRECTOR, FINANCE	E	29	64,253	81,922	99,591		68,502	88,220	109,350
'36101	<b>CHIEF, EMERGENCY SERVICES</b>	E	30	71,082	90,629	110,177	V	67,654	82,893	98,132
'41001	DIRECTOR, PUBLIC WORKS & COMM DEV	E	30	71,082	90,629	110,177	V	75,772	85,797	95,822
'13201	COUNTY MANAGER	E	32	80,188	102,239	124,291	V	88,935	113,117	137,298

# Dawson County, Georgia

## Pay Plan Update 2017

Prepared for the County by the Archer Company

# DRAFT

### Job Classification List (Code Order)

CODE	TITLE	FLSA	Current				Proposed			
			GR	MIN	MID	MAX	GR	PMIN	PMID	PMAX
'15640	CUSTODIAN	N	4	20,454	26,078	31,703	4	22,131	27,885	34,303
'55250	MEALS ON WHEELS DRIVER	N	5	21,592	27,530	33,467	5	23,333	29,400	36,166
'10040	ADMINISTRATIVE CLERK	N	6	22,730	28,981	35,232	6	24,535	30,915	38,030
'45220	CASHIER	N	6	22,730	28,981	35,232	6	24,535	30,915	38,030
'61240	LIFEGUARD	N	7	23,868	30,432	36,996	7	25,738	32,429	39,893
'55230	TRANSIT DRIVER	N	7	23,868	30,432	36,996	7	25,738	32,429	39,893
'33620	CIVIL CLERK, SHERIFF	N	8	25,007	31,883	38,760	8	26,940	33,944	41,757
'41110	<b>EQUIPMENT OPERATOR I</b>	N	8	25,007	31,883	38,760	8	26,940	33,944	41,757
'15630	GROUND MAINTENANCE WORKER	N	8	25,007	31,883	38,760	8	26,940	33,944	41,757
'61235	PARKS MAINTENANCE WORKER	N	8	25,007	31,883	38,760	8	26,940	33,944	41,757
'15430	TAX/TAG SPECIALIST	N	8	25,007	31,883	38,760	8	26,940	33,944	41,757
'14020	ADMINISTRATIVE / ABSENTEE BALLOT CLERK	N	9	26,145	33,335	40,524	9	28,142	35,459	43,620
'61215	ATHLETIC ASSISTANT	N	9	26,145	33,335	40,524	<b>9</b>	<b>28,142</b>	<b>35,459</b>	<b>43,620</b>
'74140	BUSINESS LICENSE TECHNICIAN	N	9	26,145	33,335	40,524	9	28,142	35,459	43,620
'21820	DEPUTY COURT CLERK - COC	N	9	26,145	33,335	40,524	9	28,142	35,459	43,620
'24020	MAGISTRATE CLERK	N	9	26,145	33,335	40,524	9	28,142	35,459	43,620
'24520	PROBATE CLERK	N	9	26,145	33,335	40,524	9	28,142	35,459	43,620
'71310	4H PROGRAM COORDINATOR	N	10	27,283	34,786	42,289	10	29,344	36,974	45,484
'10020	ADMINISTRATIVE SPECIALIST	N	10	27,283	34,786	42,289	10	29,344	36,974	45,484
'15620	BUILDING MAINTENANCE WORKER	N	10	27,283	34,786	42,289	10	29,344	36,974	45,484
'45210	COMMUNITY SERVICE COORDINATOR	N	10	27,283	34,786	42,289	10	29,344	36,974	45,484
'41120	<b>EQUIPMENT OPERATOR II</b>	N	10	27,283	34,786	42,289	10	29,344	36,974	45,484
'55210	SENIOR SERVICES ADVOCATE	N	10	27,283	34,786	42,289	10	29,344	36,974	45,484
'15420	TAX/TAG SPECIALIST, SENIOR	N	10	27,283	34,786	42,289	<b>10</b>	<b>29,344</b>	<b>36,974</b>	<b>45,484</b>
'33610	WARRANTS CLERK	N	10	27,283	34,786	42,289	10	29,344	36,974	45,484
'61230	CREW LEADER, PARKS MAINTENANCE	N	11	28,421	36,237	44,053	11	30,547	38,489	47,347
'15440	<b>DELINQUENT TAX SPECIALIST</b>	<b>N</b>	<b>11</b>	<b>28,421</b>	<b>36,237</b>	<b>44,053</b>	<b>11</b>	<b>30,547</b>	<b>38,489</b>	<b>47,347</b>
'21520	JUDICIAL ASSISTANT	N	11	28,421	36,237	44,053	11	30,547	38,489	47,347
'10050	LEGAL SECRETARY	N	11	28,421	36,237	44,053	11	30,547	38,489	47,347

# DRAFT

## Job Classification List (Code Order)

CODE	TITLE	FLSA	Current				Proposed			
			GR	MIN	MID	MAX	GR	PMIN	PMID	PMAX
'15140	ACCOUNTING TECHNICIAN	N	12	29,559	37,688	45,817	12	31,749	40,004	49,211
'99910	<b>ANIMAL CONTROL OFFICER</b>	N					<b>12</b>	<b>31,749</b>	<b>40,004</b>	<b>49,211</b>
'15530	APPRAISER I	N	12	29,559	37,688	45,817	12	31,749	40,004	49,211
'29030	CASE MANAGER, DRUG COURT	N	12	29,559	37,688	45,817	12	31,749	40,004	49,211
'38020	COMMUNICATIONS OFFICER	N	12	29,559	37,688	45,817	12	31,749	40,004	49,211
'33250	DETENTION OFFICER	N	12	29,559	37,688	45,817	12	31,749	40,004	49,211
'55240	FOOD SERVICES COORDINATOR	N	12	29,559	37,688	45,817	12	31,749	40,004	49,211
'15540	PERSONAL PROPERTY APPRAISER	N	12	29,559	37,688	45,817	12	31,749	40,004	49,211
'10010	ADMINISTRATIVE ASSISTANT	N	13	30,698	39,140	47,581	13	32,951	41,518	51,074
'15520	APPRAISER II	N	13	30,698	39,140	47,581	13	32,951	41,518	51,074
'15610	BUILDING MAINTENANCE MECHANIC	N	13	30,698	39,140	47,581	13	32,951	41,518	51,074
'33240	DETENTION CORPORAL	N	13	30,698	39,140	47,581	13	32,951	41,518	51,074
'41130	<b>EQUIPMENT OPERATOR III</b>	N	13	30,698	39,140	47,581	13	32,951	41,518	51,074
'49110	FLEET MECHANIC	N	13	30,698	39,140	47,581	13	32,951	41,518	51,074
'33255	INMATE WORK DETAIL OFFICER	N	13	30,698	39,140	47,581	13	32,951	41,518	51,074
'21510	JUDICIAL ASSISTANT, SENIOR	N	13	30,698	39,140	47,581	13	32,951	41,518	51,074
'55260	LICENSED PRACTICAL NURSE, SENIOR SERVICES	N	13	30,698	39,140	47,581	13	32,951	41,518	51,074
'22050	VICTIM WITNESS ADVOCATE	N	13	30,698	39,140	47,581	13	32,951	41,518	51,074
'15135	ACCOUNTING SPECIALIST	N	14	31,836	40,591	49,346	14	34,153	43,033	52,938
'14010	ASSISTANT TO THE BOE&R	N	14	31,836	40,591	49,346	14	34,153	43,033	52,938
'33510	CODES ENFORCEMENT OFFICER	N	14	31,836	40,591	49,346	14	34,153	43,033	52,938
'38015	COMMUNICATIONS OFFICER, SENIOR	N	14	31,836	40,591	49,346	14	34,153	43,033	52,938
'15230	<b>EMPLOYEE BENEFITS SPECIALIST</b>	<b>N</b>					<b>14</b>	<b>34,153</b>	<b>43,033</b>	<b>52,938</b>
'36160	FIRE QUARTERMASTER	N	14	31,836	40,591	49,346	14	34,153	43,033	52,938
'15220	HUMAN RESOURCES SPECIALIST	N	14	31,836	40,591	49,346	14	34,153	43,033	52,938
'33260	LICENSED PRACTICAL NURSE, DETENTION	N	14	31,836	40,591	49,346	14	34,153	43,033	52,938
'15130	PAYROLL & REVENUE TECHNICIAN	N	14	31,836	40,591	49,346	14	34,153	43,033	52,938
'13230	PUBLIC INFORMATION COORDINATOR	N	14	31,836	40,591	49,346	14	34,153	43,033	52,938
'33280	RECORDS MANAGER	N	14	31,836	40,591	49,346	14	34,153	43,033	52,938
'24030	<b>CHIEF CLERK, MAGISTRATE</b>	N	15				<b>15</b>	<b>35,356</b>	<b>44,548</b>	<b>54,801</b>
'24510	CHIEF CLERK, PROBATE	N	15	32,974	42,042	51,110	15	35,356	44,548	54,801
'21810	CHIEF DEPUTY CLERK - COC	N	15	32,974	42,042	51,110	15	35,356	44,548	54,801
'38010	COMMUNICATIONS SUPERVISOR, E911	N	15	32,974	42,042	51,110	15	35,356	44,548	54,801

# DRAFT

## Job Classification List (Code Order)

CODE	TITLE	FLSA	Current				Proposed			
			GR	MIN	MID	MAX	GR	PMIN	PMID	PMAX
'33050	DEPUTY SHERIFF	N	15	32,974	42,042	51,110	15	35,356	44,548	54,801
'33230	DETENTION SHIFT SUPERVISOR	N	15	32,974	42,042	51,110	15	35,356	44,548	54,801
'36155	FIREFIGHTER / EMT	N	15	32,974	42,042	51,110	15	35,356	44,548	54,801
'55220	TRANSIT COORDINATOR	N	15	32,974	42,042	51,110	15	35,356	44,548	54,801
'15120	ACCOUNTANT	N	16	34,112	43,493	52,874	16	36,558	46,063	56,665
'74120	BUILDING INSPECTOR	N	16	34,112	43,493	52,874	16	36,558	46,063	56,665
'33040	DEPUTY SHERIFF, CORPORAL	N	16	34,112	43,493	52,874	16	36,558	46,063	56,665
'33140	DEPUTY SHERIFF, DETECTIVE	N	16	34,112	43,493	52,874	16	36,558	46,063	56,665
'15650	<b>FACILITIES MAINTENANCE SUPERVISOR</b>	N					<b>16</b>	<b>36,558</b>	<b>46,063</b>	<b>56,665</b>
'38030	I.S. COORDINATOR, SHERIFF	N	16	34,112	43,493	52,874	16	36,558	46,063	56,665
'22030	INVESTIGATOR, D.A.	N	16	34,112	43,493	52,874	16	36,558	46,063	56,665
'22060	JUV INVESTIGATOR / VICTIM ADVOCATE	N	16	34,112	43,493	52,874	16	36,558	46,063	56,665
'33265	LICENSED PRACTICAL NURSE, LEAD	N	16	34,112	43,493	52,874	16	36,558	46,063	56,665
'15320	PC SUPPORT TECHNICIAN	N	16	34,112	43,493	52,874	16	36,558	46,063	56,665
'42210	PUBLIC WORKS FIELD SUPERVISOR	N	16	34,112	43,493	52,874	16	36,558	46,063	56,665
'15240	<b>RISK / SAFETY COORDINATOR</b>	<b>N</b>					<b>16</b>	<b>36,558</b>	<b>46,063</b>	<b>56,665</b>
'15410	TAX/TAG/TITLE SUPERVISOR	N	16	34,112	43,493	52,874	16	36,558	46,063	56,665
'74130	ZONING ADMINISTRATOR	<b>N</b>	16	34,112	43,493	52,874	16	36,558	46,063	56,665
'74110	BUILDING INSPECTOR, SENIOR	N	17	35,251	44,944	54,638	17	37,760	47,578	58,528
'33150	CRIME SCENE TECHNICIAN	N	17	35,251	44,944	54,638	17	37,760	47,578	58,528
'36150	FIREFIGHTER PARAMEDIC	N	17	35,251	44,944	54,638	17	37,760	47,578	58,528
'33270	INMATE SERVICES OFFICER	N	17	35,251	44,944	54,638	17	37,760	47,578	58,528
'15510	APPRAISER III	N	18	36,389	46,396	56,403	18	38,962	49,093	60,392
'15215	<b>COUNTY CLERK</b>	<b>E</b>					<b>18</b>	<b>38,962</b>	<b>49,093</b>	<b>60,392</b>
'29020	DRUG COURT COUNSELOR	E	18	36,389	46,396	56,403	18	38,962	49,093	60,392
'13220	EXECUTIVE ASSISTANT	E	18	36,389	46,396	56,403	<b>18</b>	<b>38,962</b>	<b>49,093</b>	<b>60,392</b>
'99930	<b>PLANNER</b>	<b>E</b>					<b>18</b>	<b>38,962</b>	<b>49,093</b>	<b>60,392</b>
'61220	RECREATION PROGRAMS MANAGER	E	18	36,389	46,396	56,403	18	38,962	49,093	60,392
'61210	SPORTS PROGRAMS MANAGER	E	18	36,389	46,396	56,403	18	38,962	49,093	60,392
'45205	TRANSFER STATION SUPERVISOR	E	18	36,389	46,396	56,403	18	38,962	49,093	60,392
'22040	DIRECTOR, VICTIM WITNESS ASSISTANCE	E	19	37,527	47,847	58,167	19	40,165	50,607	62,255
'74150	<b>STORMWATER / PLAN REVIEW MANAGER</b>	<b>E</b>					<b>19</b>	<b>40,165</b>	<b>50,607</b>	<b>62,255</b>
'15405	CHIEF DEPUTY TAX COMMISSIONER	E	20	38,665	49,298	59,931	20	41,367	52,122	64,119

# DRAFT

## Job Classification List (Code Order)

CODE	TITLE	FLSA	Current				Proposed			
			GR	MIN	MID	MAX	GR	PMIN	PMID	PMAX
'41010	CONSTRUCTION PROJECTS COORDINATOR	E	20	38,665	49,298	59,931	20	41,367	52,122	64,119
'15505	DEPUTY CHIEF APPRAISER	E	20	38,665	49,298	59,931	20	41,367	52,122	64,119
'33030	DEPUTY SHERIFF, SERGEANT	N	20	38,665	49,298	59,931	20	41,367	52,122	64,119
'33130	DEPUTY SHERIFF, SERGEANT CID	N	20	38,665	49,298	59,931	20	41,367	52,122	64,119
'36140	FIRE LIEUTENANT	N	20	38,665	49,298	59,931	20	41,367	52,122	64,119
'36145	FIRE LIEUTENANT, PREVENTION	N	20	38,665	49,298	59,931	20	41,367	52,122	64,119
'22020	CHIEF INVESTIGATOR, D.A.	E	21	40,350	51,446	62,542	21	43,170	54,395	66,914
'49105	FLEET ADMINISTRATOR	E	18	36,389	46,396	56,403	<b>21</b>	<b>43,170</b>	<b>54,395</b>	<b>66,914</b>
'15150	MANAGER, PURCHASING	E	21	40,350	51,446	62,542	21	43,170	54,395	66,914
'15310	<b>NETWORK SYSTEMS ADMINISTRATOR</b>	E	21	40,350	51,446	62,542	21	43,170	54,395	66,914
'33020	DEPUTY SHERIFF, LIEUTENANT	E	22	42,626	54,348	66,071	22	45,575	57,424	70,641
'33220	DETENTION LIEUTENANT	E	22	42,626	54,348	66,071	22	45,575	57,424	70,641
'29010	DRUG COURT ADMINISTRATOR	E	22	42,626	54,348	66,071	22	45,575	57,424	70,641
'76310	FAMILY CONNECTION COORDINATOR	E	22	42,626	54,348	66,071	22	45,575	57,424	70,641
'36130	FIRE CAPTAIN	N	21	40,350	51,446	62,542	<b>22</b>	<b>45,575</b>	<b>57,424</b>	<b>70,641</b>
'33060	TRAINING & CERTIFICATION LIEUTENANT	E	22	42,626	54,348	66,071	22	45,575	57,424	70,641
'36120	FIRE BATALION CHIEF	E	23	44,903	57,251	69,599	23	47,979	60,454	74,368
'36115	ASSISTANT CHIEF, TRAINING	E	24	47,179	60,153	73,128	24	50,384	63,484	78,095
'24010	ASSOCIATE MAGISTRATE	E	24	47,179	60,153	73,128	24	50,384	63,484	78,095
'22010	ASST DISTRICT ATTORNEY	E	24	47,179	60,153	73,128	24	50,384	63,484	78,095
'33010	DEPUTY SHERIFF, CAPTAIN	E	24	47,179	60,153	73,128	24	50,384	63,484	78,095
'22015	ASST DISTRICT ATTORNEY, SENIOR	E	25	49,456	63,056	76,656	25	52,788	66,513	81,822
'14001	DIRECTOR, ELECTIONS & REGISTRATION	E	25	49,456	63,056	76,656	25	52,788	66,513	81,822
'15110	MANAGER, ACCOUNTING & BUDGET	E	25	49,456	63,056	76,656	25	52,788	66,513	81,822
'42205	MANAGER, ROADS & BRIDGES	E	25	49,456	63,056	76,656	25	52,788	66,513	81,822
'33005	DEPUTY SHERIFF, MAJOR	E	26	51,732	65,958	80,185	26	55,193	69,543	85,549
'33205	DETENTION MAJOR	E	26	51,732	65,958	80,185	26	55,193	69,543	85,549
'38001	DIRECTOR, E911	E	26	51,732	65,958	80,185	26	55,193	69,543	85,549
'33000	CHIEF DEPUTY SHERIFF	E	27				27	58,800	74,087	91,139
'36110	<b>DEPUTY CHIEF, ADMINISTRATION</b>	E	25	49,456	63,056	76,656	<b>27</b>	<b>58,800</b>	<b>74,087</b>	<b>91,139</b>
'36105	<b>DEPUTY CHIEF, FIRE OPERATIONS</b>	E	27	55,147	70,312	85,477	27	58,800	74,087	91,139
'15501	CHIEF APPRAISER	E	28	59,700	76,117	92,534	28	63,609	80,147	98,593
'13210	DIRECTOR, ADMIN & SPECIAL PROJECTS	E	28	59,700	76,117	92,534	28	63,609	80,147	98,593

# DRAFT

## Job Classification List (Code Order)

CODE	TITLE	FLSA	Current				Proposed			
			GR	MIN	MID	MAX	GR	PMIN	PMID	PMAX
'15605	<b>DIRECTOR, FACILITIES / I.T.</b>	E	25	49,456	63,056	76,656	<b>28</b>	<b>63,609</b>	<b>80,147</b>	<b>98,593</b>
'15210	<b>DIRECTOR, HUMAN RESOURCES</b>	E	27	55,147	70,312	85,477	<b>28</b>	<b>63,609</b>	<b>80,147</b>	<b>98,593</b>
'61201	DIRECTOR, PARKS & RECREATION	E	28	59,700	76,117	92,534	28	63,609	80,147	98,593
'74101	DIRECTOR, PLANNING & DEVELOPMENT	E	28	59,700	76,117	92,534	<b>28</b>	<b>63,609</b>	<b>80,147</b>	<b>98,593</b>
'55201	DIRECTOR, SENIOR SERVICES	E	28	59,700	76,117	92,534	28	63,609	80,147	98,593
'15101	DIRECTOR, FINANCE	E	29	64,253	81,922	99,591	29	68,418	86,206	106,047
'36101	<b>CHIEF, EMERGENCY SERVICES</b>	E	30	71,082	90,629	110,177	30	73,227	92,266	113,501
'41001	DIRECTOR, PUBLIC WORKS & COMM DEV	E	30	71,082	90,629	110,177	30	73,227	92,266	113,501
'13201	COUNTY MANAGER	E	32	80,188	102,239	124,291	32	82,845	104,384	128,409

**Backup material for agenda item:**

1. Consideration of Request for Annual Renewal of Contract between Dawson County and Northeast Georgia Probation Services, Inc. for Probation Supervision and Rehabilitation Services



**STATE OF GEORGIA  
COUNTY OF DAWSON**

**CONTRACT FOR PROBATION SUPERVISION  
AND REHABILITATION SERVICES**

THIS CONTRACT made and entered into this 8<sup>th</sup> day of February, 20 17, by and between Dawson County, Georgia (hereinafter referred to as the "County") and Northeast Georgia Probation Services, Inc. (hereinafter referred to as "NGPSI"), upon the request and consent of the Chief Judge of the Dawson County Superior Court and the Dawson County Probate Court (hereinafter referred to as the "Courts").

**WITNESSETH:**

WHEREAS, the County, authorized by O.C.G.A. §42-8-101, wishes to enter into this agreement with NGPSI with the consent of the Courts, and recognizes its responsibility to provide professional and effective sentencing alternatives for citizenry and offenders of the community; and

WHEREAS, NGPSI is uniquely qualified and experienced in providing such comprehensive professional services and is willing to contract with the County with the approval of the Courts; and

WHEREAS, the parties hereto deem it in their respective best interests and each will best be served by entering into said Contract for the provision by NGPSI of such probation services as ordered by the Courts.

NOW THEREFORE, in consideration of the premises and the mutual benefits and covenants provided under the terms and conditions of this Contract, the parties hereto agree as follows:

**DESIGNATION BY THE COUNTY**

The County shall designate NGPSI as the sole private entity to coordinate, provide and direct probation programs and services to offenders sentenced by and under the jurisdiction of the Superior and Probate Courts.

**SCOPE OF SERVICES**

NGPSI shall provide the services and programs for the misdemeanor offenders placed on probation by the Courts which shall include the following particulars:

- A. Comply with the standards and qualifications as set forth by the Board of Community Supervision and the Laws of the State of Georgia.
- B. Operate under the conditions as agreed to by and between NGPSI and the County, as more fully set forth in the Specifications for Probation Services attached hereto and incorporated herein by reference.
- C. Provide such services as specifically set forth in the Specifications for Probation Services for the provisions of services to offenders under the jurisdiction of the Courts.
- D. Meet, maintain, and comply with all rehabilitation program offerings as specified in the Specifications for Probation Services.

- E. Maintain individual files for each offender participating in NGPSI's programs. The files will be maintained in a secured area, in a secure file cabinet, or electronically. NGPSI shall maintain the confidentiality of all files, records, and papers relative to the supervision of probationers under this agreement.
- F. Provide timely and prompt reports as are, or may be required by the Courts during the period of the Contract, which include, but are not limited to, statistical reports, caseload data, and other records documenting the types of program services provided and the identity of the offenders receiving such services.
- G. Provide counseling and supervision services for all persons ordered by the Courts to participate in such programs during the period of the Contract and assure that NGPSI is providing program services and maintaining records reflective of good business practice.
- H. Make fiscal and program records available within ten (10) working days for review and maintain financial records reflective of good business practice. Records shall be maintained in accordance with O.C.G.A. §42-8-109.2.
- I. Bill the offender for program services provided on such forms and in such manner to conform to acceptable business practice. The accuracy of billing is to be confirmed by providing a copy of the services and attending cost to the offender.
- J. Charge each offender participating in rehabilitation programs the reasonable cost of the program as reflected in the Specifications for Probation Services attached hereto and incorporated herein by reference. Each offender shall be charged a maximum not to exceed the program costs as specified in the Specifications for Probation Services unless it is approved in advance by the Court. Those offenders the Courts shall determine to be indigent shall be ordered as such and shall be supervised at no cost.
- K. Collect restitution, fines, court costs and fees, program fees, and probation fees as ordered by the Courts. NGPSI shall prioritize the collection of restitution before the collection of fines and probation fees. NGPSI shall collect funds for the Georgia Crime Victims Emergency Fund, as applicable, and forward them directly to the Georgia Crime Victims Compensation Board by the end of each month along with a corresponding remittance report pursuant to O.C.G.A. §17-15-13(f).
- L. Submit a written report to the Courts as frequently as the Courts require on the amount of Court fines, costs, fees, and restitution ordered and collected from each offender. The report shall include the total dollar amount applied to Courts' ordered fines, fees, restitution, and other conviction related costs.
- M. Tender all Court fines and costs ordered and collected from offenders to the Courts as frequently as the Courts require.
- N. Comply with all laws regarding confidentiality of offender records.
- O. Furnish a fidelity bond or letter of credit in the amount of not less than one hundred thousand (\$100,000.00) dollars as surety for the satisfactory performance of the Contract.

- P. Not profit or attempt to profit from any fines, restitution, or Court cost collected from the offenders.
- Q. The Courts shall assist NGPSI in obtaining access to criminal histories in the Georgia Crime Information Center and National Crime Information Center through local law enforcement in order for NGPSI to conduct pre-sentence or probationer investigations as may be requested. NGPSI may obtain a Georgia Crime Information Center (GCIC) Originating Agency Identifier (ORI) number. The Federal Bureau of Investigation (FBI) CJIS Security Addendum is, therefore, attached hereto and incorporated herein by reference.
- R. NGPSI shall employ competent and able personnel to provide services rendered hereunder and to appropriately administer this caseload. All staff shall meet qualifications as prescribed by O.C.G.A. §42-8-107.
- S. NGPSI shall have a criminal history records check made of all staff in accordance with O.C.G.A. §42-8-106.1 and §42-8-107.
- T. NGPSI staff shall comply with the orientation and continuing education training required per annum as prescribed by O.C.G.A. §42-8-107.
- U. NGPSI shall make a supervision assessment of each offender and determine the reporting schedule, type of contact(s), and frequency of contact(s) pursuant to the direction of the Court. There are no minimally required contacts for pay-only cases. Probation officers shall supervise no more than 250 probationers under Basic Supervision. There are no caseload size limitations regarding pay-only cases.
- V. NGPSI shall coordinate and ensure compliance with community service by each probationer as ordered by the Courts. NGPSI will maintain records of community service participation and completion.
- W. NGPSI shall coordinate with certified vendors the evaluation and assessment of probationers for drug/alcohol rehabilitation, mental health, psychological counseling, or educational programs mandated by the Courts and shall require probationer's compliance. NGPSI shall not specify, directly or indirectly, a particular DUI Alcohol or Drug Use Risk Reduction Program, which a probationer may or shall attend. NGPSI shall conduct on-site drug and alcohol screens as determined necessary by the Courts, the costs for which shall be paid by the offender as fully set forth in the Specifications for Services, attached hereto.
- X. The term "pay-only probation" means a defendant has been placed under probation supervision solely because such defendant is unable to pay the courts' imposed fine and statutory surcharges when such defendant's sentence is imposed. Such term shall not include circumstances when restitution has been imposed or other probation services are deemed appropriate by the court. When pay-only probation is imposed, the probation supervision fees shall be capped so as not to exceed three months of ordinary probation supervision fees.
- Y. Consecutive misdemeanor sentences shall be supervised in accordance with O.C.G.A. §42-8-103.1.

- Z. NGPSI shall prepare probation violation warrants, orders, and petitions for modification/revocation of probation for submission to the Courts. NGPSI shall recommend the modification or revocation of probation whenever the probationer fails to substantially comply with the terms and conditions of probation. The Courts shall determine what constitutes a substantial failure to comply with probation terms and conditions. Modification/Revocation proceedings shall be conducted in accordance with O.C.G.A. §42-8-102 and the Courts' Judicial Procedures.

### **PERIOD OF SERVICE**

The performance of the aforementioned services shall commence on the 15<sup>th</sup> day of January, 2017, and shall continue with a specific expiration date of the 31<sup>st</sup> day of December, 2017, which shall be the anniversary date of this contract. The contract shall automatically renew for specific one year terms on January 1<sup>st</sup> each year, thereafter, under the same terms and conditions as provided herein, unless written notice to the contrary is directed to the other party within 30 days of the current term's expiration in accordance with O.C.G.A. §36-60-13.

### **PAYMENTS FOR SERVICES**

Fees for basic services are set out in the Specifications for Probation Services, which fees are payable not by the County, but by sentenced offenders. No fees accrued pursuant to the Specifications for Probation Services shall be obligation of the County. The County shall have no obligation for fees incurred during this contract term and none in subsequent renewals in accordance with O.C.G.A. §30-60-13.

### **DEFICIENCIES IN SERVICE, TERMINATION**

In the event the County determines there are deficiencies in the service and work provided by NGPSI, the County shall notify NGPSI in writing as to the precise nature of any such deficiencies. Within ten (10) working days of receipt of such notice, NGPSI shall correct or take reasonable steps to correct the deficiencies complained of, including, if necessary, increasing the work force and/or equipment, or modifying the policies and procedures used by NGPSI in performing services pursuant to this Contract. If NGPSI fails to correct or take reasonable steps to correct the deficiencies within ten (10) working days, the County may declare NGPSI in default and this Contract shall be declared terminated upon receipt by NGPSI of notice thereof. NGPSI agrees that in the event it disputes the County's right to invoke the provisions of this paragraph, it will not seek injunctive or other similar relief, but will either negotiate a settlement of the matter with the County or seek, as its remedy, monetary damages in a Court of competent jurisdiction.

### **DISPUTES**

In the event of any controversy, claim or dispute as to the services and work performed or to be performed by NGPSI, or the construction or operation of or rights and liabilities of the parties under this Contract, where the County is the complaining party, each such question shall be submitted to the Chief Judge of the Dawson County Superior Court for resolution; provided, however, in the event either party disagrees with the decisions of the Judge, that party shall have the right to litigate the matter in its entirety in a Court of competent jurisdiction. The party wishing to submit a matter to the Judge shall do so by written notice to the other party and to the Judge, which shall specify the nature of the controversy, claim or dispute. The Judge shall schedule a hearing within fifteen (15) days of such notice, at which time both parties shall present their positions. The Judge shall render a decision within seven (7) days after the date of the hearing. In the event the Judge is the complaining party, the Presiding Judge of the Dawson County Superior Court, or his/her designee, shall be asked to resolve the issues presented.

## TRANSFER OF OPERATIONS

In the event NGPSI defaults for any reason in the service provided for by this Contract, the County may, at its election and upon five (5) working days' prior written notice to NGPSI, take possession of all records and other documents generated by NGPSI in connection with this Contract, and the County may use the same in the performance of the services described herein. NGPSI agrees to surrender peacefully said records and documents. The County shall provide NGPSI with a written receipt of those items over which the County assumes exclusive control. NGPSI agrees that in the event it disputes the County's right to invoke the provisions of this paragraph, it will not seek injunctive or other similar relief, but will either negotiate a settlement of the matter with the County, or seek monetary damages as its remedy in a court of competent jurisdiction.

## RIGHT TO REQUIRE PERFORMANCE

The failure of the County at any time to require performance by NGPSI of any provisions hereof shall in no way affect the right of the County thereafter to enforce same. Nor shall waiver by the County of any breach of any provision hereof be taken or held to be a waiver of any succeeding breach of such provision or as a waiver of any provision itself.

## ACCESS TO BOOKS AND RECORDS

The County's representatives shall have access on a weekday, other than a legal State holiday, upon forty-eight (48) hours prior written notice to NGPSI's representative, to all NGPSI's books, records, correspondence, instructions, receipts, vouchers, and memoranda of every description pertaining to work under this Contract, for the purpose of conducting a complete independent fiscal audit for any fiscal year within the immediately preceding two (2) years.

## INSURANCE

NGPSI shall provide and maintain during the life of this Contract, workers' compensation insurance and general liability with the following limits of liability:

Workers' Compensation	- Statutory
Bodily Injury Liability	- \$ 100,000 each accident
	- \$ 500,000 each occurrence
General Liability	- \$1,000,000 each occurrence
Personal & Advertising Injury	- \$1,000,000 each occurrence
Professional Liability	- \$1,000,000 each occurrence

## INDEMNIFICATION/HOLD HARMLESS

With regard to the work to be performed by NGPSI, neither the County nor the Courts shall be liable to NGPSI, or to anyone who may claim a right resulting from any relationship with NGPSI, for any negligent act or omission of NGPSI, its employees, agents, or participants in the performance of services conducted on behalf of the County. In addition, NGPSI agrees to indemnify and hold harmless the County and the Courts, their officials, employees, agents, or participants with the Courts and the Probation Services described herein, from any and all claims, actions, proceedings, expenses, damages, liabilities or losses (including, but not limited to, attorney's fees and court costs) arising out of or in connection with any negligent act or omission of NGPSI, including wrongful criminal acts of NGPSI, or NGPSI's employees, agents, or representatives. Further, the County is to be named as an additional named insured on NGPSI's liability insurance policies.

## ASSIGNMENT

The duties and obligations assumed by NGPSI are professional services unique to NGPSI and are therefore not transferable or assignable without prior consent of the County and the Courts. Consent, however, shall not be unreasonably withheld.

## VALIDITY

This Contract shall be binding on any successor to the undersigned official of the County or Courts. The provisions enumerated in this Contract shall be deemed valid insofar as they do not violate any City, State, or Federal laws. In the event any provision of this Contract should be declared invalid, the remainder of this Contract shall remain in full force and effect.

## NOTICE

Any notice provided for in this Contract shall be in writing and served by personal delivery or by registered or certified mail addressed to:

As to the County:                      Dawson County Board of Commissioners  
25 Justice Way, Suite 2313  
Dawsonville, GA 30534

As to NGPSI:                              John C. Cox, President  
Northeast Georgia Probation Services, Inc.  
81 Crown Mountain Place, Suite C, Unit 500  
Dahlonega, Georgia 30533

Notices sent by registered or certified mail shall be deemed delivered/received upon actual receipt or three (3) days from mailing, whichever is shorter. The above addresses may be modified by written notice to the other party.

## ENTIRE AGREEMENT

This Contract, including all exhibits attached hereto and incorporated herein by reference, constitutes the entire understanding and agreement between the parties hereto and supersedes any and all agreements, whether written or oral, that may exist between the parties regarding the same. No representations, inducements, promises, or agreements between the parties not embodied herein shall be of any force and effect. No amendment or modification to this Contract or any waiver of any provisions hereof shall be effective unless in writing and signed by the County and NGPSI.

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

Dawson County Board of Commissioners

BY: \_\_\_\_\_  
Billy Thurmond, Chairman

Northeast Georgia Probation Services, Inc.

BY: \_\_\_\_\_  
John C. Cox, President

(Corporate Seal)

Approved:

Dawson County Superior Court

BY: C. Andrew Fuller  
C. Andrew Fuller, Chief Judge

Dawson County Probate Court

BY: \_\_\_\_\_  
Jennifer Burt, Judge

BY: \_\_\_\_\_  
County Clerk

(County Seal)

# NGPSI

## Specifications for Services

<b>Pay-Only Probation Supervision</b>	<p><b>\$38.00 per month</b></p> <p>Pay-only probation supervision fees shall be capped so as not to exceed three months of ordinary probation supervision fees, unless otherwise ordered by the Courts.</p>
<b>Basic Probation Supervision</b>	<b>\$38.00 per month</b>
<b>Indigent Supervision</b>	\$0.00 – As determined and ordered by the Courts
<b>Pre-Trial/Diversion Supervision</b>	<b>\$38.00 per month</b>
<b>Under the Influence Alcohol Course (for adults)</b>	<b>\$75.00</b>
<b>Alcohol-Wise JV Course (for juveniles)</b>	<b>\$75.00</b>
<b>Marijuana 101 Drug Education Course (for adults)</b>	<b>\$75.00</b>
<b>Marijuana 101 JV Drug Education Course (for juveniles)</b>	<b>\$75.00</b>
<b>STOPLifting Course (for adults)</b>	<b>\$75.00</b>
<b>STOPLifting JV Course (for juveniles)</b>	<b>\$75.00</b>
<b>Parent Alcohol and Drug Education Course (Parent-Wise)</b>	<b>\$0.00</b>
<b>Electronic Monitoring</b>	<p><u>Random Breath Alcohol Monitoring (\$9.00 per day + \$50.00 Activation Fee)</u> Defendant is summoned randomly to a SCRAM remote breath device to give a breath test.</p> <p><u>GPS Monitoring (\$10.00 per day + \$50.00 Activation Fee)</u> A GPS device actively monitors the defendant's movements 24/7 via satellite. Can set exclusionary and inclusionary zones</p> <p><u>Trans-dermal Alcohol Monitoring (\$12.00 per day + \$50.00 Activation Fee)</u> The defendant's alcohol consumption is monitored 24/7 through a cellular receiver.</p>
<b>On-Site, Standard Multi-Panel Drug Screen</b>	<b>\$20.00</b>
<b>ETG Screens</b>	<b>\$35.00 (If applicable)</b>
<b>Community Service Work Coordination</b>	<b>No Cost</b>
<b>Restitution Collection - Direct Disbursement to Victim</b>	<b>No Cost</b>
<b>Court and On-Line Access to the NGPSI Offender Management Computer Program</b>	<b>No Cost</b>
<b>Transfer of Supervision</b>	<b>For 24/7 Internet Access to all Offender Data and Activity</b>
<b>Domestic Violence Workshop</b>	<b>No Cost to any of our more than 40 locations nationwide</b>
<b>Anger Control Workshop</b>	<b>No Cost referral to a Certified Treatment Provider</b>
<b>Youthful Offender Workshop</b>	<b>No Cost referral to a Certified Treatment Provider</b>
<b>Resume and Interview Skills Development with Job Placement Assistance</b>	<b>No Cost</b>
<b>Indemnification of the County, and Naming the County as an Additional Insured</b>	<b>No Cost – Professional and General Liability</b>



**Backup material for agenda item:**

2. Consideration of request to place Little Lending Libraries on County Government Property



## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Family Connection

Work Session: 2/23/17

Prepared By: Nancy Stites, Family Connection Coordinator

Voting Session: 3/2/17

Presenter: Nancy Stites

Public Hearing: Yes  No

Agenda Item Title: Little Lending Libraries on County Government Property Request

**Background Information:**

Family Connection has been promoting the importance of early learning and grade-level reading by 3<sup>rd</sup> grade. They have recently joined the Chamber of Commerce Community Development Committee in promoting reading of all ages by having small lending libraries throughout the community. Our goal is to provide easy access to free books and hope that these little libraries will inspire reading! We are asking non-profits, civic clubs and other organizations to sponsor a little library by paying for the cost to build and maintain, choose and obtain permission for placement and monitor frequently to keep it stocked with books.

**Current Information:**

There are now several organizations that would like to participate and the following have chosen frequently visited sites on County Government property. This foot traffic improves exposure to these libraries. The following organizations would like permission to place a Little Lending Library: 1) Family Connection to place one in the yard at Dawson County Public Health Office; 2) Kiwanis Club – Veteran’s Park; 3) WEE Books - War Hill Park and 4) Rotary Club - Rock Creek Park.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

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

Department Head Authorization: Nancy Stites

Date: 02/15/17

Finance Dept. Authorization: Vickie Neikirk

Date: 02/15/17

County Manager Authorization: David Headley

Date: 2/16/2017

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

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

**Comments/Attachments:**

# Little Lending Libraries

Take a Book now, Leave one later!

Books are FREE!

Examples of Little Libraries:



Replica of Grace Presbyterian Church in Dawsonville in front of parking area on Highway 53



# Little Lending Libraries

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Take one  
Now,  
Leave  
one Later





The ability to READ  
is a  
building block to success!



# Current Partners

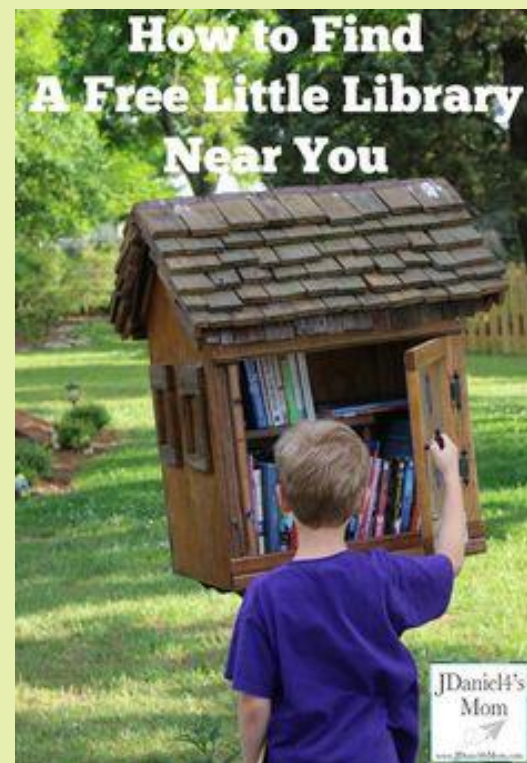
## Chamber of Commerce-Community Development Committee

- Family Connection – Public Health Dept.
- Kiwanis Club - Veteran's Park
- WEE Books - War Hill Park
- Senior Center - Veteran's Park
- Rotary Club - Rock Creek Park
- Chamber of Commerce- Office



# So Why Little Lending Libraries?

- 61% of children from low income backgrounds have no children's books at home
- 3<sup>rd</sup> grade is when there is a switch from Learning to Read to Reading to Learn



- Children who can't read by 3<sup>rd</sup> grade are 4X more likely to drop out of high school than proficient readers
- Parent's are a child's first teacher



Improves memory

Improves your imagination

Helps kids develop empathy



Teaches children about the world around them



Improves focus and concentration

E  
N  
T  
E  
R  
T  
A  
I  
N  
I  
N  
G



Improves a child's vocabulary



Discover new things





# How Does the Library Work?

1.  
Build an  
eye-catching  
Lending Library

2.  
Place it an area  
with a lot of  
foot traffic



3.  
Keep it stocked  
with a variety  
of books for  
both young  
and old.

4.  
Spread the  
good word!

Take One Now, 57 Leave One Later!

**MEMORANDUM OF UNDERSTANDING DAWSON COUNTY, GEORGIA  
AND DAWSON COUNTY COMMUNITY PARTNERSHIP, INC.**

WHEREAS, Georgia Family Connection is a statewide initiative of 159 community collaboratives committed to making measurable improvement for children and families in Georgia; and

WHEREAS, Dawson County Community Partnership, Inc.(hereinafter DCCPI), a Georgia non-profit corporation, and a member of Georgia Family Connection, provides leadership through collaboration with all segments of the community for the well-being of families and children, and was one of the first such collaboratives established and operating in the State; and

WHEREAS, DCCPI wishes to promote reading at all age and educational levels and particularly to stress the importance of early learning and grade-level reading and proposes to do so by placement of Little Lending Libraries (hereinafter LLL's), at no charge to the public or to Dawson County, at several locations on Dawson County-owned property; and

WHEREAS, the Dawson County Board of Commissioners desires to facilitate this free public service by allowing the placement of the Little Lending Libraries at selected locations.

NOW, THEN the Dawson County Board of Commissioners and DCCPI hereby memorialize their understanding as to the circumstances under which the placement of the lending libraries will be allowed and provide as follows.

1. Dawson County agrees to allow installation of LLL's at the following locations:
  - Dawson County Public Health Office
  - Veterans' Memorial Park
  - War Hill Park
  - Rock Creek Park
  - Dawson County Senior Center.
2. LLL's may only be installed at the specific areas at each site as identified by the County Manager (or his designee, who may exercise the responsibilities of the County Manager under this M.O.U.), and only in accordance with such design as approved by the County Manager.
3. LLL's shall not be placed in any location as would interfere with proper use of the property (such as walkways, roads, or other facilities and areas determined by the County Manager), nor in any place such as to interfere with or damage any public or private utility.
4. DCCPI and its LLL partners/sponsors agree and understand that permission to place the LLL's is not permanent and not guaranteed. Dawson County, by and through its County Manager, may at any time withdraw permission in the discretion of the County Manager, as to individual sites or all sites.
5. Dawson County is not and shall not be responsible for damage or loss to the LLL structures or contents due to any cause, including, but not limited to, County employees, LLL users or any other person, known or unknown.

6. DCCPI shall maintain the installed LLL's in good safe and clean condition, and shall promptly follow the direction of the County Manager as to maintenance, re-location or removal of any installation.
7. It is not the intent of the parties hereto that any person or party other than Dawson County and DCCPI shall have an interest or standing as a third party beneficiary of this agreement.

This \_\_\_ day of \_\_\_\_\_, 2017

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DANIELLE YARBROUGH, CLERK

Dawson County Board of Commissioners

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BILLY THURMOND, CHAIRMAN

Dawson County Board of Commissioners

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NANCY STITES

Family Connection Coordinator

Dawson County Community Partnership, Inc.

The Little Lending Library partners/sponsors requesting authorization to place LLL installations on County property, by signing below, acknowledge

having read, received a copy of, and accept the terms of the foregoing MOU.

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Dawn Pruett  
Director, Margie Weaver Senior Center

---

Sue Poynter  
Dawson County WEE Books Chair

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Dan Pichon  
Kiwanis Club Chair

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Michelle Hester  
Rotary Club Chair

**Backup material for agenda item:**

3. Consideration of Request for Budget Increase for Legacy Link Local Match



## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Senior Center/Finance

WorkSession: 2/23/2017 \_\_\_\_\_

Prepared By: Vickie Neikirk

Voting Session: \_\_\_\_\_

Presenter: Dawn Pruett

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

Agenda Item Title: Legacy Link Commitment 2018

Background Information:

Each year the County is required to sign a commitment letter to receive funding through Legacy Link. The commitment is for a local government match.

Current Information:

For the last several years the annual match amount has been \$9,450 per year. That was the amount budgeted for 2017. This new commitment letter states it will be \$10,450 for July 1, 2017 through June 30, 2018. Because the grant crosses years, the increase needed for 2017 is \$500. In 2018, the other half of the increase (\$500) will be budgeted.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
100	5520	572000	9,450.00		500.00 addition	

Recommendation/Motion: To approve the additional match of \$500 for FY 2017 Legacy Link Local Match

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

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

Finance Dept. Authorization: Vickie Neikirk

Date: 2/17/2017

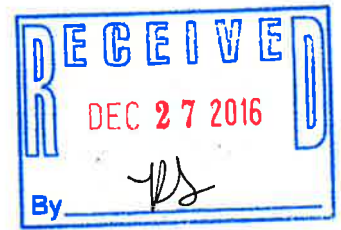
County Manager Authorization: David Headley

Date: 2/18/2017

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

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

Comments/Attachments:



December 19, 2016

Honorable Mike Berg, Chairman  
Dawson County Board of Commissioners  
25 Justice Way Suite 2313  
Dawsonville, GA 30534

Dear Chairman Berg:

Legacy Link plans to provide \$ 99,032.00 to Dawson County for services at your senior center such as Meals on Wheels, congregate meals, transportation, center management, etc. in the fiscal year to begin July 1, 2017.

Legacy will once again provide state and federal funds for senior centers in 12 of the 13 counties in the region. Legacy provides the following in all 13 counties: Information, telephone screening and counseling through our Gateway Office for families seeking assistance for seniors and persons with disabilities; Long Term Care Ombudsman staff to visit all personal care, assisted living and nursing homes in the area. Georgia Cares staff and volunteers provide counseling and assist with Medicare, other insurance, fraud and scam issues. We also subcontract with a personal care service agency to help frail older persons remain in their homes and subcontract for legal services for older individuals in the region.

Legacy Link RN's and social workers provide care management in all 13 counties for non-Medicaid and Medicaid-funded health programs to help nursing home eligible persons of all ages with chronic health conditions remain in their homes and communities. The RN's and Case Managers work with over 1,000 persons and their families to arrange for in-home and community health services to avoid premature nursing home placement.

Legacy staff also will continue to work with families and nursing home staff to help residents move out of nursing homes and back into the community.

Additionally, we provide funding for services to help caregivers of persons with Alzheimer's Disease and other dementia. We will continue funding various services designed to help families caring for someone with Alzheimer's including Guest House in Gainesville and part-time day programs in Forsyth, White and Union Counties. We also have a Caregiver Specialist on staff to work with families who have caregiver issues.



The Kinship Care Program (Grandparents Raising Grandchildren) continues to help relatives and the children in their care. Our Wellness Program for seniors has been highly successful in the region and the Retired Senior & Volunteer Program (RSVP) has about 350 volunteers aged 50+ who volunteer in their communities.

The Legacy Senior Community Service & Employment Program assists low income persons aged 55+ needing employment and training. Trainees are assigned to local public and non-profit agencies in all counties for training and we pay minimum wage for part-time training on the job. Trainees are helping out their communities by working in your schools, courthouses, libraries, day care, senior centers, parks & recreation, etc. while learning workplace skills to gain an unsubsidized job. We also place Trainees in private businesses for short term training with the expectation of employment.

In order that we may continue to draw down federal and state funds for programs and services as described, we must have local match monies. Local match monies from all county governments is necessary for us to continue subcontracting and providing services including administration, information and referral, screening for services in the communities, volunteer programs and Medicare Prescription Insurance Counseling in all counties. We utilize in-kind match as much as possible but need cash for match to continue our services in the region.

Our local share match request of each government for the fiscal year July 1, 2017 to June 30, 2018 is \$10,450.00. Each government's local share contribution is critical to draw down the federal and state monies for continuation of services that help families in your county. This amount may be paid in one payment, monthly, quarterly or semi-annually as in past years. We just need to know how you wish to contribute.

The "Commitment" page for your signature signifying approval of this request is enclosed with this letter. Please sign and return by March 1, 2017 in order that we might continue services offered in your county in the new fiscal year. If you have any questions about services operated or funded by Legacy Link in your county, please do not hesitate to call me.

We are appreciative of your continuing support of Legacy Link over the years and your commitment to our partnership with you to benefit seniors and persons with disabilities in your county.

Sincerely,



Pat V. Freeman  
C.E.O.

Enclosure

**LOCAL SHARE COMMITMENT LETTER  
FY-18**

The FY-18 local share requested by Legacy Link, Inc. from each county is \$10,450.00. These funds will be used by the Area Agency on Aging as match to draw down the federal and state monies for administration, coordination, information & referral, employment & training of older workers, volunteer program and other services. These funds will also help to continue the Long Term Care Ombudsman Program, Wellness Programs, Kinship Care Program and Medicare Prescription assistance in all counties.

The Dawson County Commission hereby approves the services to be offered for older citizens, family members and individuals with disabilities in Dawson County in FY-18 and agrees to pay the necessary local share monies in the amount of \$10,450.00 to secure federal and state monies and continue services as noted above.

APPROVED: \_\_\_\_\_  
Dawson County Commission Chairman

DATE: \_\_\_\_\_

Please return by March 1, 2017 to:

Pat V. Freeman, C.E.O.  
Legacy Link, Inc.  
P.O. Box 1480  
Oakwood, Georgia 30566

**Backup material for agenda item:**

4. Consideration of 2016 Board of Commissioners Expenses



## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Finance

Work Session: 2/23/2017

Prepared By: Natalie Johnson – Accounting & Budget Manager

Voting Session: 3/2/2017

Presenter: Natalie Johnson – Accounting & Budget Manager

Public Hearing: Yes  No

Agenda Item Title: Presentation of 2016 Board of Commissioners Expenses

Background Information:

All expenses paid directly to a member of the Board of Commissioners are presented for approval annually.

Current Information:

The total expenses reimbursed to the Board of Commissioners for 2016 totaled \$4,520.91. \$2,423.31 was for travel and \$2,097.60 was for telephone expenses.

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: Staff recommends approval of the 2016 Board of Commissioners' expenses

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

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

Finance Dept. Authorization: Vickie Niekirk

Date: 02/21/17

County Manager Authorization: David Headley

Date: 02/21/17

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

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

Comments/Attachments:

**Dawson County  
Commissioner Expenses  
12/31/2016**

<u>Commissioner</u>	<u>Travel</u>	<u>Training</u>	<u>Telephone</u>	<u>Total</u>
Chairman Berg	1,854.63	-	1,001.60	2,856.23
Commissioner Fausett	-	-	-	-
Commissioner Hamby	-	-	-	-
Commissioner Nix	88.71	-	581.00	669.71
Commissioner Swafford	383.88	-	515.00	898.88
Commissioner Gaines	96.09	-	-	96.09
	<u>2,423.31</u>	-	<u>2,097.60</u>	<u><u>4,520.91</u></u>

COMM OF ROADS & REVENUE DAWSON CO  
VENDOR ACTIVITY REPORT

FY 2016

BOTH OPEN & PAID VOUCHERS  
CHECK DATES 01/01/2016 TO 12/31/2016 PAY DATES 01/01/2016 TO 12/31/2016  
VENDORS 10149 TO 10149

VOUCHER NUMBER	PAY/CHECK DATE	INVOICE NUMBER	POSTING INVOICE		PURCHASE ORDERS 0 TO 2147483647		
			MONTH	DATE	PO NUMBER	CHECK NUMBER	INVOICE AMOUNT
10149 MIKE BERG							
99609	05/26/2016	JAN 2016 PHONE & MILEAGE	05	05/15/2016		172323	130.20
		100-00-1310-523205-000 TELEPHONE					87.00
		100-00-1310-523500-000 TRAVEL					43.20
99610	05/26/2016	FEB 2016 PHONE & MILEAGE	05	05/15/2016		172323	162.60
		100-00-1310-523205-000 TELEPHONE					87.00
		100-00-1310-523500-000 TRAVEL					75.60
99611	05/26/2016	MARCH 2016 PHONE & MILEAGE	05	05/15/2016		172323	173.40
		100-00-1310-523205-000 TELEPHONE					87.00
		100-00-1310-523500-000 TRAVEL					86.40
99612	05/26/2016	APRIL 2016 PHONE, MILEAGE, HOTEL FEES	05	05/15/2016		172323	685.88
		100-00-1310-523205-000 TELEPHONE					87.00
		100-00-1310-523500-000 TRAVEL					54.00
		100-00-1310-523500-000 TRAVEL					193.88
		100-00-1310-523500-000 TRAVEL					351.00
102795	10/20/2016	MAY 2016 PHONE & MILEAGE	10	10/11/2016		173897	151.80
		100-00-1310-523205-000 TELEPHONE					87.00
		100-00-1310-523500-000 TRAVEL					64.80
102796	10/20/2016	JUNE 2016 PHONE & MILEAGE	10	10/11/2016		173897	126.96
		100-00-1310-523205-000 TELEPHONE					87.00
		100-00-1310-523500-000 TRAVEL					39.96
102797	10/20/2016	JULY 2016 PHONE & MILEAGE	10	10/11/2016		173897	108.60
		100-00-1310-523205-000 TELEPHONE					87.00
		100-00-1310-523205-000 TELEPHONE					21.60
102798	10/20/2016	AUG 2016 PHONE & MILEAGE	10	10/11/2016		173897	135.60
		100-00-1310-523205-000 TELEPHONE					87.00
		100-00-1310-523500-000 TRAVEL					48.60
102799	10/20/2016	SEPT 2016 PHONE & MILEAGE	10	10/11/2016		173897	210.12
		100-00-1310-523205-000 TELEPHONE					87.00
		100-00-1310-523500-000 TRAVEL					123.12
103046	11/03/2016	NOV. 2016 CELL PHN CELL PHONE REIMBURSEMENT	11	11/01/2016		174070	55.00
		100-00-1310-523205-000 TELEPHONE					55.00
103653	12/01/2016	DEC. 2016 CELL PHONE REIMBURSEMENT	11	12/01/2016		174360	55.00
		100-00-1310-523205-000 TELEPHONE					55.00
103946	12/15/2016	OCT PHN & MILEAGE PHONE & MILEAGE-JEKYLL ISL	12	12/03/2016		174518	575.88
		100-00-1310-523205-000 TELEPHONE					87.00
		100-00-1310-523500-000 TRAVEL					488.88
103947	12/15/2016	NOV 2016 MILEAGE NOV MILEAGE	12	12/03/2016		174518	32.40
		100-00-1310-523500-000 TRAVEL					32.40
103948	12/15/2016	DEC 2016 MILEAGE DEC MILEAGE	12	12/03/2016		174518	252.79
		100-00-1310-523500-000 TRAVEL					252.79
							2,856.23

FY 2016

COMM OF ROADS & REVENUE DAWSON CO  
 VENDOR ACTIVITY REPORT

BOTH OPEN & PAID VOUCHERS  
 CHECK DATES 01/01/2016 TO 12/31/2016 PAY DATES 01/01/2016 TO 12/31/2016  
 VENDORS 11162 TO 11162

PURCHASE ORDERS 0 TO 2147483647

VOUCHER NUMBER	PAY/CHECK DATE	INVOICE NUMBER	POSTING INVOICE		PO NUMBER	PURCHASE ORDERS 0 TO 2147483647	
			MONTH	DATE		CHECK NUMBER	INVOICE AMOUNT
11162 JULIE NIX							
97596	02/25/2016	JAN 2016 PHONE PLAN	02	02/09/2016		171313	63.35
		100-00-1310-523205-000 TELEPHONE					47.00
		100-00-1310-523500-000 TRAVEL					16.35
98256	03/24/2016	FEB. 2016 PHONE PLAN	03	03/17/2016		171619	47.00
		100-00-1310-523205-000 TELEPHONE					47.00
98679	04/14/2016	MARCH 2016 PHONE PLAN	04	04/07/2016		171825	53.00
		100-00-1310-523205-000 TELEPHONE					53.00
99350	05/12/2016	APRIL 2016 PHONE PLAN	05	05/05/2016		172159	53.00
		100-00-1310-523205-000 TELEPHONE					53.00
100371	06/23/2016	MAY 2016 CELL PHN PLAN	06	06/01/2016		172623	53.00
		100-00-1310-523205-000 TELEPHONE					53.00
100485	06/30/2016	JUNE MILEAGE 6/23 & 6/20 MEETING	06	06/23/2016		172708	72.36
		100-00-1310-523500-000 TRAVEL					72.36
100673	07/14/2016	JUNE 2016 CELL PHN PLAN	07	07/01/2016		172832	53.00
		100-00-1310-523205-000 TELEPHONE					53.00
101480	08/18/2016	JULY 2016 CELL PHONE PLAN	08	08/11/2016		173231	55.00
		100-00-1310-523205-000 TELEPHONE					55.00
102172	09/22/2016	AUG. 2016 CELL PHN BILL	09	09/12/2016		173583	55.00
		100-00-1310-523205-000 TELEPHONE					55.00
102465	10/06/2016	SEPT. 2016 CELL PHN BILL	10	10/04/2016		173746	55.00
		100-00-1310-523205-000 TELEPHONE					55.00
103047	11/03/2016	NOV. 2016 CELL PHN CELL PHONE REIBURSEMENT	11	11/01/2016		174065	55.00
		100-00-1310-523205-000 TELEPHONE					55.00
103655	12/01/2016	DEC. 2016 CELL PHONE REIMBURSEMENT	11	12/01/2016		174351	55.00
		100-00-1310-523205-000 TELEPHONE					55.00
							669.71

FY 2016

COMM OF ROADS & REVENUE DAWSON CO  
VENDOR ACTIVITY REPORT

BOTH OPEN & PAID VOUCHERS  
CHECK DATES 01/01/2016 TO 12/31/2016 PAY DATES 01/01/2016 TO 12/31/2016  
VENDORS 12952 TO 12952

VOUCHER NUMBER	PAY/CHECK DATE	INVOICE NUMBER	POSTING INVOICE		PURCHASE ORDERS 0 TO 2147483647		
			MONTH	DATE	PO NUMBER	CHECK NUMBER	INVOICE AMOUNT
12952 JAMES C. SWAFFORD							
97277	02/11/2016	JAN. 2016 PHN PLAN REIMBURSEMENT	02	02/04/2016		171167	45.00
		100-00-1310-523205-000 TELEPHONE				45.00	
98112	03/17/2016	FEB. 2016 PHN PLAN REIMBURSEMENT	03	03/08/2016		171545	45.00
		100-00-1310-523205-000 TELEPHONE				45.00	
98678	04/14/2016	MARCH 2016 PHONE PLAN	04	04/07/2016		171823	45.00
		100-00-1310-523205-000 TELEPHONE				45.00	
99349	05/12/2016	APRIL PHN, TRAV ACCG ACCG CONF. MILEAGE, PHONE PLAN	05	05/05/2016		172154	383.88
		100-00-1310-523205-000 TELEPHONE				45.00	
		100-00-1310-523500-000 TRAVEL				338.88	
100347	06/23/2016	MAY 2016 PHN PLAN REIMBURSEMENT	06	06/07/2016		172620	45.00
		100-00-1310-523205-000 TELEPHONE				45.00	
100920	07/21/2016	JUNE 2016 PHN PLAN REIMBURSEMENT	07	07/14/2016		172913	45.00
		100-00-1310-523205-000 TELEPHONE				45.00	
101479	08/18/2016	JULY 2016 CELL PHONE PLAN	08	08/11/2016		173229	45.00
		100-00-1310-523205-000 TELEPHONE				45.00	
101948	09/15/2016	AUG. 2016 CELL PHONE PLAN	09	09/08/2016		173510	45.00
		100-00-1310-523205-000 TELEPHONE				45.00	
102785	10/20/2016	SEPT 2016 CELL PHONE PLAN	10	10/19/2016		173887	45.00
		100-00-1310-523205-000 TELEPHONE				45.00	
103048	11/03/2016	NOV. 2016 CELL PHN CELL PHONE REIBURSEMENT	11	11/01/2016		174061	55.00
		100-00-1310-523205-000 TELEPHONE				55.00	
103529	11/23/2016	OCT. 2016 CELL PHN REIMBURSEMENT	11	11/10/2016		174295	45.00
		100-00-1310-523205-000 TELEPHONE				45.00	
103654	12/01/2016	DEC. 2016 CELL PHONE REIMBURSEMENT	11	12/01/2016		174349	55.00
		100-00-1310-523205-000 TELEPHONE				55.00	
							898.88



FY 2016

COMM OF ROADS & REVENUE DAWSON CO  
VENDOR ACTIVITY REPORT

BOTH OPEN & PAID VOUCHERS  
CHECK DATES 01/01/2016 TO 12/31/2017 PAY DATES 01/01/2016 TO 12/31/2017  
VENDORS 14088 TO 14088

VOUCHER NUMBER	PAY/CHECK DATE	INVOICE NUMBER	POSTING INVOICE		PURCHASE ORDERS 0 TO 2147483647			
			MONTH	DATE	PO NUMBER	CHECK NUMBER	INVOICE AMOUNT	
14088	CHRIS GAINES							
104587	01/12/2017	11/28-12/2 TRAVEL MILES/MEALS	01	01/04/2017		174766	96.09	A
	100-00-1310-523500-000	TRAVEL				96.09	A	
							<u>96.09</u>	
						TOTAL VOUCHERS:	<u>96.09</u>	
						TOTAL OPEN VOUCHERS:	0.00	
						TOTAL PAID VOUCHERS:	96.09	

# 2016 Commissioner Expenses

Name	Travel	Training	Telephone	Total
Former Chairman Berg	\$ 1,854.63	-	\$ 1,001.60	\$ 2,856.23
Commissioner Fausett	-	-	-	-
Commissioner Hamby	-	-	-	-
Commissioner Nix	\$ 88.71	-	\$ 581.00	\$ 669.71
Commissioner Swafford	\$ 383.88	-	\$ 515.00	\$ 898.88
Chairman Thurmond	-	-	-	-
Commissioner Gaines	\$ 96.09	-	-	\$ 96.09
	\$ 2,423.31	-	\$ 2,097.60	\$ 4,520.91

**Backup material for agenda item:**

5. Consideration of Request for New Development Authority Member Training Funds



## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Board of Commissioners

Work Session: 02/23/17

Prepared By: Danielle Yarbrough

Voting Session: 03/02/17

Presenter: Commissioner Chris Gaines

Public Hearing: Yes  No

Agenda Item Title: Presentation of request for new Development Authority Member Training Funds

Background Information:

Recommend \$2,000 in training funds for 4 new members  
 Recommend \$600 in training funds for 2 returning members  
 Total Cost = \$2,600

Current Information:

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

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
					\$2,600.00	

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

Department Head Authorization: Chairman Billy Thurmond

Date: 02/17/17

Finance Dept. Authorization: Vickie Neikirk

Date: 2/21/17

County Manager Authorization: David Headley

Date: 2/21/2017

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

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

Comments/Attachments: