

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting
7:00 P.M.

October 6, 2015

A G E N D A

1. Call to order.
2. Invocation and Pledge of Allegiance to the flag.
3. Adoption of the agenda.
4. Approval of the September 15, 2015 Regular Business Meeting minutes.
5. PUBLIC COMMENT: Citizens will be given a three (3)-minute maximum time limit to speak before the Board of Commissioners about various topics, issues, and concerns. Following thirty minutes of hearing from the public, the Board of Commissioners will allow the remainder of citizens who have signed up to be heard at the next Tuesday business meeting.
6. PROCLAMATION: "Clayton County Observes October 2015 as CRPS Awareness Month". (Presented by Chairman Jeffrey E. Turner)
7. PROCLAMATION: "Clayton County Recognizes Lieutenant Brian Bailey as recipient of the William French Smith Award for Outstanding Contributions to Cooperative Law Enforcement". (Presented by Chairman Jeffrey E. Turner)
8. Consider requests of Debra Brewer, Director of Central Services. (NOTE: The entire Purchasing Ordinance for Clayton County, Georgia can be viewed on the MuniCode website. Citizens can access this website via the following website address: <http://library.municode.com/index.aspx?clientId=10562>.)
 - 1) Recommendation for Renewal and/or Amendment of Annual Contracts.
 - A. The following Annual Contracts are being recommended for renewal and/or amendment pursuant to Section 2-136: (1) and (6) of the Clayton County Code of Ordinances, General Purchasing Methods. Per Section 2-136 (1) of the Clayton County Purchasing Ordinance, Clayton County utilizes the competitive sealed bid method when the costs of goods and services are in excess of \$25,000.00. The Clayton County Board of Commissioners has the final award approval for all non-budgeted bids \$35,000.00 and greater. All approved budgetary goods and services and annual contract purchases can be authorized by the Finance Director and purchased by the Director of Central Services without Board of Commissioners' approval. Per Section 2-136 (6) of the Clayton County Purchasing Ordinance, Clayton County has developed annual contracts for frequently used items and services. These contracts are a result of a sealed bid. The

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contract allows the county to order goods and services directly from the awarded suppliers through the use of an annual contract document.

1. **RFB #14-48 Clayton County Tree Services – Annual Contract Renewal with CBI Industries, Inc.**, located in Atlanta, Georgia, with a renewal period from February 1, 2016 through January 31, 2017. There are three remaining renewals on this contract. The Board of Commissioners approved this award on November 18, 2014.
 2. **RFB #14-68 Clayton County Information Technology Products & Services for Cisco, Tandberg, Webex, & Smartnet – Annual Contract Renewal with DISYS Solutions, Inc.**, located in Chantilly, Virginia, with a renewal period from February 1, 2016 through January 31, 2017. There are three remaining renewals on this contract. The Board of Commissioners approved this award on January 20, 2015.
 3. **#2014-F Countywide Carpet and Flooring Supply and Installation for Various County Facilities – Annual Contract Renewal with Mohawk Carpet Distribution Inc.**, located in Marietta, Georgia, with a renewal period from December 1, 2015 through November 30, 2016. There are no remaining renewals on this contract. The Board of Commissioners approved this award on August 19, 2014.
- B. The following Annual Contracts are being recommended for renewal and/or amendment pursuant to Section 2-136: (2) and (6) of the Clayton County Code of Ordinances, General Purchasing Methods. Per Section 2-136 (2) of the Clayton County Purchasing Ordinance, Clayton County utilizes the competitive sealed proposal method when the competitive sealed bid method is neither practical nor advantageous and when cost is not the primary consideration. The competitive sealed proposal method will be used when the costs of goods and services exceed \$25,000.00. All goods and services in the excess of \$25,000.00 are required to be purchased through the sealed proposal process, or negotiated by the Director of Central Services with full Board of Commissioners' approval. The Clayton County Board of Commissioners makes the final award for all non-budgeted proposals of \$35,000.00 and greater. Per Section 2-136 (6) of the Clayton County Purchasing Ordinance, Clayton County has developed annual contracts for frequently used items and services. These contracts are a result of a sealed bid. The contract allows the county to order goods and services directly from the awarded suppliers through the use of an annual contract document.

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1. **RFP #12-30 Clayton County Brokerage Services for Voluntary Employee Benefits – Annual Contract Amendment (IRS imposed new reporting requirements) with Alexander & Company**, located in Woodstock, Georgia. The Board of Commissioners approved this award on April 22, 2013.

9. Consider the requests of Ramona Bivins, Chief Financial Officer.
 - 1) Budget Amendment #2-62/Worker’s Compensation Self Insurance/FYE 6-30-15 - To amend in revenue to fund worker’s compensation insurance and claims expenses, in the amount of \$239,653.

 - 2) Budget Amendment #2-63/TAD Ellenwood Town Center Redevelopment/FYE 6-30-15 - To amend in revenue to fund bank charges, agent fees and operating transfers for the Ellenwood TAD, in the amount of \$530,807.

 - 3) Budget Amendment #2-64/CCBOC Self Insurance Fund/FYE 6-30-15 - To amend in revenue to fund flexible spending accounts, in the amount of \$83,498.

 - 4) Budget Amendment #2-65/CCBOC Self Insurance Fund/FYE 6-30-15 - To amend in revenue to fund dependent care flexible spending accounts, in the amount of \$18,514.

 - 5) Budget Amendment #2-66/CCBOC Self Insurance Fund/FYE 6-30-15 - To amend in revenue to provide for additional Kaiser Permanente claims expense, in the amount of \$776,006.

 - 6) Budget Amendment #2-67/Other General Government/FYE 6-30-15 - To amend in revenue for the payment of the City of Atlanta litigation settlement, in the amount of \$760,717.

 - 7) Budget Amendment #4-29/2004 SPLOST- Roads & Recreation/FYE 6-30-16 - To appropriate funds from 2004 SPLOST Fund Balance to carry forward fiscal year 2015

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SPLOST project budgets and setup budgets for fiscal year 2016, in the amount of \$49,623,586.

8) Budget Amendment #4-30/2009 Reimposition SPLOST/FYE 6-30-16 - To appropriate funds from 2009 SPLOST Fund Balance to carry forward fiscal year 2015 SPLOST project budgets and setup budgets for fiscal year 2016, in the amount of \$40,971,371.

9) Budget Amendment #2-10/Federal Drug Funds- Sheriff/FYE 6-30-16 - To amend in Federal Drug Funds received for the purchase of two vehicles by the Sheriff's Department, in the amount of \$86,840.

10) Budget Amendment #2-11/District Attorney/FYE 6-30-16 - To increase the budget to provide additional funds for training, travel and meeting expenses, in the amount of \$6,307.

11) Budget Amendment #2-12/Buildings and Maintenance/FYE 6-30-16 - To transfer funds to construct additional office space for Probate Court, in the amount of \$25,000.

10. Consider the requests of Renee Bright, Human Resources Director.

1) Reorganization of the Juvenile Court's administration due to added State mandates.

a. Delete the Chief of Staff / Juvenile Court (grade 30) position and create Director of Juvenile Court Programs and Resource Development (grade 33)

b. Delete Director Juvenile Court Services (grade 34) and create Director of Juvenile Court Operations (grade 35)

2) Renewal of the Aetna Medicare Advantage Plan to become effective January 1, 2016.

11. Resolution 2015-242 - A Resolution authorizing Clayton County to accept grant funds for the purpose of Judge Geronda Carter attending a training course on handling capital cases.

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Synopsis: Clayton County received grant funds in the amount of \$1,000 from the State Justice Institute, no match required.

12. Resolution 2015-243 - A Resolution authorizing Clayton County to accept a seized vehicle from Clayton County Police Department Drug Investigations.

Synopsis: This is a 2000 Chevrolet Impala 4S seized by the Clayton County Police Drug Task Force.

13. Resolution 2015-244 - A Resolution authorizing Clayton County to execute a tenant acceptance and estoppel document and a subordination non-disturbance and attornment agreement for leased office space.

Synopsis: This is required for the lease of office space by the Clayton County Police Department.

14. Resolution 2015-245 - A Resolution authorizing Clayton County to accept building materials and hardware donated by Home Depot.

Synopsis: The donated materials will be used in the construction of an obstacle course to be used by Clayton County Fire and Emergency Services.

15. Resolution 2015-246 - A Resolution authorizing Clayton County to apply for and, if awarded, accept a grant from the Georgia Trauma Care Network Commission to provide trauma related equipment.

Synopsis: This grant is in the amount of \$44,800.27 to provide communities with trauma related equipment.

16. Resolution 2015-247 - A Resolution authorizing Clayton County to exercise its powers of eminent domain in accordance with provisions of Georgia Laws for the purpose of acquiring certain properties for use by the Clayton County Department of Transportation and Development for the Panhandle Road Sidewalk Improvement Project.

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Synopsis: Funding of this project is available in the 2009 SPLOST Program.

17. Resolution 2015-248 - A Resolution authorizing Clayton County to a revised Third Amendment providing for the terms and conditions under which services pertaining to the reconstruction of portions of Panola Road.

Synopsis: This will rescind and replace the Third Amendment approved by the Board on July 21, 2015.

18. Resolution 2015-249 - A Resolution authorizing the conveyance of funds to the City of Lovejoy to assist with the development of a multi-purpose recreational field.

Synopsis: The Solid Waste Management Authority conveyed 3.72 acres of land to the City of Lovejoy for the development of the multipurpose recreational field and Clayton County will provide \$50,000.00 to assist with this development; the funding is available through the 2009 SPLOST Program.

19. Resolution 2015-250 - A Resolution authorizing Clayton County to enter into articles of agreement with Community Outreach in Action, Inc.

Synopsis: The County will contract with this community based organization in the amount of \$22,600.00 to provide services to Clayton County residents.

20. Resolution 2015-251 - A Resolution authorizing Clayton County to enter into a contract for electric service with Georgia Power Company to reflect a reduced rate tariff.

Synopsis: This is a reduced rate for electrical services to the extent that it becomes necessary for the County to purchase electrical services above what the County can generate and supply.

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21. Resolution 2015-252 - A Resolution to allow State Senator Gail Davenport to host a Senior Citizens Dinner at the J. Charley Griswell Senior Center.

Synopsis: The purpose would be to have a meet and greet and to listen to senior citizens' issues and concerns.

22. Resolution 2015-253 - A Resolution authorizing Clayton County to enter into an agreement with the University of Georgia Extension for the implementation of the Supplemental Nutrition Assistance Program Education.

Synopsis: The Supplemental Nutrition Assistance Program Education is designed to improve the likelihood that persons eligible for the Supplemental Nutrition Assistance Program will make healthy dietary choices within their limited budgets.

23. Resolution 2015-254 - A Resolution authorizing Clayton County to apply for and, if awarded, accept periodic reimbursements through a fund administered by the Georgia Environmental Protection Division to clean up illegally dumped scrap tires.

Synopsis: If awarded, the funds will be used by the Department to recover the costs associated with cleaning up illegally dumped scrap tires.

24. Resolution 2015-255 - A Resolution authorizing Clayton County to enter into a Recipient-Subrecipient Agreement with the Georgia Emergency Management Agency/Homeland Security in accordance with the Fiscal Year 2015 Homeland Security Grant Program.

Synopsis: GEMA/HS has awarded grant funds in the amount of \$140,195.00 to the Clayton County Police Department with no match required from Clayton County for the purpose of enhancing capabilities to prevent, protect against, respond to, and recover from terrorist attacks, major disasters and other emergencies.

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25. Resolution 2015-256 - A Resolution authorizing Clayton County to enter into a Recipient-Subrecipient Agreement with the Georgia Emergency Management Agency/Homeland Security in accordance with the Fiscal Year 2015 Homeland Security Grant Program.

Synopsis: GEMA/HS has awarded grant funds in the amount of \$25,000.00 to the Clayton County Fire and EMS Department with no match required from Clayton County for the purpose of enhancing capabilities to prevent, protect against, respond to, and recover from terrorist attacks, major disasters and other emergencies.

26. Resolution 2015-257 - A Resolution to reappoint Gregory Porter as the permanent Chief of the Clayton County Police Department.

Synopsis: This Resolution will reappoint Gregory Porter and combine the 911 Department with the Clayton County Police Department.

27. Appointment to the Code Enforcement Board to fill the expired term of Ms. Jewell Lewis. The term is for three years expiring on July 16, 2016. (Full-Board Appointment)

28. Appointment to the Code Enforcement Board to fill the expired term of Ms. Betty Cleave. The term is for three years expiring on July 16, 2016. (Full-Board Appointment)

29. Appointment to the Department of Behavioral Health and Developmental Disabilities Region 3 Advisory Council to fill a vacant seat formerly held by Mr. Brent Benedetti. The term is for three years expiring on April 2, 2016. (Full-Board Appointment) *(Held from the September 15, 2015 meeting.)*

30. Appointment to the Development Authority Board / Redevelopment Authority Board and Urban Redevelopment Agency to fill the unexpired term of Mr. Dave Murphy *(resigned)*. The terms are for four years with both expiring on March 1, 2019. (Full-Board Appointment) *(Held from the September 15, 2015 meeting.)*

31. Appointment to the Board of Appeals (Zoning) as an Alternate Member to fill the unexpired term of Mr. Keith Parker and a new full term *(seat declared vacant)*. The term is for three years expiring on December 31, 2018. (Full-Board Appointment)

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EXECUTIVE SESSION –

32. Consider any action(s) necessary based on decision(s) made in the Executive Session.

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FINANCE SUPPORTING DOCUMENTATION

BEGINS ON NEXT PAGE

**CLAYTON COUNTY
INTER - OFFICE MEMO**

DATE: September 29, 2015
TO: Board of Commissioners
FROM: Ramona Thurman Bivins, Chief Financial Officer
SUBJECT: Request for Budget Amendment- Workers Compensation Self Insurance

I do hereby request and submit the following transfer of funds to be approved for FYE 6-30-15:

INCREASE REVENUE:

Self Insurance Premium Revenue	752-7602-3280	\$	239,653
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INCREASE EXPENSES:

Workers Compensation Insurance	752-7602-4023	\$	18,390
Claims Expense	752-7602-4735		<u>221,263</u>
		\$	<u>239,653</u>

Reason: To amend in revenue to fund workers compensation insurance and claims expenses.

TO: Ramona Thurman Bivins, Chief Financial Officer

According to the Statement of Policy, the above listed transfer has been approved.

Date

Sandra Davis, Clerk of Commission

slw

**CLAYTON COUNTY
INTER - OFFICE MEMO**

DATE: September 30, 2015
TO: Board of Commissioners
FROM: Ramona Thurman Bivins, Chief Financial Officer
SUBJECT: Request for Budget Amendment- TAD Ellenwood Town Center Redevelopment

I do hereby request and submit the following transfer of funds to be approved for FYE 6-30-15:

INCREASE REVENUE:

Local Option Sales Tax- 1%	502-7402-3040	\$	223,705
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APPROPRIATION FROM FUND BALANCE:

Appropriation from TAD Fund Balance	502-7402-7000	\$	307,102
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INCREASE EXPENSES:

Bank/Credit Card Service Charges	502-7402-4612	\$	700
Paying Agent Fees	502-7402-5520		9,550
Operating Transfers Out	502-7402-7510		<u>520,557</u>
		\$	<u>530,807</u>

Reason: To amend in revenue to fund bank charges, agent fees, and operating transfers for the Ellenwood TAD.

TO: Ramona Thurman Bivins, Chief Financial Officer

According to the Statement of Policy, the above listed transfer has been approved.

Date

Sandra Davis, Clerk of Commission

slw

**CLAYTON COUNTY
INTER - OFFICE MEMO**

DATE: September 30, 2015
TO: Board of Commissioners
FROM: Ramona Thurman Bivins, Chief Financial Officer
SUBJECT: Request for Budget Amendment- CCBOC Self Insurance Fund

I do hereby request and submit the following transfer of funds to be approved for FYE 6-30-15:

INCREASE REVENUE:

Contribution- General Fund Employees	755-7608-3500	\$	83,498
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INCREASE EXPENSES:

Claims Expense	755-7608-4735	\$	77,986
Paying Agent Fees	755-7608-5520		5,512
		\$	83,498

Reason: To amend in revenue to fund flexible spending accounts.

TO: Ramona Thurman Bivins, Chief Financial Officer

According to the Statement of Policy, the above listed transfer has been approved.

Date

Sandra Davis, Clerk of Commission

slw

**CLAYTON COUNTY
INTER - OFFICE MEMO**

DATE: September 30, 2015
TO: Board of Commissioners
FROM: Ramona Thurman Bivins, Chief Financial Officer
SUBJECT: Request for Budget Amendment- CCBOC Self Insurance Fund

I do hereby request and submit the following transfer of funds to be approved for FYE 6-30-15:

INCREASE REVENUE:

Contribution- General Fund Employees	755-7609-3500	\$	18,514
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INCREASE EXPENSES:

Claims Expense	755-7609-4735	\$	18,378
Paying Agent Fees	755-7609-5520		136
		\$	<u>18,514</u>

Reason: To amend in revenue to fund dependent care flexible spending accounts.

TO: Ramona Thurman Bivins, Chief Financial Officer

According to the Statement of Policy, the above listed transfer has been approved.

Date

Sandra Davis, Clerk of Commission

slw

**CLAYTON COUNTY
INTER - OFFICE MEMO**

DATE: September 30, 2015
TO: Board of Commissioners
FROM: Ramona Thurman Bivins, Chief Financial Officer
SUBJECT: Request for Budget Amendment- Other General Government

I do hereby request and submit the following transfer of funds to be approved for FYE 6-30-15:

APPROPRIATION FROM FUND BALANCE:

Appropriations from General Fund Balance	101-6501-7000	\$	760,717
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INCREASE EXPENSES:

Litigation Claims and Settlements	101-6501-7520	\$	760,717
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Reason: To amend in revenue for the payment of the City of Atlanta litigation settlement.

TO: Ramona Thurman Bivins, Chief Financial Officer

According to the Statement of Policy, the above listed transfer has been approved.

Date

Sandra Davis, Clerk of Commission

slw

**CLAYTON COUNTY
INTER - OFFICE MEMO**

DATE: September 29, 2015

TO: Board of Commissioners

FROM: Ramona Thurman Bivins, Chief Financial Officer

SUBJECT Request for Budget Amendment - Fund 306 - 2004 SPLOST - Roads & Recreation

I do hereby request and submit the following budget amendment to be approved for FYE 6-30-16:

INCREASE REVENUE:

Appropriations from SPLOST Fund Balance	306	4001	7000			33,634,118
Appropriations from SPLOST Fund Balance	306	5120	7000			10,096
Appropriations from SPLOST Fund Balance	306	5125	7000			23,544
Appropriations from SPLOST Fund Balance	306	5325	7000			324
Appropriations from SPLOST Fund Balance	306	5326	7000			61,531
Appropriations from SPLOST Fund Balance	306	5327	7000			105,034
Appropriations from SPLOST Fund Balance	306	5329	7000			48,160
Appropriations from SPLOST Fund Balance	306	5330	7000			7,508,389
Appropriations from SPLOST Fund Balance	306	5333	7000			501
Appropriations from SPLOST Fund Balance	306	5337	7000			112,103
Appropriations from SPLOST Fund Balance	306	6501	7000			143,632
Operating Transfer In - T&D - Anvil Block Road	306	4001	7010	20320	7Y080	227,311
Operating Transfer In - T&D - Anvil Block Road	306	4001	7010	20320	7Y15A	4,129,277
Operating Transfer In - T&D - Anvil Block Road	306	4001	7010	20320	7Y15B	2,673,624
Operating Transfer In - T&D - Flint River Road	306	4001	7010	33330	7Y041	945,942
				TOTAL		<u>49,623,586</u>

INCREASE EXPENSES:

Transportation & Development

FY12 Thomas Road SW Construction Easements	306	4001	6050	SW012	7Y120	344,881.00
FY14 Thomas Road Sidewalk	306	4001	6050	SW012	7Y140	28,823.00
Old Stockbridge Rd Sidewalk Construction Easements	306	4001	6050	SW013	7Y120	105,088.00
King Road Sidewalk	306	4001	6050	SW017	7Y080	19,000.00
Stockbridge Rd Sidewalk	306	4001	6050	SW028	7Y140	164,289.00
Moreland Altobelli Associates' Engineering contract	306	4001	4120	10000	7Y120	63,581.00
CEI Services	306	4001	4120	10000	7Y130	5,178.00
CEI Services	306	4001	4120	10000	7Y140	1,738,839.00
Anvilblock Road - Lunsford to Henry County Line	306	4001	6000	20320	7Y080	655,502.00
Anvilblock Road - Grant Road to Henry County Line	306	4001	6050	20320	7Y080	426,986.00
Anvilblock Road - ROW Consultant - Dianna Hunt & Associates	306	4001	6000	20320	7Y120	78,831.00
Anvilblock Road - Temporary Easement	306	4001	6050	20320	7Y120	24,482.00
Anvilblock Road - Utility Relocation	306	4001	6050	20320	7Y14B	1,318,262.00
Anvilblock Rd - Bouldercrest to Allen Dr-Construction	306	4001	6050	20320	7Y15A	5,952,280.00
Anvilblock Rd Grant Rd to Bouldercrest-Construction	306	4001	6050	20320	7Y15B	3,187,851.00

Transportation & Development

Mt. Zion Blvd. - Southlake Pkwy to Somerton Dr	306	4001	6050	26820	7Y040	774,564.00
Mt. Zion Blvd. - Somerton Dr to Rex Road	306	4001	6050	26820	7Y041	76,767.00
Mt. Zion Blvd - Somerton Drive to Rex Road	306	4001	6000	26820	7Y070	62,540.00
Mt. Zion Blvd - Somerton Drive to Rex Rd Widening	306	4001	6050	26820	7Y130	443,283.00
Mt. Zion Blvd - Public Hearing	306	4001	4620	26820	7Y150	2,500.00
Mt. Zion Blvd - Public Hearing	306	4001	4700	26820	7Y150	380.00
Mt. Zion Blvd - Utility Relocation	306	4001	6050	26820	7Y14B	18,095.00
Panola Road Widening (Land Swap of 18,036 audit entry)	306	4001	6000	27860	7Y050	17,220.00
Panola Road Widening	306	4001	6050	27860	7Y050	25,388.00
Panola Road Widening (Construction Easements Only)	306	4001	6050	27860	7Y090	67,011.00
Panola Road Construction	306	4001	6050	27860	7Y130	2,772,088.00
Panola Road Utility Relocation	306	4001	6050	27860	7Y14B	579,490.00
Aviation Blvd - Smith Real Estate Services	306	4001	6000	30483	7Y070	68,983.00
Aviation Blvd - Right of Way	306	4001	6000	30483	7Y110	2,826,534.00
Aviation Blvd - Temporary Easements	306	4001	6050	30483	7Y110	2,189.00
Aviation Blvd - Utility Relocation	306	4001	6050	30483	7Y14B	6,838,317.00
Battle Creek Road - Valley Hill Road to Southlake Parkway	306	4001	6050	30600	7Y051	688,098.00
Clark Howell Highway Realignment from 85 Circle to Sullivan Road	306	4001	6050	31730	7Y050	127,133.00
Clark Howell - Right of Way	306	4001	6000	31730	7Y130	174,409.00
Clark Howell Hwy	306	4001	6050	31730	7Y140	1,844,567.00
Clark Howell Hwy - Utility Relocation	306	4001	6050	31730	7Y14B	247,767.00
Flint River Road ROW	306	4001	6000	33330	7Y041	1,135,468.00
Flint River Rd - Glenwoods Dr to Kendrick Rd	306	4001	6050	33330	7Y041	291,676.00
Flint River Rd - Temporary Easements	306	4001	6050	33330	7Y140	125,060.00
Godby Road - ROW - Brochures	306	4001	6000	33650	7Y050	2,243,900.00
Godby Road - Widening and Reconstruction	306	4001	6050	33650	7Y050	161,999.00
Godby Road - Temporary Easements	306	4001	6050	33650	7Y140	50,000.00
Godby Road - Utility Relocation	306	4001	6050	33650	7Y14B	625,897.00
Norman Drive - Road Widening	306	4001	6050	36330	7Y050	892.00
Norman Drive - Road Widening	306	4001	6000	36330	7Y070	94,680.00
Norman Drive - Utility Relocation	306	4001	6050	36330	7Y14B	701,216.00
Norman Drive Widening (RFB 13-51)	306	4001	6050	36330	7Y140	2,995,496.00
Tara Road - McDonough Rd to Panhandle Road	306	4001	6050	58950	7Y040	658,315.00
Tara Road - Tara Blvd to Panhandle Road	306	4001	6050	58950	7Y041	12,501.00
	306	4001	6050	8C099		741,976.00
				Sub-Total		41,610,272.00

Parks & Recreation**Park Development**

Field Improvements-Independence Park	306	5120	4410	PR009	7Y050	190.00
Field Improvements-Independence Park	306	5120	6000	PR009	7Y050	8,597.00
2011 Park and Field Improvements	306	5120	4385	PR011	7Y110	20.00
2011 Park and Field Improvements	306	5120	4394	PR011	7Y110	473.00
2011 Park and Field Improvements	306	5120	6040	PR011	7Y110	816.00
				Sub-Total		10,096.00

International Park

International Park Slide/Kiddie Area	306	5125	6040	PR000 7Y050	23,514.00
CCIP rehabilaion of Dam	306	5125	6000	PR501 7Y040	30.00
				Sub-Total	23,544.00

Virginia Burton Gray Recreation Center (Riverdale)

Riverdale Recreation Center - Building	306	5325	6010	8C008	324.00
				Sub-Total	324.00

Steve Lundquist - Aquatic Recreation Center

Aquatic Center - New SPLOST Portion	306	5326	4394	8AQ02	9,961.00
Aquatic Center - New SPLOST Portion	306	5326	6010	8AQ02	51,558.00
Aquatic Center - New SPLOST Portion	306	5326	6040	8AQ02	12.00
				Sub-Total	61,531.00

South Clayton Recreation Center (LoveJoy)

LoveJoy Recreation Center - Minor Computer Equipment	306	5327	4393	8C010	9,468.00
LoveJoy Recreation Center - Other Minor Equipment	306	5327	4394	8C010	11,669.00
LoveJoy Recreation Center - Land	306	5327	6000	8C010	12,888.00
LoveJoy Recreation Center - Building	306	5327	6010	8C010	51,244.00
LoveJoy Recreation Center - FFE>\$5K	306	5327	6030	8C010	1,465.00
LoveJoy Recreation Center - Fitness Equipment	306	5327	6040	8C010	18,300.00
				Sub-Total	105,034.00

Carl Rhodenizer Recreation Center (Rex)

Rex Rec. Center - Wireless	306	5329	4393	8C012	2,758.00
Rex Rec. Center - Equipment	306	5329	4394	8C012	6,164.00
Rex Rec. Center - Road Resurfacing	306	5329	4855	8C012	38,038.00
Rex Rec. Center - Building	306	5329	6010	8C012	1,200.00
				Sub-Total	48,160.00

Edmondson - District 4 Recreation Center

Jonesboro Rec. Center - CGL Consulting fees	306	5330	4120	8C013	31,211.00
Jonesboro Rec. Center - Land	306	5330	6000	8C013	800.00
Jonesboro Rec. Center - Building	306	5330	6010	8C013	7,476,378.00
				Sub-Total	7,508,389.00

Recreation Center - At Large

Recreation Center At Large	306	5333	6000	8C015	501.00
				Sub-Total	501.00

Charley Griswel Senior Center

Charley Griswell Sr. Center - Bldg	306	5337	6010	8C001	112,103.00
				Sub-Total	112,103.00

Other General Government

SPLOST Program Management

306	6501	4140	8C099	<u>143,632.00</u>
			Sub-Total	143,632.00
			TOTAL	49,623,586.00

Reason: To appropriate funds from 2004 SPLOST Fund Balance to carry forward fiscal year 2015 SPLOST project budgets and setup budgets for fiscal year 2016.

The above mentioned item was **APPROVED/ DISAPPROVED** by the Board of Commissioners during their meeting held _____.

Date

Sandra Davis, Clerk of Commission

**CLAYTON COUNTY
INTER - OFFICE MEMO**

DATE: September 29, 2015
TO: Board of Commissioners
FROM: Ramona Thurman Bivins, Chief Financial Officer
SUBJECT: Request for Budget Amendment - Fund 307 - 2009 REIMPOSITION SPLOST

I do hereby request and submit the following budget amendment to be approved for FYE 6-30-16:

INCREASE REVENUE:

Appropriations from SPLOST Fund Balance	307	1301	7000		\$1,975,305
Appropriations from SPLOST Fund Balance	307	1355	7000		6,230
Appropriations from SPLOST Fund Balance	307	2201	7000		34,860
Appropriations from SPLOST Fund Balance	307	2751	7000		9,399
Appropriations from SPLOST Fund Balance	307	3001	7000		847,023
Appropriations from SPLOST Fund Balance	307	3601	7000		3,690,478
Appropriations from SPLOST Fund Balance	307	3901	7000		3,429,519
Appropriations from SPLOST Fund Balance	307	4001	7000		21,599,384
Appropriations from SPLOST Fund Balance	307	4040	7000		145,166
Appropriations from SPLOST Fund Balance	307	5001	7000		62,387
Appropriations from SPLOST Fund Balance	307	5040	7000		264,042
Appropriations from SPLOST Fund Balance	307	5101	7000		25,000
Appropriations from SPLOST Fund Balance	307	5120	7000		3,672,692
Appropriations from SPLOST Fund Balance	307	5125	7000		50,663
Appropriations from SPLOST Fund Balance	307	6002	7000		2,793,414
Appropriations from SPLOST Fund Balance	307	6201	7000		49,378
Appropriations from SPLOST Fund Balance	307	6501	7000		143,792
Operating Transfer In - T&D - 2014 LMIG Program	307	4001	7010	10000 7Y14C	601,221
Operating Transfer In - T&D - 2015 LMIG Program	307	4001	7010	10000 7Y15D	1,471,445
Operating Transfer In - Morrow Branch Library Imp	307	5001	7010	10000 7Y15A	11,850
Operating Transfer In - Headquarters Library Imp	307	5001	7010	10000 7Y15B	23,650
Operating Transfer In - P&R - Rex Village Revitalization	307	5120	7010	PR002 7Y110	64,473
				TOTAL	\$40,971,371

INCREASE EXPENSES:

IT Improvements

PSDN Consultant	307	1301	4120	8C016 7Y11A	50,380
PSDN-Fiber Optic	307	1301	4140	8C016 7Y11A	9,046
PSDN - Digital Trunked Radio Subscriber units	307	1301	4394	8C016 7Y11A	1,245,751
PSDN - Computer Equipment	307	1301	6030	8C016 7Y11A	4,742
PSDN - Digital Trunked Radio System update	307	1301	6040	8C016 7Y11A	665,386
				Sub-Total	1,975,305

IT - Archives and Records

Digital Image Archiving/Storage Expansion	307	1355	4140	8C017	7Y120	<u>6,230</u>
				Sub-Total		6,230

Juvenile Justice Center

Juvenile Justice Center - Carter/Goble Lee PM	307	2201	4120	8C001	7Y100	
Juvenile Justice Center - computer upgrade	307	2201	4393	8C001	7Y100	34,809
JJ - Telecommunication & Data Services	307	2201	6010	8C001	7Y110	<u>51</u>
				Sub-Total		34,860

Clayton County Prison

CFD Clayton County Prison - Parking lot expansion	307	2751	6050	8C007	7Y130	<u>9,399</u>
				Sub-Total		9,399

SW Police Precinct

Minor Computer Equipment	307	3001	4393	8C002	7Y110	16,179
Other Minor Equipment	307	3001	4394	8C002	7Y110	2,716
Land & Improvements - Surveys	307	3001	6000	8C002	7Y110	20,879
SW Police Precinct (in Gerald A. Mathews Park)	307	3001	6010	8C002	7Y110	42,903
Furniture Fixtures and Equipment	307	3001	6030	8C002	7Y110	<u>1,097</u>
				Sub-Total		83,774

NE Police Precinct

Silverman Construction - Consulting fees	307	3001	4120	8C002	7Y120	3,748
Other Minor Equipment	307	3001	4394	8C002	7Y120	53,733
Land & Improvements	307	3001	6000	8C002	7Y120	11,450
Buildings & Improvements	307	3001	6010	8C002	7Y120	<u>694,318</u>
				Sub-Total		763,249

Animal Control Offices & Kennels

Silverman Construction - Consulting fees	307	3601	4120	8C004	7Y120	35,587
Office Supplies	307	3601	4390	8C004	7Y120	8,007
Other Minor Equipment	307	3601	4394	8C004	7Y120	17,462
Land Surveys	307	3601	6000	8C004	7Y120	120
Building	307	3601	6010	8C004	7Y120	<u>3,629,302</u>
				Sub-Total		3,690,478

Multipurpose Fire Department (Training) Building

FD Program Mgmt fees - Silverman Construction	307	3901	4120	8C005	7Y110	13,339
FD Land Acquisition	307	3901	6000	8C005	7Y110	350,001
Multipurpose FD Training Building	307	3901	6010	8C005	7Y110	2,891,179
Office Equipment/Computers	307	3901	6030	8C005	7Y110	<u>175,000</u>
				Sub-Total		3,429,519

Transportation & Development

Bridge Maintenance	307	4001	6000	BR000	7Y140	207,931
Bridge Maintenance	307	4001	6050	BR000	7Y150	1,017,523
Brown Road Bridge - Repair	307	4001	4810	BR006	7Y130	1,293
Valley Hill Rd Bridge-design engineer	307	4001	6050	BR007	7Y150	424,042
Mundys Mill Culvert Extension	307	4001	6000	BR011	7Y150	20,720
Mundys Mill Culvert Extension	307	4001	6050	BR011	7Y150	500
Evans Drive Sidewalk (RBF 13-57)	307	4001	6050	SW018	7Y140	20,313
Flat Shoals Road Sidewalk	307	4001	6050	SW023	7Y100	78,699
Cheryl Leigh Drive Sidewalk	307	4001	6050	SW024	7Y130	10,882
Lake Ridge Parkway Sidewalk	307	4001	6050	SW025	7Y140	20,330
Lake Ridge Parkway Sidewalk-Utilities Relocate	307	4001	6050	SW025	7Y14B	649
Lake Ridge Parkway Sidewalk	307	4001	6050	SW025	7Y150	104,333
Pointe South Parkway Sidewalk	307	4001	6050	SW026	7Y140	5,855
Pointe South Parkway Sidewalk	307	4001	6050	SW026	7Y14B	2,170
SR 42 & Project Atlantic Driveway TS	307	4001	6040	TS268	7Y150	79,697
2010 Work Orders	307	4001	4855	10000	7Y10A	7,522
2010 Small Maintenance	307	4001	4855	10000	7Y10B	834
2010 Resurfacing in all 4 Districts	307	4001	4855	10000	7Y10C	2,729,212
Capital Equipment	307	4001	6040	10000	7Y100	1,046
2012 Work Orders	307	4001	4855	10000	7Y12A	32,189
2012 Small Maintenance	307	4001	4855	10000	7Y12B	4,452
2012 Resurfacing in all 4 Districts	307	4001	4855	10000	7Y12C	497,710
LARP Resurfacing - C38740-11-000-0	307	4001	4855	10000	7Y12D	20,000
Other Minor Equipment	307	4001	4394	10000	7Y120	88
Autos & Trucks	307	4001	6020	10000	7Y120	65,718
Computer Software	307	4001	6030	10000	7Y120	48,408
Capital Equipment	307	4001	6040	10000	7Y120	7,714
2013 Work Orders	307	4001	4855	10000	7Y13A	199,315
2013 Small Maintenance	307	4001	4855	10000	7Y13B	566
2013 Resurfacing in all 4 Commission Districts	307	4001	4855	10000	7Y13C	556,847
2012 LMIG Pgm Equipment Rental	307	4001	4220	10000	7Y13D	2,250
2012 LMIG Program C3945-13-000	307	4001	4855	10000	7Y13D	17,750
2013 LMIG Program	307	4001	4855	10000	7Y13E	381,589
CEI Services	307	4001	4120	10000	7Y130	2,788
Other Contract Service Fees	307	4001	4140	10000	7Y130	12,112
Other Minor Equipment	307	4001	4394	10000	7Y130	13,500
Pavement Markings	307	4001	4840	10000	7Y130	89
2013 Road Patching	307	4001	4850	10000	7Y130	33,089
2013 Signal Lighting	307	4001	4860	10000	7Y130	936
CEI Services	307	4001	4120	10000	7Y140	1,738,839
2014 Other Contracted Services	307	4001	4140	10000	7Y140	6,979
2014 Traffic Signs	307	4001	4415	10000	7Y140	202
2014 Pavement Markings	307	4001	4840	10000	7Y140	315

Transportation & Development

2014 Traffic Signals	307	4001	4860	10000	7Y140	346
2014 Road - Work Orders	307	4001	4855	10000	7Y14A	62,284
2014 Road-Small Maintenance	307	4001	4855	10000	7Y14B	14,741
2014 LMIG Pgm - Equipment Rental	307	4001	4220	10000	7Y14C	4,500
2014 LMIG Program	307	4001	4855	10000	7Y14C	1,059,602
2014 Resurfacing - All Districts	307	4001	4855	10000	7Y14D	635,960
2015 Consulting Fees - Moreland Altobelli	307	4001	4120	10000	7Y150	458,802
2015 Other Contracted Services	307	4001	4140	10000	7Y150	136,707
2015 Traffic Signs	307	4001	4415	10000	7Y150	39,869
2015 Pavement Markings	307	4001	4840	10000	7Y150	9,049
2015 Traffic Signals	307	4001	4860	10000	7Y150	1,719
2015 Autos & Trucks	307	4001	6020	10000	7Y150	346,121
2015 Capital Equipment	307	4001	6040	10000	7Y150	404,554
2015 Road Work Orders	307	4001	4855	10000	7Y15A	186,184
2015 Road Small Maintenance	307	4001	4855	10000	7Y15B	50,000
2015 Misc Sidewalk Improvements	307	4001	6050	10000	7Y15C	678,480
2015 LMIG Pgm - Resurfacing All Districts	307	4001	4855	10000	7Y15D	8,740,504
2015 Full Depth Reclamation/Resurfacing	307	4001	4855	10000	7Y15E	1,321,943
Davidson Parkway South Project	307	4001	6050	22968	7Y140	14,450
Evans Drive	307	4001	6000	23740	7Y130	4,230
Evans Drive Sidewalk-Utilities Relocation	307	4001	6000	23740	7Y14B	62,911
J.G. Glover Court @ Forest Parkway ROW	307	4001	6000	24183	7Y120	8,200
Meadovista Drive Construction	307	4001	6050	26476	7Y140	127,718
Rex Road - Improvements R/W	307	4001	6000	28805	7Y130	22,875
Rex Road - Improvements (flashers & safety features)	307	4001	6050	28805	7Y130	48,009
Rex Road Improvement	307	4001	6050	28805	7Y140	27,384
Flat Shoals Curve - Design	307	4001	6050	33290	7Y100	95,123
Flat Shoals Curve - R/W	307	4001	6000	33290	7Y130	44,716
Flat Shoals Curve - R/W	307	4001	6050	33290	7Y130	127
Woolsey Road, R/W	307	4001	6000	48500	7Y100	755
Woolsey Road	307	4001	6050	48500	7Y140	185,111
Panhandle Rd @ White Academy	307	4001	6000	57500	7Y140	7,842
Panhandle Rd @ White Academy	307	4001	6050	57500	7Y14A	360,823
Panhandle Rd Sidewalk	307	4001	6000	57500	7Y15A	133,415
				Sub-Total		23,672,050

Traffic Engineering

2010 Stripping	307	4040	4140	TS000	7Y100	61,133
2010 Road signs & delineator supplies	307	4040	4415	TS000	7Y100	3,196
2010 Signal lighting supplies	307	4040	4425	TS000	7Y100	9,171
2010 Pavement Markings	307	4040	4840	TS000	7Y100	5,473
2012 Road signs & delineator supplies	307	4040	4415	TS000	7Y120	64,295
2012 Signal lighting	307	4040	4860	TS000	7Y120	1,898
				Sub-Total		145,166

Library Improvements

Chairs, Blinds	307	5001	4394	8C015	7Y120	12,196
Computers for Headquarters and Morrow Library	307	5001	4393	8C015	7Y130	7,627
Light fixtures at Headquarters	307	5001	4394	8C015	7Y130	1,921
Video Surveillance - Other Contract Svc	307	5001	4140	8C015	7Y140	1,628
Video Surveillance -Computer Supplies	307	5001	4310	8C015	7Y140	3,414
Morrow Branch - Structural Improvements	307	5001	6010	10000	7715A	23,700
Riverdale Branch - Structural Improvements	307	5001	6010	10000	7Y15B	101
Headquarters - Structural Improvements	307	5001	6010	10000	7Y150	47,300
				Sub-Total		97,887

NE Clayton Branch Library - Forest Park

Program Mgmt. Svcs. - Silverman Construction	307	5040	4120	8C013	7Y110	27
Other Contract Services - Movers	307	5040	4140	8C013	7Y110	97
Forest Park Library Books & Materials	307	5040	4370	8C013	7Y110	2,570
Forest Park Library Office Supplies	307	5040	4390	8C013	7Y110	48,654
Minor Computer Equipment	307	5040	4393	8C013	7Y110	5,238
Other Minor Equipment	307	5040	4394	8C013	7Y110	33,888
Forest Park Library Site Acquisition	307	5040	6000	8C013	7Y110	6,477
Forest Park Library Construction	307	5040	6010	8C013	7Y110	163,076
Forest Park Library - FF&E	307	5040	6030	8C013	7Y110	4,015
				Sub-Total		264,042

Parks and Recreation

General Operations

Administration Building	307	5101	6050	PR000	7Y150	25,000
				Sub-Total		25,000

Green Space and Trail Land

Green Space - General Survey Costs	307	5120	4140	PR000	7Y110	7,867
Green Space - Other Equipment	307	5120	6040	PR000	7Y140	612
Green Space - Virginia Stephens Property - Walt Stepher	307	5120	6000	PR001	7Y100	88,142
Green Space - Rex Village Revitalization Project	307	5120	6000	PR002	7Y110	134,473
Green Space - Rivers Edge Greenway	307	5120	6000	PR006	7Y150	845,000
Green Space - Intl Park-Reid Stephens to Lake Spivey G	307	5120	6000	PR043	7Y15A	819,439
Green Space - Intl Park to Reid Stephens	307	5120	6000	PR043	7Y150	1,823,075
				Sub-Total		3,718,608

Parks

Field Improvements Lovejoy Park	307	5120	4845	PR005	7Y150	
Park Imp Equipment -Gators & Mowers	307	5120	6040	PR011	7Y150	84
Flat Shoals Park Fencing	307	5120	4845	PR011	7Y15B	3,915
Reynolds Nature Preserve-Fire Tower	307	5120	6010	PR040	7Y100	8,405
Panhandle Park - Lighting Improvements	307	5120	6040	PR041	7Y100	6,045
International Park - Playground Equip	307	5120	6000	PR004	7Y140	108
				Sub-Total		18,557

International Park

Beach Pavilion Renovations	307	5125	6010	PR000	7Y140	15,734
Beach Fencing	307	5125	6010	PR000	7Y14A	34,929
				Sub-Total		50,663

North Precinct Fueling Station

Silverman Construction Mgmt fees	307	6002	4120	8C018	7Y130	86,056
Fueling Station - Land - Surveys	307	6002	6000	8C018	7Y130	884
Fueling Station Building	307	6002	6010	8C018	7Y130	2,706,474
				Sub-Total		2,793,414

Building & Maintenance

North Precinct Remodel Project

North Precinct Remodel Project	307	6201	4815	BM001	7Y120	49,378
				Sub-Total		49,378

Other General Government

Police Vehicles

SPLOST Program Management	307	6501	4140	8C099		143,632
Police Vans	307	6501	6020	83001		160
						143,792

TOTAL 40,971,371

Reason: To appropriate funds from 2009 SPLOST Fund Balance to carry forward fiscal year 2015 SPLOST project budgets and setup budgets for fiscal year 2016.

The above mentioned item was **APPROVED/ DISAPPROVED** by the Board of Commissioners during their meeting held _____.

Date

Sandra Davis, Clerk of Commission

**CLAYTON COUNTY
INTER - OFFICE MEMO**

2-10

DATE: September 8, 2015
TO: Board of Commissioners
FROM: Ramona Thurman Bivins, Chief Financial Officer

SUBJECT: Request for Budget Amendment - Federal Drug Funds-Sheriff

I do hereby request and submit the following budget amendment to be approved for FYE 6-30-16:

INCREASE REVENUE:

Federal/Ct Condemned Funds	220-2801-3421	\$	86,840
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INCREASE EXPENSE:

Autos and Trucks	220-2801-6020	\$	86,840
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Reason: To amend in Federal Drug Funds received for the purchase of two vehicles by the Sheriff's Department.

TO: Ramona Thurman Bivins, Chief Financial Officer

According to the Statement of Policy, the above listed amendment has been approved.

Date

Sandra Davis, Clerk of Commission

dj



Clayton County SHERIFF'S OFFICE

Victor Hill
Sheriff

Shon S. Hill
Chief Deputy

J. Shawn Southerland
Assistant Chief Deputy

Oliver R. Hunter
Legal Advisor

Date: September 4, 2015
To: Dennis Johnson, Finance Administrator
From: J. Shawn Southerland
Reference: **Budget Amendment / Vehicle Purchase**

Dennis attached to this letter is a check in the amount of \$86,839.46. Please place these funds into the Sheriff's Office, narcotics auto/truck account (220-2801-6020). These funds will be used to purchase a 2016 Ford Mustang and a 2016 Ford F350 Truck. The lowest bidder/price was Alan Vigil Ford, located in Morrow, Ga. The total purchase price for both vehicles is \$86,839.46. Attached is a copy of the bids/government pricing.

Thanks in advance for your help.

J. Shawn Southerland

2015 SEP 4 PM 3 17

**CLAYTON COUNTY
INTER - OFFICE MEMO**

2-11

DATE: September 28, 2015

TO: Board of Commissioners

FROM: Ramona Thurman Bivins, Chief Financial Officer

SUBJECT: Request for Budget Amendment - District Attorney

I do hereby request and submit the following budget amendment to be approved for FYE 6-30-16:

INCREASE REVENUE:

Miscellaneous Revenue	101-2601-3720	\$	6,307
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INCREASE EXPENSE:

Training, Travel, and Meetings Expense	101-2601-4785	\$	6,307
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Reason: To increase the budget to provide additional funds for training, travel, and meetings expenses.

TO: Ramona Thurman Bivins, Chief Financial Officer

According to the Statement of Policy, the above listed amendment has been approved.

Date

Sandra Davis, Clerk of Commission

slw

**CLAYTON COUNTY
INTER - OFFICE MEMO**

2-12

DATE: September 29, 2015

TO: Board of Commissioners

FROM: Ramona Thurman Bivins, Chief Financial Officer

SUBJECT: Request for Budget Amendment - Buildings and Maintenance

I do hereby request and submit the following budget amendment to be approved for FYE 6-30-16:

INCREASE EXPENSE:

Buildings and Improvements	101-6201-6010	\$	25,000
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DECREASE EXPENSE:

General Assistance	101-6501-5010	\$	25,000
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Reason: To transfer funds to construct additional office space for Probate Court.

TO: Ramona Thurman Bivins, Chief Financial Officer

According to the Statement of Policy, the above listed amendment has been approved.

Date

Sandra Davis, Clerk of Commission

slw

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting
7:00 P.M.

October 6, 2015

A G E N D A

HUMAN RESOURCES SUPPORTING DOCUMENTATION

BEGINS ON NEXT PAGE



I Like It



Tags & Notes



Board of Commissioners Approval Process System

New Request

After completing Request form and attaching supporting documentation, click on the SUBMIT button at the bottom to submit your request for approval. Fields with an (*) are required.

Department:	Juvenile Court
Phone: (770) 477-3261 <i>Example: (000) 000-0000</i>	E-mail: Steve.Teske@co.clayton.ga.us <i>Example: john.doe@claytoncountyga.gov</i>

Requests must be submitted a minimum of 12 days prior to Agenda Meeting Date.

FYE: FYE16	Select Agenda Meeting Date: 2015-09-30T14:00:00
Request Type: Reorganization within Department	

Purpose:
Juvenile Court Chief Judge Teske requests a reorganization of the Court's administration as a result of added State mandates. This includes the deletion and creation of two positions

Rationale:
The added mandates cannot be supported by the Court's current administrative structure. The mission of the Court can be accomplished effectively and efficiently by dividing responsibilities and duties into two domains: Court Operations and Programs & Resource Development.

Facts:
1. Delete the Chief of Staff/Juvenile Court (grade 30) position and create Director of Juvenile Court Programs & Resource Development (grade 33).
2. Delete Director Juvenile Court Services (grade 34) and create Director of Juvenile Court Operations (grade 35).
Please refer to the Supporting Documentation for more information regarding this request.

Impact:
The Court is not requesting any additional funds. The cost of this request will be covered by utilizing part time funds and unexpended indigent defense funds currently budgeted in the Juvenile Court budget. There will be no impact to the general fund.
1.Total cost for Director of Juvenile Court Programs & Resource Development is \$12,214.
2.Total cost for Director of Juvenile Court Operations is \$4,745.

*Documents must be submitted in PDF format.
Large PDF files may be compressed and saved to a ZIP file before attaching to Request form.*

Supporting Documentation:	Juvenile Court Class Spec amendments 2015.pdf Juvenile Court Org Charts 2015.pdf Reclassification Justification (ST).pdf
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Alternate contact should be available to answer questions regarding your request.

Alternate Contact Name:	Alternate Contact Phone:
-------------------------	--------------------------

John Johnson

(770) 477-3245

Example: (000) 000-0000

Alternate Contact Email:

John.Johnson@co.clayton.ga.us

Example: john.doe@claytoncountyga.gov

Comments:

Initiated Date:

9/3/2015

5:53:02 PM

Initiated By:

Renee Bright

**SUMMARY OF RE-ORGANIZATION/RE-
CLASSIFICATION OF JUVENILE COURT
ADMINISTRATIVE POSITIONS**

September 1, 2015

Re-Organization and Re-Classification Summary

I. Introduction

On January 1, 2014, a new juvenile code was enacted that included substantial changes that have changed the way the court does business in child welfare and juvenile justice. These changes have significantly impacted how the court must administer these new changes, which has placed a greater demand on the court administrators. These new laws have required the chief judge to modify the roles of the director of juvenile court services and the chief of staff in order to ensure the laws are effectuated with as minimal adverse impact on the overall operations of the court. Going on two years with these changes in place, it is obvious that these modified roles need to be made permanent and salary adjustments made to accommodate these changes and added responsibilities. These mandated changes in the law have brought specialization to how we do our work in ways never contemplated in the old code. This paper will provide the reasons justifying the re-organization, the re-classification of the director of juvenile court services and the chief of staff positions.

II. Mandated Changes in Court Operations and Programs

Following the 2012 legislative session, Governor Nathan Deal established by executive order the Georgia Criminal Justice Reform Council to study the effectiveness of the then existing juvenile code and make recommendations to the Governor for his consideration. Judge Teske was appointed by the Governor to serve on the Council due to the Governor's interest in the programs and practices of the Clayton County Juvenile Court.

The Governor contracted the PEW Charitable Trusts and the Annie E. Casey Foundation to render expert assistance to the Council in the study of the juvenile court systems of Georgia. The final study revealed that 40% of youth placed in long term secured facilities were low risk and that over 50% placed in residential care were low risk. The primary cause of this disproportionate number of low risk youth removed from the home was the lack of effective community based programs for youth and families. The study also revealed that the annual cost for secure confinement is \$91,000 and for residential placement is \$25,000. Sadly, despite these costs, the recidivist rates for youth removed from the home was 65% within 3 years after returning home. The Council expressed its concerns that these recidivist outcomes was not a good return on the taxpayer dollar.

The Council concluded that after studying what works in juvenile justice, the juvenile courts required re-alignment in its mission and scope to include more collaboration with other local partners, more evidence based community programs, clearer bright lines on who can and cannot be removed from the home, mandating scientifically proven tools such as the detention assessment instrument and risk and needs assessment tools, the transformation from an unruly and truancy petition to a child in need of services(CHINS) process, the development of a central data registry for juveniles (which Clayton County serves as a pilot study), mandated behavioral health evaluations on all eligible committed youth, mandated appointment of an attorney for every child in dependency proceedings, increase role of CASA in dependency proceedings, and a significant increase in dependency proceedings

directly the result of the mandated requirement to schedule an initial review hearing within 75 days of the child taken into protective custody.

Although not mandated by law, the juvenile court and the superior court have entered into an MOU creating a custody evaluator to assist the superior court in making custody decisions in matters before them with concerns involving abuse and/or neglect.

Finally, the Governor adopted the Council's recommendation to create a juvenile justice re-investment program that captures the cost savings realized by the reforms and re-direct the savings to the county's juvenile courts to create evidence based programs. The new law mandates that all funding from this program must be used toward evidence based programs, which has required an adjustment in how the court does business and who is responsible for these new duties of receiving and managing these funds, and measuring the outcomes to sustain the funding. In our first award year the court received \$200,000 and in our second we received \$409,000, and this year the court was awarded \$700,000. These funds are indefinite as they are part of a reinvestment program. The growth of this program has required the chief judge to modify how the court manages these funds and who is responsible for these added duties.

III. **Re-Organization of Court Administration**

These many added mandates cannot be supported by the court's current administrative structure which includes a director of juvenile court services and a chief of staff. After further consideration of the available organizational options best suited to accommodate the demands and responsibilities placed upon the court, the best option is the division of responsibilities between two directors. The mission of the court can be accomplished effectively and efficiently by dividing the responsibilities and duties into two domains: 1. Court Operations; and 2. Programs and Resource Development. This division is made based on a review and consideration of other juvenile courts comparable in size and budget to Clayton County and having similar legal obligations.

Historically, the court requested the addition of a chief of staff after the court embarked on its own reforms to support the role of the director of juvenile court services because of increasing demands caused by the court's self-regulatory rules and evidence based programs including an approved provider list to ensure only providers qualified to provide effective programs are allowed access to children and youth.

Due to Judge Teske's role on the Criminal Justice Reform Commission and his knowledge of the advancing changes and mandates on the courts, the chief judge executed a division in duties between the chief of staff and the director of juvenile court services with both reporting directly to the chief judge (compared to the chief of staff was reporting to the director who in turned reported to the chief judge).

The changes took effect on January 1, 2014 and after having experienced the outcomes of these changes since its inception, the chief judge has concluded that the division in duties between the chief of staff and the director of juvenile court services is most effective in the administration of all court responsibilities. Further, the new mandates have significantly increased the responsibilities of the chief of staff (now proposed by legislative request to be reclassified as a director of programs and resource development) whereupon this position is performing duties equivalent to a director of an agency. For example, this proposed position has incurred the management of the court's reinvestment program and other grant related funding that includes multi-million dollar revenues from outside sources to sustain the treatment and programming of delinquent, CHINS, and abused and neglected children, the juvenile detention alternative initiative funded by the Annie E. Casey Foundation including technical assistance for other sites in the state and nationally, the development of alternative detention programs to support the mandate of a detention assessment instrument, the creation of a restorative justice division to support the legal mandates to create non-adjudicatory programs other than the traditional informal contracts of the old code, and managing and support of the collaborative responsibilities that have increased significantly as a result of the new juvenile code that includes the mandate to collaboratively assess every child in which a petition is filed alleging the child is in need of services (CHINS). In addition to these duties, and what makes Clayton County unique and a national model court, is the establishment of other collaborative panels that include the F.A.S.T. Panel and the Quad C-ST Panel serving delinquent youth and youth referred from the school system with serious disruptive behaviors and at risk of a delinquent petition being filed. These programs have been recognized by researchers as a best practice (James C. Howell, Mark W. Lipsey, John J. Wilson, *A Handbook of Evidence Based Juvenile Justice Systems*, pp. 47-48).

In the director role over the proposed programs and resource development division, this person will be responsible for four (4) substantial sub divisions of the court (See Organizational Structure attached hereto):

1. Grants and Staff Development Division;
2. Juvenile Detention Alternative Initiative Division, including the FAST and Quad C-ST Panels;
3. Restorative Justice Division including alternative dispute resolutions, diversion programming, program development, and program assessment and evaluation;
4. Special Juvenile Justice Programs Division including the Second Chance Program, Functional Family Therapy administration, Surveillance, and transportation.

These additional responsibilities and the demands that attend them justifies a re-classification of the chief of staff position to a director's position to least at a paygrade 33 step 1 level. As noted in the section titled 'No Fiscal Impact,' this will not require an amended budget request.

In addition to the proposed re-classification of the chief of staff position, the current director of juvenile court services has experienced additional duties directly as a result of the re-alignment in responsibilities between the chief of staff and the director of juvenile

court services. The proposed re-classification would change the title of director of juvenile court services to director of court operations, which includes the supervision and management of six (6) subdivisions that include the following (See Organizational Structure):

1. Field Operations Division(Probation);
2. Investigations Division;
3. Intake Division;
4. Clerk of Court;
5. Child Welfare Division; and
6. Information Technology.

These particular divisions include the core operational functions of the court whereas the programs and resource development division provide the strategic resources to support these core operational functions. Both divisions go hand in hand and absent one, the other cannot function efficiently or effectively. Further, the growth in divisions are representative of the specialization of the court largely due to changes in the law. Further this growth cannot be managed any longer with efficiency and effectiveness by a unilateral organizational chain of command, but demands a bifurcated division of duties clearly delineated by operations and the programs and resources that support it. In all, each division operates like a separate agency in support of the other.

Further, the proposed director of court operations is now responsible for mandated changes that include the implementation of the detention assessment instrument, risk and needs assessment, mental health evaluations on all committable youth, and the implementation and management of a new web-based data system as part of the mandate for a central data registry.

This position will also be responsible for budget and legislative affairs (the latter in conjunction with the director of programs and resource development), and facilities management, which has increased since moving into the new juvenile court building.

This reclassification and the additional duties assumed in the new job description justifies at least a 5% increase in salary to a paygrade 35 step 1.

IV. No Fiscal Impact

The legislation request will not include an amendment to the budget to include the costs associated with these re-classifications. The court's existing budget can accommodate the adjustments in salaries associated to these re-classifications.

The increased costs for the director of court operations is \$4,745.25

The increased cost for the director of programs and resource development is \$12,214.

The total cost is 16,959.59

These costs would come from a PT position of \$15,510.00 and unexpended funds in indigent defense in the amount of \$1,459.59.

V.

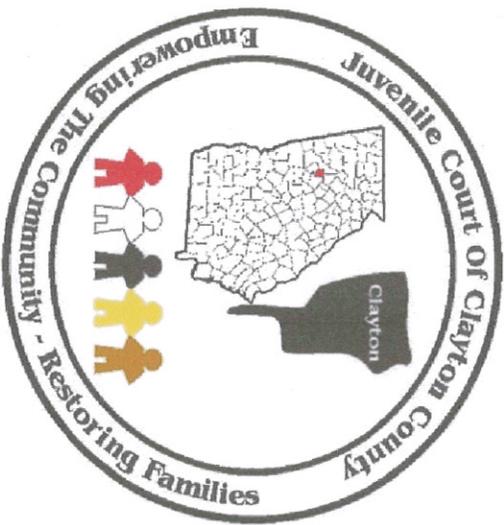
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SEP 01 2015

CLAYTON COUNTY
HUMAN RESOURCES DEPARTMENT

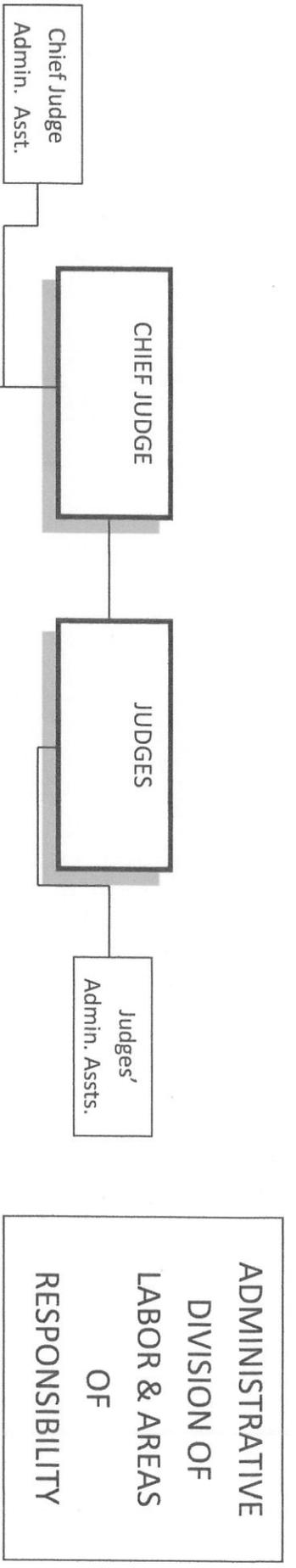
JUVENILE COURT OF CLAYTON COUNTY, GEORGIA

ORGANIZATIONAL STRUCTURE



Clayton County Youth Development & Justice Center
9163 Tara Boulevard
Jonesboro, Georgia 30236
770.477.3270
claytoncountyga.gov/courts/juvenile-court

September 1, 2015



DIRECTOR OF COURT OPERATIONS

DIRECTOR OF PROGRAMS AND RESOURCE DEVELOPMENT

ADMINISTRATIVE DIVISION OF LABOR & AREAS OF RESPONSIBILITY

Chief Judge Admin. Asst.

CHIEF JUDGE

JUDGES

Judges' Admin. Assts.

INFORMATION TECHNOLOGY

Office Administrator

Admin. Asst.

FIELD OPERATIONS

INVESTIGATIONS

INTAKE OPERATIONS

CLERK OF COURT

Policy Review

Facilities Management

Legislative & Budget

CHILD WELFARE DIV.

CASA

CITIZEN REVIEW PANELS

Superior Court GAL Program

Legislative

Public Relations

GRANTS/ TRAINING

J.D.A.I.

RESTORATIVE JUSTICE DIV.

SPC. JUV. JUSTICE PROG.

FAST Panel

Program Development

Second Chance Court

Quad-C-ST

DIVERSION UNIT

F.F.T.

SOC Liaison

A.D.R. UNIT

Surveillance

Transportation

JUDICIARY

Steven C. Teske
Chief Judge

Geniene Lewis
Admin. Assist.

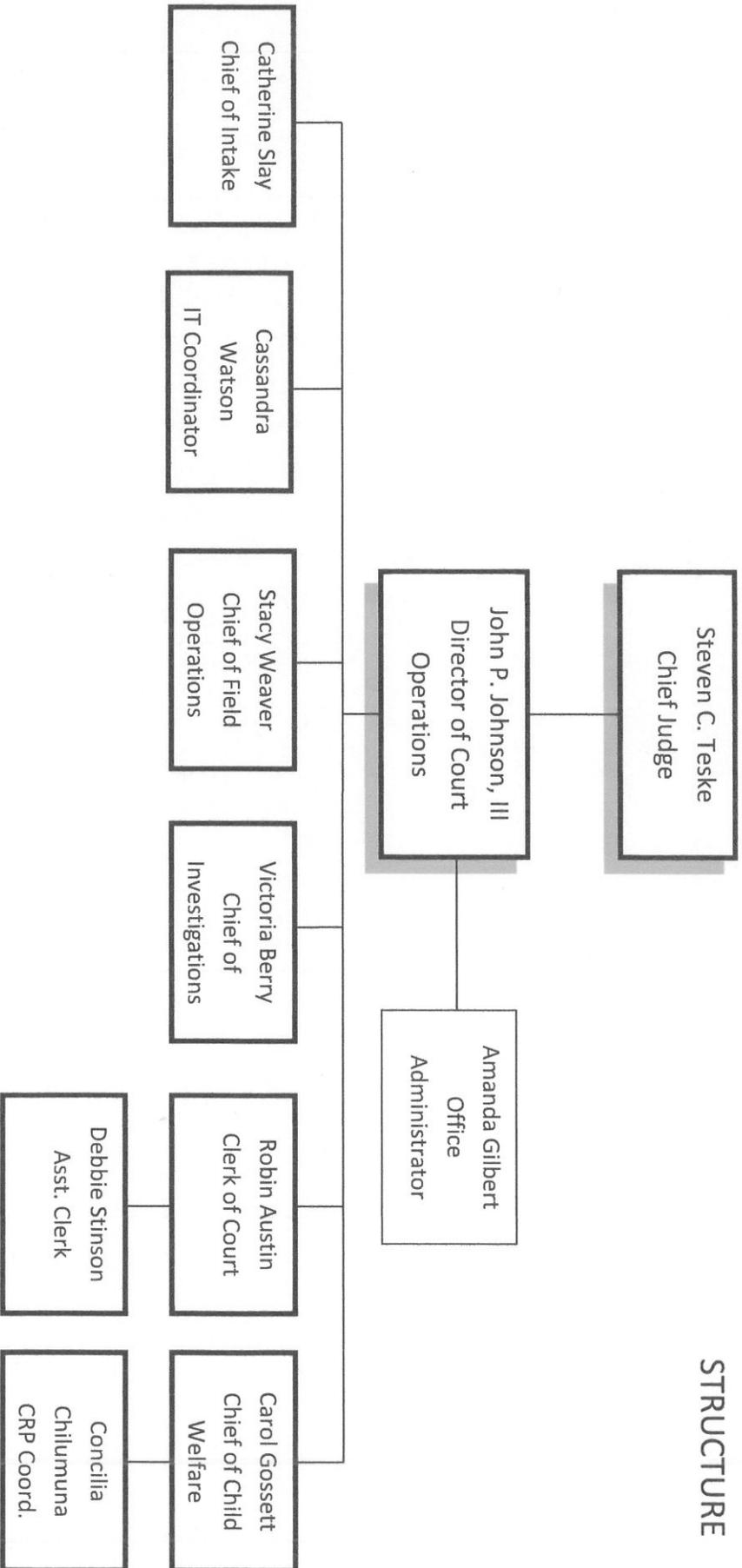
Deitra Burney-Butler
Judge

Stephanie Young
Admin. Assist.

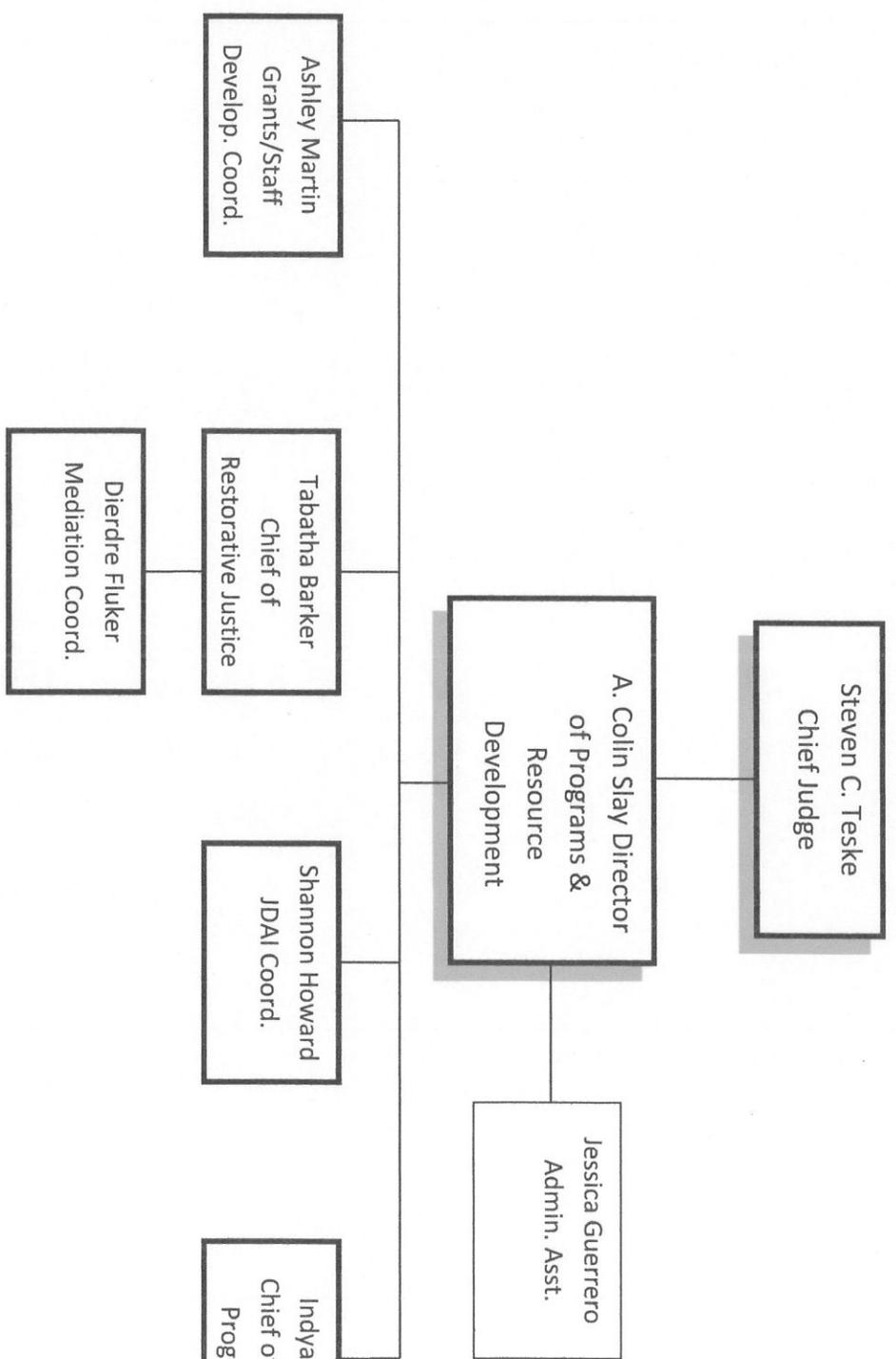
Bobby D. Simmons
Judge

Mandy Pitts
Admin. Assist.

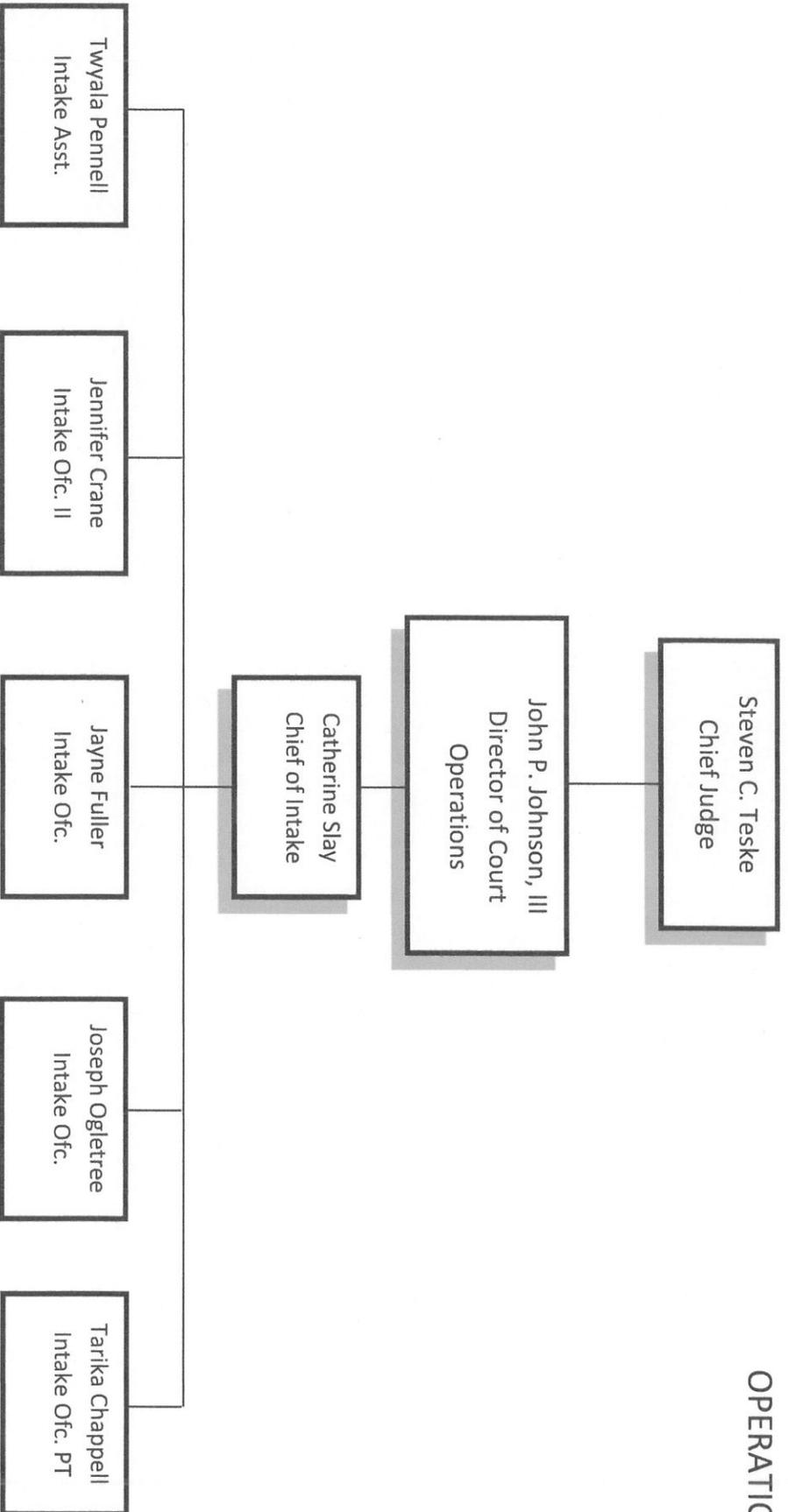
COURT
OPERATIONS &
MANAGEMENT
STRUCTURE



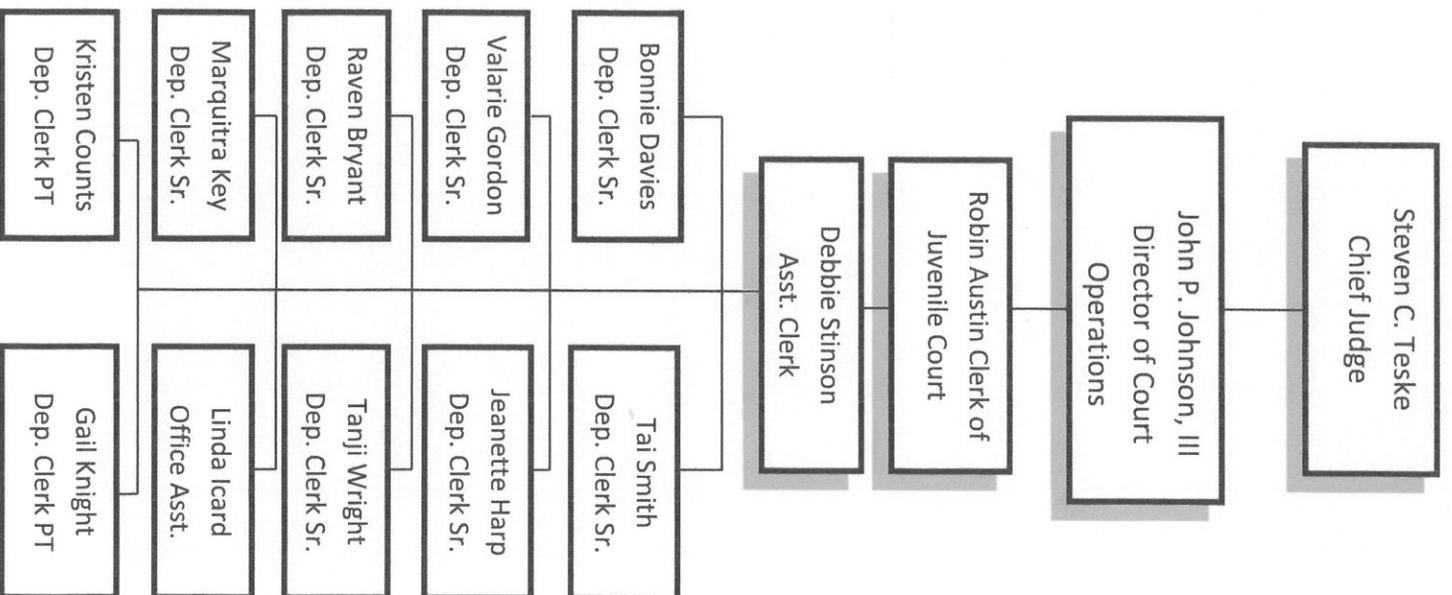
PROGRAMS &
RESOURCE
DEVELOPMENT &
MANAGEMENT
STRUCTURE



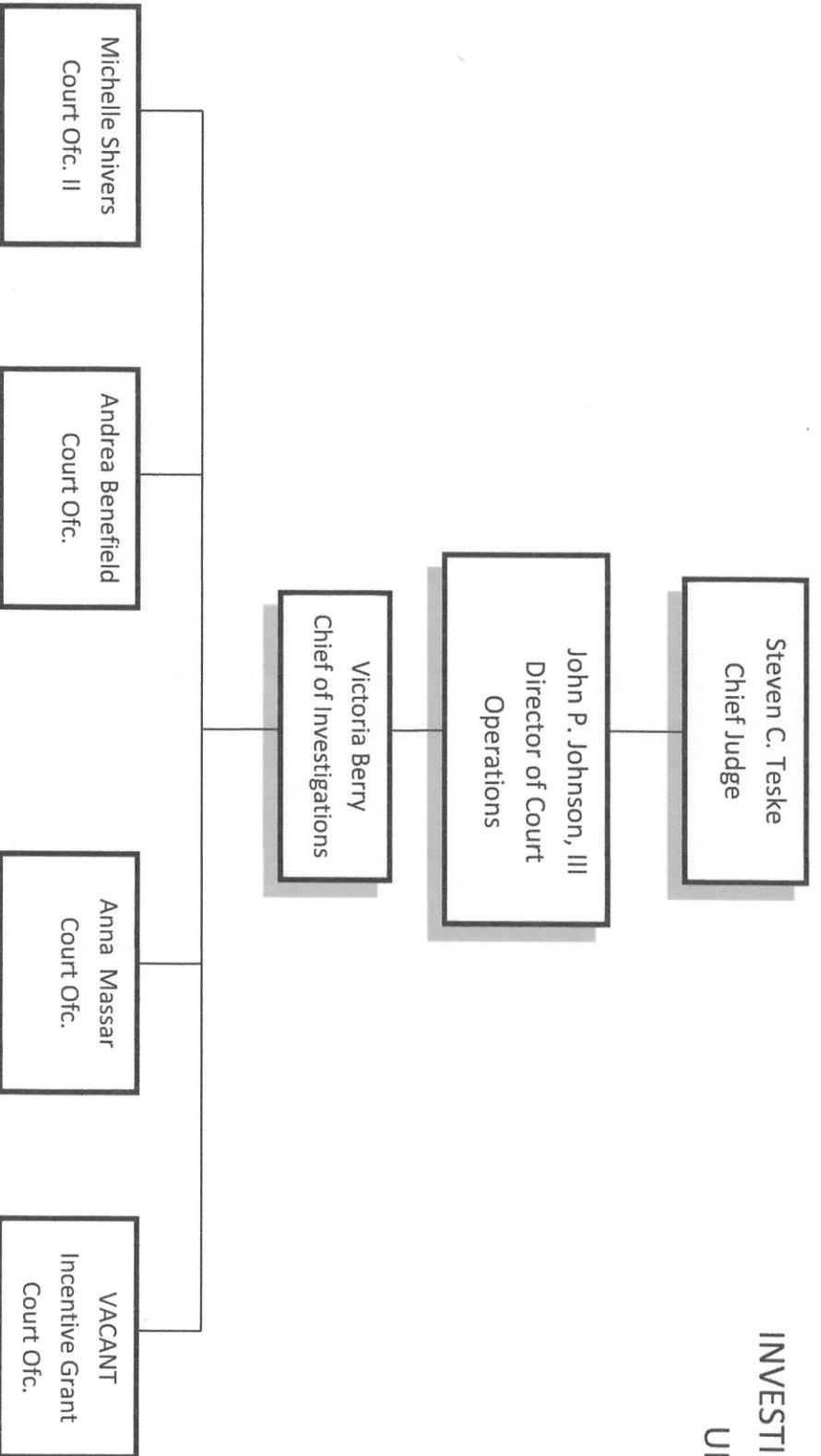
INTAKE
OPERATIONS



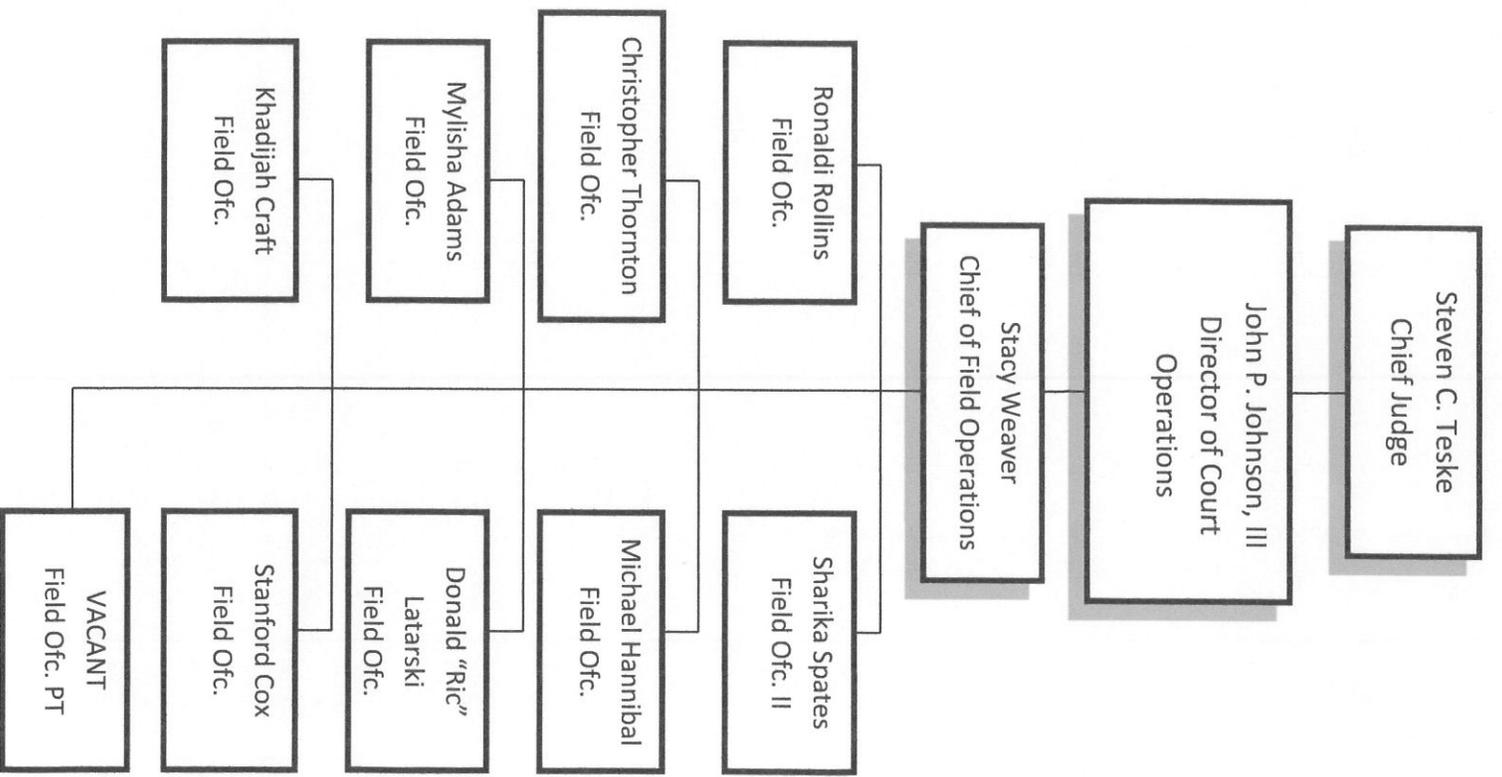
CLERK'S OFFICE



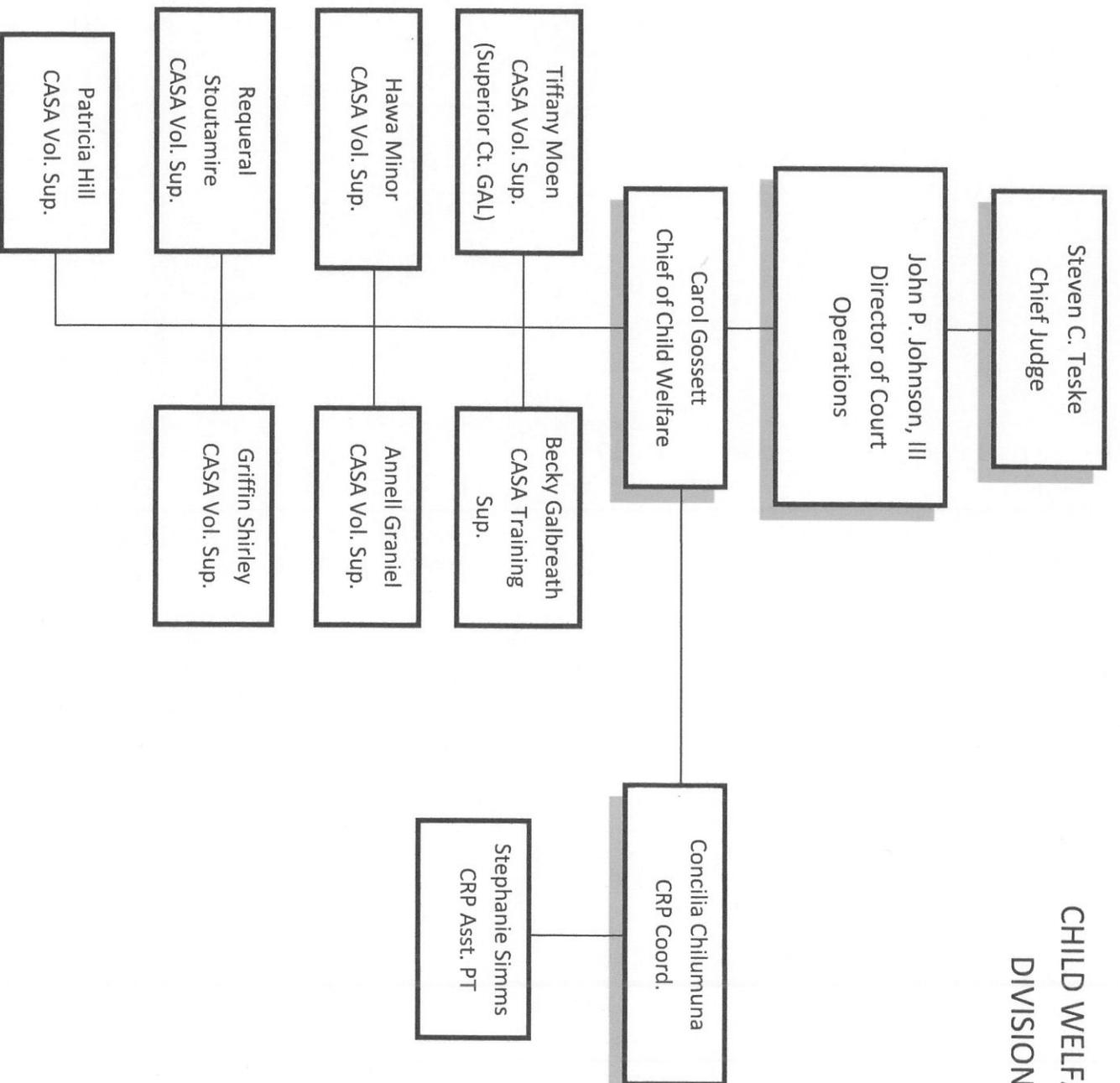
INVESTIGATIONS
UNIT



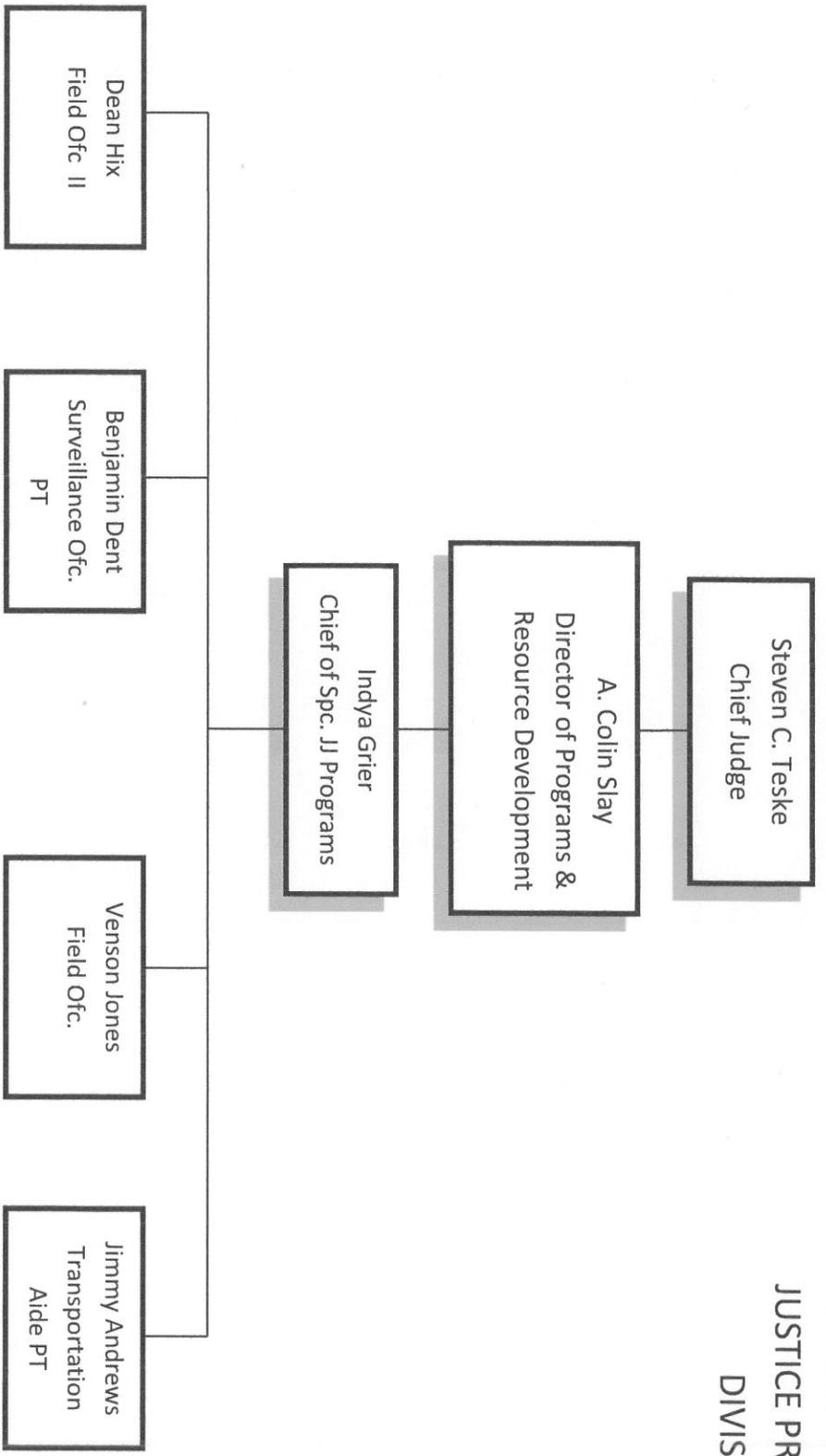
PROBATION
DIVISION

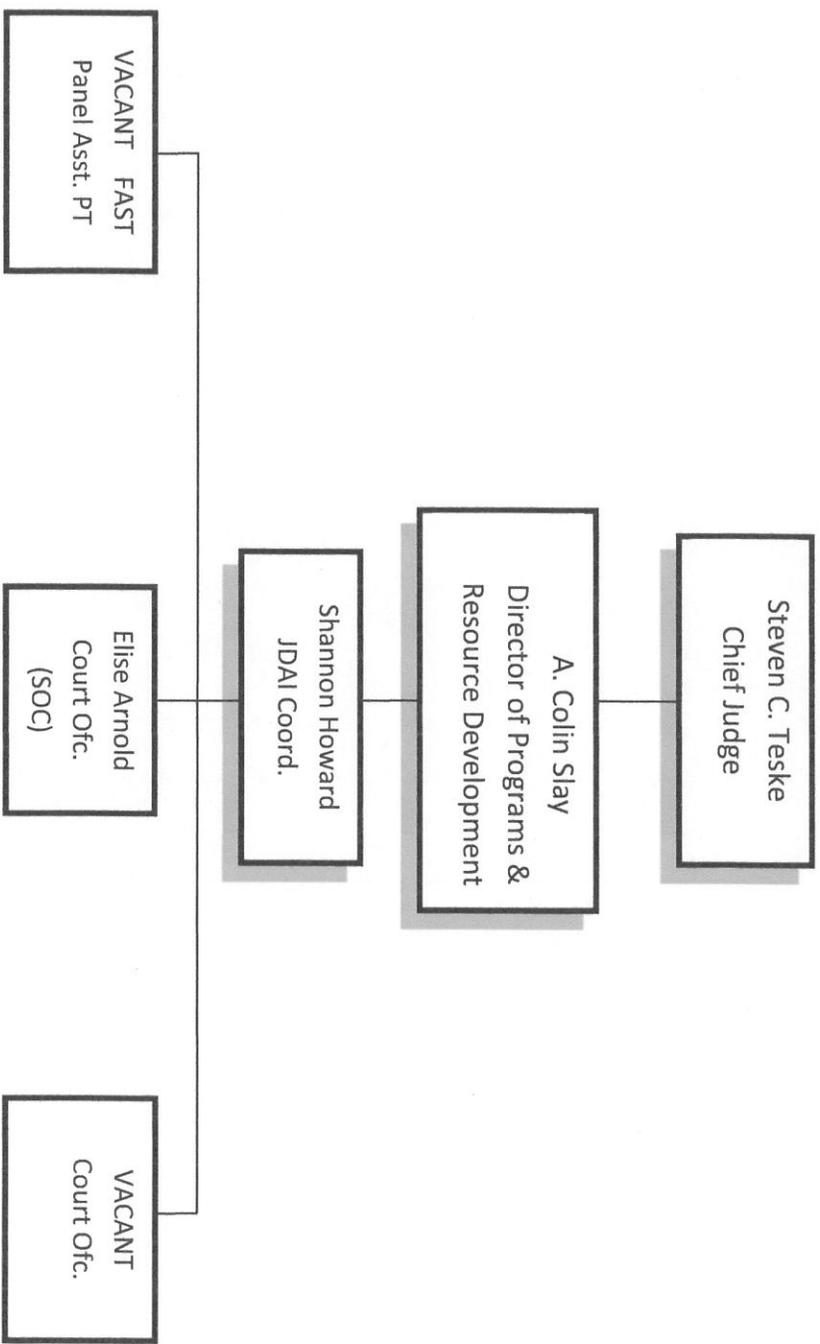


CHILD WELFARE
DIVISION

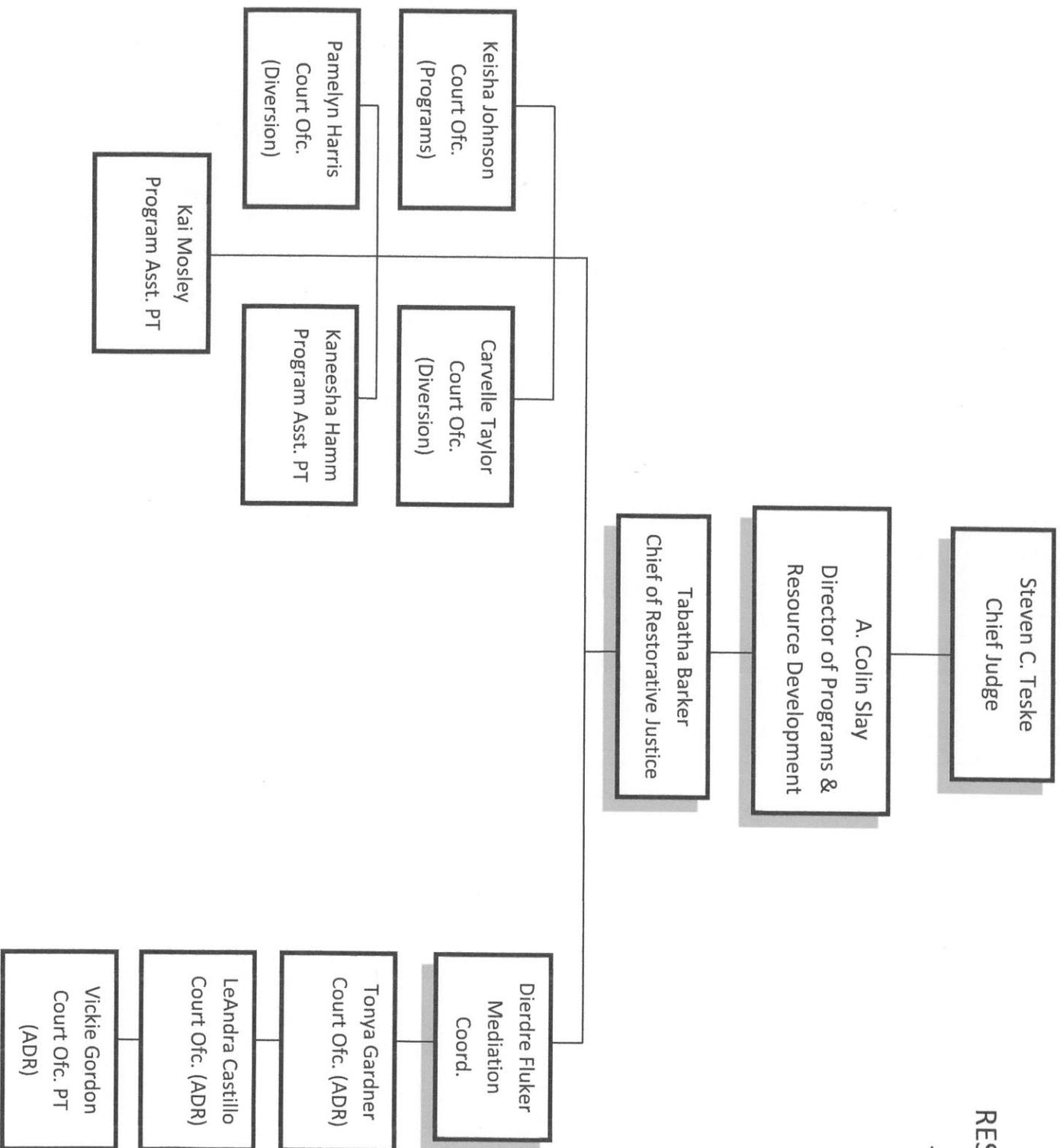


SPECIAL JUVENILE
JUSTICE PROGRAMS
DIVISION





RESTORATIVE
JUSTICE



**CLAYTON COUNTY, GEORGIA
CLASSIFICATION SPECIFICATION**

CLASSIFICATION TITLE: DIRECTOR OF COURT OPERATIONS

PURPOSE OF CLASSIFICATION

The purpose of this classification is to assist the Chief Judge of the Juvenile Court in the day-to-day non-judicial operations of the Juvenile Court including the direct supervision of the heads of several Juvenile Court Divisions and to perform a wide range of administrative tasks as directed by the Chief Judge of the Juvenile Court.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs and evaluates, at the direction of the Chief Judge of Juvenile Court, the heads of the several Juvenile Court Divisions including, but not limited to, Intake, Field Operations, Investigations, Child Welfare and the Clerk of Juvenile Court. Processes employee concerns and problems, directs work, counsels and disciplines employees. Interviews and makes decisions on the hiring of staff. Schedules and conducts supervisor and staff meetings. Receives and approves or denies leave requests.

Assesses Juvenile Court operations to improve effectiveness and efficiency and works with the Director of Programs and Resource Development to plan and develop requisite training for operational staff. Co-Chairs the Policy Review Committee alongside the Director of Programs and Resource Development, in the development of Juvenile Court policies and practices.

Oversees the assessment and treatment planning of youth coming before the Juvenile Court, to include but not limited to, the Detention Assessment Instrument, Pre-Disposition Risk Assessment, and the Georgia Juvenile Needs Assessment as required by state law.; ensures that the juvenile court's operations are compliant with the Juvenile Code of Georgia.

Maintains budget and fiscal controls; prepares proposed budget for the Juvenile Court; manages approved budget by reviewing and approving timesheets, reviewing bills and invoices and approving payments, approving purchase requisitions for all capital equipment items and office supplies, reviewing and approving all expense statements submitted by Juvenile Court staff, and securing contracts for the purchase of services.

Manages departmental records; ensures that the Juvenile Court has an efficient and manageable case file and records system; updates various forms and legal documents employed by the Juvenile Court; ensures compliance with applicable records retention schedules.

Oversees the operation of the Juvenile Court's computerized information system (JCATS); collects and reports court data on an ongoing basis; secures additional computer equipment

in order to upgrade the system; studies the feasibility of automating additional aspects of the Juvenile Court's operations.

Oversees the maintenance of the Juvenile Court facility and the upkeep and repair of furniture and equipment; maintains the Juvenile Court's furniture/equipment inventory; obtains appropriate materials, such as law books, directories, and other publications; secures and maintains memberships in appropriate professional organizations.

Approves and organizes internship programs in collaboration with local accredited institutions of higher learning.

Serves as the Juvenile Court liaison to other county departments, including but not limited to, the Board of Commissioners, Finance, and Legal. Manages legislative matters.

ADDITIONAL FUNCTIONS

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Bachelor's degree in public administration, criminal justice, or closely related field; Master's degree or certification in court administration preferred; supplemented by five (5) years previous experience and/or training that includes administrative duties in a supervisor or managerial capacity; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Clayton County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Comparison of Director of Juvenile Court Services (old) and Director of Court Operations (new) Classifications

Director of Juvenile Court Services (Old) Classification Summary	Director of Court Operations (New) Classification Summary
<ul style="list-style-type: none"> • Supervisory oversight of Office Administrator, IT, Grants and Staff Development, and Intake • Responsible for program development • Prepares and maintains budget and fiscal controls • Develops and manages grants • Manages departmental records • Oversees JCATS and develops automation for other processes • Assesses, identifies and develops training for staff • Serves as public information officer • Develops and maintains detention alternative programs and works with collaborative to promote JDAI • Attends national conferences to broker grants and other funding for programs • Assists with the development of the 501(c)(3) for promoting the juvenile justice and child welfare work of the court • Acts as a liaison with county and state agencies • Represents the court during site visits for others observing the court's work • Works to develop and sustain the collaboration and coordination efforts between the court and other juvenile justice stakeholders • Performs public relations tasks, represents the court at meetings and official functions • Completes questionnaires or other surveys sent to the court by educational institutions, research organizations or other government agencies • Maintains juvenile court facilities and furniture/equipment inventories 	<ul style="list-style-type: none"> • Supervisory oversight of Office Administrator, Intake, Investigations, Field Operations, Child Welfare and Clerk of the Juvenile Court • Oversees the assessment and treatment planning for all youth coming under the jurisdiction of the juvenile court; includes the DAI, PDRA and GJNA required by state law • Ensures that the juvenile court's operations are compliant with the Juvenile Code of Georgia • Assesses juvenile court operations for effectiveness and efficiency; works with Director of Programs and Resource Development to plan and develop training for staff; co-chairs Policy Review Committee • Prepares and maintains budget and fiscal controls • Manages departmental records • Oversees JCATS and develops automation for other processes • Approves and organizes internship programs • Serves as the court's liaison to other county departments (Board of Commissioners, Finance, Legal, etc.) and represents the court at county functions • Maintains juvenile court facilities and furniture/equipment inventories

**CLAYTON COUNTY, GEORGIA
CLASSIFICATION SPECIFICATION**

CLASSIFICATION TITLE: DIRECTOR OF PROGRAMS AND RESOURCE DEVELOPMENT

PURPOSE OF CLASSIFICATION

The purpose of this classification is to assist the Chief Judge of the Juvenile Court in the day-to-day non-judicial operations of the Juvenile Court including the direct supervision of the heads of several Juvenile Court Divisions and the management and development of programs and resources utilized by the Juvenile Court in support of its mission.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs and evaluates, at the direction of the Chief Judge of Juvenile Court, the heads of the several Juvenile Court Divisions including, but not limited to, Restorative Justice, Juvenile Detention Alternatives Initiative (JDAI), Grants and Staff Development, and Special Juvenile Justice Programs. Processes employee concerns and problems, directs work, counsels and disciplines employees. Interviews and makes decisions on the hiring of staff. Schedules and conducts supervisor and staff meetings. Receives and approves or denies leave requests.

Assists the Director of Court Operations with the development of the annual Juvenile Court budget as it relates to programs and staff development.

Establishes and sustains collaborative relationships with the Clayton County Juvenile Justice Fund, Clayton County Public Schools, local and state law enforcement agencies, District Attorney's Office, Office of the Public Defender, State and Superior Courts, Division of Family and Children Services, Department of Juvenile Justice, Criminal Justice Coordinating Council, Council of Juvenile Court Judges, Georgia Council of Court Administrators, and other local and state agencies for the coordination of services and sharing of resources.

Researches and collaborates with partnering agencies and organizations to develop evidence-informed programs as required by state law to support the work of the Intake, Investigations, Field Operations, Child Welfare, Restorative Justice, JDAI and Special Juvenile Justice Programs Divisions, as well as the Juvenile Court's collaborative partners. This requires staying abreast of current and best practices in juvenile justice.

Co-Chairs the Policy Review Committee alongside the Director of Court Operations, in the development of Juvenile Court policies and practices. Is responsible for ensuring that the programs and methods utilized by the Juvenile Court are evidence based and in line with the best practices in juvenile justice.

Coordinates with collaborative partners, the research and development of grant applications and the management of grant-funded programs. Develops annual budgets and

manages monies received from outside funding streams including, but not limited to, supervision fees, Medicaid funding, and grants toward the treatment and supervision of children under the Juvenile Court's supervision.

Receives all invoices from vendors for services rendered to children under the jurisdiction of the Juvenile Court, verifies the services rendered, and processes said invoices for payment from the proper funding sources.

Prepares statistical reports and coordinates the development of the Juvenile Court's annual report, grant reports, and other documentation of the outcomes of Juvenile Court programs.

Serves as the public information officer and spokesperson for the Juvenile Court and responds to inquiries for data and the other forms of information from other agencies, organizations, the press, or interested individuals.

Coordinates with the heads of Juvenile Court divisions and collaborative partners to assess and identify staff training needs and develop a training program that helps keep Juvenile Court staff current on best practices in juvenile justice and child welfare. Seeks out and manages training opportunities for staff.

Coordinates requests for the use of the Juvenile Court's meeting and training spaces.

Manages and coordinates the JDAI technical assistance program, including but not limited to, developing the annual budget, coordinating technical assistance projects with requesting jurisdictions, and developing strategies for technical assistance on school-justice partnerships and JDAI.

ADDITIONAL FUNCTIONS

Serves as the Juvenile Court's liaison to the Criminal Justice Coordinating Council, Governor's Office for Children and Families, JDAI State Steering Subcommittee (Criminal Justice Reform Council), Clayton County Juvenile Justice Fund, Clayton County System of Care, and other collaborative bodies and programs.

Makes speeches and presentations regarding juvenile justice and court operations upon the request of the judiciary.

Attends various conferences as required by grantors and makes presentations as requested by grantors on Juvenile Court programs.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Bachelor's degree in public administration, criminal justice, or closely related field; Master's degree or certification in court administration preferred; supplemented by five (5) years previous experience and/or training that includes administrative duties in a supervisor or managerial capacity; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

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CLAYTON COUNTY
HUMAN RESOURCE DEPARTMENT

Comparison of Chief of Staff (old) and Director of Programs and Resource Development (new) Classifications

Chief of Staff (Old) Classification Summary	Director of Programs and Resource Development (New) Classification Summary
<ul style="list-style-type: none">• Supervisory oversight of Court Operations, Field Operations, Child Welfare, Restorative Justice, Special Juvenile Justice Programs and Clerk of the Juvenile Court• Chairs the Policy Review Committee• Develops annual budget for expenditure of Supervision Fees• Manages supervision fee budget• Receives all medical bills and determines payment responsibility• Manages monies received from outside funding streams• Makes speeches and presentations on juvenile justice and court operations	<ul style="list-style-type: none">• Supervisory oversight of Restorative Justice, Juvenile Detention Alternatives Initiative, Grants and Staff Development, and Special Juvenile Justice Programs• Assists Director of Court Operations with the development of the annual juvenile court budget as it pertains to programs and staff development• Establishes and sustains collaborative relationships with juvenile justice stakeholders at the local, state and national levels• Researches and collaborates with partnering agencies to develop evidence-informed programs to support the work of the court and its collaborative partners• Develop grant application in support of the above; develops grant budgets; manages grant resources• Co-chairs the Policy Review Committee alongside the Director of Court Operations to develop policies and practices that reflect the best practices in juvenile justice and child welfare• Receives all invoices from vendors for services rendered to children under the court's jurisdiction; verifies and processes those invoices• Prepares statistical reports and coordinates the development of the juvenile court's annual report, grant reports and other documentation of the court's outcomes• Serves as the court's public information officer and spokesperson• Works with the Director of Court Operations to assess, identify and plan a training program for court staff• Manages the JDAI technical assistance program• Serves as the court's liaison to local and state juvenile justice agencies• Makes speeches and presentations on JDAI and other juvenile justice matters



Board of Commissioners Approval Process System

New Request

After completing Request form and attaching supporting documentation, click on the SUBMIT button at the bottom to submit your request for approval. Fields with an (*) are required.

Department: Human Resources

Phone:
(770) 477-3240
Example: (000) 000-0000

E-mail:
Renee.Bright@claytoncountyga.gov
Example: john.doe@claytoncountyga.gov

Requests must be submitted a minimum of 12 days prior to Agenda Meeting Date.

FYE: Select Agenda Meeting Date:
FYE16 09/30/2015

Request Type:
Insurance

Purpose:
Renewal of the Medicare Advantage medical plan with Aetna effective 1/1/16.

Rationale:
Continue to provide medical coverage to retirees that are enrolled in Medicare and are eligible for benefits through Clayton County.

Facts:
This policy is a fully insured product offered to retirees that are enrolled in Medicare. The Centers of Medicare and Medicaid Services (CMS) mandated changes which will be made to the County's plan (cover Hepatitis C screening at 100%, first three pints of blood used during a transfusion are covered at 100%, pharmacy formulary changes, etc.).

Impact:
This renewal includes a 5% increase in the total monthly premium. The total monthly increase per participant is \$12.96 (County pays approximately 79% of premium). The estimated annual increase to the County is \$38,000 (based on the number of enrollees).

Documents must be submitted in PDF format.
Large PDF files may be compressed and saved to a ZIP file before attaching to Request form.

Supporting Documentation: Aetna Medicare Advantage
Renewal 2016.pdf

Alternate contact should be available to answer questions regarding your request.

Alternate Contact Name: Nella Cooper
Alternate Contact Phone: (770) 473-3743
Example: (000) 000-0000

Alternate Contact Email:
Nella.Cooper@co.clayton.ga.us
Example: john.doe@claytoncountyga.gov

Comments:

Initiated Date:

9/14/2015

3:33:08 PM

Initiated By:

Renee Bright



Benefits and Premiums are effective January 1, 2016 through
 December 31, 2016

National

PLAN DESIGN AND BENEFITS
 PROVIDED BY AETNA LIFE INSURANCE COMPANY

PLAN FEATURES	Network & Out-of-Network Providers
---------------	------------------------------------

Combined In and Out of Network Deductible (Plan Level/includes Network Deductible)	\$0
---	-----

Member Coinsurance Applies to all expenses unless otherwise stated.	10%
---	-----

Annual Maximum Out-of-Pocket Amount (includes deductible) (Combined network and out-of-network and the deductible)	\$1,500
---	---------

Annual Maximum Out-of-pocket Limit amount applies to all medical expenses EXCEPT Hearing Aid Reimbursement, Vision Reimbursement and Medicare prescription drug coverage that may be available on your plan.

Primary Care Physician Selection	Optional
---	----------

There is not a requirement for member pre-certification. If a member fails to obtain pre-certification they will not be denied services or will any penalty amount be applied. However, pre-certification is requested on certain services including inpatient hospital care, inpatient mental health and substance abuse, skilled nursing facility, home health care and some durable medical equipment.

Referral Requirement	Not Applicable
-----------------------------	----------------

PREVENTIVE CARE	Network & Out-of-Network Providers
-----------------	------------------------------------

Annual Wellness Exams One exam every 12 months.	Covered 100%
---	--------------

Routine Physical Exams One exam every 12 months.	Covered 100%
--	--------------

Medicare Covered Immunizations Pneumococcal, Flu, Hepatitis B	Covered 100%
---	--------------

Routine GYN Care (Cervical and Vaginal Cancer Screenings) One routine GYN visit and pap smear every 24 months.	Covered 100%
--	--------------

Routine Mammograms (Breast Cancer Screening) One baseline mammogram for members 35-39; and one annual mammogram for members age 40 and over.	Covered 100%
--	--------------



Benefits and Premiums are effective January 1, 2016 through
 December 31, 2016

National

PLAN DESIGN AND BENEFITS
 PROVIDED BY AETNA LIFE INSURANCE COMPANY

Routine Prostate Cancer Screening Exam	Covered 100%
For covered males age 50 and over every 12 months.	
Routine Colorectal Cancer Screening	Covered 100%
For all members age 50 and over.	
Routine Bone Mass Measurement	Covered 100%
One exam every 24 months.	
Additional Medicare Preventive Services***	Covered 100%
Routine Eye Exams	\$20 copay
One annual exam every 12 months.	
Routine Hearing Screening	\$20 copay
One exam every 12 months.	
PHYSICIAN SERVICES	Network & Out-of-Network Providers
Primary Care Physician Visits	\$10 copay
Includes services of an internist, general physician, family practitioner for routine care as well as diagnosis and treatment of an illness or injury and in-office surgery.	
Physician Specialist Visits	\$20 copay
Allergy Testing	\$20 copay
DIAGNOSTIC PROCEDURES	Network & Out-of-Network Providers
Outpatient Diagnostic Laboratory	10%
Outpatient Diagnostic X-ray	10%
Outpatient Diagnostic Testing	10%
Outpatient Complex Imaging	10%
EMERGENCY MEDICAL CARE	Network & Out-of-Network Providers
Urgently Needed Care; Worldwide	\$35 copay
Emergency Care; Worldwide (waived if admitted)	\$50 copay
Ambulance Services	10%
HOSPITAL CARE	Network & Out-of-Network Providers



Benefits and Premiums are effective January 1, 2016 through
December 31, 2016

National

PLAN DESIGN AND BENEFITS
PROVIDED BY AETNA LIFE INSURANCE COMPANY

Inpatient Hospital Care	10%
The member cost sharing applies to covered benefits incurred during a member's inpatient stay.	
Outpatient Surgery	10%
MENTAL HEALTH SERVICES	
Network & Out-of-Network Providers	
Inpatient Mental Health Care	10%
The member cost sharing applies to covered benefits incurred during a member's inpatient stay.	
Outpatient Mental Health Care	\$20 copay
ALCOHOL/DRUG ABUSE SERVICES	
Network & Out-of-Network Providers	
Inpatient Substance Abuse (Detox and Rehab)	10%
The member cost sharing applies to covered benefits incurred during a member's inpatient stay.	
Outpatient Substance Abuse (Detox and Rehab)	\$20 copay
OTHER SERVICES	
Network & Out-of-Network Providers	
Skilled Nursing Facility (SNF) Care	10% coinsurance, day(s) 1-100
Limited to 100 days per Medicare benefit period. The member cost sharing applies to covered benefits incurred during a member's inpatient stay.	
Home Health Agency Care	Covered 100%
Hospice Care	Covered by Medicare at a Medicare certified hospice.
Outpatient Rehabilitation Services	10%
(Speech, Physical, and Occupational therapy)	
Cardiac Rehabilitation Services	10%
Chiropractic Services	10%
For manipulation of the spine to the extent covered by Medicare.	
Durable Medical Equipment/ Prosthetic Devices	10%
Podiatry Services	\$20 copay
Limited to Medicare covered benefits only.	
Diabetic Supplies	Covered 100%
Outpatient Dialysis Treatments	10%
Medicare Part B Prescription Drugs	10%
Allergy Injections	10%
ADDITIONAL NON-MEDICARE COVERED SERVICES	



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Healthy Lifestyle Coaching One phone call per week.	Covered
Vision Eyewear Reimbursement	\$70 reimbursement every 24 months
Hearing Aid Reimbursement	\$500 Once Every 36 Months
Fitness Membership	Silver Sneakers

**PHARMACY - PRESCRIPTION
DRUG BENEFITS**

Prescription drug calendar year deductible	\$0
Prescription drug calendar year deductible must be satisfied before any Medicare Prescription Drug benefits are paid. Covered Medicare Prescription Drug expenses will accumulate toward the pharmacy deductible.	
Pharmacy Network	S2
Formulary	GRP B2 (Four Tier)

Your cost for generic drugs is usually lower than your cost for brand drugs. However, Aetna in some instances combines higher cost generic drugs on brand tiers. Refer to the "Coverage Tier Chart" below to find which drug types are included in each tier of your plan design.

Initial Coverage Limit (ICL)	\$3,310 Covered Medicare Prescription Drug Expenditure
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The Initial Coverage Limit includes the applicable plan deductible. Until covered Medicare Prescription Drug expenses reach the Initial Coverage Limit (and after the deductible is satisfied), cost-sharing is as follows:

Standard Retail - Member Cost-Sharing up to the Initial Coverage Limit	<p>Member pays 10% for Tier 1 Generic \$10 Minimum for Tier 1 Generic \$100 Maximum for Tier 1 Generic Member pays 20% for Tier 2 Preferred Brand (includes some high-cost generic and preferred brand drugs) \$25 Minimum for Tier 2 Preferred Brand \$100 Maximum for Tier 2 Preferred Brand Member pays 30% for Tier 3 Non-Preferred Brand (includes high-cost non-preferred generic and non-preferred brand drugs) \$45 Minimum for Tier 3 Non-Preferred Brand \$100 Maximum for Tier 3 Non-Preferred Brand Member pays 25% for Tier 4 Specialty \$0 Minimum for Tier 4 Specialty \$100 Maximum for Tier 4 Specialty</p>
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Up to one month (30) supply at indicated copay or coinsurance



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Three month (90) supply available at retail. When you obtain a 90 day supply at retail, you pay your Preferred Mail Order cost share.

Preferred Mail Order through Aetna Rx Home Delivery - Member Cost-Sharing up to Initial Coverage Limit	Member pays \$0 for Tier 1 Generic Member pays 20% for Tier 2 Preferred Brand (includes some high-cost generic and preferred brand drugs) \$25 Minimum for Tier 2 Preferred Brand \$200 Maximum for Tier 2 Preferred Brand Member pays 30% for Tier 3 Non-Preferred Brand (includes high-cost non-preferred generic and non-preferred brand drugs) \$45 Minimum for Tier 3 Non-Preferred Brand \$200 Maximum for Tier 3 Non-Preferred Brand Member pays 25% for Tier 4 Specialty \$0 Minimum for Tier 4 Specialty \$200 Maximum for Tier 4 Specialty
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Up to a three month (90) supply available via our preferred vendor, Aetna Rx Home Delivery.

Coverage Gap**

Once covered Medicare Prescription Drug expenses have reached the Initial Coverage Limit, the Coverage Gap begins. Member cost sharing between the Initial Coverage Limit and until \$4,850 in true out-of-pocket costs for Covered Part D drugs is incurred is as follows:

Standard Retail - Member Cost-Sharing during Coverage Gap**	Member pays 10% for Tier 1 Generic \$10 Minimum for Tier 1 Generic \$100 Maximum for Tier 1 Generic Member pays 20% for Tier 2 Preferred Brand (includes some high-cost generic and preferred brand drugs) \$25 Minimum for Tier 2 Preferred Brand \$100 Maximum for Tier 2 Preferred Brand Member pays 30% for Tier 3 Non-Preferred Brand (includes high-cost non-preferred generic and non-preferred brand drugs) \$45 Minimum for Tier 3 Non-Preferred Brand \$100 Maximum for Tier 3 Non-Preferred Brand Member pays 25% for Tier 4 Specialty \$0 Minimum for Tier 4 Specialty \$100 Maximum for Tier 4 Specialty
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Up to one month (30 days) supply at indicated copay or coinsurance

Three month (90 days) supply available at retail. When you obtain a 90 day supply at a standard retail pharmacy, you pay your Preferred Mail Order cost share.



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Preferred Mail Order through Aetna Rx Home Delivery - Member Cost Sharing during Coverage Gap**	Member pays \$0 for Tier 1 Generic Member pays 20% for Tier 2 Preferred Brand (includes some high-cost generic and preferred brand drugs) \$25 Minimum for Tier 2 Preferred Brand \$200 Maximum for Tier 2 Preferred Brand Member pays 30% for Tier 3 Non-Preferred Brand (includes high-cost non-preferred generic and non-preferred brand drugs) \$45 Minimum for Tier 3 Non-Preferred Brand \$200 Maximum for Tier 3 Non-Preferred Brand Member pays 25% for Tier 4 Specialty \$0 Minimum for Tier 4 Specialty \$200 Maximum for Tier 4 Specialty
Up to a three month (90) supply available via our preferred vendor, Aetna Rx Home Delivery.	
Catastrophic Coverage	Greater of \$2.95 or 5% for covered generic (including brand drugs treated as generic) drugs. Greater of \$7.40 or 5% for all other covered drugs

Catastrophic Coverage benefits start once \$4,850 in true out-of-pocket costs is incurred.

Requirements:	
Precertification	Applies
Step-Therapy	Applies
Non-Part D Drug Rider	Rider B Enhanced

Coverage Tier Chart

- Tier 1 Preferred Generic: includes low-cost generic drugs
- Tier 2 Generic: includes generic drugs; some Tier 2 drugs may have lower-cost options in Tier 1 that you may consider with your physician or other prescriber
- Tier 3 Preferred Brand: includes some high-cost generic and preferred brand drugs
- Tier 4 Non-Preferred Brand: includes some high-cost non-preferred generic and non-preferred brand drugs
- Tier 5 Specialty: includes high-cost/unique brand and generic drugs

*** Additional Medicare preventive services include:



Clayton County
Aetna MedicareSM Plan (PPO)
Medicare (C02) ESA PPO Plan
Custom 10%/20%/30%/25% Rx

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- Ultrasound screening for abdominal aortic aneurysm (AAA)
- Cardiovascular disease screening
- Diabetes screening tests and diabetes self-management training (DSMT)
- Medical nutrition therapy
- Glaucoma screening
- Screening and behavioral counseling to quit smoking and tobacco use
- Screening and behavioral counseling for alcohol misuse
- Adult depression screening
- Behavioral counseling for and screening to prevent sexually transmitted infections
- Behavioral therapy for obesity
- Behavioral therapy for cardiovascular disease
- Behavioral therapy for HIV screening
- Hepatitis C Screening

Aetna Medicare is a Medicare Advantage organization with a Medicare contract. Enrollment in Aetna Medicare depends on contract renewal.

The benefit information provided is a brief summary, not a complete description of benefits. For more information, contact the plan. Limitations, copayments, and restrictions may apply. Benefits, formulary, pharmacy network, provider network, premium, and/or copayments/coinsurance may change on January 1 of each year.

Plans are offered by Aetna Health Inc., Aetna Health of California Inc., and/or Aetna Life Insurance Company (Aetna). Not all health services are covered. See Evidence of Coverage for a complete description of benefits, exclusions, limitations and conditions of coverage. Plan features and availability may vary by location.



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You must be entitled to Medicare Part A and continue to pay your Part B premium and Part A, if applicable.

This material is for informational purposes only and is not medical advice. Not all health services are covered. Health information programs provide general health information and are not a substitute for diagnosis or treatment by a physician or other health care professional. Contact a health care professional with any questions or concerns about specific health care needs. See your Evidence of Coverage for a complete description of benefits, exclusions, limitations, and conditions of coverage. Plan features and availability may vary by location and are subject to change. Aetna receives rebates from drug manufacturers that may be taken into account in determining Aetna's preferred drug list. Rebates do not reduce the amount a member pays the pharmacy for covered prescriptions. Pharmacy participation is subject to change.

Participating physicians, hospitals and other health care providers are independent contractors and are neither agents nor employees of Aetna. Aetna is not a provider of health care services and, therefore, cannot guarantee any results or outcomes. Provider participation may change without notice. The availability of any particular provider cannot be guaranteed, and provider network composition is subject to change. For more information about Aetna plans, go to www.aetna.com.

In case of emergency, you should call 911 or the local emergency hotline. Or you should go directly to an emergency care facility.

The following is a partial list of what isn't covered or limits to coverage under this plan:

- Services that are not medically necessary unless the service is covered by Original Medicare or otherwise noted in your Evidence of Coverage
- Plastic or cosmetic surgery unless it is covered by Original Medicare
- Custodial care
- Experimental procedures or treatments that Original Medicare doesn't cover
- Outpatient prescription drugs unless covered under Original Medicare Part B

*Your plan sponsor or former employer provides additional coverage during the coverage gap phase for covered brand name drugs. This means that you will generally continue to pay the same amount for covered brand name drugs throughout the coverage gap phase of the plan as you paid in the initial coverage phase.



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Coinsurance is applied against the overall cost of the drug, before any discounts or benefits are applied.

Aetna's retiree pharmacy coverage is an enhanced Part D Employer Group Waiver Plan that is offering as a single integrated product. The enhanced Part D plan consists of two components: basic Medicare Part D benefits and supplemental benefits. Basic Medicare Part D benefits are offered by Aetna based on our contract with CMS. We receive monthly payments from CMS to pay for basic Part D benefits. Supplemental benefits are non-Medicare benefits that provide enhanced coverage beyond basic Part D. Supplemental benefits are paid for by plan sponsors or members and may include benefits for non-Part D drugs. Aetna reports claim information to CMS according to the source of applicable payment (Medicare Part D, plan sponsor or member).

There are three general rules about drugs that Medicare drug plans will not cover under Part D. This plan cannot:

- Cover a drug that would be covered under Medicare Part A or Part B.
- Cover a drug purchased outside the United States and its territories.
- Generally cover drugs prescribed for "off label" use, (any use of the drug other than indicated on a drug's label as approved by the Food and Drug Administration) unless supported by criteria included in certain reference books like the American Hospital Formulary Service Drug Information, the DRUGDEX Information System and the USPDI or its successor.

Additionally, by law, the following categories of drugs are not normally covered by a Medicare prescription drug plan unless we offer enhanced drug coverage for which additional premium may be charged. These drugs are not considered Part D drugs and may be referred to as "exclusions" or "non-Part D drugs". These drugs include:

- Drugs used for the treatment of weight loss, weight gain or anorexia
- Drugs used for cosmetic purposes or to promote hair growth
- Prescription vitamins and mineral products, except prenatal vitamins and fluoride preparations
- Outpatient drugs that the manufacturer seeks to require that associated tests or monitoring services be purchased exclusively from the manufacturer as a condition of sale
- Drugs used to promote fertility
- Drugs used to relieve the symptoms of cough and colds
- Non-prescription drugs, also called over-the-counter (OTC) drugs
- Drugs when used for the treatment of sexual or erectile dysfunction



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Aetna receives rebates from drug manufacturers that may be considered when determining our preferred drug list. Rebates do not reduce the amount you pay the pharmacy for covered prescriptions. Pharmacy participation is subject to change.

You must use network pharmacies to receive plan benefits except in limited, non-routine circumstances when a network pharmacy is not available. If you become ill while traveling in the United States, but are outside of your plan's service area, you may need to use an out-of-network pharmacy. An additional cost may be charged for drugs received at an out-of-network pharmacy. Quantity limits and restrictions may apply.

You may be able to get Extra Help to pay for your prescription drug premiums and costs. To see if you qualify for Extra Help, call:

- **1-800-MEDICARE (1-800-633-4227)**. TTY users should call **1-877-486-2048**, 24/7
- The Social Security Office at **1-800-772-1213** between 7 a.m. and 7 p.m., Monday through Friday. TTY users should call **1-800-325-0778**
- Your state Medicaid office

If you qualify, Medicare could pay for up to 75 percent or more of your drug costs including monthly prescription drug premiums, annual deductibles and coinsurance. Additionally, those who qualify will not be subject to the coverage gap or a late enrollment penalty. Many people are eligible for these savings and don't even know it.

If there is a difference between this document and the Evidence of Coverage (EOC), the EOC is considered correct.

This information is available for free in other languages. Please call our customer service number at **1-888-982-3862 (TTY: 711)** for additional information. Hours of operation: Monday to Friday, 8 a.m. to 6 p.m.

Esta información está disponible en otros idiomas de manera gratuita. Si desea más información, comuníquese con Servicios al Cliente al **1-888-982-3862 (TTY: 711)**. Horario de atención: de Lunes a Viernes, de 8 a.m. a 6 p.m.

Information is believed to be accurate as of the production date; however, it is subject to change. For more information about Aetna plans, go to www.aetna.com.



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*****This is the end of this plan benefit summary*****

MEDICARE ADVANTAGE RATE PROPOSAL

Plan Sponsor Number:	863635
Policy Period Start Date:	1/1/2016
Policy Period End Date:	12/31/2016
Medical Plan:	Custom Med C02 ESA Plan
Hearing Hardware:	\$500 / 36 months
Lens Reimbursement:	Vision 70
Pharmacy Plan:	Custom 10%/20%/30%/25% Rx

- Please refer to the Financial Conditions and Plan Design Exhibits for an outline of the level of benefits quoted, as well as the terms and conditions of this proposal.
- All rates are on a Per Member Per Month (PMPM) basis.
- Filed benefits (including copayment amounts), value added services and premiums are subject to CMS approval, and are effective January 1, 2016 through December 31, 2016.
- All counties are included where Aetna Medicare is available.
- The Patient Protection and Affordable Care Act imposes a new Health Insurer Fee (hereinafter "Fee"). The Fee is effective as of January 1, 2014. This rate quote includes, where permitted, the estimated proportionate allocation of this Fee:

Medical Health Insurer Fee:	\$28.32
Rx Health Insurer Fee:	\$5.38
Total Health Insurer Fee:	\$33.70

- The national average medical and pharmacy rates are shown in the table below, for reference purposes. These plans are not being offered on a national basis. The detailed rate table below displays the actual rates that apply.

	Medical	Rx	Total
Current	\$115.65	\$143.31	\$258.96
Proposed	\$121.42	\$150.50	\$271.92
Change	\$5.77	\$7.19	\$12.96

Total Medicare Eligible Members	368
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State	Medicare Eligible Members	Medical Rate	Pharmacy Rate	Total Rate
Alabama	6	\$121.42	\$150.50	\$271.92
Florida	16	\$121.42	\$150.50	\$271.92
Georgia	334	\$121.42	\$150.50	\$271.92
Kentucky	1	\$121.42	\$150.50	\$271.92
Louisiana	1	\$121.42	\$150.50	\$271.92
Missouri	0	\$121.42	\$150.50	\$271.92
North Carolina	2	\$121.42	\$150.50	\$271.92
Pennsylvania	1	\$121.42	\$150.50	\$271.92
South Carolina	0	\$121.42	\$150.50	\$271.92
Tennessee	3	\$121.42	\$150.50	\$271.92
West Virginia	4	\$121.42	\$150.50	\$271.92
Wyoming	0	\$121.42	\$150.50	\$271.92

Renewal Rates

Jan-16

AETNA MEDICARE ADVANTAGE

2016 2015

RETIREES
Counts

TOTALS
2016

TOTALS
2015

\$271.92	\$258.96	H2 2 4	SINGLE MEDICARE	131	35,621.52	33,923.76
\$271.92	\$258.96	H2 2 4	SURVIVING SPOUSE MEDICARE	0	0.00	0.00
\$271.92	\$258.96	H2 4 9	SINGLE MEDICARE - LIS West Virginia	1	271.92	258.96
\$543.84	\$517.92	H2 2 3	RETIREE + SPOUSE (BOTH MED)	90	48,945.60	46,612.80
\$271.92	\$258.96	H2 2 1	RETIREE + SPOUSE (RET MEDICARE)	29	7,885.68	7,509.84
\$271.92	\$258.96	H2 2 2	RETIREE + SPOUSE (SPOUSE MED)	14	3,806.88	3,625.44
\$543.84	\$517.96	H2 3 3	RETIREE + SPOUSE (BOTH MED) SPS	1	543.84	517.96
\$271.92	\$258.96	H2 3 4	RETIREE + SPOUSE (RET MED) SPS	1	271.92	258.96
\$271.92	\$258.96	H2 3 7	RETIREE + SPOUSE (SPOUSE MED) SPS	0	0.00	0.00
\$271.92	\$258.96	H2 4 1	RETIREE + SPOUSE (RET MED) LIS	1	271.92	258.96
\$271.92	\$258.96	H2 5 1	RETIREE + CHILD/CHILDREN (RET MEDICARE)	2	543.84	517.92
\$543.84	\$517.92	H2 5 2	RETIREE + CHILD (BOTH MEDICARE)	0	0.00	0.00
\$271.92	\$258.96	H2 2 5	FAMILY (RETIREE MEDICARE)	3	815.76	776.88
\$271.92	\$258.96	H2 2 6	FAMILY (SPOUSE MEDICARE)	0	0.00	0.00
\$271.92	\$517.92	H2 2 7	FAMILY (RETIREE & SPOUSE MEDICARE)	3	815.76	1,553.76
\$815.76	\$776.88	H2 2 8	FAMILY (RET, SPOUSE & CHILD MEDICARE)	0	0.00	0.00
\$271.92	\$258.96	H2 3 5	FAMILY (RETIREE MEDICARE) SPS	0	0.00	0.00
\$543.84	\$517.96	H2 3 6	FAMILY (RETIREE & SPOUSE MEDICARE) SPS	0	0.00	0.00

TOTALS

276

99,794.64

95,815.24

3,979.40 Estimated Monthly Increase

47,752.80 Total Estimated Annual Increase

37,724.71 79% of Estimated Annual Increase