COUNTY AGENDA REQUEST

Department:	Commissioners	Presenter(s):	Commissioner David Barlow
Meeting Date:	Thursday, June 27, 2013	Type of Request:	New Business

Wording for the Agenda:

Consideration of Commissioner David Barlow's recommendation of Ms. Cathy Berggren to fill an unexpired term on the Fayette County Board of Family and Children Services, with said term beginning June 27, 2013 and ending January 23, 2017.

Background/History/Details:

Fayette County's Board of Family and Children Services (DFACS) is made up five volunteering citizens from across the county. Each member is appointed to a five-year term by the Board of Commissioners. Each Board member serves as a link between the County's Department of Family and Children Services and the local Fayette County Community. With the help of the Board, the Division of Family and Children Services helps disadvantaged individuals and families progress toward independence in many aspects of their lives.

Lt. Debbie Chambers recently resigned her unexpired term on the DFACS Board. Fayette County advertised the open position and received five applications for the open position.

Commissioner David Barlow, Ms. Susan Boggs of Fayette County Department of Family and Children Services, and Captain Pete Nelms who serves as Chairman of the DFACS Board interviewed each applicant.

Commissioner Barlow has recommended Ms. Cathy Berggren to fill Lt. Chamber's unexpired term. This appointment will begin immediately, and will expire on January 23, 3017.

What action are you seeking from the Board of Commissioners?

Approval of Commissioner David Barlow's recommendation of Ms. Cathy Berggren to fill an unexpired term on the Fayette County Board of Family and Children Services, with said term beginning June 27, 2013 and ending January 23, 2017.

If this item requires funding, please describe:

Not Applicable.

Has this request been considered within the past two years?	No	If so, when?	
Is Audio-Visual Equipment Required for this Request?*	No	Backup Provided with Request?	No

**** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.***

Approved by Finance	Not Applicable	Reviewed by Legal	
Approved by Purchasing	Not Applicable	County Clerk's Approval	Yes
Administrator's Approval			

Staff Notes:

APPLICATION FOR APPOINTMENT

Fayette County Board of Family and Children Services

Thank you for your interest in being considered for appointment to the Fayette County Board of
Family and Children Services (DFACS).
The Fayette County Board of Family and Children Services is made up of five volunteering
citizens from across the county. Each appointment is for a five-year term, or for the unexpired
term of a resigning member. Please do not apply if you will be unable to attend a minimum of
eighty percent (80%) of all meetings.
Please take a few minutes to complete the form and answer the questions below and return it
with a resume, if available, to Floyd Jones, County Clerk, 140 Stonewall Avenue, West, Suite
100, Fayetteville, GA 30214 no later than 5:00 p.m. on May 17, 2013.
If you have any questions, please call (770) 305-5102.
NOTE: Information provided on this form is subject to disclosure as a public record under
Georgia Open Records Law.

NAME Cathy Berggren
ADDRESS 185 Jefferson Woods Drive, Peachtree City, GA 30269
TELEPHONE (day) [redacted]
(evening) [redacted]
(email address) [redacted]

Cathy Berggren
Signature Date

1. How long have you been a resident of Fayette County? *We moved here in 1991 with a short move away due to my husbands work, returned in 1996 – and stayed.*

2. Why are you interested in serving on the Fayette County Board of Family and Children Services (DFACS)? *I am willing to offer my area of experience from working with families in our community through the Real Life Center.*

3. What qualifications and experience do you possess for appointment to the DFACS Board? *My undergraduate degree is in Social Work, my graduate degree is a Masters in Public Administration. I am also trained as registered mediator in the State of Georgia. My area of expertise is in working with those in poverty and those facing hard times. At the Real Life Center we work to help individuals and families to get back on their feet and take responsibility for their lives by providing a safe place; building relationships, connecting them with programs and resources, providing necessary tools, and providing accountability along the way. Our strategy has been successful to assist in helping create*

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long term change.

4. List your recent employment experiences to include name of company and position. *For the last 13 years I have devoted my time to starting The Real Life Center (originally Braelinn Community Services). I began as a volunteer, then served as a part time follow up coordinator, to the Executive Director. I have been the full time Ex. Director for the last ten years. Before that I worked part time as an adoption case worker with the Open Door Adoption Agency, I worked as a Graduate Assistance at the University of West Georgia, as Community Information & Referral Specialist at a Community Action Agency in Enid, Oklahoma and a Hospital Social Worker at Enid Memorial Hospital.*

5. Do you have any past experience relating to the DFACS Board? If so, please describe. *No*

6. Are you currently serving on a commission/board/authority or in and elected capacity with any government? *No*

7. Have you attended any DFACS Board meetings in the past two years and, if so, how many? *No*

8. Are you willing to attend seminars or continuing education classes at county expense? *Yes*

9. What is your vision of the county's future related to the duties of the DFACS Board? *I would love to be there to help our families in need, but not enable them.*

10. Would there be any possible conflict of interest between your employment or your family and you serving on the DFACS Board? *No*

11. Are you in any way related to a County Elected Official or County employee? If so, please describe. *No*

12. Describe your current community involvement. *Part of the my work at the Real Life Center includes our Harvest for Real Life Orchard project at the Dogwood Church campus (growing fresh fruit for the Real Life Center) and working with several farmers and the Master Gardeners for fresh vegetables; I attend and serve in the leadership of Dogwood Church; I serve on the FEMA board; the board for Midwest Food Bank; Member Fayette County Chamber of Commerce; Member Fayette FACTOR; C3 Leader.*

13. You have been given a copy of the county's Ethics Ordinance. *Yes*
Is there any reason you would not be able to comply with the ordinance? *No*

DFACS

Email: [redacted]

Cathy J. Berggren

Nonprofit Executive Director

- **Dynamic leadership career as a Senior Executive Director** with a 10-year track record leading one of the most respected and successful South Atlanta high-growth nonprofits.
- **Results-driven, proactive, visionary business leader known for ability to garner fiercely loyal community support,** cultivated and maintained key relationships with community executives for collaborations, strategic partners, and donors.
- **Respected administrator with a reputation for top performance,** proven ability to successfully analyze an organization's requirements and identify deficiencies and potential opportunities. Strong ability to translate objectives into actionable plans and provide decisive leadership to multifunctional and diverse teams.
- **Diverse social work background of over 25 years** dealing with families and family dynamics, death, nursing home placement, home healthcare, and birth and adoptive mother counseling.

SUMMARY OF QUALIFICATIONS

- Master Degree in Public Administration
- Executive Leadership and Supervision
- Program Development and Implementation
- Board relations
- Coalition Building
- Million dollar Budgetary Administration
- Staff Development and Training
- Strategic Planning
- Grant Writing/ Fundraising Skills
- Brand Strategist

CAREER PROGRESSION

Real Life Center Inc. Tyrone, GA
Follow Up Coordinator 1999- 2003

Executive Director 2003- present

• Managed and grew budget from 150,000 to a million dollars over a 10 year period
• Created and developed an innovative program of holistic care that has a 90% success rate of stability in the home and 75% success rate of families meeting half of their goals in a year/designed to encourage change and implement measurable goals with a follow-up process for client families.
• Setup safeguards for handling all monies given and dispersed from the center
• Opened a thrift store that raised $90,000 profit in 2012 for the center as an additional revenue stream to help clients. Second store opened Dec. 2012
• Developed creative strategies to diversify funding

[redacted]

• Worked with diverse boards on strategic planning initiatives and developed a business plan to ensure sustainability and growth
• Created an orchard for food program which is on target to provide 30,000 lbs. of fresh fruit to clients
• Created and managed brand consistency both written and online
• Consistently sought out different venues to present to new donors and sponsors for partnerships
• Founding member of a community collaborative with other executive directors to bring total solutions to low-income families

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EARLY CAREER

Open Door Adoption Agency, Thomasville, GA 2001-2003

- Worked as an adoption consultant working with birth mothers, as well as providing home studies for prospective adoptive parents.

Enid Memorial Hospital, Enid, OK 1984-1985

- Offered options and oversaw patient discharges from the hospital, worked with patients and families to determine aftercare plan
- Worked directly with home health care, social services, and community agencies to help provide total care plans for patients

RECENT COURSES/CLASSES TAKEN

Working with personality disorders, Susan Boyan
Community and family issues for multidisciplinary groups, Clayton State University
Nonprofit certification program
Catalyst Leadership Conference
Civil and Domestic Mediation certification, Atlanta Divorce Mediators
Grant Writing Certification, Center for Non profit

EDUCATION

Master of Pubic Administration, University Of West Georgia
Bachelor of Social Work, University of Nebraska

PROFESSIONAL MEMBERSHIPS

Fayette County Chamber of Commerce 1999-present

COMMUNITY INVOLVEMENT

Board Member, Midwest Food Bank 2011-present
Board Member, FEMA 2010-present
Executive Committee, C3 Health & Wellness Collaborative 2010-present
Sr Leadership Team, Dogwood Church 2003-present

[redacted]

Department of Human Resources and Division of Family and Children Services
Revised 03/17/09

Mission

The Georgia Department of Human Resources will strengthen Georgia families by supporting their self-sufficiency and helping them protect their vulnerable children and adults by being a resource to their families, not a substitute.

Vision

The Georgia Department of Human Resources seeks to make a positive contribution through its programs and services to ensure Georgians live safe, healthy, and self-reliant lives.

Philosophy and Values

As an organization, DFCS values the inherent worth and dignity of the individual and family, and the intrinsic value of work. We are committed to having trained professional staff who support and assist families. We embrace our role in promoting and nurturing community cooperation, which directs resources to foster and empower healthy individuals and families. We value the equal and expeditious access by individuals and families to those resources, which will enable them to achieve self-sufficiency. We value and encourage community involvement in the planning and delivery of services.

County Board of Family and Children Services

County Boards play a vital role in helping to make the Division of Family and Children Services' programs more meaningful to the families and children they are designed to serve. Georgia's most valuable and most fragile resource is people. With the help and advice of Board Members, the Division will assist disadvantaged individuals and families progress toward economic independence and a more stable life.

The Board is an active liaison to the general public whose continuing support is necessary to the success of the overall mission of the Division.

Role of Board Member

First and foremost, the Board Member is a link between the county Department of Family and Children Services and the local community. The Board Member, with the help of agency staff, should acquire general knowledge of Division programs and be prepared to interpret the objectives of the programs to local citizens. The Member should also address attitudes and perceptions of the community toward programs by making recommendations to the County Director.

The Board Member is also expected to assist in interpreting human service programs to local officials in order to gain support, secure additional funding for specific needs beyond state appropriations, and to set standards for the expenditure of county funds.

A Board Member who is committed to human service programs and who exercises leadership in advocating the agency objectives in the community can make a worthwhile contribution to the local County Department of Family and Children Services and to all Georgia citizens.

The Board Member, as a representative of the community, is a valuable resource to the county department in evaluating the performance of programs. Board Members should also play a role in helping the county office deal with controversial situations that affect the attitude of the community toward the agency.

Each member is encouraged to look beyond the services of Family and Children Services and assist in collaboration and coordination with other agencies. As the local family service agency in each community, DFCS has the potential to make a major impact on the overall welfare of Georgia's citizens. Professional staff and Board Members working together can make a genuine contribution toward helping people to help themselves.

Appointment of Board Members

The *Official Code of Georgia Annotated (O.C.G.A.)* Title 49, Chapter 3 provides that in each county there shall be a County Department of Family and Children Services with a County Board, a County Director, and such employees as may be necessary for the efficient performance of welfare services in the county.

The Code further provides that, with the approval of the Department of Human Resources, two or more counties may unite to form a District Department of Family and Children Services. In such cases, each county in the district would have a County Board; and these boards, acting together, would comprise a District Board.

The appointment process and the appointing authority for county Board Members are addressed in *O.C.G.A* 49-3-2 (a).

The legislation authorizes the County Commission to directly appoint DFCS County Board Members. Vacancies on the Board, which occur for any reason, are filled in the same manner. If the County Commission fails to make an appointment within 90 days after the vacancy occurs, the DHR Commissioner is authorized to make the appointment. Appointments must be reflective of gender, race, ethnic and age characteristics of the county population. The term of office for members of the County Board is for five years.

The Board is required to have five members. Two additional members are "authorized, but not required,", with one exception. Any county of the state having a population of 550,000 or more, according to the United States census, shall include an additional two members." Of these two additional members, one must be a school counselor employed in the county. The second additional member must be a law enforcement officer of the county who is responsible for investigating reports of child abuse. The local Child Abuse Protocol Committee would be a helpful source through which to identify these additional members.

County Directors are responsible for timely notification to the State Director of Family and Children Services and the Regional Director of any changes to the membership status of the County Board. Policy instructions have been issued to carry out this requirement. The state office maintains a centralized tracking system containing data on individual Board Members in order to communicate with each Member and fulfill other possible reporting requirements.

Terms of County Board Members are for five years, beginning on July 1, and are staggered so that one term expires each year. In counties having a population of 550,000 or more, the two additional members are appointed for a term of five years, except that in the initial appointment of the two additional members, one shall be appointed for a four-year term and one member for a five-year term. Members may be appointed to succeed themselves. A Board Member whose term has expired may continue to serve until a successor is appointed.

Appointments to fill vacancies on County Boards caused by death, resignation, or disqualification before the expiration of a term are made for the remainder of the term following the procedure used for the original appointment.

Elected officials of the state, or any political subdivision of the state (county or city, etc.) may not be appointed to the County Board, O.C.G.A Section 49-3-2 (a). Public assistance recipients may not be appointed to the county board since the appointment of a public assistance recipient would create an illegal conflict of interest.

Any Board Member in one of the situations defined above is automatically and immediately disqualified for continued membership. The County Director must advise the County Commission and request another appointment to fill the vacancy. The County Director should also send a copy of the request to the Regional Director and the Division Director.

As a matter of policy, The Division of Family and Children Services does not support the appointment to the Board of someone who has any immediate family members on the staff of the local office. Such appointment would invite conflict and has potential for creating discord. The County Board Chair and/or the County Director shall make the Chairman of the County Commission aware of this policy.

Board Members serve without compensation except for the per diem rate established by the Department of Human Resources and reimbursement for travel and other expenses incurred in the performance of their official duties. Other payments for services must be made exclusively from county funds.

Additional information on the appointment process and reimbursement procedures is in the county department *Administrative Policy and Procedures Manual.*

Organization of the Board

The Chairperson and Vice-Chairperson are elected by the Board Members at the regular meeting each July. In case of an officer vacancy before that date, a new officer may be elected at any regular or called meeting for a term ending the next June 30.

The County Director acts as Secretary to the Board. The Secretary notifies the Commissioner of Human Resources, the Division Director of Family and Children Services, the Regional Director, and the county fiscal authorities each time a Chairperson or Vice-Chairperson is elected, providing names and addresses of elected persons.

The Chairperson presides at Board Meetings and signs all official documents that require action of the Board. The County Board may outline in writing the authority of the Chairperson to sign or act for the Board in any manner.

In the absence of the Chairperson, the Vice-Chairperson presides. If the Chairperson and the Vice-Chairperson are absent, the members present select a temporary Chairperson. In all matters on which the Board acts, the majority rules.

Meetings of the Board

Board Meetings are important to the County Department staff, citizens, and clients of the agency. The County Board should meet monthly and must meet not less that once each quarter. Other Board meetings may be called by the County Director or Chairperson of the Board. A majority of County Board Members may convene themselves upon a two-day notice to all Board Members and the County Director.

Regular attendance and active participation by Board Members are essential. At Board Meetings, the Members are able to discuss the needs of citizens and how actions of the agency are affecting the community. Through the meetings, the County Director and staff keep members informed concerning programs, accomplishments, needs and problems.

All County Board Meetings are open to the public. Any business shall be void if conducted during a closed meeting unless the Board is considering matters, which are exempt from the open meeting requirement. Visual and sound recordings must be permitted during open meetings. Portions of the meeting may be closed; guidelines can be found in the *Official Code of Georgia Annotated* (50-14-1).

The time, place, and dates of regular meetings must be prescribed and made available to the public with a notice posted which gives this information. Whenever a meeting is to be held at a time or place other than the regular time or place, notice must be given to the public. This is done by:

1. Posting the changed date, time, or location for at least 24 hours at the regular meeting place, and
2. Giving at least 24 hours notice in advance of the meeting to the legal organ, in which legal notices are published, in the county where the regular meetings are held.

The Secretary cannot be excluded from the Board Meetings except when Director's tenure, service or salary is under discussion. In such cases, a Board Member will take minutes.

It is the responsibility of the County Director to keep the Board informed on matters pertinent to the functions of the County Board.

Minutes of Board Meetings

The County Director, as Secretary to the Board, is responsible for the preparation and custody of the minutes and for writing letters as directed by the Board. Minutes of all Board Meetings must be recorded and are legal and public records of the Board's decisions. Suggestions of Members for improvements of programs, the objections to actions and policies, areas of conflict, along with recommendations for change should be recorded. An agenda and official reports are to be presented to the Board in written form.

Minutes should be prepared and distributed within ten working days after the date of the meeting with a copy of the meeting agenda attached. At the following Board Meeting, the minutes of the

previous meeting are to be read and approved by the Board. Any necessary corrections to the minutes should be made by recording the changes in the minutes of the current meeting. After the minutes of the previous meeting are approved, as changed, the Chairperson of the Board will sign the minutes to indicate approval.

A copy of the minutes will be made available in the county office for public inspection. Copies of the approved minutes are sent to both the Regional Director and the Division Director. Additional copies of the minutes should be made available for public review upon request.

Duties and Responsibilities of the County Board

The role of the County Board carries a combination of advocacy, resource development, political activism, staff relations, customer service and administrative functions; all of which are important to the Division and County Department.

Advocacy

Each Board Member should have a general understanding of the purpose of the Department and its' operations. The Members are not expected to understand the technical regulations, although staff is available to interpret any policy or procedure upon request.

Participation by Board Members in Team Building activities is encouraged. Team building within the community can include other agencies, boards, organizations and other counties. This promotes networking and the development of new resources.

Board Members should be constantly alert for public relations opportunities with civic and faith organizations and community agencies to explain the programs of the agency. Board Members should advocate on behalf of the County Department concerning the Department of Human Resources' legislative priorities and appropriations, and unmet needs in the community. Our success and progress depend on the widest public knowledge and acceptance.

Resource Development

The agency is reliant on Board Members to work with public officials and private citizens to identify additional resources to benefit clients and aid in the administrative operation of the agency. Speaking to groups and organizations to develop foster homes, adoptive homes, emergency shelters, food pantries, and clothes closets, as well as assisting the County Director in obtaining adequate facilities and equipment, are examples of appropriate involvement.

Staff Partnerships and Morale Building

Board Members should assist the County Director in building staff morale and motivation through recognition of good performance and demonstrating sensitivity to staff needs. When Board Members share ownership with county staff for the success of the Department's programs, the county staff are much more effective. A good partnership between staff and Board creates a synergistic relationship that enhances the overall performance of the county programs. Program effectiveness and success create an atmosphere of positive staff attitudes.

Customer Service

The Board serves to remind county staff of the overall commitment to good customer service. Recognizing that customers enter through different doors and are from different segments of the population, many people are DFCS customers. All of the communities that come in contact with DFCS programs or in contact with those who receive DFCS services are agency customers. The Board is essential in measuring the impact of customer service and program effectiveness from their unique positions in the community. Consistent and frank feedback from the Board will help the county staff continuously improve and be recognized for excellence.

Administration and Personnel

The DHR Commissioner carries the responsibility for obtaining a list of eligible candidates when the position of County Director is vacant. Through a formal selection process, the Board chooses candidates from the list to be recommended for the position of County Director to the Division Director of Family and Children Services.

In keeping with the Department's desire to work jointly with the County Boards in this selection process, the following procedure is followed:

Upon learning of the vacancy or potential vacancy of the County Director position, the County Board will meet with the Regional Director to review the selection process and the qualifications for the County Director position. The Board will determine if the job requires further "Preferred Qualifications" to be added to the State-established minimum qualifications. "Preferred Qualifications" will be in keeping with like positions in similar class size counties.

The Board will determine the method and type of recruitment that will occur, *i.e.,* with announcements in local newspapers, Internet, statewide advertisements, etc.

1. The Regional Director shall initiate the process to build a list of eligible, qualified applicants, through the Office of Human Resource Management and Development, for consideration by the Board. The Regional Director shall inform the Board of agency personnel regulations, including affirmative action policies, under which the Board must work in arriving at the recommendation.

2. When the Board is ready to consider the candidates, they shall meet with the Regional Director to review and discuss the qualifications of the eligible candidates. The Regional Director is designated to work with the Board in developing and conducting the examination of candidates and providing other technical assistance. A structured interview process is used by the Board in arriving at a decision regarding which applicants to recommend to the Division Director. The

Regional Director shall ensure that the entire selection process is performed in accordance with current Division policies.

3. The names of recommended candidates and required documentation shall then be submitted by the Board to the Division Director of Family and Children Services, who is the official with the delegated authority for appointing County Directors within the Department of Human Resources.

4. The Division Director shall consider the applicants that the County Board has recommended. The Division Director may then select an applicant to be appointed as County Director. (Should the Division Director decide not to select any of the applicants, the Regional Director will reconvene the County Board to begin the process again.) In any case, the Division Director shall submit a decision, in writing, to the County Board with a copy to the Regional Director.

The County Board is expected to provide consultation to the Regional Director in evaluating the performance of the County Director. It is the Board's responsibility to confirm county staff salaries in conformity with the state rules and regulations. The County Director is chief executive and administrative officer of the county department and has responsibility for the recruitment, selection and appointment of staff and for performance evaluations and disciplinary actions.

Financial Responsibilities

The County Board reviews the annual budgets of the county department. The county operating budget is assigned by the Division from funds appropriated by the Georgia General Assembly. Guidelines for expending the budget are set by the Division. The County Director has authority to disperse these funds and is accountable for the management of the budget. The Director is expected to keep the Board informed on budgetary matters.

As community leaders appointed by the County Commission for membership, the Board has an important role in assisting the County Director in obtaining funds from the county government to meet needs not covered by state appropriations.

It is the responsibility of the Board to request funds from the county authorities. The Board should set policy for utilization of and approve expenditures for any county funds.

When approving funds for the purpose of compensating employees within the County DFCS office, use of the county funds must comply with state policy as well as IRS guidelines for appropriate compensation of state employees. There is no authority, regardless of funding, for awarding across the board bonuses for state employees. Providing a bonus or other form of lump sum payment without specific authority to do so would violate the gratuities provision of the state constitution.

A county Board may provide a 100% monthly county paid supplement to employees in support of retention efforts by the DFCS agency. A plan for providing a monthly supplement must be submitted for review by the Division before payments may be scheduled to begin. The plan must be funded for a minimum of one year, include all job titles to receive the supplement, and give any specific inclusion criteria such as tenure. (All incumbents in a job title must be included when they meet other inclusion criteria).

Plans for lump sum payments to state employees must meet the provisions of DHR Personnel Policy #803, Incentive Pay and Meritorious Awards. Incentive pay is a one-time lump sum payment and must be based on achievement of a pre-determined goal, which does not become part of an employee's base salary. Meritorious award payments are a one-time lump sum payment based on extraordinary achievement, which does not become part of base salary.

The County Director shall notify the County Board Chairperson of the time and place of all audits. All accounting and financial records are examined at the time of an audit. A copy of the audit report shall be made available to the county Board and the county fiscal authorities.

The County Board may require special audits of the county department funds when such a need is indicated by unusual circumstances. The Division does not consider it necessary to conduct an audit of the records of a county department when there is a change in County Director; but if the County Board makes a written request giving specific reasons, a special audit will be considered.

All county DFCS employees are included under the State of Georgia Fidelity Bond Insurance (honest and faithful performance). The Honesty Coverage is $10,000,000; The Faithful Performance Coverage is $10,000,000.

Coverage is provided for all funds (regardless of source), which are made available to and come under the care, custody, and control of the County Director for program purposes. No additional bond is required. In the event of a loss or suspected loss, an immediate report must be made to the Regional Director, the Division Director and DHR Insurance and Claims Office.

The following procedures for signing checks shall be used:

1. The County Director shall be authorized to sign checks on an as needed basis. For counties that utilize the Regional Accounting system, the Division Director's signature or their designee shall be the primary "authorized signature."
2. By written resolution of the County Board, one or two additional staff members may be authorized to sign checks in the absence of the County Director.
3. All employees authorized to sign checks shall be covered by the Department of Human Resources blanket bond and shall be divorced from any bookkeeping or money-handling functions.
4. A mechanical check-signing system bearing the signature of the Division Director or their designee is being utilized.

Authorization to the bank to recognize the signature of the County Director and of other designated individuals as defined in the preceding items should be made by a resolution of the County Board. Authorization to the bank of the Board's action shall be by the Chairperson of the County Board.

When the position of County Director is vacant, the bank should be authorized to recognize the signature of the Acting County Director, pending appointment of a County Director.

County Boards are covered by general liability insurance for "errors, omissions or negligence" in job duties under the Tort Claims Liability Act. The Self Insurance Trust Fund provides for a maximum of $1,000,000 per person or $3,000,000 for each occurrence. DFCS Board Members are included under the State of Georgia Fidelity Bond Insurance.

Collaboration

Board Members should constantly look for ways and means for a better, more effectively integrated community program. It is essential that we remain involved with a broader segment of the citizenry in order to meet the challenges and solve problems that come from pressures of a complex and ever-changing society.

Alcohol and drug dependency, teenage parenting, chronic illness, abuse and neglect, and all the many problems arising from poverty will not be solved by any one agency acting autonomously, but will require the efforts of the entire community.

Instead of focusing on individual agendas, the community partnership must establish common goals in order to address problems that lie beyond any single agency's purview, but which concern them all. Building this comprehensive service delivery system will require local initiatives to address unique community needs. Involvement from the education system, the faith community, the medical community, private business, labor and all human service agencies will be needed.

Board Members, with their wide experience, must take the leadership in guiding the future of community collaboration. It will be the public, in the end, who will approve and support the changes and programs of the future.

Policy Statement of the Division of Family and Children Services

It is the policy of the Division of Family and Children Services that no applicant for or recipient of services of this agency shall, on the grounds of race, color, sex, age, religion, national origin, political affiliation or handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity conducted or supported by the Division. This policy also applies to individuals, childcare facilities, and other agencies/organizations to whom the Division makes referrals or from whom it purchases services.

Legal authority assuring equitable participation in federally funded programs is provided in part from Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. The Division, however, is conscious of a moral obligation to deliver all services, whether federally financed or not, in a non-discriminatory manner.

It is also the policy of the Division that applicants/recipients of services, who feel that they have been discriminated against, have the right to a fair and prompt investigation of their complaint. Each county office must have written procedures for the handling of customer complaints and concerns.