

AGENDA
Camden County Board of Commissioners
Government Services Building, (Courthouse Square)
200 East 4th Street, 2nd Floor, Room 252,
Commissioners' Meeting Chambers
Woodbine, Georgia
Tuesday, February 9, 2016

Convene Regular Meeting at 6:00 PM

Opening Ceremonies

- Invocation
- Pledge of Allegiance

Roll Call

Agenda Amendments

Added to Regular Agenda under Presentations:

- Employee of the Quarter presentation by Katie Bishop

Removal of item 2 under Regular Agenda and renumber the agenda accordingly:

2. Consideration of change order for Environmental Services - Environmental Impact Statement.

Addition of item 6 under Regular Agenda:

Strategic Initiatives – Shannon Nettles

6. Acceptance of the Georgia County Internship Program (GCIP) grant from the ACCG Civic Affairs Foundation.

Adoption of Agenda

Approval of Minutes

- [January 19, 2016 Regular Meeting minutes](#)

Presentations

- Employee of the Quarter presentation by Katie Bishop
- Comprehensive Annual Financial Report (Audit) by Mark Hardison, Clifton, Lipford, Hardison & Parker, LLC

Public Comments

Regular Agenda

Finance & Budget Director Mike Fender

1. [Consideration of final Budget Amendment for SPLOST VI](#)

Public Works Director Harvey Amerson

2. [Consideration of Borrow Pit Lease with Shaker House, Ltd. located at Tax Map / Parcel No. 014-003A along S.R. 259.](#)

Administration

3. [Letter of Support for the Brunswick and Glynn County Development Authority regarding the OneGA Grant Award for the Airport Expansion Project.](#)

Strategic Initiatives – Shannon Nettles

4. [Approval of 2016 Action Agenda for Strategic Plan](#)

Public Safety – Chief Charles Lowther

5. [Approval of Agreement for Rotations of University of Florida Board of Trustees for the benefit of the Department of Emergency Medicine, College of Medicine – Jacksonville Residents at Camden County Fire and Rescue.](#)

Strategic Initiatives – Shannon Nettles

6. [Acceptance of the Georgia County Internship Program \(GCIP\) grant from the ACCG Civic Affairs Foundation.](#)

Reports

- [Calendar – February / March 2016](#)
- County Administrator Comments

Additional Public Comments

Adjourn BOC Meeting

**CAMDEN COUNTY, GEORGIA
BOARD OF COUNTY COMMISSIONERS
REGULAR MEETING
JANUARY 19, 2016, 6:00 PM**

Present: Chairman James H. Starline; Vice-Chairman Gary Blount; Commissioner Willis R. Keene, Jr.; Commissioner Chuck Clark; Commissioner Tony Sheppard; County Attorney John S. Myers; County Administrator Steve Howard and County Clerk Kathryn A. Bishop.

Chairman Starline called the meeting to order at 6:00 p.m.

Solid waste Director Lannie Brant delivered the invocation.

Chairman Starline led the Pledge of Allegiance.

Agenda Amendments:

Addition under Presentations:

- Presentation of Tribune & Georgians "Best of Camden Award" – Firefighter

Commissioner Keene made a motion, seconded by Vice-Chairman Blount to approve the agenda amendment as presented.

The motion carried unanimously.

Motion to Adopt the Agenda:

Commissioner Keene made a motion, seconded by Vice-Chairman Blount to adopt the agenda as amended.

The motion carried unanimously.

Approval of the Minutes

- January 5, 2016 Special Called Meeting Minutes & January 5, 2016 Regular Meeting Minutes

Commissioner Keene made a motion, seconded by Vice-Chairman Blount to approve the January 5, 2016 Special Called Meeting Minutes & January 5, 2016 Regular Meeting Minutes.

The motion carried unanimously.

Presentations

- Presentation of Tribune & Georgians "Best of Camden Award" – Firefighter

Jill Helton, Tribune & Georgian Publisher, presented the Tribune & Georgian's "Best of Camden Award" for firefighter to Jeremy Wright.

- Mid-Year Budget Presentation for Fiscal Year 2016 presented by Finance & Budget Director Mike Fender.

Finance & Budget Director Mike Fender presented the Mid-Year Budget Presentation for Fiscal Year 2016 to the Board.

- Discussion concerning Culvert Replacement(s) / Driveway(s) presented by Public Works Director Harvey Amerson

Public Works Director Harvey Amerson presented his findings concerning culvert replacement and repairs to private driveways in several areas of the County in need of drainage repairs.

After discussion by the Board, the consensus was to

Public Comments

Donnie Malson, 457 Barber Road, Woodbine

Mr. Malson stated that his comments are regarding the culvert replacement and driveway repairs. He explained that is culvert is in need of repair. He urged the Board to consider the burden on the citizens when these repairs have to be made.

Regular Agenda

1. Resolution regarding the submittal of an application for a grant titled, "*Disaster Resiliency through Damage Assessment Tools*" Risk Assessment, through the Georgia Department of Natural Resources, Coastal Resources Division. ***Presented by Hunter Key, CRC, GIS Manager***

Vice-Chairman Blount made a motion, seconded by Commissioner Keene to approve the Resolution regarding the submittal of an application for a grant titled, "*Disaster Resiliency through Damage Assessment Tools*" Risk Assessment, through the Georgia Department of Natural Resources, Coastal Resources Division.

The motion carried unanimously.

WHEREAS, the Board of Commissioners of Camden County, Georgia ("County") is desirous of making application for a grant titled, "*Disaster Resiliency Through Damage Assessment Tools*" Risk Assessment, through the Georgia Department of Natural Resources, Coastal Resources Division; and

WHEREAS, the County is an eligible applicant under the rules of the Coastal Incentive Grant Cycle 19 Request for Proposals.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF CAMDEN COUNTY, GEORGIA

1. *That the above recitations are true and correct.*

2. *That the Chairman and the Vice Chairman are directed to submit the foregoing application to the Georgia Department of Natural Resources for consideration at the following location:*

*GA Coastal Management Program Office
Department of Natural Resources
Coastal Resources Division
One Conservation Way, Suite 300
Brunswick, Georgia 31520-8687*

by, January 22, 2016, 4:30 PM submission deadline.

2. Appointment of members to the Spaceport Camden Steering Committee. ***Presented by County Administrator Steve Howard***

Commissioner Clark made a motion, seconded by Commissioner Keene to appoint Dr. Robert D. Braun, Dr. Ann Proctor, and Mercedes A. Thompson to the Spaceport Camden Steering Committee.

The motion carried unanimously.

3. Appointment to the Board of Assessors ***(District 2 – Commissioner Clark)***

Commissioner Clark made a motion, seconded by Commissioner Keene to appoint Liz Johnsen to the Camden County Board of Assessors to serve a term of four (4) years, expiring on December 31, 2019.

The motion carried unanimously.

4. Clarification regarding Curbside Collection poverty exemption level.

Vice-Chairman Blount made a motion, seconded by Commissioner Sheppard to clarify the Curbside Collection poverty exemption level as the Food Stamp Limits, Gross Income 130% FPL, section of the attached Eligibility/Payment Tables as received from DFACS.

The motion carried unanimously.

Eligibility / Payment Tables
TANF Gross Income Ceiling & Standard of Need / TANF Family Maximum
Family Medically Needy Income Level / Parent/Caretaker/ Children < 18 and Pregnant Woman Income Levels / TMA Earnings Level
Food Stamp Gross Income Limit / Net Income Limit / Maximum FS Allotments

No in AU	TANF		TANF Family Max	TANF 100% FPL I.GRG	Family MNIL	MAGI LIMITS					FOOD STAMP LIMITS							
	Gross Income Ceiling	Standard of Need				133%+ FPL Child < 18 Children 6 to 18*	149%+ FPL Child < 18 Children 1 through 5*	200% FPL WBM F&IE	200%+ FPL Children 0-1/TMA	230%+ FPL PGW*	241%+ FPL PCK -	No in AU	TCOS elderly disabled 200% FPL	Elderly/Disabled Reference 145% FPL	Gross Income 130% FPL	Net Income 100% FPL	Max Allotments	
1	435	235	155	1570	208	310	1,305	1,462	1,962	2,011	2,158	2,423	1	\$1,962	\$1,619	\$1,276	\$961	\$194
2	859	356	235	2125	317	457	1,766	1,978	2,655	2,722	2,921	3,279	2	2,655	2,191	1,726	1,328	357
3	784	424	280	2678	376	551	2,227	2,495	3,349	3,433	3,684	4,136	3	3,349	2,763	2,177	1,675	511
4	925	500	330	3234	442	653	2,688	3,012	4,042	4,143	4,446	4,992	4	4,042	3,336	2,628	2,021	649
5	1080	573	378	3789	508	752	3,149	3,528	4,735	4,854	5,209	5,848	5	4,735	3,907	3,078	2,368	771
6	1149	621	410	4342	550	826	3,610	4,045	5,429	5,565	5,972	6,704	6	5,429	4,479	3,529	2,715	925
7	1243	672	444	4898	600	903	4,071	4,561	6,122	6,276	6,734	7,561	7	6,122	5,061	3,980	3,061	1022
8	1319	713	470	5463	633	970	4,532	5,078	6,815	6,986	7,497	8,417	8	6,815	5,623	4,430	3,408	1169
9	1389	751	496	6006	667	1034	4,994	5,594	7,509	7,697	8,260	9,273		694	572	451	347	146
10	1487	804	530	6562	708	1113	5,455	6,111	8,262	8,407	9,022	10,130	(Each Additional Member)					
11	1591	860	568	7117	758	1194	5,916	6,627	8,895	9,118	9,785	10,986	Std Deduction* (members)		TELEPHONE			
Ex. Adst)	+44	+24	+17	335	+50	Each Additional	462	517	694	711	753	857	(1-3)\$155 (4)\$168 (5)\$197 (6+)\$226		Owns/Lease \$35			
Notes: Can accept AVR's statement of income only for P01s													HIC SUA		\$390		ABAWD VIE min hrs/ person: after / 7.25, (up to 86 hrs)	
MAGI Medicaid applicants may deduct from income an amount equal to 5% of the 100%FPL for their household size													Limited SUA - Homeless		\$301			
FPL 133% to 205% covers months children turn 1, 6, & 18, respectively													Excess Shelter Limit \$504				TANF Dep Care (each)	
Newborn (mother was P01 or received Medicaid) vs Infant (mother not certified for birth month)													Standard Medical Deduction \$185		Child <2		\$200	
Web Addresser PeachCare (1-877-GA-PEACH) http://www.peachcare.org													Vehicles - Disregarded		Child 2+		\$175	
Internet Policy Training http://www.gdfoa.org/dfs/bslshams.html Compass Web Portal (Apply for FS, Medicaid, TANF, Childcare) https://compass.ga.gov													Mileage rate for medical/childcare deductions - \$0.576/mile effective January 2015		Blank a child turns 2 is \$200			
Georgia Medicaid's Web Portal https://www.medis.georgia.gov													SSI (1) \$733 (2) \$1100		TCOS categorical eligibility is extended to elderly/disabled AUs at or below the 200% FPL			
Policy Manuals: www.odis.dhs.ga.gov SNAP clearances: snapo@dhs.ga.gov Family Medicaid: FAMmedhelpdesk@dhs.ga.gov ABD: ABDhelpdesk@dhs.ga.gov Senior Snap: seniorsnap@dhs.ga.gov For TANF send questions to: TANFhelpdesk@dhs.ga.gov and CAPS questions ask a Field Program Specialist													Medicare Part B premium \$104.90					
Rev.	01/2015								MEDICAID		Apr-15	TANF GRG	Apr-15				Food Stamps Oct 2015	

5. Consideration of approval of contract for engineering radio communication and equipment.

Vice-Chairman Blount made a motion, seconded by Commissioner Keene to approve the contract for engineering radio communication and equipment.

After discussion by the Board, Vice-Chairman Blount withdrew his previous motion, Commissioner Keene withdrew the second to said motion.

Vice-Chairman Blount made a motion, seconded by Commissioner Keene to table this item until a Work Session can be scheduled and held regarding this item.

The motion carried unanimously.

6. Consideration of Budget Amendment for Elected Official's COLA.

Vice-Chairman Blount made a motion, seconded by Commissioner Keene to approve the Budget Amendment for Elected Official's 1 % COLA.

The motion carried unanimously.

A RESOLUTION TO AMEND THE 2015 - 2016 FISCAL
BUDGET RESOLUTION FOR THE CAMDEN COUNTY
BOARD OF COMMISSIONERS

BE IT RESOLVED by the Camden County Board of Commissioners, Camden County, Georgia in regular session lawfully assembled for County purposes :

That it is necessary to recognize the additional cost of COLAs for Elected Officials as required by the State of Georgia;

That the above transaction can be fulfilled by changing the following budget accounts in the General Fund :

Budget Acct	Adopted Bud	Net Change	Proposed Bud	Description of Change
0000 - 31.9500	\$ 59,200	\$ 5,250	\$ 64,450	Estimated increase in FIFA's on property taxes
1110 - 52.1100	\$ 66,235	\$ 690	\$ 66,925	Increase for State required COLA, Commissioners
1545 - 51.1100	\$ 459,795	\$ 880	\$ 460,675	Increase for State required COLA, Tax Commissioner
2200 - 51.1100	\$ 382,056	\$ 840	\$ 382,896	Increase for State required COLA, Clerk of Court
2400 - 51.1100	\$ 219,047	\$ 950	\$ 219,997	Increase for State required COLA, Magistrate Judges
2500 - 51.1100	\$ 220,443	\$ 900	\$ 221,343	Increase for State required COLA, Probate Judge
3300 - 51.1100	\$ 2,113,543	\$ 990	\$ 2,114,533	Increase for State required COLA, Sheriff

THEREFORE BE IT RESOLVED, that the Camden County Board of Commissioners does hereby ordain, resolve, and enact the foregoing budget amendments for Camden County, Georgia.

Adopted this _____ day of _____, 2016

CAMDEN COUNTY BOARD OF COMMISSIONERS

James H. Starline, Chairman

Attest :

Katie Bishop, County Clerk

7. Consideration of amendments to the Separation Policy.

Commissioner Keene made a motion, seconded by Vice-Chairman Blount to approve the amendments to the Separation Policy as presented.

The motion carried unanimously.

8. Consideration of Tax Release Applications.

Vice-Chairman Blount made a motion, seconded by Commissioner Keene to approve the Tax Release Applications as presented.

The motion carried unanimously.

NAME	DIGEST YEAR	AMOUNT	REASON	County	JDA	SERVICE DISTRICT	SCHOOL BOARD	STATE	ADMIN FEE	CITY
Rebecca Sullivan	2015	121.31	Doubled under account	45.00		2.53	59.63	\$ 0.38	10.00	
Rebecca Sullivan	2014	\$116.83	Doubled under account	44.61		2.55	59.10	\$ 0.57	10.00	
Rebecca Sullivan	2013	\$125.61	Doubled under account	48.19		2.76	63.84	\$ 0.82	10.00	
Rebecca Sullivan	2012	\$123.77	Doubled under account	48.19		2.76	61.79	\$ 1.03	10.00	
Rebecca Sullivan	2011	\$121.01	Doubled under account	48.19			61.79	\$ 1.03	10.00	
Rebecca Sullivan	2010	\$121.15	Doubled under account	48.71			61.40	\$ 1.04	10.00	
Rebecca Sullivan	2009	\$158.72	Doubled under account	65.17			82.16	\$ 1.39	10.00	
Wade Dixon	2015	\$103.32	per bill of sale did not purchase boat until 1/17/2015	45.08			55.74	\$ 0.17		
Yvonna & Kristopher Blis	2015	\$143.10	traded in on camper per Tax Assessors Office	63.87			78.98	\$ 0.25		
Ronald Sawyer	2015	\$103.21	sold boat 2 years ago	46.07			56.96	\$ 0.18		
CHL Bank First Coast	2014	\$1,478.49	Buildings owned by County per Tax Assessors Office	632.48	120.52		837.90	\$ 8.11		
CHL Bank First Coast	2013	\$1,478.49	Buildings owned by County per Tax Assessors Office	632.48			837.90	\$ 8.11		
CHL Bank First Coast	2012	\$1,481.19	Buildings owned by County per Tax Assessors Office	632.48			837.90	\$ 10.81		
Hilicross Properties	2015	\$1,013.53	Buildings owned by County per Tax Assessors Office	452.40			559.38	\$ 1.75		
Bruce Brook	2015	\$92.44	corrected year of mobile home from 2000 to 1995	29.94	2.50		39.68	\$ 0.26	10.00	20.06
Chris Clark	2015	\$149.94	Boat sold in 2013, doubled under account	66.93			82.75	\$ 0.26		
Charlie Hutto	2015	\$116.03	Deceased, boat given to daughter in North Carolina	50.62		2.62	62.59	\$ 0.20		
Gene Stevens	2015	\$89.29	Boat doubled under account	39.86			49.28	\$ 0.15		
Gerald Strickland	2015	\$74.03	Boat doubled under account	32.30		1.67	39.94	\$ 0.12		
Steve A. Woolsey	2015	\$117.12	Boat moved to Florida	52.28			64.64	\$ 0.20		
Bruce E. Nowlin	2015	\$182.29	Boat sold out of County June 2014	81.37			100.61			
Golden Isles Weis Drilling	2015	\$88.98	Acreage Correction	38.82		2.01	48.00	\$ 0.15		
Golden Isles Weis Drilling	2014	\$56.41	Acreage Correction	22.81	1.91		30.22	\$ 1.28		
Golden Isles Weis Drilling	2013	\$53.53	Acreage Correction	22.35		1.28	29.61	\$ 0.29		
BLB Construction	2015	\$1,399.63	Business closed & moved to Brunswick 12/31/2014	624.83			772.59	\$ 2.21		
Steven Burch	2015	\$193.18	Boat located at Amelia Island Yacht Basin May 2013	86.23			106.62	\$ 0.33		
Jeffery Rogers	2015	\$268.21	Boat located in Alabama per registration	119.72			148.03	\$ 0.46		
Snow Turf	2015	\$148.78	5 pieces of equipment doubled under Deere Credit	66.41			82.11	\$ 0.26		
Michael Kobryn	2011	\$79.34	mobile home located in Glynn Co. since 2011	30.10			38.60	\$ 0.64	10.00	
Michael Kobryn	2012	81.06	mobile home located in Glynn Co. since 2011	30.10		1.72	38.60	\$ 0.64	10.00	
Michael Kobryn	2013	\$82.21	mobile home located in Glynn Co. since 2011	30.10		1.72	39.88	\$ 0.51	10.00	
Michael Kobryn	2014	\$69.44	mobile home located in Glynn Co. since 2011	24.82		1.42	32.88	\$ 0.32	10.00	
Michael Kobryn	2015	\$71.83	mobile home located in Glynn Co. since 2011	25.00		1.40	33.13	\$ 0.21	10.00	
Citizens State Bank	2015	\$727.71	square footage incorrect	324.82			401.63	\$ 1.26		
TOTAL for all Entities =		\$10,831.18		\$ 4,452.33	\$ 124.93	\$ 25.72	\$ 5,955.84	\$ 45.39	\$ 130.00	\$ 20.04

- Approval the renewal of the lease of two (2) advance life support ambulances with the City of Kingsland.

Commissioner Keene made a motion, seconded by Vice-Chairman Blount to approve the renewal of the lease of two (2) advance life support ambulances with the City of Kingsland.

The motion carried unanimously.

This AGREEMENT is made and entered into this ____ day of _____, 2016, by and between the Camden County Board of Commissioners, a political subdivision of the State of Georgia, as party of the first part, and the City of Kingsland, Georgia, as party of the second part.

INTRODUCTION:

The Camden County, Georgia emergency Medical Services Agreement is an agreement between the City of Kingsland, Georgia; City of Kingsland Fire Rescue and Camden County, Georgia Board of Commissioners. Camden County Fire Rescue for the lease of two (2) advance life support ambulances. If agreed upon the lease agreement will renew on ____ day of _____, 2016 unless changed, modified or cancelled as per the agreement.

PURPOSE:

The purpose of this lease agreement is to enable Camden County Fire Rescue to provide an additional 911 zone for Emergency Medical Services. Camden County will purchase a new ambulance for the continuation of the zone. This lease agreement will remain in place until the delivery of the new vehicle or six (6) months. This agreement is a continuation of the agreement that was signed by Board of County Commissioners on: November 18, 2014 and signed by Mayor of Kingsland on October 27, 2014.

10. Joint Resolution of the Camden County Public Service Authority, and the Cities of Woodbine, Kingsland and St Marys in regards to the appropriation of at least one million dollars or more in the next state budget to initiate the Greenway's planning and construction under the coordination of the Coastal Regional Commission.

Commissioner Clark made a motion, seconded by Commissioner Keene to approve the Joint Resolution of the Camden County Public Service Authority, and the Cities of Woodbine, Kingsland and St Marys in regards to the appropriation of at least one million dollars or more in the next state budget to initiate the Greenway's planning and construction under the coordination of the Coastal Regional Commission.

The motion carried unanimously.

WHEREAS, the Camden County Public Service Authority, representing Camden County and the Cities of Woodbine, Kingsland and St Marys, does hereby endorse the recommendations of the House and Senate Joint Coastal Georgia Greenway Study Committee; and

WHEREAS, we urge Governor Nathan Deal, Lt. Governor Casey Cagle, and Speaker David Ralston to support an appropriation of at least one million dollars or more in the next state budget to initiate the Greenway's planning and construction under the coordination of the Coastal Regional Commission; and

NOW, THEREFORE, BE IT RESOLVED, that the entities, of the Camden County Public Service Authority, the Camden County Board of Commissioners, the City of St. Marys, the City of Kingsland, and the City of Woodbine does hereby endorse the recommendations of the House and Senate Joint Coastal Georgia Greenway Study Committee, and the an appropriation of at least one million dollars or more in the next state budget to initiate the Greenway's planning and construction under the coordination of the Coastal Regional Commission.

Adopted in Lawful Assembly this _____ day of _____, _____ and spread upon the official minutes of the Camden County Public Service Authority, the Camden County Board of County Commissioners, the City of St. Marys, the City of Kingsland and the City of Woodbine.

Reports

- Calendar – January & February 2016

County Clerk Kathryn Bishop announced there are no amendments to the calendar at this time.

- County Administrator Comments

County Administrator Steve Howard announced that the 2015 Annual Report has been released for viewing. He showed the Board where on the County website the report can be found, as well as a brief look through the document.

He announced that the Woodbine Women's Club has requested the tipping fee be waived for an annual community cleanup day. He asked the Board for a consensus for staff to waive the fee per the request.

The consensus of the Board was to waive the fee.

Additional Public Comments

No comments from the public were offered during this time.

Adjournment:

Vice-Chairman Blount made a motion, seconded by Commissioner Clark to adjourn the January 19, 2016 regular meeting. The vote was unanimous to adjourn the meeting at 7:29 PM.

CAMDEN COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM: 1

SUBJECT: Consideration of Budget Amendments for SPLOST #6.

- Recommendation
- Policy Discussion
- Status Report

- Action Item
- Other

DATE: February 5, 2016

BUDGET INFORMATION:

FUNDING SOURCE: Collected SPLOST dollars will cover all increases in budget

COMMISSION ACTION REQUESTED ON: February 9th

PURPOSE:

To request that the Board of Commissioners:

- a. To consider the adoption of the attached resolution to amend the SPLOST #6 budget and allow for additional collections now known in the final analysis.

HISTORY:

- 1. It has been approximately three year since we last reviewed the budget for amendments to the SPLOST #6 program.
- 2. The attached worksheet simply recognizes the amount of reimbursements that we have received from the Georgia Department of Transportation and the actual SPLOST proceeds.
- 3. There are also amendments to the cities based on receipts.

FACTS & ISSUES:

- 1. Resolution for budget amendment - SPLOST, worksheet reflecting the above changes - SPLOST.

OPTIONS:

- 1. Motion to approve the budget amendments as presented.
- 2. Motion to deny this item.
- 3. Motion to table this item.
- 4. Other action by the Board.

DEPARTMENT RECOMMENDED ACTION:

- 1. Approved the budget amendments as presented.

DEPARTMENT:
Prepared by:

Mike Fender, Director

IF APPLICABLE:

County Attorney Review:

N/A

IF APPLICABLE:

Finance Review:

N/A

SCHEDULE OF PROJECTS CONSTRUCTED
WITH SPECIAL SALES TAX PROCEEDS (SPLOST#6)
FOR THE PERIOD ENDED DECEMBER 31, 2015

PROJECT	ORIGINAL ESTIMATED COST	CURRENT ESTIMATED COST	EXPENDITURES TO DATE TOTAL	BALANCE	<i>Proposed</i> Estimated Cost
<u>County Wide</u>					
County Wide - Jail Expansion	\$ 3,000,000	\$ 3,000,000	\$ 2,510,644	\$ 489,356	\$ 3,000,000
<u>Camden County - Capital Projects</u>					
Central Office Complex	\$ 1,850,000	\$ 900,000	\$ 660,157	\$ 239,843	\$ 900,000
Historic County Courthouse Renovation	165,000	165,000	Paid from SPLOST#5	165,000	165,000
County Courthouse Parking	325,000	325,000	504,324	(179,324)	325,000
Woodbine Elementary School Renovation	250,000	250,000	388,225	(138,225)	250,000
Ralph Bunche Complex (Health)	1,100,000	-	Paid from SPLOST#5	-	-
Woodbine Training Center	500,000	500,000	615,656	(115,656)	500,000
Atkinson Building Renovation	920,000	-	-	-	-
EEOC (old Kingsland Post Office)	950,000	950,000	1,013,846	(63,846)	950,000
Heavy Equipment	1,450,000	575,000	467,448	107,552	575,000
Fleet Maintenance Complex/Road Dept.	1,200,000	-	-	-	-
Fire Station Renovations (10, 16, 18)	660,000	310,483	300,206	10,277	310,483
Technology & Connection Enhancements	2,080,298	416,822	299,199	117,623	416,822
Total Buildings, Recreation, and Other	\$ 11,450,298	\$ 4,392,305	\$ 4,249,060	\$ 143,245	\$ 4,392,305
<u>Camden County - Road Projects</u>					
Colerain Road Bypass	\$ -	\$ 1,125,733	\$ 1,951,225	\$ (825,492)	\$ 2,100,000
Ella Park Church	2,624,622	4,957,541	5,263,870	(306,329)	5,264,000
Germantown	285,406	369,484	268,335	101,149	268,500
Horsestamp Church	-	153,471	390,614	(237,143)	390,700
Lampadoshia	2,813,184	121,184	Paid from SPLOST#5	121,184	-
Oakwell & Clark's Bluff	1,041,840	41,840	-	41,840	-
Bullhead Bluff	-	207,398	420,061	(212,663)	420,100
Old Red Bluff	434,100	654,748	337,957	316,791	338,000
Cypress Lakes (Transferred to Fund 335)	-	-	100,000	(100,000)	100,000
Total County Road Projects	\$ 7,199,152	\$ 7,631,399	\$ 8,732,061	\$ (1,100,662)	\$ 8,881,300
<u>PSA and City Projects</u>					
PSA - Parks & Equipment	6,140,550	\$ 5,701,125	5,701,125	-	\$ 5,701,125
City of Kingsland	18,760,000	11,046,554 *	11,360,388	(313,834)	11,360,400
City of St. Marys	18,760,000	11,046,554	10,177,499	869,055	11,360,400
City of Woodbine	4,690,000	2,761,639	2,726,552	35,087	2,726,600
Total PSA and City Projects	\$ 48,350,550	\$ 30,555,872	\$ 29,965,564	\$ 590,308	\$ 31,148,525
Total All Projects	\$ 70,000,000	\$ 45,579,576	\$ 45,457,328	\$ 122,247	\$ 47,422,130

SCHEDULE OF PROJECTS CONSTRUCTED
WITH SPECIAL SALES TAX PROCEEDS (SPLOST#6)
FOR THE PERIOD ENDED DECEMBER 31, 2015

PROJECT	ORIGINAL ESTIMATED COST	CURRENT ESTIMATED COST	EXPENDITURES TO DATE TOTAL	BALANCE
<u>County Wide</u>				
County Wide - Jail Expansion	\$ 3,000,000	\$ 3,000,000	\$ 2,510,644	\$ 489,356
<u>Camden County - Capital Projects</u>				
Central Office Complex	\$ 1,850,000	\$ 900,000	\$ 660,157	\$ 239,843
Historic County Courthouse Renovation	165,000	165,000	Paid from SPLOST#5	165,000
County Courthouse Parking	325,000	325,000	504,324	(179,324)
Woodbine Elementary School Renovation	250,000	250,000	388,225	(138,225)
Ralph Bunche Complex (Health)	1,100,000	-	Paid from SPLOST#5	-
Woodbine Training Center	500,000	500,000	615,656	(115,656)
Atkinson Building Renovation	920,000	-	-	-
EEOC (old Kingsland Post Office)	950,000	950,000	1,013,846	(63,846)
Heavy Equipment	1,450,000	575,000	467,448	107,552
Fleet Maintenance Complex/Road Dept.	1,200,000	-	-	-
Fire Station Renovations (10, 16, 18)	660,000	310,483	300,206	10,277
Technology & Connection Enhancements	2,080,298	416,822	299,199	117,623
Total Buildings, Recreation, and Other	<u>\$ 11,450,298</u>	<u>\$ 4,392,305</u>	<u>\$ 4,249,060</u>	<u>\$ 143,245</u>
<u>Camden County - Road Projects</u>				
Colerain Road Bypass	\$ -	\$ 1,125,733	\$ 1,951,225	\$ (825,492)
Ella Park Church	2,624,622	4,957,541	5,263,870	(306,329)
Germantown	285,406	369,484	268,335	101,149
Horsestamp Church		153,471	390,614	(237,143)
Lampadoshia	2,813,184	121,184	Paid from SPLOST#5	121,184
Oakwell & Clark's Bluff	1,041,840	41,840	-	41,840
Bullhead Bluff		207,398	420,061	(212,663)
Old Red Bluff	434,100	654,748	337,957	316,791
<i>Cypress Lakes (Transferred to Fund 335)</i>	-	-	100,000	(100,000)
Total County Road Projects	<u>\$ 7,199,152</u>	<u>\$ 7,631,399</u>	<u>\$ 8,732,061</u>	<u>\$ (1,100,662)</u>
<u>PSA and City Projects</u>				
PSA - Parks & Equipment	6,140,550	5,701,125	5,701,125	-
City of Kingsland	18,760,000	11,046,554 *	11,360,388	(313,834)
City of St. Marys	18,760,000	11,046,554	10,177,499	869,055
City of Woodbine	4,690,000	2,761,639	2,726,552	35,087
Total PSA and City Projects	<u>\$ 48,350,550</u>	<u>\$ 30,555,872</u>	<u>\$ 29,965,564</u>	<u>\$ 590,308</u>
Total All Projects	<u><u>\$ 70,000,000</u></u>	<u><u>\$ 45,579,576</u></u>	<u><u>\$ 45,457,328</u></u>	<u><u>\$ 122,247</u></u>

*Budget needs to be refined based on actual final collections

CAMDEN COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM: 2

SUBJECT: Consideration of Borrow Pit Lease with Shaker House, Ltd.
located at Tax Map / Parcel No. 014-003A along S.R. 259

- Recommendation
- Policy Discussion
- Status Report
- Action Item
- Other

DATE: January 26, 2016

BUDGET INFORMATION: N/A

COMMISSION ACTION REQUESTED ON: February 9th

PURPOSE:

- a. To consider the approval of the borrow pit lease for Shaker House, LTD (Ken McCarthy)

HISTORY:

- 1. This is standard lease agreement for lease agreements. We have used dirt from this pit already, very suitable for road surfaces.

FACTS & ISSUES:

- 1. Located off Old 259 in northwest Camden. Other pit in this area was closed in mid-2015, Public Works dirt stock pile is low and we have several more dirt roads to rebuild as we have in the past.
- 2. We have no other pit leased at this time

OPTIONS:

- 1. Motion to accept the borrow pit lease for Shaker House, LTD (Ken McCarthy)
- 2. Motion to deny this item.
- 3. Motion to table this item.
- 4. Other action by the Board.

DEPARTMENT RECOMMENDED ACTION:

- 1. To be determined by the Board.

DEPARTMENT:

Prepared by:

Harvey Amerson, Director

IF APPLICABLE:

County Attorney Review:

John S. Myers

IF APPLICABLE:

Finance Review:

N/A

STATE OF GEORGIA
CAMDEN COUNTY

BORROW PIT LEASE

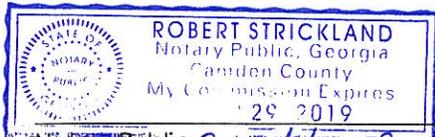
FOR AND IN CONSIDERATION of One (\$ 1.00), cash in hand paid, together with other good and valuable considerations. The undersigned, **SHAKER HOUSE, LTD**, does by these presents give, grant, convey, and confirm unto the **CAMDEN COUNTY BOARD OF COMMISSIONERS** (hereinafter called the County) all earthen materials within the limits of a borrow pit not to exceed 5 acres in size and of an unspecified depth. Pit will be located **on Tax Map Parcel No. 014 - 003A** along SR 259 in Camden County, Georgia. Lease agreement will be for a period of not more than three (3) years or until all work is completed and approved by both parties beginning on the date of County signed approval below.

It is understood and agreed that upon approved completion of work or upon expiration of this lease (whichever comes first) that said borrow pit will be properly sloped, dressed, and grassed to county specifications, conditions of the State of Georgia Surface Mine Permit and stocked with fish species. Introduction of the fish species will be time dependent based on the availability of fish species provided.

It is further understood that Camden County accepts no responsibility for maintenance of said borrow pit, slopes, grasses and vegetation, ingress egress route or fish species after approved completion of work or expiration of said lease.

The County, its officers, employees, or assigns are hereby given that right of reasonable ingress egress over lands of the undersigned to and from the borrow pit area, and agree to maintain said ingress egress route during the term of said lease. It is also the responsibility of the undersigned owner to obtain proper easements for ingress egress if route crosses properties not belonging to undersigned property owner.

IN WITNESS WHEREOF, the undersigned have set their hands and affixed his seal this 26 day of JAN, 2016.



Notary Public
Robert Strickland

Henry Brown
Witness

[Signature]
Shaker House, LTD
Authorized Representative

Approved in legal assembly this _____ day of _____, 2016.

Attest:

County Clerk

Jimmy Starline
Commission Chairman

CAMDEN COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM: 3

SUBJECT: Letter of Support for the Brunswick and Glynn County Development Authority regarding the OneGA Grant Award for the Airport Expansion Project.

- Recommendation
- Policy Discussion
- Status Report
- Action Item
- Other

DATE: January 29, 2016

BUDGET INFORMATION: N/A

COMMISSION ACTION REQUESTED ON: February 9th

PURPOSE:

To request that the Board of Commissioners:

- a. To consider the Chairman to execute the Letter of Support for the Brunswick and Glynn County Development Authority regarding the OneGA Grant Award for the Airport Expansion Project.

HISTORY:

- 1. This letter is in support of the Brunswick and Glynn County Development Authority's (BGCD) OneGeorgia Authority Equity Grant Award of \$500,000 for an Apron Expansion planned at the Brunswick-Golden Isles Airport (BQK).

FACTS & ISSUES:

- 1. The Aviation industry in Glynn County continues to grow dramatically.
- 2. Gulfstream Aerospace just opened their new \$30,000,000 MRO Facility at BQK with over 200 new jobs added.
- 3. Stambaugh Aviation, a long-time resident at BQK has announced an expansion of \$2,500,000 which would add 100 new jobs.
- 4. In addition, Omega Aviation has announced they will re-locate their headquarters at BQK and add 50 new jobs.
- 5. To accommodate the latter two expansions, approximately 130,000 sq. ft. of new ramp must be constructed on the North Apron of the Airport near Stambaugh's current location. This Project will cost \$4,250,000.
- 6. The BGCD has agreed to contribute \$500,000 for the Engineering and Design of the Apron Expansion.
- 7. In addition to the OneGeorgia Grant, the BGCD has been awarded a \$750,000 EDA Grant to fund a portion of the Project.
- 8. The Glynn County Board of Commissioners has issued bonds to cover the balance of the Project Cost.
- 9. The Board shares a common interest to work cooperatively to create jobs and other opportunities within our Coastal Region.

OPTIONS:

1. Motion to authorize the Chairman to execute the Letter of Support for the Brunswick and Glynn County Development Authority regarding the OneGA Grant Award for the Airport Expansion Project.
2. Motion to deny this item.
3. Motion to table this item.
4. Other action by the Board.

DEPARTMENT RECOMMENDED ACTION:

1. To be determined by the Board.

DEPARTMENT:

Prepared by:

*James Coughlin,
JDA Executive Director*

IF APPLICABLE:

County Attorney Review:

John S. Myers

IF APPLICABLE:

Finance Review:

N/A



Board of County Commissioners

P.O. Box 99/200 East 4th Street • Woodbine, GA 31569

Phone: (912) 576.5601 • Fax: (912) 576.5647 • www.camdencountyga.gov

February 9, 2016

Camila Knowles, Commissioner
Georgia Department of Community Affairs
60 Executive Park South, NE
Atlanta, GA 30329-2231

Dear Commissioner Knowles:

This letter is in support of the Brunswick and Glynn County Development Authority's (BGCD) OneGeorgia Authority Equity Grant Award of \$500,000 for an Apron Expansion planned at the Brunswick-Golden Isles Airport (BQK). The Aviation industry in Glynn County continues to grow dramatically! Gulfstream Aerospace just opened their new \$30,000,000 MRO Facility at BQK with over 200 new jobs added. Stambaugh Aviation, a long-time resident at BQK has announced an expansion of \$2,500,000 which would add 100 new jobs. In addition, Omega Aviation has announced they will re-locate their headquarters at BQK and add 50 new jobs. To accommodate the latter two expansions, approximately 130,000 sq. ft. of new ramp must be constructed on the North Apron of the Airport near Stambaugh's current location. This Project will cost \$4,250,000. The BGCD has agreed to contribute \$500,000 for the Engineering and Design of the Apron Expansion. In addition to the OneGeorgia Grant, the BGCD has been awarded a \$750,000 EDA Grant to fund a portion of the Project. The Glynn County Board of Commissioners has issued bonds to cover the balance of the Project Cost.

The Camden County Board of Commissioners and the Glynn County Development Authority share a common interest to work cooperatively to create jobs and other opportunities within our Coastal Region. We support the OneGeorgia Equity Fund grant allocation for the North Apron Project at the Brunswick-Golden Isles Airport. Please contact me if I can assist in any way.

Sincerely,

James H. Starline, Chairman

"Award-Winning Government"

STEVE L. HOWARD
County Administrator

JOHN S. MYERS
County Attorney

WILLIS R. KEENE JR.
Commissioner, District 1

CHUCK CLARK
Commissioner, District 2

JIMMY STARLINE
Commissioner, District 3

GARY BLOUNT
Commissioner, District 4

TONY SHEPPARD
Commissioner, District 5

CAMDEN COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM: 4

SUBJECT: Approve 2016 Action Agenda for Strategic Plan

- Recommendation
- Policy Discussion
- Status Report
- Action Item
- Other

DATE: February 5, 2016

BUDGET INFORMATION: N/A

COMMISSION ACTION REQUESTED ON: February 9th

PURPOSE:

To request that the Board of Commissioners:

- a. Consider the approval of the 2016 Strategic Plan Action Agenda Items.

HISTORY:

- 1. 2015 Strategic Plan with Action Agenda Items was approved in March 2015. On November 30, 2015 County leadership met with Lyle Sumek & Associates to discuss progress and planning for future goals.
- 2. Board of County Commissioners held a Strategic Planning retreat on December 1st and 2nd to review progress, prioritize goals and finalize action agenda.

FACTS & ISSUES:

- 1. 2016 Action Agenda Items have been updated to reflect current work that needs to be completed during 2016.

OPTIONS:

- 1. Motion to approve the 2016 Strategic Plan Action Agenda Items.
- 2. Motion to deny this item.
- 3. Motion to table this item.
- 4. Other action by the Board.

DEPARTMENT RECOMMENDED ACTION:

- 1. To be determined by the Board.

DEPARTMENT:

Prepared by:

Shannon Nettles

IF APPLICABLE:

County Attorney Review:

N/A

IF APPLICABLE:

Finance Review:

N/A

CAMDEN COUNTY BOARD OF COMMISSIONERS

AGENDA ITEM: 5

SUBJECT: Approval of Agreement for Rotations of University of Florida Board of Trustees for the benefit of the Department of Emergency Medicine, College of Medicine – Jacksonville Residents at Camden County Fire and Rescue.

- Recommendation
- Policy Discussion
- Status Report
- Action Item
- Other

DATE: January 29, 2016

BUDGET INFORMATION: N/A

COMMISSION ACTION REQUESTED ON: February 9th

PURPOSE:

To request that the Board of Commissioners:

- a. To consider the approval of the Agreement for Rotations of University of Florida Board of Trustees for the benefit of the Department of Emergency Medicine, College of Medicine – Jacksonville Residents at Camden County Fire and Rescue.

HISTORY:

- 1. We allowed this practice during 2015 with great success without any untoward incidents.

FACTS & ISSUES:

- 1. This practice allows the physician residents of UF Health-Jacksonville to experience pre - hospital issues that relates to patients and their emergency care.
- 2. It gives the physicians field related experience in how EMS takes a patient's history and the treatments we can give the patient before arrival at the Emergency Department.
- 3. These physician residents will not be performing patient care, they will be observers only.
- 4. UF Health - Jacksonville is the Level I Trauma Center as well as the interventional center for STEM! (Myocardial infarction) and Stroke patients for Camden County citizens.

OPTIONS:

- 1. Motion to approve the Agreement for Rotations of University of Florida Board of Trustees for the benefit of the Department of Emergency Medicine, College of Medicine – Jacksonville Residents at Camden County Fire and Rescue.
- 2. Motion to deny this item.
- 3. Motion to table this item.

4. Other action by the Board.

DEPARTMENT RECOMMENDED ACTION:

1. To be determined by the Board.

DEPARTMENT:

Prepared by:

*Charles Lowther, NRP
Asst. Chief/ EMS Director*

IF APPLICABLE:

County Attorney Review:

John S. Myers

IF APPLICABLE:

Finance Review:

N/A

**AGREEMENT FOR ROTATION(S) OF UNIVERSITY OF FLORIDA
BOARD OF TRUSTEES FOR THE BENEFIT OF THE DEPARTMENT OF EMERGENCY
MEDICINE, COLLEGE OF MEDICINE - JACKSONVILLE RESIDENTS AT CAMDEN
COUNTY FIRE AND RESCUE**

The University of Florida Board of Trustees for the benefit of the Department of Emergency Medicine, College of Medicine - Jacksonville (“UNIVERSITY”) has responsibility for the training of physician residents and fellows (hereinafter referred to as (“RESIDENT(S)”) in accordance with and as accredited by the Accreditation Council for Graduate Medical Education (“ACGME”). Camden County Board of Commissioners (“ORGANIZATION”), located at 125 N. Gross Rd., Kingsland, GA 31548, operates a rescue division providing emergency medical services, which can serve as a clinical setting in which RESIDENT(S) may participate in medical education, research, and observe patient care. UNIVERSITY wishes to enter into this formal agreement with ORGANIZATION for the educational benefit of RESIDENT(S).

AGREEMENT AND RESPONSIBILITIES

ORGANIZATION agrees to accept a variable and mutually agreed upon number of PGY-3 RESIDENTS from UNIVERSITY’s Department of Emergency Medicine-Jacksonville for a required rotation as an observer in Pre-Hospital/Emergency Medical Services for a period of up to one (1) month. Rotations will be scheduled at mutually agreeable times beginning September 15, 2015 for a period of one (1) year unless this Agreement is terminated sooner. This Agreement shall automatically renew for successive one (1) year terms unless the Agreement is terminated pursuant to the provisions herein. This Agreement may be terminated, with or without cause, by either party providing sixty (60) days written notice to the other party delivered by registered mail, return receipt requested. The parties agree that if this Agreement is terminated, all RESIDENTS currently assigned to ORGANIZATION by UNIVERSITY pursuant to this Agreement, shall be given the opportunity to complete their rotation.

A. RESPONSIBILITIES OF ORGANIZATION

1. ORGANIZATION shall arrange for qualified preceptors and a structured educational and observational experience to RESIDENT(S) pursuant to ACGME standards. The individuals assigned by ORGANIZATION to assume administrative, educational, and on-site supervisory responsibility for RESIDENT(S)’ observational experience are Chief Mark Crews and Charles Lowther.
2. ORGANIZATION shall provide to each RESIDENT, upon his/her arrival at ORGANIZATION, a current set of ORGANIZATION’s rules and regulations pertaining to the site of assignment. ORGANIZATION represents that it has appropriate policies and procedures in place to ensure that RESIDENT is supervised by qualified preceptors when performing their assigned responsibilities at ORGANIZATION.
3. ORGANIZATION shall arrange for access by each RESIDENT to available library facilities (may be electronic access) at the sites of assignment.
4. ORGANIZATION shall arrange for immediate emergency care in the event of a RESIDENT’s accidental injury or illness, but ORGANIZATION shall not be responsible for costs involved, follow-up care, or hospitalization.
5. ORGANIZATION shall evaluate in writing the performance of each RESIDENT within fifteen (15) days of completion of assignment.

6. ORGANIZATION shall have the right to remove any RESIDENT from ORGANIZATION's programs in the event the RESIDENT does not, in the sole judgment of ORGANIZATION, satisfactorily perform assigned duties while in the program.

B. RESPONSIBILITIES OF UNIVERSITY

1. UNIVERSITY shall identify in writing the educational goals and objectives to be attained during each RESIDENT's observational experience at ORGANIZATION and shall attach same hereto as Attachment A.

2. UNIVERSITY shall ensure that each RESIDENT has appropriate qualifications, including appropriate skills, training, health status, and other qualifications as required by ORGANIZATION.

3. UNIVERSITY shall instruct each RESIDENT to attend all educational activities, perform services as assigned by preceptor(s) consistent with attaining the goals and objectives in Attachment A, and adhere to applicable policies of ORGANIZATION.

4. UNIVERSITY shall instruct each RESIDENT to wear a pictured name tag identifying his/her status with UNIVERSITY.

5. UNIVERSITY shall be responsible for the payment of all salaries and fringe benefits accruing to each RESIDENT, and will provide workers compensation protection to RESIDENT, while RESIDENT is participating in ORGANIZATION programs, in accordance with applicable Florida laws and regulations.

C. MISCELLANEOUS

1. The relationship of the parties hereunder shall be an independent contractor relationship, and not an agency, employment, joint venture, or partnership relationship. Neither party shall have the power to bind the other party or contract in the name of the other party. All persons employed by a party in connection with operations under this Agreement shall be considered employees of that party and shall in no way, either directly or indirectly, be considered employees or agents of the other party.

2. To the extent that the State of Florida, on behalf of the Board of Trustees, has partially waived its immunity to tort claims and is vicariously responsible for the negligent acts and omissions of its employees and agents as prescribed by Section 768.28, Florida Statutes, UF and its employees are protected for a claim or judgment by any one person in a sum not exceeding Two Hundred Thousand Dollars (\$200,000.00), and for total claims or judgments arising out of the same incident or occurrence in a total amount not exceeding Three Hundred Thousand Dollars (\$300,000.00), such protection being provided by the University of Florida J. Hillis Miller Health Center Self-Insurance Program, a self-insurance program created pursuant to the authority of Section 1004.24, Florida Statutes. Employees and agents of UF are not individually subject to actions arising from their State functions. Any damages allocated against the Board of Trustees as prescribed by Section 768.81, Florida Statutes, are not subject to reallocation under the doctrine of joint-and-several liability to codefendants of the Board of Trustees in professional liability actions (see Section 766.112(2), of the Florida Statutes). The sole remedy available to a claimant to collect damages allocated to the Board of Trustees is as described in Section 768.28, Florida Statutes. All liability protection described in this Section is on an "occurrence" basis.

The University of Florida J. Hillis Miller Health Center Self-Insurance Program provides ongoing protection with no expiration.

3. Neither UF nor ORGANIZATION assumes any liabilities to each other, except as specifically stated in this contract. As to liability for damage or injuries or death to persons, or damage to property, and UF do not waive any defense as a result of entering into this Agreement unless such a waiver is expressly and clearly written into a part of this Agreement. Both parties agree that nothing contained herein shall be construed or interpreted as (1) denying to either party any remedy or defense available to such party under the laws of the State of Florida; (2) the consent of the State of Florida or its agents and agencies to be sued; or (3) a waiver of sovereign immunity of the State of Florida beyond the waiver provided in Section 768.28, Florida Statutes.
4. This Agreement represents the entire understanding and agreement between the parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings, representations and agreement, whether oral or written, made by and between such parties. None of the terms and provisions hereof may be amended, supplemented, waived or changed orally, but only in writing signed by each of the parties hereto.
5. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Agreement. The parties agree that a facsimile or electronic signature may substitute for and have the same effect as an original signature.

[THIS AREA INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the duly authorized officers of the parties hereto have executed this Agreement, effective on the date of signature by both parties.

**CAMDEN COUNTY, a political subdivision
of the State of Georgia, by its Board of
County Commissioners**

**UNIVERSITY OF FLORIDA BOARD OF
TRUSTEES FOR THE BENEFIT OF THE
DEPARTMENT OF EMERGENCY MEDICINE
COLLEGE OF MEDICINE-JACKSONVILLE**

By: _____
James H. Starline
Chairman
Camden County Board of Commissioners

By: _____ Date
Linda R. Edwards, M.D.
Senior Associate Dean for Educational Affairs
College of Medicine-Jacksonville
University of Florida

ATTEST FOR CAMDEN COUNTY:

ACKNOWLEDGED FOR UNIVERSITY:

By: _____
Katie Bishop
County Clerk

By: _____ Date
Steven A. Godwin, M.D., FACEP
Chair, Department of Emergency Medicine
College of Medicine-Jacksonville
University of Florida

By: _____ Date
Mark Crews, Fire Chief
Responsible Preceptor

By: _____ Date
David A. Caro, M.D.
Program Director
Emergency Medicine Residency
College of Medicine – Jacksonville
University of Florida

By: _____ Date
Charles Lowther
Responsible Preceptor

Rotation: Emergency Medical Services

<p>Timing: Four week rotation Vacation is allowed on this rotation. Duty Hours: Emergency Medicine (60 clinical hours week/12 admin hours/week)</p>	<p>Location: UF Health Jacksonville; Jacksonville Fire-Rescue, Nassau County Fire Rescue, St. Johns County Fire Rescue, Camden County Fire Rescue</p> <p>Preceptors: Joe Sabato, M.D. Participant: Third year EM residents</p>
<p>Goals: The participant will learn principles of EMS system operations, including common organizational structures of emergency medical services, principals of prehospital triage and emergency medical care delivery, and the educational requirements and skill levels of various EMS providers.. The participant will learn basic principles of disaster management. The participant will learn medicolegal principals relating to EMS. The participant will learn basic principles of EMS research.</p>	<p>Preparation: Reading material – <i>Rosen’s Emergency Medicine; The Clinical Practice of Emergency Medicine (Harwood-Nuss); Adams Textbook of Emergency Medicine; Tintinalli’s Emergency Medicine; Clinical Procedures in Emergency Medicine (Roberts and Hedges).</i></p>
<p>Participation: Residents will work along with board certified specialists in emergency medicine. They will also work with other members of the emergency medical services team, including paramedics, emergency medical technicians, EMS Battalion chiefs, and EMS system medical directors. Residents will be expected to fully participate in the health care team, including evaluation, management and discussion of EMS patients in concert with the attending staff and team members they work with. Residents will assist in the prehospital medical care responsibility of the patients they encounter with the team.</p>	<p>Evaluation: Core competencies will be integrated into and evaluated throughout the rotation. Mid-rotation feedback will be obtained and provided to the resident via email. Feedback concerns will prompt phone and/or in-person meeting with a program administrator. Evaluations will be obtained, summarized, and provided to the resident at the end of the rotation.</p>
<p>Deliverables/Outcome measures: EMS checkoff list Procedures performed</p>	<p>Professional expectations of resident: Attendance of assigned shifts on time, for the full duration Active participation in clinical duties</p>

Patient care participation	Professional behavior as defined in UFCOM-J Professionalism Expectations
----------------------------	---

Goals and Objectives

In addition to curricular components of the CORD-EM Model Curriculum for Emergency Medicine

Goals	<u>Objectives</u> (for evaluation <u>methods</u> , see below)
The participant will learn principles of EMS system operations, including common organizational structures of emergency medical services, principals of prehospital triage and emergency medical care delivery, and the educational requirements and skill levels of various EMS providers.	<p>Demonstrate understanding of professional roles of EMS providers and their interactions with the medical community.</p> <p>Demonstrate ability to use all elements of the EMS communication system</p> <p>Discuss the importance of and methods for medical control in EMS systems</p> <p>Observe and participate in ground and aeromedical EMS education</p> <p>Identify the epidemiology of the emergency medical conditions encountered in the rotation, along with cultural barriers to health care delivery</p> <p>Identify public health principles that impact care delivered in the emergency care system</p>
The participant will learn basic principles of disaster management.	Observe and participate in incident command and disaster management
The participant will learn medicolegal principals relating to EMS.	<p>Identify common areas for error in patient care</p> <p>Identify and practice risk management principles</p> <p>Review practice performance quality measures, identify areas for improvement, and implement changes in medical care based on areas identified</p>
The participant will learn basic principles of EMS research	Understand specifics of EMS research and how they differ from other EM research

Objectives versus Competencies Taught and Evaluated

	Medical Knowledge	Patient Care	Professionalism	Interpersonal skills and communication	Systems Based Practice	Practice Based Learning and Improvement
Demonstrate understanding of prof. roles of EMS providers and their interactions with the medical community.	X		X		X	
Demonstrate ability to use all elements of the EMS communication system	X	X	X	X	X	X
Discuss the importance of and methods for medical control in EMS systems		X	X	X	X	
Observe and participate in ground and aeromedical EMS education	X	X	X	X	X	X
Observe and participate in incident command and disaster management	X	X	X	X	X	X
Identify common areas for error in patient care	X	X	X	X	X	X
Identify and practice risk mgmt principles		X	X	X	X	X
Review practice performance quality measures, identify areas for improvement, and implement changes	X	X	X	X	X	X
Identify the epidemiology of the emergency medical conditions encountered, along with cultural barriers to health care delivery	X	X	X	X	X	X
Identify public health principles that impact care delivered in the emergency care system	X	X	X	X	X	
Understand specifics of EMS research and how they differ from other EM research	X			X	X	X

Methods

<p>Demonstrate understanding of professional roles of EMS providers and their interactions with the medical community.</p>	<p>Actively participate in EMS systems, including urban, suburban, rural, and air medical agencies Discuss development of EMS prehospital care protocols Discuss the differences in education and skill level of various EMS providers Read appropriate chapters and current literature regarding CECS Attend EM conferences</p>
<p>Demonstrate ability to use all elements of the EMS communication system</p>	<p>Read appropriate chapters and current literature regarding EMS communication Actively participate in EMS systems, including urban, suburban, rural, and air medical agencies Participate in EMS communications, including 911 dispatch, Trauma One dispatch (base station), Poison Center phone screening Discuss development of EMS prehospital care protocols Attend EM conferences.</p>
<p>Discuss the importance of and methods for medical control in EMS systems</p>	<p>Read appropriate chapters and current literature regarding EMS medical control Discuss development of EMS prehospital care protocols Attend EM conferences.</p>
<p>Observe and participate in ground and aeromedical EMS education</p>	<p>Read appropriate chapters and current literature regarding EMS communication Actively participate in EMS systems, including urban, suburban, rural, and air medical agencies Participate in planned educational experiences including lectures, simulation exercises, online training Discuss development of EMS prehospital care protocols Discuss the differences in education and skill level of various EMS providers</p>
<p>Identify common areas for error in patient care</p>	<p>Actively participate in EMS systems, including urban, suburban, rural, and air medical agencies Read appropriate chapters and current literature regarding EMS</p>

	<p>communication</p> <p>Participate in EM M&M, lectures</p> <p>Discuss the differences in education and skill level of various EMS providers</p> <p>Participate in EM QM meeting</p>
Identify and practice risk management principles	<p>Actively participate in EMS systems, including urban, suburban, rural, and air medical agencies</p> <p>Discuss the differences in education and skill level of various EMS providers</p> <p>Discuss development of EMS prehospital care protocols</p> <p>Participate in error-reduction practices while in the clinical area (call-backs, time-outs, patient identifiers, proper documentation)</p> <p>Review charts for education on medical-legal, billing, patient safety quality issues</p> <p>Participate in EM QM meetings</p>
Review practice performance quality measures, identify areas for improvement, and implement changes in medical care based on areas identified	<p>Participate in EM QM meetings, STAT STEMI, Trauma M&M meetings</p> <p>Review charts with attending staff for education on medical-legal, billing, patient safety quality issues.</p> <p>Attend an EM QM meeting each year</p>
Identify the epidemiology of the emergency medical conditions encountered in the rotation, along with cultural barriers to health care delivery	<p>Case discussions with preceptor</p> <p>Attend EM lectures</p> <p>Actively participate in EMS systems, including urban, suburban, rural, and air medical agencies</p> <p>Identify and employ communication skills that improve interaction and care partnering with patients and team members</p>
Identify public health principles that impact care delivered in the emergency care system	<p>Discuss relevant public health issues affecting clinical patient care with attending staff and care team</p> <p>Attend EM conference</p> <p>Participate in transfer of patients to and from the care of emergency services, including interaction with EMS providers and relevant phone calls to and from receiving facilities</p>
Understand specifics of EMS research and how they differ from other EM research	<p>Discuss EMS research currently ongoing within the department, regionally, and nationally</p> <p>Review and describe the Utstein guidelines for EMS research.</p>

Prehospital (EMS) Course Description

This four week rotation will provide the resident with the opportunity to observe and develop an understanding of the various components that comprise a prehospital system. The residents will learn about Jacksonville's EMS system through direct observation and meetings with the rescue units, shift commanders, EMS medical directors, 911 dispatch center and other components of the EMS system. In addition, the residents will have an opportunity to develop an understanding of the administration, management, and operations of the TraumaOne aeromedical program, based at Shands Jacksonville. The resident will also be introduced to the workings of the incident command system, disaster management systems, triage protocols, and online medical control. The experience with different EMS systems will provide an important perspective in the medical oversight, practice and organization of EMS systems.

Structure:

This rotation is self-scheduled, to give maximum flexibility to residents required and optional activities are broken up into three sections: ride along/clinicals, online learning modules, and administrative duties.

Pre-Rotation Check In: Approximately two weeks prior to beginning the EMS rotation, the resident should decide which activities will be performed and schedule these activities. A brief meeting with Dr. Sabato is required at this time to review and approve the schedule and discuss objectives. Special projects or SOP review topics should be approved at this meeting. Reading materials should be picked up at this time (from the rotation coordinator) as well.

Evaluation: At the end of the rotation, another meeting with Dr. Sabato is required to discuss the readings, review the sign-off list, and complete an evaluation. This meeting must take place within one week of the end of the rotation period. There is also a PRE and POST test to evaluate the residents knowledge of EMS and disaster / incident command knowledge.

Note: A four week period is allowed for the EMS rotation. Failure to meet the requirements within the assigned four week period will result in a failing grade unless an extension is granted for scheduling issues or unusual circumstances.

Contact Numbers

Dr. Sabato (4-8420, pager 393-8396)

Rotation coordinator – Sheila Goulet 4-4405

COMPONENTS:

Clinical component:

Residents are required to do ride time with EMS units in the local area; residents may choose an EMS unit that is located by them for convenience. Also residents are expected to attend the EMS Advisory Council meeting and the Board of Fire surgeon's meeting. If your rotation falls on a month where the Florida Association of EMS medical directors meeting occurs residents may wish to attend this meeting as well.

1. Five shifts with JFRD (3p-11p)

- Arrive at 0800-1600 to be there at change of shift and get an idea of am duties
- Suggested stations: Rescue 4 (2119 Davis Street) 630-0877/0876
Rescue 7 (2436 Division Street) 630-0284/5453
Rescue 31 (7443 Wilson Blvd.) 778-4666/7743
Rescue 35 (12851 N. Main St.) 757-7299/7555
Rescue 50 (12701 Beach Blvd.) 223-0717/1425
Rescue 52 (6130 Collins Road) 777-6506
Rescue 55 (850 Seminole Road, Atl Bch) 270-1541

2. **One shift with 104-Battalion Chief.** Rescue 104 is located at station 37 address 10151 Busch Drive North. Cell 334-9974. Quarters 696-4368

3. ***Observation/On-Line direction with 911 Dispatch.** A shift at Central Dispatch with ability to listen in on Fire/Rescue calls, and to discuss modern Emergency Medical Dispatch.

4. Meetings:

First Coast EMS Advisory Council – 1st Thursday of every month @ 1000

2007 schedule – May OPMC

June Century Ambulance

July FCCJ North campus

August BMC South

September Century

October Century

November FCCJ North Campus

December Maggiano's Restaurant

NE Fl Disaster Council

First Coast disaster Council

Board of Fire Surgeon's/QA meeting –

Third Thursday every other month 0900 @ training academy on Alden Road.

2007 schedule – May 17th, July cancelled due to ClinCon and state Meetings, September 20th

The contact number for JFRD QA is Ken Devin. Phone number 630-5202

Florida Association of EMS Medical Directors Meeting – Occurs 4 times a year. 2007 schedule : January – Jacksonville Fl (Fire Rescue East). April – Cocoa Beach Fl. July – Orlando Fl (ClinCon), September – TBA

5. **Mass gathering medicine.** Participation in event planning is required for completion of this component. Please discuss with Dr. Sabato to get contact information for events that are upcoming. Several Mass Gathering EMS articles are required reading for this activity, please see Dr. Sabato.

Didactic Component:

In addition to attending all planned Thursday morning conferences, residents are required to complete the following lectures / and or reading to complete the rotation. Lectures and reading materials will be made available so that residents can review them at a time convenient to them. Please refer to the instruction sheets for each mandatory part. Starred items are MANDATORY.

1. *Incident command ICS-100 class.
2. *Complete Disaster life support certification.
3. *Complete triage training.
4. *Meeting and ride-along with St. John’s County EMS Medical Director (Dr. Woodward) – one day with a suburban EMS medical director.
5. *Meeting, ride-along, and education with Nassau EMS Chief (Sam Young) – one day with rural EMS agency chief.
6. *Participation in the monthly Shands Jacksonville STAT STEMI QA meeting with Dr. Sabato and Dr. Box.
7. **EMT/Paramedic Education** at Florida Community College/Northside Campus. The resident is able to observe and participate in classroom paramedic training.
8. **Vehicle Extrication (Jaws of Life) Course.** – one day course.
9. **Pediatric EMS Review with Peds EM faculty member.** Discussion of unique aspects of pediatric emergency treatment and transport.
10. **Emergency Vehicle Operations Course (EVOC)** - one day course.
11. **Hospital Disaster Planning.** Review and discussion of the hospital disaster plan with the course director.
12. **Literature review for Standard Operating Procedures (SOP) Manual.** Residents may do a literature search on a topic from the Fire Rescue SOP and propose changes / revisions to the SOP. A literature summary, copies of relevant articles, and a draft new SOP are prepared for the EMS Medical Director to use in revisions of SOP.
13. **“EMS Grand Rounds.”** A 30-40 minute talk to EMS providers - topic must be applicable to EMS and targeted for paramedic level.

Evaluation process:

The Foundation for The Gator Nation
An Equal Opportunity Institution

All residents must turn in their sign-in sheet with at least 70% of the Jacksonville EMS requirements completed. The resident must also meet with the Course Director in the last week of the rotation to discuss the reading materials.

Complete post test with 90% grade

Residents are to be trained and assessed with the core competencies as defined by the ACGME serving as the principle foundation.

General Competencies Minimum Program Requirements
The residency program must require its residents to obtain competencies in the 6 areas below to the level expected of a new practitioner. Toward this end, programs must define the specific knowledge, skills, and attitudes required and provide educational experiences as needed in order for their residents to demonstrate:
a. *Patient Care that is compassionate, appropriate, and effective for the treatment of health problems and the promotion of health
b. *Medical Knowledge about established and evolving biomedical, clinical, and cognate (e.g. epidemiological and social-behavioral) sciences and the application of this knowledge to patient care
c. *Practice-Based Learning and Improvement that involves investigation and evaluation of their own patient care, appraisal and assimilation of scientific evidence, and improvements in patient care
d. *Interpersonal and Communication Skills that result in effective information exchange and teaming with patients, their families, and other health professionals
e. *Professionalism , as manifested through a commitment to carrying out professional responsibilities, adherence to ethical principles, and sensitivity to a diverse patient population
f. *Systems-Based Practice , as manifested by actions that demonstrate an awareness of and responsiveness to the larger context and system of health care and the ability to effectively call on system resources to provide care that is of optimal value
* Denotes those competencies taught and assessed during this rotation.

Dr. Sabato reviews all required elements of the rotation and a written evaluation based on the core competency model is sent to the Program Director after being reviewed with the resident. The written evaluation of the resident’s performance is also reviewed at the semi-annual evaluation.

Feedback mechanisms: Dr. Sabato meets with the residents at regular intervals to discuss progress over the month and overall performance requirements. At the end of the rotation Dr. Sabato will provide Dr. Caro with the list of completed duties that the

resident has accomplished. The resident will also have the opportunity to provide a written evaluation and feedback of the rotation.

Name of Resident _____
Rotation Period _____

PRE-HOSPITAL ROTATION CHECKLIST

Pre-Rotation Meeting

Signature _____ Date _____
Dr. Sabato, Rotation Director

Five shifts with JFRD Rescue Units

Unit # _____	Date _____	Signature _____
_____	_____	Name _____
Unit # _____	Date _____	Signature _____
_____	_____	Name _____
Unit # _____	Date _____	Signature _____
_____	_____	Name _____
Unit # _____	Date _____	Signature _____
_____	_____	Name _____

One shift with Rescue 104-Battalion Shift Commander

Chief's Signature _____ Date _____
Name _____

Observation of the Jacksonville Fire-Rescue Communications Center (FRCC).

Signature _____ Date _____

Reading Materials

JFRD SOP	Date Received _____	Initials (Sandra Barnes) _____
JFRD SOP	Date Returned _____	Initials (Sandra Barnes) _____
Shands Emerg/Disaster Plan	Date Received _____	Initials (Sandra Barnes) _____
Shands Emerg/Disaster Plan	Date Returned _____	Initials (Sandra Barnes) _____

Aeromedical (TraumaOne) Section

Flight ops/safety briefing Date _____
Signature _____

ATU landing zone video	Date Received _____	Initials (Sandra Barnes) _____
ATU landing zone video	Date Returned _____	Initials (Sandra Barnes) _____

A copy of the materials must be attached

First Coast EMS Advisory Committee.

Signature _____ Date _____

Sports Medicine / Mass Gathering Medicine.

Event _____

Signature _____ Date _____

Name of Resident _____

Rotation Period _____

RESIDENT CERTIFICATION

I certify that all information and signatures on these forms are correct, and the rotation was completed as indicated.

Signature _____ Date _____

PRE-HOSPITAL ROTATION EVALUATION

Honors Pass Fail

COMMENTS

Motivation: _____

Professionalism: _____

Timeliness: _____

Other: _____

Post-Rotation Meeting

Signature _____ Date _____

Dr. Sabato, Rotation Director

CAMDEN COUNTY BOARD OF COMMISSIONERS

ADDED AGENDA ITEM: 6

SUBJECT: Acceptance of Georgia County Internship Program (GCIP) Grant for two (2) Intern positions.

- () Recommendation
- () Policy Discussion
- () Status Report
- (X) Action Item
- () Other

DATE: February 9, 2016

BUDGET INFORMATION:

REVENUES: \$2346 (Grant monies)

EXPENSES:

ANNUAL: \$2000 (match)

CAPITAL:

OTHER:

FUNDING SOURCE: Acct. 1540 - 52.1254 (contracted services)

COMMISSION ACTION REQUESTED ON: February 9th

PURPOSE:

To request that the Board of Commissioners:

- a. Consider the acceptance of the Georgia County Internship Program (GCIP) Grant.

HISTORY:

1. Previously, Camden County has been awarded 3 intern positions in varying years through the ACCG Civic Affairs Foundation.

FACTS & ISSUES:

1. This year, we requested two interns to fill the positions of **Records Management Intern** and **Training Videographer Intern**.
2. The interns will work in the office of the County Clerk and Human Resources, respectfully.
3. The grant is awarded for the 2016 Summer Program in the amount of \$2346 or \$1173/intern position.
4. Camden County will be responsible for the remaining \$2000 to complete the two (2), 200 hour, internships to be paid at \$10/hour/intern.

OPTIONS:

1. Motion to Accept the Georgia County Internship Program (GCIP) Grant for two (2) Intern positions.
2. Motion to deny this item.
3. Motion to table this item.

4. Other action by the Board.

DEPARTMENT RECOMMENDED ACTION:

1. To be determined by the Board.

DEPARTMENT:

Prepared by:

*Shannon Nettles,
Director*

IF APPLICABLE:

County Attorney Review:

Attorney John S. Myers

IF APPLICABLE:

Finance Review:

Mike Fender, Director

Civic Affairs Foundation

an **ACCG** initiative

February 5, 2016

Ms. Sharon Nettles
200 E. 4th Street
Woodbine, GA 31569

Dear Sharon:

I am pleased to inform you that **Camden County** has been awarded a Georgia County Internship Program (GCI) grant from the ACCG Civic Affairs Foundation. This grant is awarded for the 2016 summer program in the amount of **\$1173** for the **Records Management** intern project and **\$1173** for the **Training Videographer** intern project, for a total of **\$2346**. As provided in the grant application, the county will be responsible for the remaining \$2000 to complete the two 200 hour internship to be paid at \$10 per hour per intern. The grant provided must be used to fund costs associated with the intern's salary, FICA, and worker's compensation as specified in the grant contract. A grant contract package is enclosed for you to complete and return.

Please contact Michele NeSmith at mnesmith@accg.org or at 404-522-5022 if you need assistance in publicizing the proposed internship position. While the Foundation will post this position through their website and help to publicize it through other channels, it is the responsibility of the county to recruit, interview and hire the intern. In the event your county is unable to hire a summer intern for the project description provided, the grant award designated for this purpose will be rescinded and will be used by the Foundation to fund future internship grants.

Congratulations and thank you for participating in the GCI summer grant program.

Sincerely,



Ross King
ACCG Civic Affairs Foundation Secretary-Treasurer

cc: Chairman James Starline
Steve Howard
Katie Bishop
Katie Howard

Civic Affairs Foundation

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MEMORANDUM

To: Georgia County Internship Program (GCIP) Grant Recipients for Summer 2016 Grant Period

From: Michele NeSmith, ACCG Research and Policy Development Director

Re: County Grant Package

Date: February 5, 2016

Congratulations on being a grant recipient for the Summer 2016 Georgia County Internship Program (GCIP)! We hope that this internship is mutually beneficial to both the county and intern. The grant period is from May 1, 2016-September 1, 2016. Reimbursement requests with accompanying proof of hire must be submitted to the Foundation no later than Monday, September 19, 2016. **Please read this memo and all the materials included in this packet in their entirety before you submit the requested documents.**

It is very important for the county to establish one point person to manage all the requirements for the GCIP grant. The point person will need to work closely with the Human Resources Department, or the person who manages the county's hiring practices in that there are many employment related forms that must be completed by the county and the intern close to the date of hire.

While the Foundation is aware that it may take time to have your board formally approve the grant agreement, please make every effort to return it as soon as possible. When an intern has been hired, the Foundation should be notified and a copy of the Intern Consent Form and the Intern Information Form should be submitted. The county should not wait until the end of the grant period to submit this information.

Enclosed in this packet is the grant agreement, a list of frequently asked questions, an intern consent form, an intern information form, grant reimbursement form, an E-Verify usage and acknowledgement form, a grant checklist, a copy of your county's original grant application, and an intern supervisor's guide.

In order to receive the grant funds, the county must submit the following to the Foundation:

- 1) Signed Grant Agreement – as soon as possible**
- 2) Signed Intern Consent Form – at the beginning of the internship**
- 3) Signed and Completed Intern Information Form – at the beginning of the internship**
- 4) Proof of Hire (offer letter and a copy of the E-Verify Usage and Acknowledgement Form) – by September 19, 2016**

5) Signed and Completed Grant Reimbursement Form – by September 19, 2016

6) Proof of Payment-by September 19, 2016

There is one major change in the grant packet from subsequent grants. In lieu of providing a copy of the E-Verify confirmation from USCIS as proof of using E-Verify, the county is now required to submit the E-Verify Acknowledgement and Usage Form (included in the grant packet). This form must be submitted as part of the proof of hire requirement and failure to do so will result in forfeiture of the grant.

Once the county has submitted this information, the Foundation will issue grant funds for the wages, worker's compensation coverage and Federal Insurance Contributions Act (FICA) for the county internship positions that have been approved by the Foundation. The money provided for FICA and worker's compensation must be used for these purposes. The county is required to cover all interns hired through the GCIP under their workers compensation policy. **Please note that your county will not receive any grant funding until you have submitted ALL the requested information and provide proof that an intern has been hired.**

Over the course of the internship, the Foundation will be checking in with the internship supervisor(s) for your county to ensure that the internship is going smoothly. The Foundation will also be visiting certain counties in order to interview the intern(s) and supervisor(s) and to take photos to promote the program. All visits will be scheduled prior to arrival. If you have any questions or concerns, please contact me at mnesmith@accg.org or at 404-522-5022.

Thanks again for your participation in this program.

Civic Affairs Foundation

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Georgia County Internship Program (GCIP) County Check List

- Read all provided information before completing required forms
- Sign and submit Grant Agreement to the Foundation as soon as possible
- Once hired, verify intern's employment status through E-Verify
- Complete, sign and submit the **Intern Information Form** to the Foundation at the beginning of the internship (must be signed by intern and intern supervisor)
- Intern to complete and sign **Intern Consent Form** and submit to the Foundation at the beginning of the internship
- Submit proof of hire (copy of Offer Letter and E-Verify Usage and Acknowledgement Form) to the Foundation by **September 19, 2016**
- Submit proof of payment to the Foundation by **September 19, 2016**

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GEORGIA COUNTY INTERNSHIP PROGRAM GRANT AGREEMENT

This **AGREEMENT** is made and entered into by and between the **ASSOCIATION COUNTY COMMISSIONERS OF GEORGIA CIVIC AFFAIRS FOUNDATION, INC.** (“the **FOUNDATION**”), having its principal office at 191 Peachtree Street, Suite 700, Atlanta, Georgia, 30303, and _____ County (“**COUNTY**”), having its principal office at _____. In exchange for valuable consideration, the parties agree as follows.

I. GENERAL TERMS.

A. Agreement Term:

This **AGREEMENT** shall be effective as of May 1, 2016, and shall terminate on September 1, 2016, unless terminated earlier under other provisions of this **AGREEMENT**.

B. Purpose of Agreement:

The **FOUNDATION** is providing grant funding through the Georgia County Government Internship Program for approved projects to the **COUNTY** to defray the costs of internships for undergraduate students, graduate students and recent graduates employed by the **COUNTY** from May 1, 2016 until September 1, 2016. This **AGREEMENT** provides the terms and conditions under which the **COUNTY** may employ an intern funded by this grant.

II. COMPENSATION.

In exchange for the **COUNTY** hiring undergraduate students, graduate students and recent graduates to perform projects as provided for in the approved grant application and to learn about the operations of county government, the **FOUNDATION** shall provide funding to the **COUNTY** as follows:

A. Use of Grant Funds. Funding provided by the grant shall be exclusively used to pay the wages and employment costs for interns approved by the **FOUNDATION** for the **COUNTY** to participate in an up to 200 hour paid internship per intern to be performed between May 1, 2016, and September 1, 2016.

1. Amount of Compensation.

- a. **Hourly Rate.** Interns funded in whole or in part by this grant shall be paid a minimum of \$10.00 per hour. The **FOUNDATION** shall reimburse the **COUNTY** for the cost of wages at the rate of \$10.00 per hour for each hour worked up to 200 hours, for a maximum of reimbursement of \$2,000.00, unless the **COUNTY** has agreed to pay a percentage of the costs.

If the **COUNTY** has agreed to pay a percentage of the costs for wages as provided for in their approved grant application the **COUNTY** shall be responsible for paying that percentage and the **FOUNDATION** will provide a reimbursement for the remainder of the costs.

The **COUNTY** may pay the intern at a higher rate than \$10 per hour at its own expense as provided for in their approved grant application or as established at a later time by the **COUNTY**. In either case, the **COUNTY** shall be responsible for payment for all the costs above the hourly rate of \$10 per hour, including worker's compensation and FICA.

- b. **Workers Compensation.** The **FOUNDATION** shall reimburse the **COUNTY** for the cost to cover the intern under the **COUNTY'S** worker's compensation plan at the rate of \$1 per \$100.00 of wages at the rate of \$10 per hour that are eligible for grant reimbursement up to a maximum reimbursement rate of \$20.00. The **COUNTY** shall be responsible for worker's compensation costs for wages provided in excess of \$10 per hour as provided for in their approved grant application or as established at a later time by the **COUNTY**.
- c. **FICA.** The **FOUNDATION** shall reimburse the **COUNTY** for the cost of paying Federal Insurance Contributions Act (FICA) at a maximum reimbursement of \$153. If the **COUNTY** has agreed to provide additional funding above the \$10 per hour rate as provided for in their approved grant application or as established at a later time by the **COUNTY**, the **COUNTY** shall pay the FICA costs for the additional funding.

2. **Proof of Payment of Intern.** Upon completion of the internship and before September 19, 2016, the **COUNTY** shall provide the following information to the **FOUNDATION**: (1) copy of the offer letter provided to the intern upon hire; (2) employment verification, including the E-Verify usage and acknowledgement form; (3) proof of payment for each payment period for every intern receiving funding through this **AGREEMENT**; and (4) signed and completed reimbursement form provided by the **FOUNDATION**. All proof of payment information shall be submitted by September 19, 2016 in order to be eligible to receive grant reimbursement.

3. **Additional Compensation for Intern.** The **COUNTY** may supplement the funds provided under this **AGREEMENT** in order to increase the hourly wages of the intern. Notification of the supplement along with supporting information documenting the

increase shall be submitted to the **FOUNDATION** if not previously provided for in the approved grant application. The **COUNTY** may also increase the hours worked by the intern, in which case the **COUNTY** is required to pay for any hours worked beyond 200 hours, as well as any overtime worked in accordance with the Fair Labor Standards Act. The **COUNTY** shall be responsible for the additional FICA and workers' compensation coverage for the additional wages. No grant reimbursement will be provided to the **COUNTY** by the **FOUNDATION** for any hours worked beyond 200 hours or for FICA costs or worker's compensation coverage beyond the 200 hour period or beyond the \$10 per hour rate.

III. Obligations of COUNTY:

- A. Internship Requirements.** All interns must have on site supervision, be provided with work projects as provided in the approved grant application submitted by the **COUNTY** and be afforded the opportunity to learn about the operations of county government.
- B. Hiring of Intern.** In order to be eligible to receive the reimbursement provided for in Paragraph A of Section II of this **AGREEMENT**, the **COUNTY** must hire an undergraduate student, graduate student, or recent graduate as an employee to perform the projects as provided for in the approved grant application. The **COUNTY** may not hire an intern as an independent contractor.
- C. Withholdings, Coverage and Wage Requirements.** The **COUNTY** is responsible for withholding all applicable state and federal income taxes on an intern's earnings and for withholding the employee share of applicable FICA costs. The intern must be paid at least \$10.00 per hour and be covered by the **COUNTY'S** workers' compensation plan.
- D. Nondiscrimination in Employment Practices.** The **COUNTY** agrees to comply with federal and state laws, rules and regulations, relative to nondiscrimination in employment practices because of political affiliation, religion, race, color, sex, disability, age, or national origin. Nondiscrimination in employment practices is applicable to employees, applicants for employment, promotions, demotions, dismissal and other elements affecting employment/employees.
- E. Compliance with Applicable Provisions of Federal and State Laws and Regulations**
 - 1. **The Americans with Disabilities Act.** The **COUNTY** agrees to comply with all applicable provisions of the Americans with Disabilities Act (ADA) and any relevant federal and state laws, rules and regulations regarding employment practices toward individuals with disabilities and the availability/accessibility of programs, activities, or services for clients with disabilities.
 - 2. **Compliance with Other Applicable Laws.** The **COUNTY** shall comply with all applicable federal, state and local laws, rules and regulations regarding the intern(s) hired under this **AGREEMENT**.

3. **Fair Labor Standards Act**
4. **Public Law 104-191**, August 21, 1996: **Health Insurance Portability and Accountability Act of 1996 (HIPPA)**.
5. **Walsh-Healy Act**, 41 U.S.C. 35 et seq.
6. **Service Contract Act of 1965**, 41 U.S.C. 351-58, as amended by P.L. 92-473 and P.L. 94-489
7. **Vietnam Era Veterans and Rehabilitation Assistance Act**, P.L. 107-288.
8. **Public Law 109-234, Salary and Bonus Limitations.**
9. **Georgia Security and Immigration Compliance Act.** The COUNTY agrees to comply with all of the E-Verify usage and hiring requirements as provided for in O.C.G.A. § 13-10-91(a).

F. Duty to Notify FOUNDATION. It shall be the duty of the COUNTY to notify the FOUNDATION if an intern quits or is terminated by the COUNTY within five (5) days of separation.

IV. Contract Modification/Alteration

No amendment, modification or alteration of this AGREEMENT shall be valid or effective unless such modification is made in writing and signed by both parties.

V. Termination

- A. **Due to default or for cause.** The FOUNDATION may terminate this AGREEMENT at any time if the COUNTY fails to perform any of its obligations under this AGREEMENT and fails to cure any breach within 10 days of a notice to terminate by the FOUNDATION. The COUNTY shall be required to submit the final contract expenditure report not later than 20 days after the effective date of written notice of termination. The COUNTY shall not receive any grant reimbursement for costs incurred after the date of termination or in the event a breach occurred that could not be satisfied. The above remedies are in addition to any other remedies provided by law or the terms of this contract.
- B. **Early Separation of Intern.** Should the intern funded by this grant be separated from the COUNTY'S employment prior to the expiration of this AGREEMENT, this AGREEMENT shall terminate within 20 days of the separation unless another undergraduate student, graduate student, or recent graduate is hired to continue and

complete the internship within the grant period and at least 100 hours are remaining of the internship.

VI. Access to Records, Records Retention, and Investigation

- A. The state, federal government and **FOUNDATION** shall have access to any pertinent books, documents, papers, and records of the **COUNTY** for the purpose of making audit examinations, excerpts, and transcripts. The **COUNTY** shall retain all records related to this grant for five years from submission of final expenditure report. If any litigation, claim, or audit is started before the expiration of the five-year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.
- B. The **COUNTY** agrees that the **FOUNDATION** has full authority to investigate any allegation of misconduct in performance of duties arising from the contract made against an employee of the **COUNTY**. The **COUNTY** agrees to cooperate fully in such investigations by providing the **FOUNDATION** full access to its records and by allowing its employees to be interviewed during such investigations.

VII. Hold Harmless Clause

To the extent permitted by law, the **COUNTY** agrees to hold harmless the **FOUNDATION** and the Association County Commissioners of Georgia, their employees and agents for any claim growing out of any action performed by the **COUNTY**, its agents or employees under any provision of this contract.

VIII. Program Publicity and COUNTY Participation

- A. The **COUNTY** agrees to allow preplanned site visits from the **FOUNDATION** for the purpose of interviewing the intern(s) and supervisor, taking photographs, and reviewing projects that have been assigned. The **COUNTY** further agrees that any photographs or information obtained during such site visits may be used to promote the Georgia County Internship Program and **FOUNDATION**, which may include, but is not limited to, usage through websites, social networking sites, brochures, press releases, and other forms of media.
- B. The **COUNTY** further agrees that any promotional information by the **COUNTY** regarding the Georgia County Internship Program must be preapproved by the **FOUNDATION**.
- C. The **COUNTY** additionally agrees that any research, study, review, or analysis relative to the Georgia County Internship Program conducted by or on behalf of the **COUNTY** must be reviewed and approved by the **FOUNDATION**.

IX. Nepotism

Counties that have a nepotism policy for their new hires are required to apply that policy to the hire of any intern through the Georgia County Internship Program that is paid through this grant. In the absence of such a policy, the county shall refrain from hiring interns who are closely related by blood or marriage to an elected or appointed county government official or who has a hiring or supervisory role over the intern. Counties should also apply their personnel policies on dating in the workplace to any intern hired through this grant. Counties that fail to follow these requirements will not receive grant funding for any of the interns who have been involved in any of the aforementioned activities.

X. Campaign and Other Impermissible Activities

Interns hired through the Georgia County Internship Program and paid for through this grant are not permitted to work on campaigns for elections of commissioners or for any other elected official as part of their work with the county. Interns are further not permitted to run personal errands for county officials and staff or work on projects that are unrelated to county government. Counties that fail to follow these requirements will not receive grant funding for any of the interns who have been involved in any of the aforementioned activities.

XI. Miscellaneous Provisions

- A. At no time shall the intern be considered an employee or independent contractor of the **FOUNDATION** or the Association County Commissioners of Georgia (ACCG).
- B. Neither the **FOUNDATION** nor any of its employees, agents, or subcontractors shall be considered a partner, employee, or agent of the **COUNTY**.
- C. Neither party to this **AGREEMENT** shall have the authority to bind the other party.
- D. The ACCG is not a party to this contract. Any work done on behalf of the **FOUNDATION** by the ACCG is performed solely in an administrative capacity. As such, nothing contained in this **AGREEMENT** shall be construed to constitute the ACCG or any of its employees, agents, or subcontractors as a partner, employee, or agent of the **COUNTY** nor shall the **COUNTY** have any authority to bind the ACCG in any respect.

This **AGREEMENT** is executed and shall be controlled by the laws of the State of Georgia.

XII. CONTRACT EXHIBIT INCLUSION:

This contract includes the following exhibits, which are attached and incorporated herein by reference:

- Exhibit A Intern Consent Form
- Exhibit B Intern Information Form

- Exhibit C Frequently Asked Questions about GCIP Internships
- Exhibit D Reimbursement Form
- Exhibit E E-Verify Usage Acknowledgement Form
- Exhibit F County Grant Application

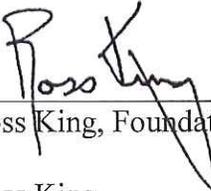
COUNTY:

Chair

Name

This ___ day of _____, 201__

FOUNDATION:



Ross King, Foundation Secretary-Treasurer

Ross King

Name

This 5th day of February, 2016

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Georgia County Internship Program (GCIP)

INTERN CONSENT FORM

I, _____, authorize the ACCG Civic Affairs Foundation, Inc. and _____ County to use my name, college or university, year in school, major, terms of employment, image, quotations, internship evaluation, interviews and any other pertinent information related to my internship in the Georgia County Internship Program for reporting, promotional and data collection and analysis purposes, which may include, but is not limited to social networking sites, brochures, publications, press releases, videos, photographs and other forms of print and digital media.

Signature of Intern

Date

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GEORGIA COUNTY INTERNSHIP PROGRAM INTERN INFORMATION FORM		
COUNTY INFORMATION		
Name of Supervisor:	Title:	
County:	Department:	
Street Address:		
City:	State:	ZIP Code:
Phone Number:	Email Address:	
INTERNSHIP POSITION INFORMATION		
Full Name of Intern (Hired):		
Street Address:		
City:	State:	ZIP Code:
Phone Number:	Personal Email address:	
College/University Student Attends:	Program or Major:	Expected Year of Graduation:
Post Graduation Plans:		
Intern Position Title:	Department:	
Start Date:	End Date:	Hours Worked Per Week:
SIGNATURES		
Signature of County Supervisor:		Date:
Signature of Hired Intern:		Date:

This form must be completed in full for each intern the county has hired who is being paid through Georgia County Internship Program grant funds. No funding will be granted without this form.

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Georgia County Internship Program (GCIP) Frequently Asked Questions

Who should be the grant contact person for my county?

It is up to the county to determine the point person for any given position. It is strongly recommended that the human resources director, clerk or grant coordinator be considered for this position and that at the very least they are consulted throughout the process considering that several components of the grant may require their participation.

Can applications be submitted that only contain projects that impact certain geographic parts of the county, such as a particular district?

While there are no prohibitions against submitting such applications, it is recommended that a project's impact be applicable to the county as a whole. In that the Foundation has limited resources, there are a finite number of grants available. As such, not every county can receive a grant which makes it difficult to justify awarding a grant that only impacts a particular district of a county.

Can a commissioner submit a GCIP grant application?

Yes, however, the projects submitted must not be personal in nature, such as campaign work or projects unrelated to county operations and should be applicable to the county as a whole and not a particular district. If the intern is to work with the board of commissioners, it may be best to have the chair serve as the supervisor unless the commissioner who has applied for the grant is the point person for the project(s) requested.

Will the grant contract need to be approved by the board of commissioners?

This will depend on the county's policy. Some counties require all contracts to go before the board whereas others have a dollar amount requirement. Whatever the policy is for the county should be the policy that is followed. If the county has a grant administrator, consult with him or her to ensure that the proper guidelines for the county are being followed.

What qualifications does an intern have to meet?

The program is open to undergraduate and graduate students from a variety of educational backgrounds, provided a student's abilities are appropriate to the intern project proposed by the county. Since county governments provide a wide range of services, counties are encouraged to be

creative in proposing internship opportunities across diverse areas of study from engineering and law to human resources and veterinary sciences.

Recent college graduates may be selected for an internship provided they can provide proof that their graduation was within six months of the start date of the internship. High school students and recent high school graduates who have not yet started college are not eligible.

How many hours should an intern work and how should this time be scheduled?

GCIP grant funds will pay internship costs for up to a maximum of 200 internship hours. It will be up to the county and the intern to determine the work schedule in terms of the number of hours worked per week and total number of weeks to be worked. It is recommended that the minimum number of hours worked per week is 15.

Interns are not required to work the total 200 hours in order for the county to receive the grant, although the Foundation will only reimburse the county under the grant based on the actual number of hours worked if less than 200. Also, if a grant for multiple interns is awarded to a county, this does not mean each intern has to work the same schedule or the same number of hours as long as the total number of hours worked under the grant does not exceed 200 for any one intern. Further, if a county was awarded a grant for one intern and later determined that more than one intern was needed, the grant can be split into two 100 hour internships as long as the county abides by all the requirements of the grant agreement. If the county needs to split the grant, the Foundation must be contacted first to ensure that the requested split meets all the grant requirements.

A student may start an internship at any time during the applicable Grant Period. Students must complete their internship no later than the last day of the applicable Grant Period.

While GCIP grant funds cannot be provided past the applicable Grant Period, a county and an intern are allowed to extend the duration of any particular internship based on mutual agreement. All expenses incurred beyond the grant period will be paid by the county.

How much do interns get paid under GCIP and how is this funded?

The wage for interns paid using GCIP grant funds is \$10.00 per hour. Grant funding also will pay counties for the employer share of FICA costs associated with an intern. An intern paid using GCIP grant funds must be covered under the county's Worker's Compensation Plan, but this cost also will be reimbursable to the county.

Given the 200 maximum on internship hours that may be funded from a GCIP grant, total hourly pay per intern may not exceed \$2,000. This amount does not include the employer share of FICA costs and Worker Compensation coverage that will be reimbursed as part of the grant.

If a county wants to pay an intern more than \$10 per hour, that amount over \$10 will need to be paid by the county along with the additional FICA and worker's compensation costs applicable to the additional salary. The GCIP grant does not cover wages paid over \$10 per hour nor does it pay for more than 200 hours of employment during any grant period.

What are counties responsible for if they receive a GCIP grant?

Counties are responsible for withholding all applicable state and federal income taxes on a GCIP intern's earnings and for withholding the employee share of applicable FICA costs. Counties must make timely payments of these monies withheld (as well as any other payroll taxes due) to the appropriate federal and state agencies.

Counties are also responsible for 1) submitting the prerequisite grant paperwork to the Foundation in a timely manner, 2) verifying the intern's eligibility to work for the county through E-Verify and 3) adhering to the grant agreement requirements.

Counties are further required to provide adequate work space for an intern and to provide an intern supervisor. Depending on the project, a county also may have to provide equipment, technical assistance or training to the intern.

If a student wants to obtain academic credit for the internship, it will be the responsibility of the county to work with the student and the student's academic institution to fulfill this requirement. The Foundation is not responsible for securing academic credit or certifying work performed by the intern for this purpose.

What if my county has already hired an intern for the grant period?

If a county already has identified a college intern for a specific Grant Period, the county is eligible to receive grant funding for that intern as long as it submits all required application materials by the applicable deadline and is selected to receive a grant. Note that the internship must be completed within the applicable Grant Period.

Who is responsible for recruiting interns?

It will be the responsibility of the county to collect and review internship applications, and interview and hire the intern.

The Foundation will assist in identifying potential interns by posting county positions on its website www.civicaffairs.org to provide statewide exposure to interested students. If needed, the Foundation also will assist a county with its intern search process by contacting colleges, universities and technical colleges in your area.

What happens if a county isn't able to recruit an intern for its GCIP grant?

If no intern can be identified, the GCIP grant will be rescinded for that grant period.

What happens if an intern is fired or quits before the term of employment is completed?

The county is required to notify the Foundation within five business days of termination of the intern. If the county is able to find an intern to fulfill the rest of the internship within the grant period, it may do so. If another intern is not found, the Foundation will reimburse the county for the time that the original intern worked for the county as long as the prerequisite paperwork is submitted as provided for in the grant agreement.

Can interns be hired to exclusively perform solely administrative or clerical work or to perform the duties of a full-time or part-time position that is currently unfilled?

No. Interns cannot be hired to perform solely administrative or clerical work or to perform the work of a particular unfilled existing position. The internship must be project-oriented. Although some administrative work may be required if related to the internship project, such work cannot be the basis for the internship.

Can interns be hired to perform private projects for commissioners?

No. Interns are not allowed to work on projects that are not county-related. In particular, interns funded by GCIP are prohibited from participating in any type of political campaign work. The purpose of the internship is for the student to learn about county government through a project that benefits the county as a whole.

Can interns be hired through the grant if they are related to someone who is working for the county in a supervisory role or in an elected or appointed position?

No. Nepotism is not allowed under the terms of the grant. Counties that have a nepotism policy for their new hires are required to apply that policy to the hire of any intern through the Georgia County Internship Program that is paid through a GCIP grant. In the absence of such a policy, the Foundation requires that counties refrain from hiring interns who are closely related by blood or marriage to a county elected or appointed official or who has a hiring or supervisory role over the intern. Further, no intern who is known to be romantically involved with a county employee should be hired.

What is the new E-Verify Acknowledgement and Usage Form and why does my county have to submit it?

In prior grants cycles, counties were required to submit a copy of the E-Verify confirmation received by the county from USCIS to show that the county used E-Verify to verify the intern's employment eligibility as required by law. Oftentimes counties were submitting information way beyond what was required such as a copy of the I9 form, copies of driver's licenses, passports, and social security cards, all of which are sensitive information and should not have been disclosed. In an effort to prove compliance with E-Verify without divulging sensitive and private information, the E-Verify Acknowledgement and Usage Form has been created for counties to submit in lieu of the E-Verify confirmation by USCIS. This form must be submitted as part of the proof of hire requirement and failure to do so will result in forfeiture of the grant.

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Georgia County Internship Program (GCIP) Grant Reimbursement Request Form

Grant reimbursements will be mailed to the county at the end of the contract period, upon proper completion and submission of the requested grant materials.

County Requesting Reimbursement: _____

Requested By: _____

Intern Information

Name: _____

Department Hired: _____

Number of Hours Worked: _____

Total Amount of Reimbursement Requested: _____

(Intern wages are paid through the grant at a rate of \$10.00 per hour for a maximum reimbursement rate of \$2000 for a 200 hour internship. Worker’s Compensation is calculated at \$1 per \$100 salary for a maximum reimbursement rate of \$20. F.I.C.A. is calculated at a rate of .0765% multiplied by salary for a maximum reimbursement rate of \$153. The county should receive the maximum reimbursement amount of \$2173 for an intern working the maximum number of hours with no county wage supplements. All interns are required to be covered under the county’s Workers Compensation Plan. The funds provided for Workers Compensation and for F.I.C.A. must be used for those purposes. Any wages paid at a rate higher than \$10 per hour shall be paid by the county as well as the cost of FICA and Worker’s Compensation associated with wages above that rate.)

I, _____, swear and attest that the information provided in this request is accurate to the best of my knowledge. I further understand that I am required to submit proof of payment by submitting pay stubs and any additional documentation that confirms the funds were properly administered by September, 19, 2016.

Signature

Date

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Georgia County Internship Program (GCIP) E-Verify Usage and Acknowledgement Form

Georgia law through O.C.G.A. §13-10-91(a) requires all counties to use E-Verify to verify the employment eligibility of all newly hired employees. All intern participants in the GCIP must be verified through this process by the county when they are hired. Failure to complete this process will result in the forfeiture of grant funds by the ACCG Civic Affairs Foundation to the county.

The following information should be prepared by the Human Resources Director or person for your county who processes new employees to verify that the county did use E-Verify to verify the employment eligibility of interns hired through the GCIP. This form is to be submitted in lieu of the E-Verify confirmation and along with a copy of the offer letter will complete the proof of hire grant requirement. The county should not submit the E-Verify confirmation issued by USCIS, I9 form, or other sensitive information such as copies of a driver's license, passport, or social security card to satisfy this requirement.

I, _____, acknowledge that _____ County used the E-Verify program to verify the employment eligibility of _____, GCIP summer intern, on the _____ day of _____ 2016.

County Position

Signature

Date

E-Verify Number

Date of E-Verify Authorization

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Georgia County Internship Program County Intern Supervisor's Guide

Welcome to the Georgia County Internship Program!

We are excited that you have decided to hire an intern for your county through the Georgia County Internship Program. Over the following months, you will have the opportunity to work with a student who is interested in learning about how communities and governments operate at the local level. Outside of working for a county or city it is very difficult for students to learn practical lessons about local government. It is our hope that this internship with your county not only will provide a valuable education on the operations of local government, but may also help to motivate the student to consider a career in public service.

Serving as an Internship Supervisor is a big responsibility and will require a significant time commitment. As an Internship Supervisor, it is necessary to oversee all daily assignments and projects, provide direction and feedback and ensure that the intern has adequate workspace and needed resources. It is your responsibility that all the requirements for the program are met. These requirements are necessary to ensure that the student gets the most out of his or her internship experience.

The best way to have a successful internship program is to prepare as much as you can for the intern before he or she arrives. Please take a moment to look over the materials contained within this manual. These materials were prepared to ensure that you have adequate resources to take you from the interview process through to the exit evaluation. We encourage you to use these materials both to help you prepare for the arrival of your intern and to keep your intern on task so that projects are completed in a timely manner.

We wish you the best of luck with your program and hope that you decide to participate in the Georgia County Internship Program in the future. Please continue to visit our website at www.civicaffairs.org to learn more about project ideas and how other counties are utilizing interns.

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The Interview Process

Once you receive applications for the internship position you posted through the Georgia County Internship Program website, you will need to begin the interview process. Please schedule at least thirty minutes per interview in order to provide ample time to get to know each student. Once you have scheduled an interview, be sure to send a reminder confirmation along with directions to your office to the interviewee. It may be beneficial to include parking information, especially if your department does not have adequate parking available.

Sample Intern Interview Questions

1. What attracted you to this internship opportunity?
2. How does this internship fit into your schedule and educational goals?
3. What do you hope to gain from this experience?
4. Do you have any knowledge or experience with local government issues?
5. [Describe position/ project details] What coursework or former work/volunteer experience do you think best prepared you for a position like this?
6. Do you have experience working with customers/clients?
7. Any questions?

Sample Internship Offer Letter

Dear _____,

It is with great pleasure that I offer you the position of _____ intern with _____ County. The intent of the Georgia County Internship Program is to provide outstanding students the opportunity to receive a “hands on” understanding of the inner workings of county government.

The position that you are being offered begins _____ and ends _____. During your internship, I will be your supervisor and will review your progress toward the timely completion of all assignments on a regular basis. By accepting this position, you are committing to work _____ hours a week on a regular weekly schedule to be determined at the start of the internship. You will be responsible for notifying me in advance if you will be absent on days that you are scheduled to be in the office. You will be paid _____ (weekly/monthly) at an hourly rate of \$____ (there are no benefits associated with this position.) As part of the _____ County team, it will be important to note and adhere to _____ County’s standards regarding office conduct and work rules.

The projects that you are assigned will involve issues affecting county governments. These projects will be substantially, if not completely, your responsibility. At least one of these projects will result in a tangible work product at the completion of the internship. In addition, you may be assigned smaller research-related and administrative duties. It is our intention to ensure that the work that you will be assigned will result in a meaningful learning experience for you.

I look forward to working with you, and I thank you in advance for your contribution to _____ County.

Sincerely,

_____ County Internship Supervisor

Sample Internship Rejection Letter

Dear _____,

I enjoyed meeting with you on _____ in regards to the _____ internship position with _____ County. I was very impressed with your resume and qualifications, and thought that you presented yourself in a very professional manner over the course of the interview.

We received numerous applications for this position and in that we had many well qualified applicants, it was difficult to make the final selection. While your credentials were impressive, we have chosen another candidate at this time.

Please remember that you may re-apply for another internship position in the future as those become available. I wish you the best of luck with your future academic and career endeavors.

Sincerely,

_____ County Internship Supervisor

Before the Intern Arrives – Checklist

Prior to the new intern's arrival, it will be helpful to address some of the items listed below to ensure that the intern will be able to function in and around the office once he or she starts work. By completing these items ahead of time, you will be able to smoothly transition the intern into your office so that he or she can begin daily activities and assignments immediately upon arrival.

Prepare an Intern Manual

Intern Manuals are a great way to provide your intern with basic information about your office and its operation. The following list suggests general information that should be applicable for most offices. It may be helpful, in the event your intern is the first for your county, that you have the intern put together a more thorough manual as a project so that you can use it with future interns.

- Intern Expectations (Duties, Hours, Dress Code, Timesheets/Payroll, etc.)
- Office Personnel and Procedures Manual, if available
- Office Staff Information (Phones numbers, Office numbers)
- "How To" Section (How to operate phones, copier, fax, scanners, etc.)
- Transportation (Parking, Transit options)
- Local Areas of Interests (Lunch options, Nearby ATMs/Banks)
- Helpful Resources for completing assignments (Websites, Manuals, etc.)

- Develop a timeline of assignments and projects, including tentative due dates (see the sample Work Plan)**
- Set aside space for the intern to work (desk, office, cubicle, etc.)**
- Set up passwords for computers and/or phones if needed**
- Order name badge or employee ID if required**
- Send email to the intern regarding the 1st day of work (provide instructions on any documentation the intern needs to bring if it is a paid position, appropriate dress, where to park, where to report to, etc.)**
- Set up a New Intern Breakfast/Luncheon to introduce the intern to the office staff (if resources are available)**
- Make arrangements with the Human Resources Department to schedule a time for the intern to be properly processed on the first day (fill out county personnel information and, if applicable, grant paperwork)**

Sample Internship Project Plan

_____ **County**

Project Assigned:

Project Details:

Project Deadline:

Recommended Resources:

(Insert time frame) Tasks:

(Insert time frame) Tasks:

Mid-Project Review Date:

(Insert time frame) Tasks:

Final Project Review Date:

Processing the Intern on Arrival

Once the intern arrives, the Human Resources Department will need to meet with the intern so that he or she can fill out all applicable paperwork required by the county and, if applicable, required by the GCIP grant. All interns must be covered under the county's workers compensation plan and should be processed as an employee of the county. Interns should be verified through the E-Verify program just as any other new hire for the county.

GCIP grant-paid interns are also required to submit the Intern Consent form and Intern Information form to the ACCG Civic Affairs Foundation as part of their paperwork.

Establishing Goals for the Internship

On the first day of work, it is very important to meet with the intern in order to establish the goals that you want him or her to achieve during the internship. This should include discussion of projects, proposed timelines, available resources and general information about your expectations.

Furthermore, it is also very important over the course of the internship that you schedule periodic and regular meetings to ensure that the intern is meeting the required plan of action.

The following page provides a sample work plan you may wish to use for your county's program. Note that your work plan may not need to be as detailed as the one shown below, but it should contain at least one mid-term review of the project and the intern's performance. Not only will a work plan help the intern stay on track, it will also help you to adjust the workload in the event you need the intern to focus on certain tasks more than others due to changing priorities.

Sample Internship Work Schedule (for a 12 Week Internship)

Sample Project Assigned: Create a Record Retention Schedule and Record Management Database and Provide Instructions on How to Use Both

Project Details: By using Microsoft Access, create a database which will store all records for the county manager's office that provides for searchable categories. Using the local government retention schedule provided by Georgia Archives, develop a retention plan for all the records provided within the county manager's office.

Project Deadline: End of Internship

Sample Project Schedule:

Weeks 1-4: Review all records currently in manager's office. Provide an inventory of each record.

Weeks 5-6: Using the local government retention schedule listed on the Georgia Archives website, divide all records inventoried into categories based on the schedule.

Weeks 7-8: Meet with county manager and IT director about the records inventoried and discuss implementation of the retention schedule. Discuss suggested schedules for the documents identified and create schedule based on meeting outcome.

Weeks 9-10: Create database and input approved inventory list by category. Create queries as needed.

Weeks 11-12: Draft directions on how to use database and retention schedule

Georgia County Internship Program Evaluation

(To be given to the intern at the completion of his/her internship)

Dear Intern: Please respond to the following questions in as much detail as possible with regard to your internship. This information will be used to improve the program in the future. Please return the completed form via email to mnesmith@accg.org or fax to 404.525.2477 addressed to ACCG Civic Affairs Foundation. Thank you for your feedback and suggestions.

Name: _____

County of internship: _____

- 1) What were your major internship responsibilities as you understood them? Please specify.

- 2) What percentage of your time did you spend working on your major responsibilities on a regular basis? Please approximate percentage of time.

- 3) What do you believe were your most significant successes during the internship? Please specify.

- 4) What obstacles did you face, if any, in performing your internship duties? Please specify.

- 5) What specific skills, experiences or knowledge did you gain during the internship? Do you believe these be useful in helping you meet your future career goals and, if so, how?

- 6) What steps or changes do you believe would help improve the Georgia County Internship Program and/or the county internship experience for future participants? Please specify.

Considerations for Future Internships

The ACCG Civic Affairs Foundation hopes that your county's experience with the Georgia County Internship Program is a success. Before submitting an application for future GCIP grants, it may be helpful to review the following questions to ensure that your county is getting the most out of the program.

Questions about the Project(s) Assigned:

1. Was the intern able to complete the project assigned within the time allowed? If not, why?
2. Did the intern have too much "down time"? Was sufficient work available for the intern?
3. Was the type of project assigned suitable for college undergraduate or graduate students? Was it too challenging or not challenging enough?
4. Is there enough project work available for a future internship?
5. What type of future projects does your office need assistance with that would be suitable for an intern?

Questions about Supervision of the Intern:

1. Did your schedule permit you to be available to assist the intern by answering questions and/or providing input on a project?
2. Were you able to provide the intern with detailed, clear instructions on how to complete a project?
3. Did the intern have other staff members who could answer questions and provide assistance?
4. Should you increase or decrease the number of interns requested for the GCIP grant period based on your availability to supervise?

Questions about Possible Future Requests for GCIP Intern Grant Support:

1. Did the previous intern have the right skill set for your office?
2. Should you change the skill or academic qualifications required for the next intern?
3. Are undergraduate or graduate students better suited for the types of projects that your office provides?
4. Did the applicants that interviewed for the previous internship meet your expectations and/or have the right type of qualifications for the position?
5. Was your previous internship posting detailed enough to generate interest?
6. Should your next internship posting be for a paid or unpaid position?

Georgia County Internship Program Grant Application, Summer 2016

SECTION 2: PROJECT INFORMATION

CAMDEN COUNTY BOARD OF COUNTY COMMISSIONERS

The Camden County Board of Commissioners 2016 Summer Intern project would consist of working in coordination with Human Resources and the County Fire Chief to produce at least one training video and one recruitment video. The Human Resources Department wants an intern to produce a Workman's Compensation/Safety video. The Fire Department is also in need of a new recruiting video. One video would include information on teaching employees how to avoid injuries and making certain that employees and management staff know that accident reports must be filled out when an employee is injured or claims a job related illness. The other video will be for the sole purpose of recruiting Fire Department staff.

Among the intern's responsibilities will be to oversee the video production from conception through to final video production and all aspects involved. The intern will work with various county departments to include information that will meet their needs as well. The intern will need to be proficient in scheduling, planning, and coordinating with various departments, and able to assist in Videography, editing and scripting videos.

The intern's Final Project will include one in-house Training Video on Worker's Compensation that will be available online for viewing by new hires and current employees. The second video will be a recruitment video for use by the fire department to recruit new firefighters.

Currently, the Camden County Board of Commissioners has no internal videos that are shown to new employees when they are hired or ready for viewing by current staff to review worker's compensation laws and policies. Employees need training to better perform their job and this is one way we feel we can include the employees in customized learning for a more effective workforce. In addition, the second video for the recruitment of firefighters will be helpful to show at job fairs and to perspective firefighters.

Training and recruitment videos for employees are valuable tools that can be used to improve our employee's knowledge, effectiveness, and well-being in the workplace and to recruit new staff. Trainings can be customized to fit the needs of our employees, making them more job and workplace specific. Using current employees in the videos will help send out a positive message regarding our workplace and motivate employees to perform at a higher level.

Other intern duties might include but not be limited to:

- Working with various administrative staff on special projects;
- Maintaining clerical Human Resources data;
- Developing and coordinating a training schedule for new hires;
- Managing the production of training video and/or recruitment video;
- Writing the script and preparing staff for their roles in said videos;
- Assisting with video editing; and,
- Assisting with other tasks and human resource duties as assigned by the H.R. Manager.

Georgia County Internship Program Grant Application, Summer 2016

SECTION 2: PROJECT INFORMATION

CAMDEN COUNTY BOARD OF COUNTY COMMISSIONERS

The Camden County Board of Commissioners seeks a 2016 Summer Intern for the project of records management/preservation systems of all county records. The intern would work with the County Clerk on a variety of assignments related to records retention and transparency in County Government.

Assignments related to Records Retention would include the review and update to the Records Management Policy to include up-to-date best practices, applicable standards and policies such as Electronic Records Management and email retention; the creation of an Online Work Order protocol for retrieval, transfer, and destruction of records through the County's Intranet; assisting the County Clerk with the transfer of inactive records to the Retention Building to free valuable storage space within the County Clerk File Room; coordinating the annual destruction of General Government records by designating a "*Records Week*" for all departments under General Government; and creating a power point presentation to include a visual demonstration to provide staff guidance on the maintenance, retention, and storage of records, as well as Email Retention Guidelines. This information would need to be accessible through the County's intranet.

Other assignments that might be a part of the intern's duties and responsibilities with Transparency in County Government would include editing the County Clerk webpage to provide more up-to-date information with the release of the new County Website design, creating a detailed electronic listing of all Boards, Committees and Authorities to include current members, terms and contact information, and increasing the public's access to Board of County Commissioner records through the County's website archives by scanning current Contracts & Resolutions from 2000 – present.

The intern's Final Project will include the updating of the current Records Retention Policy and discussing it with all Department Heads to ensure that each Manager has the correct policy and understands it. The updated policy will establish and maintain an active and efficient Records Management Program in compliance with the Georgia Records Act (O.C.G.A. § 50-18-94) and Camden County's Records Management Ordinance.

Currently, the Camden County Board of Commissioners has numerous documents that need to be placed on the website for a more transparent platform for the citizens to view. In addition, the County Clerk manages a Retention Building that needs to be reorganized with many old files that can be shredded to make room for additional space that could hold upcoming records for future storage potential.

A brief one-on-one training on the updated Records Retention Policy to each Department Head will provide staff with the most up-to-date best practices for records retention in their respective departments. In addition, transparency in local government is immensely important and by updating the website with our most recent contracts, resolutions, meeting minutes and more, Camden County will be better able to serve the needs of its local citizens with information readily available to them.

Board of County Commissioners February 2016 Calendar

Monday	Tuesday	Wednesday	Thursday	Friday
Feb 1	Feb 2	Feb 3 Thiokol Memorial Event Chris Gilman Stadium, 10:00 AM	Feb 4 Board of County Commissioners Work Session 5:30 PM, Woodbine	Feb 5
Feb 8	Feb 9 Board of County Commissioners Regular Meeting 6:00 PM, Woodbine	Feb 10	Feb 11	Feb 12
Feb 15 County Offices will be closed in observance of President's Day	Feb 16	Feb 17	Feb 18 Board of Assessor Meeting Government Services Complex, 6:00 PM	Feb 19 JDA Meeting 9:00 AM Center for Industry & Commerce Located at North Center, Kingsland
Feb 22	Feb 23 Board of County Commissioners Regular Meeting 6:00 PM, Woodbine	Feb 24	Feb 25	Feb 26
Feb 29				

Board of County Commissioners March 2016 Calendar

Monday	Tuesday	Wednesday	Thursday	Friday
	March 1	March 2	March 3 Board of Assessor Meeting Government Services Complex, 6:00 PM	March 4
March 7	March 8 Board of County Commissioners Regular Meeting 6:00 PM, Woodbine	March 9	March 10 Public Service Authority Regular Meeting Community Room, Wildcat Drive 5:30 PM	March 11
March 14	March 15	March 16	March 17 Board of Assessor Meeting Government Services Complex, 6:00 PM	March 18 JDA Meeting 9:00 AM Center for Industry & Commerce Located at North Center, Kingsland
March 21	March 22 Board of County Commissioners Regular Meeting 6:00 PM, Woodbine	March 23	March 24	March 25 County Offices will be closed in observance of Good Friday
March 28	March 29	March 30	March 31	