

ONE OPEN POSITIONS ON THE FAYETTE COUNTY
BOARD OF FAMILY AND CHILDREN SERVICES

The mission of the Fayette County Board of Family and Children Services is to: "Strengthen Georgia by providing Individuals and Families access to services that promote self-sufficiency, independence, and protect Georgia's vulnerable children and adults."

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 to progress toward economic independence and a more stable life.

The Fayette County Board of Family and Children Services is an active liaison to the general public whose continuing support is necessary to the success of the overall mission of the Division.

Fayette County's Board of Family and Children Services is made up of five volunteering citizens from across the county. Each member has been appointed to the Board by the Fayette County Board of Commissioners for a five-year term. Each Board member serves as a link between the County's Department of Family and Children's Services and the local Fayette County community. The Board meets every other month at the Department of Family and Children's Services Office, which is located at 905 Highway 85 South, Fayetteville, Georgia. Regular attendance and active participation is required.

Board members are compensated \$25.00 per meeting.

The Fayette County Board of Commissioners would like to inform all interested and eligible Fayette County citizens that one position on the Fayette County Board of Family and Children Services is available for appointment. The terms for this position begin on July 1, 2019 and will expire on June 30, 2023.

The Fayette County Board of Commissioners will be accepting applications with resumes for this position. Applications can be obtained by visiting www.fayettecountyga.gov ; Public Notices. All applications must be returned to Tameca White, County Clerk via email at twhite@fayettecountyga.gov or at 140 Stonewall Avenue West, Suite 100, Fayetteville, Georgia **no later than 5:00 p.m. on Friday, June 21, 2019.**

Issued: April 22, 2019

Contact: Tameca P. White, County Clerk

Office: 770-305-5103



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.

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 Tameca White, County Clerk, 140 Stonewall Avenue, West, Suite 100, Fayetteville, GA 30214 or twhite@fayettecountyga.gov no later than **5:00 p.m. on Friday, June 21, 2019.**

If you have any questions, please call (770) 305-5103.

NOTE: Information provided on this form is subject to disclosure as a public record under Georgia Open Records Law.

NAME _____

ADDRESS _____

TELEPHONE (home) _____

(cell) _____

(email address) _____

Signature

Date



APPLICATION FOR APPOINTMENT
Fayette County Board of Family and Children Services

1. How long have you been a resident of Fayette County?
2. Why are you interested in serving on the Fayette County Board of Family and Children Services (DFACS)?
3. What qualifications and experience do you possess for appointment to the DFACS Board?
4. List your recent employment experiences to include name of company and position.
5. Do you have any past experience relating to the DFACS Board? If so, please describe.
6. Are you currently serving on a commission/board/authority or in an elected capacity with any government?
7. Have you attended any DFACS Board meetings in the past two years and, if so, how many?
8. Are you willing to attend seminars or continuing education classes at county expense?
9. What is your vision of the county's future related to the duties of the DFACS Board?
10. Would there be any possible conflict of interest between your employment or your family and you serving on the DFACS Board?
11. Are you in any way related to a County Elected Official or County employee? If so, please describe.
12. Describe your current community involvement.
13. Have you been provided a copy of the county's Ethics Ordinance?
14. Is there any reason you would not be able to comply with the Ethics Ordinance?

COUNTY OF FAYETTE

STATE OF GEORGIA

ORDINANCE NO.

2016- 04

AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF FAYETTE COUNTY, GEORGIA; TO REWRITE THE CODE OF ETHICS FOR FAYETTE COUNTY, GEORGIA; TO PROMOTE THE PUBLIC HEALTH, SAFETY AND WELFARE; AND FOR OTHER PURPOSES.

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF FAYETTE COUNTY, GEORGIA, AND IT IS HEREBY ENACTED PURSUANT TO THE AUTHORITY OF THE SAME THAT DIVISION 3 OF ARTICLE IV OF CHAPTER 2 OF THE CODE OF FAYETTE COUNTY GEORGIA BE DELETED IN ITS ENTIRETY AND REPLACED WITH A NEW DIVISION 3 OF ARTICLE IV OF CHAPTER 2 OF THE CODE OF FAYETTE COUNTY, GEORGIA TO READ AS FOLLOWS:

SECTION 1. By deleting Sections 2-200 through 2-208 which comprise the Code of Ethics in their entirety and by enacting the following Code of Ethics to be numbered and to read as follows:

Sec. 2-200. Purpose.

The purpose of this Code of Ethics is to:

(a) Encourage high ethical standards in conduct by Fayette County officials (“County Officials”);

(b) Establish guidelines for ethical standards of conduct for all County Officials by setting forth those acts or actions that are incompatible with the best interests of Fayette County (the “County”);

(c) Maintain public trust through transparency by requiring disclosure by County Officials of private financial or other interests in matters affecting the County or in matters that affect their ability to act in the best interests of the County; and

(d) Serve as a basis for disciplining those who do not comply with its terms.

Sec. 2-201. Scope.

The provisions of this Code of Ethics shall be applicable to all County Officials. Further, the County Purchasing Director shall develop procedures for individuals, corporations and other entities seeking to do business with the County to disclose financial, familial or other relationships with any person who comes within the scope of this Code of Ethics and who is also required to disclose such relationships. Such disclosures must be made prior to presenting a recommendation of award to the Fayette County Board of Commissioners (the “Board of Commissioners”) or, if Board of Commissioners approval is not required, prior to execution of a contract in excess of \$10,000. The obligation for an individual, corporation or other entity seeking to do business with the County to disclose the aforementioned relationships is ongoing and shall be enforced as a prerequisite to any action by a County Official or other person covered by this Code of Ethics to renew, extend or otherwise modify a contract after award.

Sec. 2-202. Definitions.

The following words and phrases as used in this Code of Ethics shall, unless the context clearly indicates otherwise, have the meanings as follows:

(a) *County* means Fayette County, Georgia.

(b) *County Administrator* means the individual who serves as County Administrator of Fayette County.

(c) *County Official* includes County employees, members of the Board of Commissioners, the County Administrator, the County Clerk and the County Attorney. County Official also includes all individuals appointed by the County Administrator and the Board of Commissioners to County authorities, commissions, committees, boards, task forces, or other bodies.

(d) *Gift* means the transfer of anything of economic value, regardless of form, without adequate and lawful consideration. “Gift” also means a subscription, membership, loan, forgiveness of debt, advance or deposit of money or anything of value, conveyed or transferred.

(e) *Ethics*: the discipline dealing with what is good and bad and with moral duty and obligation – Merriam Webster

(f) *Immediate family* means the spouse, mother, father, grandparent, brother, sister, son or daughter of any County Official related by blood, adoption or marriage. The relationship by marriage shall include in-laws.

(g) *Person* means an individual, a business entity, or other similar type organization.

Sec. 2-203. Prohibitions.

(a) No County Official shall use or secure confidential information for any purpose other than his/her official duties.

(b) No County Official may participate or vote on any matter before the Board of Commissioners or other County body where such County Official has a substantial interest in the

outcome of such matter. For purposes of this Code of Ethics, a substantial interest is found where the County Official receives a pecuniary interest due to the outcome of the vote.

(c) No County Official shall act as an agent or attorney for another in any matter before the Board of Commissioners or other County body.

(d) No County Official shall enter into any contract with the County except as authorized by state law.

(e) No County Official shall solicit or accept other employment to be performed, or compensation to be received, while still a County Official if the employment or compensation could reasonably be expected to impair such County Official's judgment or performance of County duties.

(f) No County Official shall disseminate confidential information to someone other than another County Official, unless otherwise authorized by law.

(g) No County Official shall solicit or accept gifts, loans, gratuities, discounts, favors, hospitality, or services from any person for himself/herself, or any member of his/her immediate family, under circumstances from which it could reasonably be inferred that a major purpose of the donor is to influence the performance of the County Official's duties.

Sec. 2-204. Conflict of Interest.

(a) No County Official may participate in a vote or decision on a matter affecting an immediate family member or any person, entity, or property in which the County Official has a substantial interest.

(b) A County Official who has a relationship with any entity which receives funding from the County shall disclose such relationship prior to participating in any action for such funding.

(c) A County Official shall never discriminate by the dispensing of special favors or privileges to anyone, whether or not for remuneration.

(d) No County Official shall engage in any business with the County, or allow any member of his/her immediate family to engage in any business with the County which is inconsistent with the conscientious performance of his/her governmental duties.

(e) Notwithstanding anything contained herein to the contrary, a County Official shall disclose, prior to discussing or taking any action on any matter involving the donor, any gift or campaign contribution (cash or in kind) received by him/her, or any member of his/her immediate family, greater than \$100.00. Receipt of gifts and campaign contributions within the current election cycle valued at \$250.00 or more by a County Official, or member of his/her immediate family, will prohibit the County Official from participating or taking action on any matter involving the donor.

Sec. 2-205. Enforcement and administration.

(a) All allegations of violations of the Code of Ethics must be filed with the County Clerk, in writing, signed by the complainant, no later than 45 days after the alleged act occurred unless the complainant, by exercising reasonable diligence, failed to discover the alleged violation of the Code of Ethics within such 45-day period. In such case, a complainant must file an Ethics Complaint with the County Clerk no later than 45 days after the complainant discovered the alleged violation.

(b) In no event shall an Ethics Complaint be filed with the County Clerk more than six (6) months from the date of the alleged violation of the Code of Ethics.

(c) The complainant may withdraw the Ethics Complaint at any time in writing.

(d) Within 30 days of receipt of an Ethics Complaint the Board of Commissioners will review the Ethics Complaint to determine whether same is on its face unjustified, frivolous, patently unfounded or fails to state facts sufficient to invoke disciplinary jurisdiction. A majority of the full Board of Commissioners must agree that a sufficient basis has been given to warrant a public hearing. Certain violations alleged against County Officials who are employees may be referred through the proper channels consistent with the Employee Handbook's disciplinary procedures. A majority of the full Board of Commissioners shall make the determination of whether or not a review board should be impaneled.

(e) If a complaint is received by the Clerk which alleges a violation of the Code of Ethics by a member of the Board of Commissioners, a determination of sufficiency of the complaint will not be forwarded to the Board of Commissioners. The County Attorney of any county within the Griffin Judicial Circuit, or any circuit abutting the Griffin Judicial Circuit, other than the County Attorney for Fayette County, shall make the determination of whether or not a review board should be impaneled.

(f) If a review board is needed, three (3) county attorneys, other than the County Attorney for Fayette County, within reasonably close geographic proximity of the County will be requested to conduct a public hearing based upon the complaint. A majority vote based upon clear and convincing evidence will determine the existence of the violation or lack thereof. Should the review board find a violation has occurred, the review board will assess the commensurate penalty for the violation. A written decision shall be issued within 15 days of the conclusion of the public hearing. County Officials are subject to the following penalties and action for violations of the Code of Ethics:

- (1) Written reprimand or public censure;

- (2) Recovery of value transferred from or received by the County;
- (3) Cancellation of the contract or rejection of the bid or offer;
- (4) A monetary fine not to exceed \$1,000.00; and
- (5) Demotion or termination.

(g) Any County Official adversely affected by any final decision of the Board of Ethics may appeal as provided in this subsection.

(h) An appeal by certiorari may be commenced in the Superior Court of Fayette County within 30 days after the decision becomes final.

Secs. 2-206 – 2-220. Reserved.

SECTION 2. This ordinance shall become effective immediately upon its adoption by the Fayette County Board of Commissioners.

SECTION 3. All other ordinances or parts of ordinances which are in conflict with this ordinance are hereby repealed.

SECTION 4. In the event any section, subsection, sentence, clause or phrase of this ordinance shall be declared or adjudged invalid or unconstitutional, such adjudication shall in no manner affect other sections, subsections, sentences, clauses or phrases of this ordinance, which shall remain in full force and effect as if the section, subsection, sentence, clause or phrase so declared or adjudged invalid or unconstitutional were not a part thereof. The Board of Commissioners hereby declares that it would have passed the remaining parts of this ordinance if it had known that such part or parts hereof would be declared or adjudged invalid or unconstitutional.

SO ORDAINED this 25th day of February, 2016.

BOARD OF COMMISSIONERS OF
FAYETTE COUNTY, GEORGIA

(SEAL)



ATTEST:

By: Charles W. Oddo
CHARLES W. ODDO

Floyd L. Jones
Floyd L. Jones, County Clerk

Approved as to form:

[Signature]
County Attorney

Department of Human Resources and Division of Family and Children Services

Mission

Strengthen Georgia by providing Individuals and Families access to services that promote self-sufficiency, independence, and protect Georgia's vulnerable children and adults.

Vision

Stronger Families for a Stronger Georgia.

Core Values

- Provide access to resources that offer support and empower Georgians and their families.
- Deliver services professionally and treat all clients with dignity and respect. Manage business operations effectively and efficiently by aligning resources across the agency.
- Promote accountability, transparency and quality in all services we deliver and programs we administer.
- Develop our employees at all levels of the agency.

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 advocating for the county office in dealing 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. Some counties use appointment dates for determining when terms expire. 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. In some counties, a clerical staff person may serve as the 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 than 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.

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 that 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 counts 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 could meet with the Regional Director to review the selection process and the qualifications for the County Director position.

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.

However, Interim County Directors may be appointed by the Division Director without any consultation with the board.

In some instances, even the County Director may be directly appointed by the Division Director without any consultation with the County Board.

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 and OPB and HR 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 a 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 and OPB and HR. 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.

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.