

PUTNAM COUNTY BOARD OF COMMISSIONERS

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117 Putnam Drive, Suite A ♦ Eatonton, GA 31024

Agenda

Friday, July 5, 2019 ♦ 9:00 AM

Putnam County Administration Building – Room 203

Opening

1. Welcome - Call to Order
2. Invocation
3. Pledge of Allegiance (KI)
4. Special Presentations
 - a. Opioid Crisis - Henry Craig
 - b. Departmental Presentation - Uncle Remus Golf Course

Regular Business Meeting

5. Public Comments
6. Approval of Agenda
7. Consent Agenda
 - a. Approval of Minutes - June 18, 2019 Regular Meeting (staff-CC)
 - b. Approval of Lakeview Senior Gardens Final Plat Subdivision (staff-P&D)
 - c. Approval of Revised Title VI Plan for Putnam County Transit (staff-Transit)
8. Authorization for Chairman to sign Revised Resolution Authorizing among other things the Issuance of the Sinclair Water Authority Revenue Refunding Bonds, Series 2019 Bonds (TA)
9. Approval of Addendum to the Putnam County Personnel Manual (staff-HR)
10. Recommendation for Appointment to the Hospital Authority - Post 5 (staff-CC)

Reports/Announcements

11. County Manager Report
12. County Attorney Report
13. Commissioner Announcements

Closing

14. Adjournment

The Board of Commissioners reserves the right to continue the meeting to another time and place in the event the number of people in attendance at the meeting, including the Board of Commissioners, staff, and members of the public exceeds the legal limits. The meeting cannot be closed to the public except by a majority vote of a quorum present for the meeting. The board can vote to go into an executive session on a legally exempt matter during a public meeting even if not advertised or listed on the agenda. Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities are required to contact the ADA Compliance Officer, at least three business days in advance of the meeting at 706-485-2776 to allow the County to make reasonable accommodations for those persons.

Item Attachment Documents:

7. Consent Agenda
 - a. Approval of Minutes - June 18, 2019 Regular Meeting (staff-CC)
 - b. Approval of Lakeview Senior Gardens Final Plat Subdivision (staff-P&D)
 - c. Approval of Revised Title VI Plan for Putnam County Transit (staff-Transit)

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PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024

Minutes

Tuesday, June 18, 2019 ♦ 6:30 PM

Putnam County Administration Building – Room 203

The Putnam County Board of Commissioners met on Tuesday, June 18, 2019 at approximately 6:30 PM in the Putnam County Administration Building, 117 Putnam Drive, Room 203, Eatonton, Georgia.

PRESENT

- Chairman Billy Webster
- Commissioner Kelvin Irvin
- Commissioner Daniel Brown
- Commissioner Bill Sharp
- Commissioner Trevor Addison

STAFF PRESENT

- County Attorney Barry Fleming
- County Manager Paul Van Haute
- Deputy County Manager Lisa Jackson
- County Clerk Lynn Butterworth

Opening

1. Welcome - Call to Order
Chairman Webster called the meeting to order at approximately 6:37 p.m.
(Copy of agenda made a part of the minutes on minute book page _____.)
2. Invocation
Deputy County Manager Lisa Jackson gave the invocation.
3. Pledge of Allegiance (staff)
County Manager Paul Van Haute led the Pledge of Allegiance.

Regular Business Meeting

4. Public Comments
Mr. Don Cottrell commented on pay raises for State employees and Social Security.

5. Approval of Agenda

Motion to approve the Agenda.

Motion made by Commissioner Sharp, Seconded by Commissioner Addison.

Voting Yea: Commissioner Irvin, Commissioner Brown, Commissioner Sharp, Commissioner Addison

6. Consent Agenda

- a. Approval of Minutes - June 7, 2019 Regular Meeting (staff-CC)
- b. Approval of Minutes - June 7, 2019 Executive Session (staff-CC)
- c. Approval of Minutes - June 7, 2019 Work Session (staff-CC)

Motion to approve the Consent Agenda.

Motion made by Commissioner Addison, Seconded by Commissioner Brown.

Voting Yea: Commissioner Irvin, Commissioner Brown, Commissioner Sharp, Commissioner Addison

7. Authorization for Chairman to sign documents concerning the Sinclair Water Authority Bond Request (TA)

- a. Resolution Authorizing among other things the Issuance of the SWA Revenue Refunding Bonds, Series 2019 Bonds
- b. Continuing Disclosure Certificate
- c. Second Amendment to Intergovernmental Agreement

Commissioner Addison explained the Bond issue and introduced Mr. Bill Camp from Raymond James. Mr. Camp distributed copies of a handout and answered questions.

Motion to authorize the Chairman to sign a Resolution Authorizing among other things the Issuance of the SWA Revenue Refunding Bonds, Series 2019 Bonds and all documents pertaining to it contingent upon the Sinclair Water Authority keeping \$350,000 in reserves for capital purchases and using the remainder of the reserve account to for draw down the debt and transfer of debt service.

Motion made by Commissioner Addison, Seconded by Commissioner Sharp.

Voting Yea: Commissioner Irvin, Commissioner Brown, Commissioner Sharp, Commissioner Addison

Motion to authorize the Chairman to sign the Continuing Disclosure Certificate.

Motion made by Commissioner Addison, Seconded by Commissioner Sharp.

Voting Yea: Commissioner Irvin, Commissioner Brown, Commissioner Sharp, Commissioner Addison

Motion to authorize the Chairman to sign the Second Amendment to the Intergovernmental Agreement.

Motion made by Commissioner Addison, Seconded by Commissioner Irvin.

Voting Yea: Commissioner Irvin, Commissioner Brown, Commissioner Sharp, Commissioner Addison

(Copies of documents made a part of the minutes on minute book pages _____ to _____.)

8. Authorization for Chairman to sign letter to the Middle Georgia Regional Commission for Technical Assistance for EPWSA to update pay scale and job descriptions (staff-CM)
Motion to authorize the Chairman to sign a letter to the Middle Georgia Regional Commission for Technical Assistance for EPWSA to update pay scale and job descriptions.
Motion made by Commissioner Irvin, Seconded by Commissioner Addison.
Voting Yea: Commissioner Irvin, Commissioner Brown, Commissioner Sharp, Commissioner Addison
 (Copy of letter made a part of the minutes on minute book page _____.)

9. Renewal of the Corporate Health Partners Wellness Program (staff-CM)
 approve renewal
Motion to approve the renewal of the Corporate Health Partners Wellness Program.
Motion made by Commissioner Addison, Seconded by Commissioner Sharp.
Voting Yea: Commissioner Irvin, Commissioner Brown, Commissioner Sharp, Commissioner Addison
 (Copy of documents made a part of the minutes on minute book pages _____ to _____.)

10. Cancellation of Lease Agreement between Putnam County and Georgia Writers Museum (staff-CM)
Motion to approve the cancellation of the Lease Agreement between Putnam County and the Georgia Writers Museum.
Motion made by Commissioner Sharp, Seconded by Commissioner Addison.
Voting Yea: Commissioner Irvin, Commissioner Brown, Commissioner Sharp, Commissioner Addison

Reports/Announcements

11. County Manager Report

County Manager Van Haute reported the following:

- A meeting was held today at the Sheriff’s Office with representatives from FEMA. Our final reimbursement for Hurricane Michael is \$40,000.
- Mr. Frank Ford passed away on Thursday, June 13, 2019. The services will be this Friday, June 21, 2019.

12. County Attorney Report

No report

12.5 County Clerk Report

County Clerk Butterworth informed the Board about a new feature available from Municode called MuniDocs. She demonstrated how to find it on the internet and explained that it is a new source for locating county related documents.

13. Commissioner Announcements

Commissioner Irvin: none

Commissioner Brown: inquired about the courthouse balcony repair; County Manager Van Haute explained that work was scheduled for next year with funding from SPLOST #9. He also invited everyone to a Mother’s Against Crime get-together this Saturday at Oconee Springs Park.

Commissioner Sharp: none

Commissioner Addison: none

Chairman Webster: none

Closing

14. Adjournment

Motion to adjourn the meeting.

Motion made by Commissioner Irvin, Seconded by Commissioner Addison.

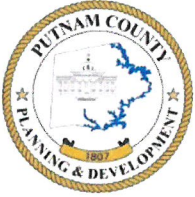
Voting Yea: Commissioner Irvin, Commissioner Brown, Commissioner Sharp, Commissioner Addison

Meeting adjourned at approximately 7:40 p.m.

ATTEST:

Lynn Butterworth
County Clerk

Billy Webster
Chairman



PUTNAM COUNTY PLANNING & DEVELOPMENT

117 Putnam Drive, Suite B ♦ Eatonton, GA 31024

Tel: 706-485-2776 ♦ 706-485-0552 fax ♦ www.putnamcountyga.us

REQUEST FOR FINAL PLAT SUBDIVISION APPROVAL

THE UNDERSIGNED HEREBY REQUESTS AN INSPECTION OF SUBDIVISION FOR FINAL PLAT APPROVAL.

APPLICANT: LAKEVIEW SENIOR GARDENS, LP

ADDRESS: 745 PONCE DE LEON TERRACE
ATLANTA, GA 30306

PHONE: 256-490-4866

PROPERTY OWNER IS DIFFERENT FROM ABOVE: _____

ADDRESS: _____

PHONE: _____

PROPERTY:

SUBDIVISION NAME: LAKEVIEW SENIOR GARDENS, LP

LOCATION: SCOTT ROAD & ELLMAN DRIVE, PUTNAM COUNTY, GA

MAP 102A PARCEL 051001 NUMBER OF ACRES 6.55AC PHASE _____

SUPPORTING INFORMATION ATTACHED TO APPLICATION:

_____ FOUR COPIES OF THE AS-BUILT SURVEY

_____ BOND FOR PERFORMANCE/MAINTENANCE

_____ DEDICATION DEEDS FOR EASEMENTS, STREETS, and RIGHT-OF-WAYS

***APPLICANT HEREBY AFFIRMS THAT APPLICANT IS THE PROPERTY OWNER OR HAS THE LEGAL AUTHORITY TO SIGN THIS FORM ON OWNER'S BEHALF AND APPLICANT AGREES TO INDEMNIFY AND HOLD PUTNAM COUNTY HARMLESS IN THE EVENT IT IS DETERMINED APPLICANT DOES NOT HAVE SUCH LEGAL AUTHORITY.**

*SIGNATURE OF APPLICANT:  DATE: _____

FOR OFFICE USE

DATE FILED: _____ CHECK NO. _____ CASH _____

CREDIT CARD _____ AMOUNT \$100.00 RECEIPT# _____

BOC MEETING _____ DATE SIGNED: _____

DATE RECORDED: _____ PLATS PICKED UP BY: _____

DATE _____



**Putnam County Board of Commissioners
Agenda Item Request Form**

DATE OF MEETING REQUESTED: July 5, 2019

REQUEST BY: Dianne Pounds

AGENDA ITEM: Putnam Title VI Plan - GDOT Concurrence

AGENDA ITEM TYPE:

Presentation Discussion Action*

Other (Please Specify) _____

*ACTION REQUESTED: Formal Adoption of Putnam Title VI Plan

SUPPORTING DOCUMENTATION PROVIDED: Yes No

BUDGET/FUNDING INFORMATION: N/A

FACTS AND/OR ISSUES: _____



Russell R. McMurry, P.E., Commissioner
One Georgia Center
600 West Peachtree NW
Atlanta, GA 30308
(404) 631-1990 Main Office

Via E-mail transmission

June 20, 2019

Ms. Dianne Pounds
Putnam County Transit
108 S. Madison Avenue
Eatonton, GA 31024

Dear Ms. Pounds,

The Department has completed its review of your Title VI Plan and has determined that it meets the requirements established in the Federal Transit Administration's (FTA) Circular 4702.1B, "Title VI Program Guidelines for Federal Transit Administration Recipients," effective October 1, 2012.

Thank you for your ongoing cooperation and compliance of the FTA Civil Rights Program requirements. Should you need assistance or have any questions, please do not hesitate to contact Ms. Michele Nystrom, Transit Compliance and Asset Manager directly at (404) 631-1235 or at mnystrom@dot.ga.gov

Sincerely,

A handwritten signature in blue ink, appearing to read 'LAT', is positioned above the typed name of the sender.

Leigh Ann Trainer, Transit Program Manager
Division of Intermodal

cc: Michele Nystrom, Transit Compliance and Asset Manager
Mellie Pettit, Public Transit Specialist, District Two

Putnam County Transit



Title VI Plan



Date Adopted: July 2019

Title VI Plan Activity Log

Date	Activity (Review/Update/Addendum/ Adoption/Distribution)	Concerned Person (Signature)	Remarks
12/16/2014	Adoption		Title VI Plan GDOT approval

Title VI Plan Activity Log (Continued)

Date	Activity (Review/Update/Addendum/ Adoption/Distribution)	Concerned Person (Signature)	Remarks

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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].

Putnam 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.

Putnam 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 Putnam 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: Billy Webster

Chairman, Putnam County Board of Commissioners, Date: _____

2.0 Introduction & Description of Services

This is a section of the plan which covers general information about the transit agency.

Putnam County Transit 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.

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

Title VI Liaison

Dianne Pounds, Transit Director
Putnam County Board of Commissioners)
706-485-6355
117 Putnam Dr. Suite A, Eatonton, Georgia 31024

Alternate Title VI Contact

Paul Van Haute, County Manager
Putnam County Board of Commissioners)
706-485-5826
117 Putnam Dr. Suite A, Eatonton, Georgia 31024

Putnam 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.

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

Current and Pending GDOT Funding

1. T006284, 7/01/18 to 6/30/19, \$115,000.00 and State, \$284.40

During the previous three years, Georgia Department of Transportation did complete a Title VI

FTA Circular 4702.1B, Chapter III, Paragraph 2: Every application for financial assistance from FTA must be accompanied by an assurance that the applicant will carry out the program in compliance with the Title VI regulations.

compliance review of Putnam County Transit. Putnam County Transit has not been found to be in noncompliance with any civil rights requirements.

The following is a summary of the compliance review.

- a. Date of the compliance review
04/04/2018
- b. The purpose or reason for the review
FTA 5311 Program – Compliance Review
- c. Agency or organization that performed the review
Georgia Department of Transportation’s Division of Intermodal
- d. Summary of the finding and recommendations of the review
None
- e. Report on the status of the findings and recommendations
N/A
- f. Current status of the compliance review
In compliance

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.

Putnam County Transit will remain in compliance with this requirement by annual submission of certifications and assurances as required by GDOT.

2.3 Title VI Plan Concurrence and Adoption

This Title VI Plan received GDOT concurrence on 12/16/2014. The Plan was approved and adopted by Putnam County Board of Commissioners during a meeting held on 12/16/2014. 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 Putnam County Transit 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 Putnam County Transit office(s) including the reception desk and meeting rooms, and on the Putnam County Transit website at www.putnamcountyga.us . Additionally, Putnam 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 Putnam County Transit may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form (refer to Appendix E). Putnam County Transit investigates complaints received no more than 180 days after the alleged incident. Putnam County Transit will process complaints that are complete.

Once the complaint is received, Putnam 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.

Putnam County Transit has ninety (90) days to investigate the complaint. If more information is needed to resolve the case, Putnam 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, Putnam 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 (<https://www.putnamcountyga.us>).

4.2 Complaint Form

A copy of the complaint form in English and Spanish is provided in Appendix E and on <http://www.putnamcountyga.us>).

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. Putnam 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

Putnam County Transit System does not have any sub-recipients to provide monitoring and assistance to. As a sub-recipient to GDOT, Putnam 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

Putnam 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. Putnam 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, Putnam 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 .
7. subcontract or procurement as the Putnam 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, Putnam 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. Putnam 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 Putnam County 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 Putnam County Transit. Additionally, vendors and contractors shall expressly require any subcontractors performing work or providing services pursuant to work for Putnam 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 Putnam 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), Putnam 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 Putnam 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 GDOT.

Putnam 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

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

Putnam 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 Putnam County Transit's recent, current, and planned outreach activities.

- Setup informative booths at fair (Dairy Festival]
- [Make button for the transit drivers to wear. It could say Putnam County, the way to go!"]
- Distribute pamphlets at various businesses
- Bring a Friend Day for free

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).

Putnam County Transit operates a transit system within Putnam County. The Language Assistance Plan (LAP) has been prepared to address Putnam County Transit 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 Putnam County service area there are 1148 residents or 6% who

describe themselves as not able to communicate in English very well (Source: US Census). Putnam County 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. Putnam 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.

Putnam 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, Putnam County Transit will ensure the following:

1. Putnam 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. Putnam 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, Putnam 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 Putnam County Transit determines that the location of the project will result in a disparate impact on the basis of race, color, or national origin, Putnam 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. Putnam County Transit must demonstrate and document how both tests are met. Putnam 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.

Putnam County Transit has not recently constructed any facilities, nor does it currently have any facilities in the planning stage. Therefore, Putnam County Transit does not have any Title VI Equity Analysis reports to submit with this Plan. Putnam 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.

Putnam County 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: PUTNAM 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.
Putnam County Transit's current and long-term focus as a transportation provider is on maintaining the best-coordinated transportation system possible for this community. Our goal is to create a coordinated system with the objective of providing safe, reliable, timely and efficient transportation services to county residents.
2. Organizational structure, type of operation, number of employees, service hours, staffing plan and safety and security plan.
Putnam County Transit is a government agency. Our organization is made up of 4 full-time employees, 1 part-time employee, and 0 volunteers. Our Transit Director is responsible for all of the day-to-day operations of our organization and reports directly to our County Manager. Our BOC is committed to this program and has, therefore, incorporated our service within the County's Public Transportation Program. Transportation services are provided in accordance with the BOC's approved Operations Manual/System Safety/Security Program and its Transportation Disadvantaged Service Plan (TDSP). Our agency staffing plan is outlined in our 2011 Transit Development Plan (page 201) and 2012 Operations Handbook (page 34). We will continue to operate at previous year (2011) service hours averaging 24 total fleet service hours per day or approximately 7,200 annual service hours (assuming 300 operating days).
3. Indicate if your agency is a government authority.
Putnam County Transit operates as a government agency.
4. Who is responsible for insurance, training and management, and administration of the agency's transportation programs?
Putnam County Transit's manager is responsible for training and management of our transportation program. All safety sensitive employees are required to complete GDOT approved safety and security training course as part of their new hire orientation. All new employees are also required to complete 80 hours of on-the-road drivers training, which includes riding with a training driver, behind-the-wheel training, and training on proper use of wheel chair lifts and securement devices. The Transportation Services Manager 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 Transportation Manager's responsibility to administer all aspects of the transportation program and to control access and usage of all agency vehicles.
5. Who provides vehicle maintenance and record keeping?
Maintenance on all agency vehicles is provided by Putnam County Public Works/Shop. Putnam County Public Works/Shop employs only ASE certified technicians with experience in working on commercial passenger vehicles like the type our agency uses. 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 document. All vehicle files and driver files are kept on-site at our operations base located at 117 Putnam Dr. and are maintained by the

Transit Director Dianne Pounds. All records are maintained and retained for a minimum of four (4) years.

6. Number of current transportation related employees

Our transportation department has a total of 5 employees that include: 3 full-time drivers, 1 part-time drivers, 1 administrators and 0 support staff.

7. 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.

8. A detailed description of service routes and ridership numbers

Transportation services provided through our program are available to general public. Our service incorporates medical, nutrition, employment, shopping, training, employment, social and recreation. We provide a wide range of trip purposes that include: medical, nutrition, shopping, social service, training, employment, social and recreation. Approximately 3% 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 most convenient route. Currently, we use a variety of vehicles to provide passenger services. Our fleet includes vans, modified vans, and buses. Two of our vehicles are equipped for wheelchair service. We prioritize grouping trips and multi-loading to the maximum extent possible. We make 75 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

Putnam County Transit

- Putnam 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 Putnam County Transit Director.
- For more information on Putnam County Transit civil rights program, and the procedures to file a complaint, contact 706-485-6355, email dpounds@putnamcountyga.us; or visit our administrative office at 117 Putnam Dr. Suite A Eatonton Georgia 31024 For more information, visit <http://www.putnamcountyga.us>.
- If information is needed in another language, contact 706-485-6355
- Si necesita información en otro idioma, llame al 706-485-6355
- 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

Putnam County Transit

Title VI Complaint Form

Section I:				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
Electronic Mail Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
Section II:				
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
Section III:				
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. _____ _____				
Section IV				
Have you previously filed a Title VI complaint with this agency?			Yes	No

Section V	
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:	
Section VI	
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

_____ Date _____

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

Dianne Pounds, Transit Director
 117 Putnam Dr. Suite A
 Eatonton, Ga 31024

Appendix F

Public Participation Plan (PPP)

The Public Participation Plan (PPP) is an open ended plan which should be tailored to the needs and capabilities of your agency. The following is a rough template for a possible PPP for a typical sub-recipient transit agency. The plan should be modified to match the public participation needs of your agency with capabilities of your agency. FTA Circular 4702.1B provides little concrete guidance to the contents of the PPP. The following are instructions from FTA Circular 4702.1B with regards to the PPP:

“Recipients have wide latitude to determine how, when, and how often specific public participation activities should take place, and which specific measures are most appropriate. Recipients should make these determinations based on a demographic analysis of the population(s) affected, the type of plan, program and/or service under consideration, and the resources available.”

“Some of those effective practices include:

- a. Scheduling meeting at times and locations that are convenient and accessible for minority and LEP communities.
- b. Employing different meeting sizes and formats.
- c. Coordinating with community and faith-based organizations, educational institutions, and other organizations to implement public engagement strategies that reach out specifically to members of affected minority and/or LEP communities.
- d. Considering radio, television, or newspaper ads on stations and in publications that serve LEP populations. Outreach to LEP populations could also include audio programming available on podcasts.
- e. Providing opportunities for public participation through means other than written communication, such as personal interviews or use of audio or video recording devices to capture oral communication. “

With these instructions in mind, please add or remove items from the template as you see fit. The majority of the plan is shown in **green text** to indicate the flexibility in the plan.

Introduction

The Public Participation Plan (PPP) for Putnam 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 Putnam 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 Putnam 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. Putnam 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 Putnam County Transit and its operations. The goals for this PPP include:

- **Inclusion and Diversity:** Putnam County Transit will proactively reach out and engage low-income, minority, and LEP populations for the Putnam 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:** Putnam 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 Public County Transit. Putnam County Transit intends to achieve meaningful public participation by a variety of methods with respect to service and any changes to service.

Putnam 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 Putnam County Transit website (<https://www.putnamcountyga.us>) and all feedback on the site will be recorded and passed on to Putnam County Transit management. The public will also be able to call the Putnam County Transit office at 706-485-6355 during its hours of operation. Feedback collected over the phone will be recorded and passed on to Putnam 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, Putnam 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

The agency is not required to perform public hearings.

LCB Meetings

Appendix G

Language Assistance Plan (LAP)

I. Introduction

Putnam County Transit operates a transit system within Putnam County. The Language Assistance Plan (LAP) has been prepared to address Putnam County Transit 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 Putnam County service area there are 1148 residents or 6% who describe themselves as not able to communicate in English “very well” (Source: US Census). Putnam 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. Putnam 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 Putnam County Transit be able to communicate effectively with all of its riders. When Putnam 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. Putnam 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 Putnam 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 Putnam 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 Putnam 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 Putnam County Transit program, activity or service.
2. The frequency with which LEP persons come in contact with Putnam County Transit programs, activities or services.
3. The nature and importance of programs, activities or services provided by Putnam County Transit to the LEP population.
4. The resources available to Putnam 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 20,114 residents in the Putnam County service area 1148 residents describe themselves as speaking English less than “very well”. People of Hispanic descent are the primary LEP persons likely to utilize Putnam County Transit services. For the Putnam County Transit service area, the American Community Survey of the U.S. Census Bureau shows that among the area’s population 94% speak English “very well”. For groups who speak English “less than very well”, 5% speak Spanish and 1% speak Slavic.

Appendix H contains a table which lists the languages spoken at home by the ability to speak English for the population within the Putnam 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.

Putnam 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. Phone inquiries and staff survey feedback indicated that Putnam 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 3 years, Putnam County Transit has had 2 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.

We will reach out to the LEP riders, using a Language Line Interpreter Service for other than English and Spanish individual.

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

Putnam County Transit assessed its available resources that are currently being used, and those that could be used, to provide assistance to LEP populations. These resources include the following: Language Line Personal Interpreter Service, for the cost of \$3.95 a minute. Brochures and Flyers \$45.00. Putnam County Transit provides a reasonable degree of services for LEP populations in its service area.

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.

e. 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.

Putnam 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 94% of the service area population speaks English only. The largest non-English spoken language in the service area is Spanish (6%). Of those who primary spoken language is Spanish,

approximately 5% 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 1% of the service area population.

Putnam 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 Putnam County Transit Meetings. This will assist Putnam 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 Putnam 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.

f. 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.

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

1. Provide bilingual staff at community events, public hearings, and transit committee meetings.
2. Survey transit drivers and other front-line staff annually on their experience concerning any contacts with LEP persons during the previous year.
3. Provide Language Identification Flashcards onboard transit vehicles and in the Putnam County Transit offices.
4. Include statements clarifying that being bilingual is preferred on bus driver recruitment flyers and onboard recruitment posters.
5. 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.

Putnam County Transit 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.

g. 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 Putnam 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. Use of Language Identification Flashcards
3. Documentation of language assistance requests
4. How to handle a potential Title VI/LEP complaint

h. Element 4: Providing Note to LEP Persons

Putnam 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 Putnam County Transit office lobby, on buses, and public places. 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.

i. 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 Putnam County Transit's financial resources are sufficient to fund language assistance resources needed

Putnam 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. Putnam County Transit is open to suggestions from all sources, including customers, Putnam 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.

III. 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.

Putnam County Transit service area does have LEP populations which qualify for the Safe Harbor Provision. [As shown in Appendix H, Putnam County Transit does have LEP groups which speak English less than "very well" which exceed either 5.0% or 1,000 person.] [As shown in Appendix H, 1148 speakers qualify for the Safe Harbor Provision as the number of person which speak English less than "very well" is counted as 6% and 1148 persons.]

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. Putnam 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: Putnam County Transit Service Area

<u>Language</u>	<u>County</u>	<u>Percent of Population</u>
Total	Putnam County	20,114
Speak only English	18,503	92%
Spanish or Spanish Creole	1,262	0.06%
Speak English “very well”	332	Less than 1%
Speak English less than “very well”	930	Less than ½%
French (incl. Patois, Cajun)		0
Speak English “very well”		0
Speak English less than “very well”		0
French Creole		0
Speak English “very well”		0
Speak English less than “very well”		0
Italian		0
Speak English “very well”		0
Speak English less than “very well”		0
Portuguese or Portuguese Creole		0
Speak English “very well”		0
Speak English less than “very well”		0
German		7
Speak English “very well”		7
Speak English less than “very well”		0
Yiddish		0
Speak English “very well”		0
Speak English less than “very well”		0
Other West Germanic languages		0
Speak English “very well”		0
Speak English less than “very well”		0
Scandinavian languages		0
Speak English “very well”		0
Speak English less than “very well”		0
Greek		0
Speak English “very well”		0
Speak English less than “very well”		0
Russian		10
Speak English “very well”		10
Speak English less than “very well”		0
Polish		0
Speak English “very well”		0
Speak English less than “very well”		0
Serbo-Croatian		0
Speak English “very well”		0

<u>Language</u>	<u>County</u>	<u>Percent of Population</u>
Speak English less than “very well”		0
Other Slavic Languages		230
Speak English “very well”		38
Speak English less than “very well”		192
Armenian		0
Speak English “very well”		0
Speak English less than “very well”		0
Persian		0
Speak English “very well”		0
Speak English less than “very well”		0
Gujarati		0
Speak English “very well”		0
Speak English less than “very well”		0
Hindi		0
Speak English “very well”		0
Speak English less than “very well”		0
Urdu		0
Speak English “very well”		0
Speak English less than “very well”		0
Other Indic languages		0
Speak English “very well”		0
Speak English less than “very well”		0
Other Indo-European Languages		0
Speak English “very well”		0
Speak English less than “very well”		0
Chinese		68
Speak English “very well”		50
Speak English less than “very well”		18
Japanese		20
Speak English “very well”		12
Speak English less than “very well”		8
Korean		0
Speak English “very well”		0
Speak English less than “very well”		0
Mon-Khmer, Cambodian		0
Speak English “very well”		0
Speak English less than “very well”		0
Hmong		0
Speak English “very well”		0
Speak English less than “very well”		0
Thai		0

<u>Language</u>	<u>County</u>	<u>Percent of Population</u>
Speak English “very well”		0
Speak English less than “very well”		0
Laotian		0
Speak English “very well”		0
Speak English less than “very well”		0
Vietnamese		0
Speak English “very well”		0
Speak English less than “very well”		0
Other Asian languages		0
Speak English “very well”		0
Speak English less than “very well”		0
Tagalog		0
Speak English “very well”		0
Speak English less than “very well”		0
Other Pacific Island languages		0
Speak English “very well”		0
Speak English less than “very well”		0
Navajo		0
Speak English “very well”		0
Speak English less than “very well”		0
Other Native American languages		0
Speak English “very well”		0
Speak English less than “very well”		0
Hungarian		0
Speak English “very well”		0
Speak English less than “very well”		0
Arabic		0
Speak English “very well”		0
Speak English less than “very well”		0
Hebrew		14
Speak English “very well”		14
Speak English less than “very well”		0
African languages		0
Speak English “very well”		0
Speak English less than “very well”		0
Other and unspecified languages		0
Speak English “very well”		0
Speak English less than “very well”		0

Appendix I

Demographic Maps



Figure 14: District 2



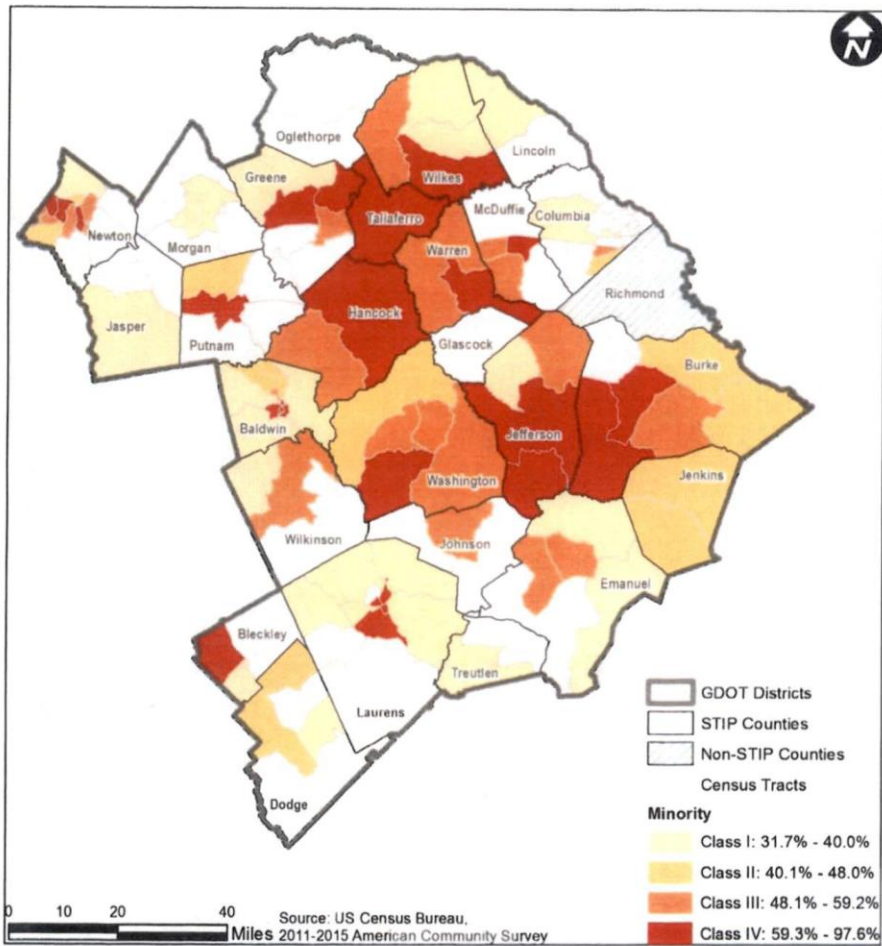
5.2.1 Minority EJ Population

Figure 15 is a map of the minority EJ population located in District 2. Within District 2, 60 percent of the tracts have a minority population above the minority EJ threshold. The analysis shows 24 Class IV tracts located in the following counties: Baldwin, Bleckley, Burke, Greene, Hancock, Jefferson, Laurens, McDuffie, Newton, Putnam, Taliaferro, Warren, Washington and Wilkes. The analysis also shows 21 Class III tracts, 13 Class II tracts, and 24 Class I tracts. Tract locations can be found in Figure 15.



Environmental Justice Identification and Proposed Outreach Report

Figure 15: District 2 Minority EJ Population



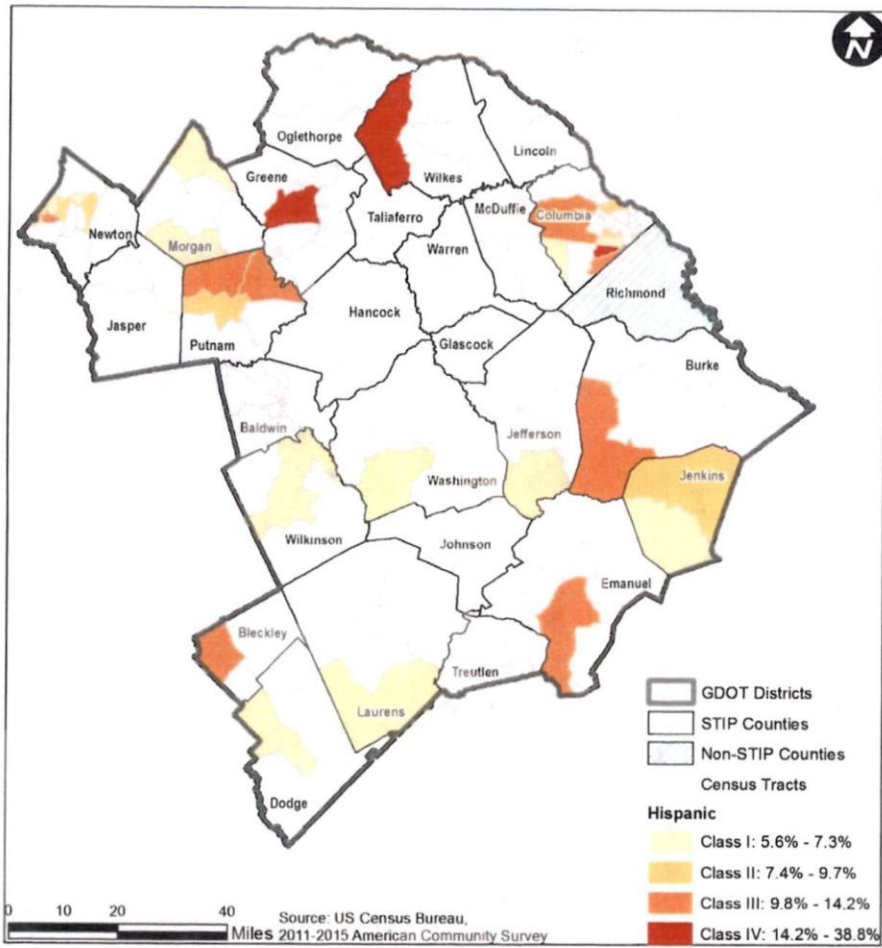
5.2.2 Hispanic EJ Population

Figure 16 is a map of the Hispanic EJ population located in District 2. Within District 2, 23 percent of the tracts have a Hispanic population above the Hispanic EJ threshold. The analysis shows 3 Class IV tracts located in the following counties: Columbia, Green, and Wilkes. The analysis also shows 8 Class III tracts, 8 Class II tracts, and 12 Class I tracts. Tract locations can be found in Figure 16.



Environmental Justice Identification and Proposed Outreach Report

Figure 16: District 2 Hispanic EJ Population



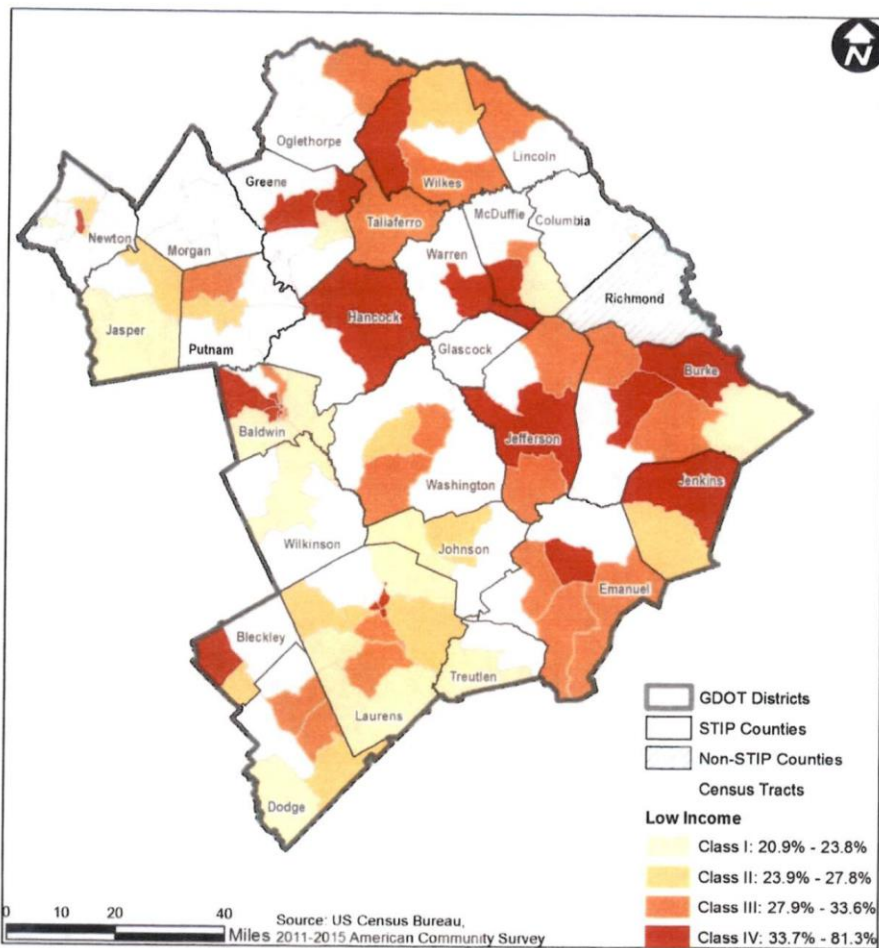


Environmental Justice Identification and Proposed Outreach Report

5.2.3 Low-income EJ Population

Figure 17 is a map of the low-income EJ population located in District 2. Within District 2, 51 percent of the tracts have a low-income population above the minority EJ threshold. The analysis shows 20 Class IV tracts located in the following counties: Baldwin, Bleckley, Burke, Emmanuel, Greene, Hancock, Jefferson, Jenkins, Laurens, Newton, McDuffie, Warren, and Wilkes. The analysis also shows 21 Class III tracts, 14 Class II tracts, and 14 Class I tracts. Tract locations can be found in Figure 17.

Figure 17: District 2 Low-income EJ Population



Appendix J

Title VI Equity Analysis

Putnam County Transit does not have any recently constructed or planned facilities and has not performed Title VI Equity Analysis.

Item Attachment Documents:

8. Authorization for Chairman to sign Revised Resolution Authorizing among other things the Issuance of the Sinclair Water Authority Revenue Refunding Bonds, Series 2019 Bonds (TA)

The Board of Commissioners reserves the right to continue the meeting to another time and place in the event the number of people in attendance at the meeting, including the Board of Commissioners, staff, and members of the public exceeds the legal limits. The meeting cannot be closed to the public except by a majority vote of a quorum present for the meeting. The board can vote to go into an executive session on a legally exempt matter during a public meeting even if not advertised or listed on the agenda. Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities are required to contact the ADA Compliance Officer, at least three business days in advance of the meeting at 706-485-2776 to allow the County to make reasonable accommodations for those persons.

RESOLUTION AUTHORIZING AMONG OTHER THINGS THE ISSUANCE OF THE
SINCLAIR WATER AUTHORITY REVENUE REFUNDING BONDS, SERIES 2019 BONDS

WHEREAS, the Sinclair Water Authority (the “Authority”) was duly created and is validly existing pursuant to an act of the General Assembly of the State of Georgia (2001 Ga. Laws, p. 3648 *et seq.*, as amended (the “Act”)); and

WHEREAS, pursuant to the Act, the Authority has the power to (a) plan, design, construct, erect, acquire, own, lease, repair, remodel, maintain, add to, extend, improve, equip, operate and manage “projects,” (b) make contracts and leases and to execute all instruments necessary or convenient to carry out the purposes of the Act and (c) issue revenue bonds for any of its corporate purposes; and

WHEREAS, the Authority has previously issued its Revenue Bond, Series 2008A, Series 2008B and Series 2008C (the “Series 2008 Bonds”) for the purpose of acquiring, constructing and equipping a water intake and treatment plant (the “Plant”) pursuant to a resolution adopted by the Authority on January 4, 2007, as amended May 13, 2008; and

WHEREAS, Article IX, Section III, Paragraph I(a) of the Constitution of the State authorizes, among other things, any county, municipality or other political subdivision of the State to contract, for a period not exceeding fifty years, with another county, municipality or political subdivision or with any other public Authority, public corporation or public authority for joint services, for the provision of services, or for the provision or separate use of facilities or equipment, provided that such contract deals with activities, services or facilities which the contracting parties are authorized by law to undertake or to provide; and

WHEREAS, the Authority, Baldwin County and Putnam County entered into an Intergovernmental Agreement, dated May 17, 2006 (the “Original Contract”), as amended on January 4, 2007, pursuant to which the Authority agreed to acquire, construct, equip and operate the Plant, and Baldwin County and Putnam County each agreed to pay the Authority (a) one-half of the “Base Charge” (as defined in the Original Contract) of the Plant, including, but not limited to the principal of and interest on any debt issued to finance or refinance the Plant and (b) its share of the “Variable Costs” (as defined in the Original Contract) of the Plant (collectively, the “Contract Payments”); and

WHEREAS, the Authority proposes to issue its Revenue Refunding Bonds, Series 2019 (the “Series 2019 Bonds”) for the purpose of (a) refunding the Series 2008 Bonds, (b) funding a debt service reserve and (c) paying the costs of issuing the Series 2019 Bonds pursuant to a resolution to be adopted by the Authority (the “Bond Resolution”); and

WHEREAS, Putnam County proposes to authorize the execution of a Second Amendment to Intergovernmental Agreement, dated as of August 1, 2019 or as of the first day of the month in which the Series 2019 Bonds are issued (the “Second Amendment” and together with the Original Contract, the “Contract”), among Baldwin County, Putnam County and the Authority, in order to clarify that Baldwin County and Putnam County shall each be responsible for one-half of the debt service on the Series 2019 Bonds and amount owing to the insurer of the

Series 2019 Bonds (if any); and

WHEREAS, the Series 2019 Bonds will be secured by a lien on the Contract, the Contract Payments and the funds and investments on deposit in the funds created in the Bond Resolution; and

WHEREAS, Section 8(a)(1) of the Act and Section 9 of the Original Contract require that the issuance of the Series 2019 Bonds be approved by Baldwin County and Putnam County; and

WHEREAS, to the extent required by the Act and the Original Contract, Putnam County proposes to authorize the Authority's issuance of the Series 2019 Bonds, provided that (a) such issuance results in a debt service savings and (b) \$350,000 currently on deposit in a debt service reserve fund will be used for capital projects of the Authority (the "Conditions for Issuance"); and

WHEREAS, Putnam County proposes to authorize the distribution of a Preliminary Official Statement (the "Preliminary Official Statement") and authorize the execution and distribution of an Official Statement (the "Official Statement"); and

WHEREAS, Putnam County proposes to authorize the execution of a Continuing Disclosure Certificate (the "Disclosure Certificate").

NOW, THEREFORE, BE IT RESOLVED by the PUTNAM COUNTY BOARD OF COMMISSIONERS, and it is hereby resolved by authority of the same, as follows:

Section 1. Authorization of the Series 2019 Bonds. To the extent required by the Act and the Contract, Putnam County hereby approves the issuance of the Series 2019 Bonds, provided that Conditions for Issuance are satisfied.

Section 2. Ratification of the Original Contract. The execution, delivery and performance of the Original Contract are hereby ratified and approved.

Section 3. Authorization of the Second Amendment. The execution, delivery and performance of the Second Amendment are hereby authorized and approved. The Second Amendment shall be executed by the Chairman or Vice Chairman. The Clerk or Deputy Clerk may attest the same, and the seal may be impressed on the Second Amendment. The Second Amendment shall be in substantially the form attached hereto as Exhibit A, subject to such changes, insertions and omissions as may be approved by the person executing the same. The Second Amendment is by this reference thereto spread upon the minutes.

Section 4. Authorization of Offering Documents. The distribution of the Preliminary Official Statement is authorized and approved. The execution and distribution of the Official Statement are authorized and approved. The Official Statement shall be executed by the Chairman or the Vice Chairman. The Official Statement shall be in substantially the form as the Preliminary Official Statement, subject to such changes, insertions or omissions as may be

approved by the person executing the same. The Preliminary Official Statement and the Official Statement are by this reference thereto spread upon the minutes.

Section 5. Disclosure Certificate. The execution, delivery and performance of the Disclosure Certificate are hereby authorized. The Disclosure Certificate shall be executed by the Chairman or Vice Chairman. The Clerk or Deputy Clerk may attest the same, and the seal may be impressed on the Disclosure Certificate. The Disclosure Certificate shall be in substantially the form attached hereto as Exhibit B, subject to such changes, insertions and omissions as may be approved by the person executing the same. The Disclosure Certificate is by this reference thereto spread upon the minutes.

Section 6. Validation of the Series 2019 Bonds. The Chairman, Vice Chairman, Clerk and Deputy Clerk are authorized to execute and file an answer and to execute any and all further instruments and pleadings as they might deem necessary to accomplish validation of the Series 2019 Bonds.

Section 7. General Authority. Any officer of Putnam County is hereby authorized to execute and deliver all other documents and certificates necessary to affect the transactions contemplated by this resolution and to make covenants on behalf of Putnam County.

Section 8. Ratification of Prior Acts. All acts and doings of the commissioners, employees and agents of Putnam County which are in conformity with the purposes and intent of this resolution and in furtherance of the issuance of the Series 2019 Bonds and the execution, delivery and performance of the documents authorized hereby are hereby in all respects ratified and approved.

Section 9. Repealing Clause. Any and all resolutions or parts of resolutions in conflict with this resolution are hereby repealed.

Section 10. Effective Date. This resolution shall take effect immediately upon its adoption.

ADOPTED this 5th day of July, 2019.

PUTNAM COUNTY BOARD OF
COMMISSIONERS

By: _____
Chairman

Attest:

Clerk

(SEAL)

EXHIBIT A

FORM OF SECOND AMENDMENT

EXHIBIT B

FORM OF CONTINUING DISCLOSURE CERTIFICATE

CLERK'S CERTIFICATE

STATE OF GEORGIA
PUTNAM COUNTY

The undersigned Clerk of the Putnam County Board of Commissioners (the "Board"), the body charged with managing the affairs of Putnam County, Georgia (the "County"), DOES HEREBY CERTIFY that the foregoing pages constitute a true and correct copy of the resolution adopted by the Board at a meeting duly called and assemble on July 5, 2019, which meeting was open to the public and at which a quorum was present and acting throughout, and that the original of said resolution has been duly recorded in the Minute Book of the County, which Minute Book is in my custody and control.

WITNESS my hand and the official seal of the County, this 5th day of July, 2019.

Clerk

(SEAL)

Item Attachment Documents:

9. Approval of Addendum to the Putnam County Personnel Manual (staff-HR)

The Board of Commissioners reserves the right to continue the meeting to another time and place in the event the number of people in attendance at the meeting, including the Board of Commissioners, staff, and members of the public exceeds the legal limits. The meeting cannot be closed to the public except by a majority vote of a quorum present for the meeting. The board can vote to go into an executive session on a legally exempt matter during a public meeting even if not advertised or listed on the agenda. Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities are required to contact the ADA Compliance Officer, at least three business days in advance of the meeting at 706-485-2776 to allow the County to make reasonable accommodations for those persons.

**Putnam County Personnel Manual
Adopted August 19, 2003
Last amended December 2, 2011
Addendum Effective July 5, 2019**

To: All Employees

Effective July 5, 2019, the following revised and updated policy replaces the prior amended policies contained in the Putnam County Board of Commissioners Personnel Manual, Employee Handbook that was originally adopted on August 19, 2003 and last amended on December 2, 2011. All employees are responsible for becoming familiar with the policies contained in the Personnel Manual, and with the updated Sections V. REMUNERATION and XI. SEPARATIONS as listed below.

V. REMUNERATION

A. THE PAY PLAN

The schedule of salary ranges and class titles assigned to salary ranges, as most recently adopted and subsequent amendments thereto is the pay plan for Putnam County. The County Manager, with assistance from the Finance Director and Human Resources Supervisor, shall be responsible for the administration and maintenance of the pay plan. The pay plan is intended to provide equitable compensation for all positions when considered in relation to each other, to general rates of pay for similar employment in the private sector and in other public jurisdictions in the area, to changes in the cost of living, to financial conditions of the County, and other factors. To this end, the County Manager shall from time to time make comparative studies of all factors affecting the level of salary ranges and shall recommend to the Board of Commissioners such changes in salary ranges as appears to be warranted.

B. PAYMENT AT A LISTED RATE

All employees covered by the pay plan shall be paid at an identified listed rate within the salary ranges established for their respective job classes except for employees whose present salaries are above the maximum rate following transition to a new or revised pay plan.

C. PAY RATES IN PROMOTION, DEMOTION, AND TRANSFER

When an employee is promoted, demoted, or transferred, the rate of pay for the new position will be established in accordance with the following rules:

1. An employee who is promoted to a position with a job classification higher than the previous position shall be placed at the minimum entry range but no lower

than the employee’s current rate of pay. As deemed necessary, the County Manager may award an out-of-sequence increase in recognition of exemplary job performance.

- 2. An employee who is demoted shall receive a salary commensurate with the position’s responsibilities and level of difficulty.
- 3. An employee transferred from one position to another position having the same job classification shall continue to be paid at the same rate.

D. PAY RATES FOR PEAKED OUT EMPLOYEES

When an employee has served for a full year in the maximum range to which his/her position is assigned, that person may, by virtue of the annual employee evaluation process, be considered for a pay increase in the amount of the standard percentage established by the Board of Commissioners in the grade to which his/her position is assigned.

E. PAY FOR PART-TIME WORK

The pay plan established by this policy is for full-time service. An employee hired for less than full-time service will be paid an amount recommended by the Department Head and approved by the County Manager.

F. OVERTIME

Overtime work shall be that work performed by an employee which either exceeds the number of hours constituting the established work week for the employee’s position (40 hours per week or hours worked which exceed the declared schedule for firefighters). Positions considered professional or managerial are exempt from overtime pay, and include at the minimum all Executive and Administrative Personnel as defined in Section I. Other positions as determined by the County Manager in accordance with the Fair Labor Standards Act may be declared exempt from recognized overtime compensation. **For any exempt employee under this policy, if a natural or manmade disaster is declared, these employees become nonexempt and revert to an hourly rate until the said natural or manmade disaster is over.**

Overtime opportunities will be distributed as equally as practicable based on level of skills and experience among employees in the same job class and department regardless of age, sex, race, color, creed, religion, national origin, mental or physical disability, political affiliation, military status, or other characteristic protected by law.

Employees required to work overtime may be compensated with time off determined at a rate of one and one-half hours off for every one hour of overtime worked. Otherwise, employees will be compensated at a rate of one and one-half times their normal rate of

pay for approved overtime. All such overtime must be authorized by the Department Head and approved by the County Manager or their designee.

G. PAY PERIOD

Putnam County employees are paid biweekly (every other week) on the Friday following the close of the pay period. The pay period begins on Monday and ends on Sunday, two weeks later. Should the Friday that employees are to be paid fall on a holiday, employees will be paid on the last working day prior to the holiday.

Checks will normally be distributed to the Department Head on the morning of the workday on payday. Employees on vacation may pick up their check at any time during the payday at the Payroll Office, provided an authorization from the Department Head or County Manager has been received by the Payroll office. Should an employee designate another individual to pick up his/her paycheck, the issuer must have written permission from the employee, and his/her check will be issued in the same manner, as it would be to the employee. Photo identification and signed acknowledgement of receipt of check will be required of the individual receiving check.

The County Manager or designee may require employees to provide photo identification prior to receiving their paycheck.

H. PAYROLL DEDUCTIONS

Federal and state income taxes, social security tax, other amounts required by law, and items authorized by the Board of Commissioners (i.e., benefits, Peace Officers Pension Plan, Firefighters Pension Plan) shall be deducted each pay period, monthly, or semi-weekly from the employee's pay.

XI. SEPARATIONS

A. VOLUNTARY RESIGNATION

To resign in good standing, an employee must, in writing, give his/her Department Head at least fourteen (14) calendar days' notice. Normally, failure to comply with this rule shall be entered on the service employment record of the employee and may result in a denial of re-employment rights. However, the Department Head, with the approval of the County Manager, may exempt from any or all of these penalties an employee who has given less than the required notice when, in his/her judgment, exceptional circumstances warrant such exception. The resignation will be accepted effective fourteen (14) days after receipt of a letter of intent by the Department Head, County Manager, or Human Resources Supervisor. The vacant position shall be filled as provided in Section II (Recruitment).

B. ABANDONMENT OF POSITION

An employee who, without valid reason, fails to report to work for three (3) consecutive 8-hour periods without authorized leave is considered to have abandoned his/her position. Such an employee may not be eligible for re-employment.

C. LAYOFFS

Layoff is the termination of employment of a County employee when, for valid reason, it may be necessary to abolish one or more positions or reduce the number of employees in the service of the County. Layoff does not reflect discredit upon the service of the employee.

1. When, for any reason, it becomes necessary to reduce the working force in a department or division, the department head shall make recommendations to the County Manager, who shall consider length of service in class, length of service with the County, and the average performance rating for the last three (3) years in determining which employees shall be laid off. The chief basis of the decision shall be the relative competence of the employees for the job that remains. In choosing between two employees, the employee most competent for the job that remains shall be retained. If it is found that two or more persons in the organizational unit in which layoff is to be made have equal ratings as determined by review of employee records and evaluation ratings, the order of layoff shall be the employee with the least amount of service shall be the first laid off.
2. If a full-time employee is scheduled to be laid off, he/she shall be offered a demotion to a lower class if a vacancy exists and he/she is qualified to fill positions in the lower class involved.
3. Prior to a reduction in force, the names and job titles of any and all full-time employees scheduled for layoff shall be submitted to the County Manager by the Department Head for approval and until the County Manager has approved and confirmed the names submitted for layoffs, no layoffs shall be consummated. Prior to a reduction in force at the Department Head level, the County Manager shall submit the names and job titles of Department Heads scheduled for layoff to the Board of Commissioners for approval, and no layoffs of Department Heads shall be consummated prior to approval of the Board of Commissioners.
4. Full-time employees to be laid off shall be notified in writing by the County Manager at least fourteen (14) calendar days prior to the effective date of the layoff. A list of those employees shall be maintained by the Human Resources Supervisor for possibility of rehiring.

D. DISMISSAL

Upon approval of the County Manager, a Department Head may dismiss an employee as outlined in Article X.

E. DISABILITY

Any Department Head may direct an employee to be examined by a physician employed by the County. When a disability of any kind is discovered which impairs the effectiveness of an employee or makes continuance on the job a danger to the employee or others, one of the following actions shall be taken:

1. If the disability is correctable, a specified period of time shall be allowed for its correction. Failure to correct shall be grounds for dismissal.
2. If, in the opinion of the examining physician, the disability cannot be corrected, the appointing authority may place the employee in another position where the employee can perform satisfactorily or take steps to separate the employee from government service through retirement or layoff.

F. LOSS OF JOB REQUIREMENTS

Any employee who is unable to do the assigned job adequately because of loss of a necessary license or other requirement may be separated by a layoff or placed in another position for which the employee may be qualified.

G. RETIREMENT

An employee with the required years of continuous service with the County may retire on a predetermined day with compensation commensurate with prescribed Putnam County policies.

The employee shall complete the form attached to these policies as Appendix A and provide the same to the Human Resources Director.

At the time of your retirement or termination of employment, both you and the County must intend that your separation from service be permanent and there is no intent for you to return to employment with the County, in any capacity, in order for you to receive a distribution from your retirement plan.

No retired employee may return to work with the County unless the return resulted from exigent circumstances that were not anticipated at the time of retirement, however, in the event the employee does return to service with County and a determination is made by the plan administrator that exigent circumstances were not present upon such return, the employee's pension payments are subject to automatic suspension and may require the employee to reimburse the plan for any pension payments in violation of applicable IRS rules and regulations.

H. DEATH

When an employee of Putnam County dies, the estate shall be eligible for all compensation due to the deceased. The date of death shall be recorded as the separation date for computing compensation due.



IMPORTANT NOTICE

At the time of your retirement or termination of employment, both you and the County must intend that your separation from service be permanent and there is no intent for you to return to employment with the County, in any capacity, in order for you to receive a distribution from your retirement plan.

According to IRS rules, if you are planning to retire or terminate employment, you cannot discuss reemployment with anyone at the County prior to your retirement, whether it be for part time or temporary work or as an independent contractor, if you are doing so in order to facilitate a distribution from the retirement plan that would not otherwise be available to you. [Note that some plans do allow for benefit commencement and continued employment AFTER Normal Retirement Age. Please contact your plan administrator for details.] This would be considered by the IRS to be a sham retirement or termination of employment and could jeopardize the tax qualified status of the entire retirement plan.

If you do return to work with the County after having terminated employment or retired and received or started receiving pension payments, your return to work must be caused by exigent circumstances that were not anticipated at the time you terminated employment.

If you return to work with the County and a determination is made by the plan administrator that you retired with the intent to return and in order to facilitate a plan distribution not otherwise available to you, any ongoing pension payments will be automatically suspended and you may be required to reimburse the plan for the amounts received in violation of IRS rules.

I have read this IMPORTANT NOTICE and understand and acknowledge that I am not eligible to receive any retirement plan payments if I intend to return to employment with the County in any capacity.

Signature

Date

Jurisdiction approval

Print name and title

Item Attachment Documents:

10. Recommendation for Appointment to the Hospital Authority - Post 5 (staff-CC)

The Board of Commissioners reserves the right to continue the meeting to another time and place in the event the number of people in attendance at the meeting, including the Board of Commissioners, staff, and members of the public exceeds the legal limits. The meeting cannot be closed to the public except by a majority vote of a quorum present for the meeting. The board can vote to go into an executive session on a legally exempt matter during a public meeting even if not advertised or listed on the agenda. Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities are required to contact the ADA Compliance Officer, at least three business days in advance of the meeting at 706-485-2776 to allow the County to make reasonable accommodations for those persons.

NAME	ADDRESS	POST	OCCUPATION	EDUCATION	GOV'T EXPERIENCE	APPLICATION DATE
Tony Franklin	187 Lower Harmony Road	5	Retired- Georgia Power	High School; Some College; Some Trade School, Leadership Putnam	Served on Hospital Authority for 8 years; Served on Board of Education for 12 years	3/19/2019
Nancy Chaklos	120 South Leisure Lane	5	RN - retired		None	3/8/2018
David Owens	116 Rock Springs Road	5	Retired	BS Degree in Geography with Teaching Certificate from UGA; BS Degree Environmental Health from UGA; Masters in Health Science from Medical University of SC	None	6/25/2018

PUTNAM COUNTY BOARD OF COMMISSIONERS

82



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024
706-485-5826
www.putnamcountyga.us

NOTICE

The Putnam County Board of Commissioners is seeking Putnam County residents interested in serving on the **Hospital Authority of Putnam County**. There are three vacant positions, Posts 1, 5 and 6.

Interested persons should submit an **application** to the Putnam County Board of Commissioners, 117 Putnam Drive, Suite A, Eatonton, Georgia 31024. Applications will be accepted until the positions are filled. The board application form can be found on the county website at www.putnamcountyga.us (in the "How Do I") section or by calling the above number.

03/28/2019 & 04/04/2019

PUTNAM COUNTY BOARD OF COMMISSIONERS



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117 Putnam Drive, Suite A ♦ Eatonton, GA 31024
706-485-5826 ♦ 706-923-2345 fax
www.putnamcountyga.us

APPLICATION FOR BOARDS, COMMITTEES, & AUTHORITIES

Name: Tony Franklin Home Phone: 706-485-5292
Address: 187 Lower Harmony Road Work Phone: N/A
Eatonton, GA 31024 Cell Phc: _____
Occupation: Retired-Georgia Power E-mail: _____

I would like to apply for appointment to the following Board, Committee, or Authority:
Hospital Authority-Post 5

Which district do you live in? 1 2 3 4

Briefly explain your educational background High School, Some College, Some Trade School,
Leadership Putnam

Are you an owner or officer in any business or corporation? Yes No

If yes, please list the name and activity of the business or corporation: N/A

Please explain any previous experience with State or Local Government: I have served on the Hospital
Authority for the past eight years and had previously served on the Board of Education for twelve years.

Briefly explain why you seek this appointment: I live in the community and want to see our local hospital
survive all of the challenges that healthcare is facing today. I believe that under strong leadership this
is possible and I would like to be a part of that leadership team.

If appointed, I agree to serve.

Tony Franklin
Signature

03/14/2019
Application Date

*This application should be submitted to the Putnam County Board of Commissioners. Any additional information may be included on a separate page.

PUTNAM COUNTY BOARD OF COMMISSIONERS



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117 Putnam Drive, Suite A ♦ Eatonton, GA 31024
706-485-5826 ♦ 706-923-2345 fax
www.putnamcountyga.us

APPLICATION FOR BOARDS, COMMITTEES, & AUTHORITIES

Name: Nancy Chaklos Home Phone: 706 485 0387
Address: 120 South Leisure Lane Work Phone: NA
Milledgeville, Ga 31061 Cell Ph: _____
Occupation: RS-retired E-mail: _____

I would like to apply for appointment to the following Board, Committee, or Authority:

Hospital Authority - Post #1

Which district do you live in? 1 2 3 4

Briefly explain your educational background _____

Are you an owner or officer in any business or corporation? Yes No

If yes, please list the name and activity of the business or corporation: _____

Please explain any previous experience with State or Local Government: none

Briefly explain why you seek this appointment: I offer an extensive knowledge of the health care industry in both the provider and payor environment. I am invested in maintaining this hospital as a valuable resource to our community.

If appointed, I agree to serve.

Nancy Chaklos
Signature

3/7/18
Application Date

*This application should be submitted to the Putnam County Board of Commissioners. Any additional information may be included on a separate page.

PUTNAM COUNTY BOARD OF COMMISSIONERS



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117 Putnam Drive, Suite A ♦ Eatonton, GA 31024
706-485-5826 ♦ 706-923-2345 fax
www.putnamcountyga.us

APPLICATION FOR BOARDS, COMMITTEES, & AUTHORITIES

Name: David Owens Home Phone: 706-484-5193
Address: 116 Rock Springs Rd. Work Phone: NA.
Eatonton, Ga 31024 Cell Phone: _____
Occupation: Retired E-mail: _____

I would like to apply for appointment to the following Board, Committee, or Authority:

Putnam County Hospital Authority - Post # 1

Which district do you live in? 1 2 3 4

Briefly explain your educational background ① BS Degree in Geography with Teaching certif. from UGA. ② BS Degree Environmental Health from UGA ③ Masters in Health Science from Med Univ. of SC.

Are you an owner or officer in any business or corporation? Yes No

If yes, please list the name and activity of the business or corporation: NA.

Please explain any previous experience with State or Local Government: 9 yrs in Public Health in Charleston, 20+ yrs. in Not-for-Profit/County Hospitals as well as in for-profit hospitals. Lobbying State and local government for hospital support.

Briefly explain why you seek this appointment: I have over 30 years of experience in hospitals, insurance and managed care in various leadership position, including CEO. As CEO of Jasper Memorial Hospital, I turned around the long term unprofitable facility into a healthy profitable one for all 4 years I was there.

If appointed, I agree to serve.

David Owens
Signature

6-22-2018
Application Date

*This application should be submitted to the Putnam County Board of Commissioners. Any additional information may be included on a separate page.

HOSPITAL AUTHORITY

<u>MEMBER</u>		<u>TERM EXPIRES</u>
Mrs. Glenda Ridley 428 Milledgeville Road Eatonton, GA 31024 706-485-6757 (Home)	Post 1	2/28/2023
Jerry Gregory, Jr. - Chairman P. O. Box 3355 Eatonton, GA 31024 706-485-7283 (Work); 706-485-4131 (Home)	Post 2	2/28/2023
Barry Sanders 239 Wesley Chapel Road NE Eatonton, GA 31024 706-485-8032 (Home)	Post 3	2/28/2021
Tom Thompson 103 Greensboro Road Eatonton, GA 31024 706-485-6387 (Home)	Post 4	2/28/2021
Tony Franklin 187 Lower Harmony Road Eatonton, GA 31024 706-485-5292 (Home)	Post 5	2/28/2019
Judy Fain 536 River Lake Drive Eatonton, GA 31024 706-485-0408 (Home)	Post 6	2/28/2019
Robert D. Betzel, D.D.S. 408 N. Madison Avenue Eatonton, GA 31024 706-485-6523 (Home); 706-485-9031 (Work)	Post 7	2/28/2021
Daniel Brown	BOC Liaison	12/31/2020