COUNTY DEPARTMENT AGENDA REQUEST

Department:	Commissioners	Presenter(s):	Carol Chandler
Meeting Date:	Thursday, April 14, 2011	Type of Request:	Presentation/Recognition

Wording for the Agenda:

Recognition of Floyd Jones who has received designation as a Certified County Clerk.

Background/History/Details:

Counties and Cities in Georgia have requirements to employ what is known as a "Clerk". A County Clerk is the custodian of records of actions and activities of the body for which they work. Georgia law requires a certain amount of training for those who are or may become a County Clerk. Fayette County has a County Clerk and two Deputy Clerks working inside the County Commissioners' Office. The Clerk (Carol Chandler) and the Chief Deputy Clerk (Karen Morley) completed the training program many years ago. However, Floyd Jones, who was hired into the Commissioners' Office in 2007, has been working to complete the training since his employment in the Commissioners' Office began.

Training for County Clerks is presented by the University of Georgia Institute of Government and includes a curriculum of required classes and some elective classes. Floyd completed his coursework earlier and has received his Certified County Clerk designation.

What action are you seeking from the Board of Commissioners?

Recognition of Floyd Jones who just received designation as a Certified County Clerk.

If this item requires funding, please describe:

Not Applicable.

Has this issue come before the Commissioners in the past?	No	If so, when?	
Do you need audio-visual for the presentation?	No	Back-up Material Submitted?	No

STAFF USE ONLY

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

Staff Notes:

The University of Georgia

Carl Vinson Institute of Government

March 24, 2011

Floyd L. Jones
Deputy Clerk
Fayette County BOC
140 Stonewall Avenue, Suite 100
Fayetteville, GA 30214

Dear Floyd:

Congratulations!!!!!!! It is our pleasure to share the following announcement. You have successfully completed all of the educational requirements of the Georgia Clerks Certificate program. This is a noteworthy accomplishment that brings great credit to your city or county and shows your commitment to professional standards. You should be very proud.

A presentation of framed certificates for the Georgia Clerks Certificate Program will be held during your respective association membership meeting. We hope that you will be able to attend the conference; the ceremony will be held at the Georgia Center for Continuing Education on the campus of the University of Georgia.

The Georgia Certificate Program for City and County Clerks is designed to establish minimum standards and professional goals for city and county clerks. The program seeks to accomplish this by: Introducing new methods and approaches to enable clerks to become more efficient and effective in their jobs; Increasing managerial competence of clerks to meet new challenges and demands placed on local government; and Creating the opportunity for clerks to further their professional development to gain the recognition they deserve.

The program is jointly sponsored by The Georgia Municipal Clerks and Finance Officers Association, the Georgia County Clerks Association and the University of Georgia, Carl Vinson Institute of Government in partnership with the Association of County Commissioners of Georgia, (ACCG) and Georgia Municipal Association, (GMA).

Please review and complete the enclosed forms as necessary. The forms and additional information must be returned no later than August 26, 2011, to ensure adequate time for the printing. The form(s) may be returned by fax at: 706-542-2176. If you have already submitted your letter, please disregard that request.

If you have any questions, please contact me at: 706-542-0402 or via email barron@cviog.uga.edu.

Sincerely,

Catherine Bennett
Clerks Program Director

Debbie Barron
Clerks Program Coordinator