



Administrative Services Committee Commission Chamber- 11/13/2018- 1:15 PM Meeting

ADMINISTRATIVE SERVICES

1. A motion to **rescind** the Ban-the-Box Policy approved by the Commission January 17, 2017; to amend Ordinance Augusta, Georgia Code, Title One, Chapter Seven, Article Four, Section 107-51 by repealing in part and amending in part Section 800.016 of the PPPM related to criminal history; and to approve a new "Ban the Box" Policy and Procedures for Augusta, Georgia.
(No recommendation from the PPPM Subcommittee Meeting October 10, 2018)  [Attachments](#)
2. Discuss the city's procurement process for the solicitation of Request for Proposal (RFP). **(Requested by Commissioner Marion Williams)**  [Attachments](#)
3. Motion to approve the minutes of the Administrative Services Committee held on October 30, 2018.  [Attachments](#)
4. Discuss the re-establishment of a salvage yard for junk cars adjacent to the God Life Changing Ministries Church located on Milledgeville Road. **(Requested by Commissioner Marion Williams)**  [Attachments](#)
5. Update from Administrator on meeting with Juvenile Court and other similarly situated departments to determine if the money they currently have in their budgets can be used to make appropriate salary adjustments for their employees who were not included in the recent compensation study. **(Requested by Commissioner Marion Williams)**  [Attachments](#)



**Administrative Services Committee Meeting
11/13/2018 1:15 PM
An Ordinance amending the Augusta Code PPPM**

Department:

Presenter:

Caption: A motion to **rescind** the Ban-the-Box Policy approved by the Commission January 17, 2017; to amend Ordinance Augusta, Georgia Code, Title One, Chapter Seven, Article Four, Section 107-51 by repealing in part and amending in part Section 800.016 of the PPPM related to criminal history; and to approve a new "Ban the Box" Policy and Procedures for Augusta, Georgia.
(No recommendation from the PPPM Subcommittee Meeting October 10, 2018)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

**Funds are
Available in the
Following
Accounts:**

REVIEWED AND APPROVED BY:

Cover Memo

Item # 1

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE AUGUSTA, GEORGIA CODE, TITLE ONE, CHAPTER SEVEN, ARTICLE FOUR, SECTION 1-7-51 TO REPEAL IN PART AND AMEND IN PART SECTION 800.016 OF THE PERSONNEL POLICIES AND PROCEDURES MANUAL RELATED TO CRIMINAL HISTORY OF APPLICANTS AND FOR OTHER PURPOSES.

WHEREAS, Governor Nathan Deal enacted an executive order on February 23, 2015, mandating that government entities of the State of Georgia implement “Ban the Box” hiring policies;

WHEREAS, other local governments in the State Georgia have adopted and implemented “Ban the Box” hiring policies;

WHEREAS, it is the Augusta Commission’s desire and intent to adopt new policies and procedures related to the evaluation of the criminal history during the hiring process in accordance with Governor Deal’s “Ban the Box” executive order;

WHEREAS, it is the desire of the Augusta Commission (“the Commission”) to update the Personnel Policies and Procedures Manual “PPPM” by amending Section 800.016 Criminal History by repealing parts of the section related to assessing criminal history of applicants and amending Section 800.016 to govern only the assessment of motor vehicle history of applicants to enable the Commission to adopt new policies and procedures regarding the evaluation of criminal history during the hiring process.

THE AUGUSTA, GEORGIA COMMISSION ordains as follows:

SECTION 1. Augusta, GA. Code Section 1-7-51, also known as the Augusta, Georgia Personnel Policy and Procedures Manual, is hereby amended by striking through the existing text of Section 800.016, as set forth in “Exhibit A,” attached hereto, and replacing with “Exhibit B,” attached hereto. Section 800.016 shall read as follows:

Sec. 800.016 Motor Vehicle History.

The following minimum sanctions are to be imposed on applicants when the position applied for requires the operation of an Augusta, Georgia vehicle -

- i) Disqualification if the applicant scores 7 or more points on the Risk Management MVR Review Form (See Form RM-MVR-RF after Chapter 11 herein).*

SECTION 2. This ordinance shall become effective upon adoption in accordance with applicable laws.

SECTION 3. The sections, paragraphs, sentences, clause and phrases of this ordinance are severable. Should any provision of this ordinance be rendered invalid by a court of law, the remaining provisions shall continue in force and effect until amended or repeal by action of the Commission.

SECTION 4. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Approved and adopted this ____ day of _____, 2018.

Hardie Davis, Jr.
As its Mayor

Attest:

Lena J. Bonner, Clerk of Commission

Seal:

CERTIFICATION

The undersigned Clerk of Commission, Lena J. Bonner, hereby certifies that the foregoing Ordinance was duly adopted by the Augusta, Georgia Commission on _____, 2018 and that such Ordinance has not been modified or rescinded as of the date hereof and the undersigned further certifies that attached hereto is a true copy of the Ordinance which was approved and adopted in the foregoing meeting(s).

Lena J. Bonner, Clerk of Commission

Published in the Augusta Chronicle.

Date: _____

EXHIBIT A

Strike:**Section 800.016 Criminal History**

~~All individuals who are selected for employment to any position with Augusta, Georgia are required to undergo a criminal history record check. The existence of a conviction does not automatically disqualify an individual from employment with Augusta, Georgia. Relevant considerations may include, but are not limited to, the nature and number of the convictions, their dates, and the relationship or nexus that a conviction has to the duties and responsibilities of the position. Further, any employee or applicant whose criminal history record information shows a significant arrest or a pattern of recent arrests may be disqualified from employment until such time as the charge(s) is resolved.~~

~~Individuals who have been convicted of a crime listed in this section, or any other offense committed outside of the State of Georgia that would have been considered one of these crimes if committed in Georgia, are disqualified from employment as indicated below.~~

~~There is a mandatory disqualification from employment in positions subject to criminal history record checks for a minimum of five (5) years from the date of conviction, plea of nolo contendere, or release from incarceration or probation, whichever is later, for the following crimes—~~

- ~~i) — Murder or Felony Murder;~~
- ~~ii) — Attempted Murder;~~
- ~~iii) — Kidnapping;~~
- ~~iv) — Rape;~~
- ~~v) — Armed Robbery;~~
- ~~vi) — Robbery;~~
- ~~vii) — Cruelty to Children;~~
- ~~viii) — Sexual Offenses;~~
- ~~ix) — Aggravated Assault;~~
- ~~x) — Aggravated Battery;~~
- ~~xi) — Arson;~~
- ~~xii) — Theft by taking (O.C.G.A. § 16-8-2), by deception (O.C.G.A. § 16-8-3) or by
— conversion (O.C.G.A. §16-8-4);~~
- ~~xiii) — Forgery (in the first or second degree); and~~
- ~~xiv) Acts of terrorism.~~

~~The following minimum sanctions are to be imposed on applicants who have been convicted of a misdemeanor criminal drug offense—~~

- ~~i) — Disqualification from employment in any position for a period of two (2) years— from
the date of conviction for the first offense; and~~

- ~~ii) Disqualification from employment in any position for a period of five (5) years from the most recent date of conviction for the second or subsequent offense.~~

~~NOTE For purposes of this disqualification, "conviction" does not include treatment under the Georgia First Offender Act or a plea of nolo contendere. Failure to disclose any misdemeanor or felony on the employment application could result in disqualification or termination.~~

The following minimum sanctions are to be imposed on applicants when the position applied for requires the operation of an Augusta, Georgia vehicle -

- i) Disqualification if the applicant scores 7 or more points on the Risk Management MVR Review Form (See Form RM-MVR-RF after Chapter 11 herein).

EXHIBIT B

Replace With:

Sec. 800.016 Motor Vehicle History.

The following minimum sanctions are to be imposed on applicants when the position applied for requires the operation of an Augusta, Georgia vehicle -

- ii) Disqualification if the applicant scores 7 or more points on the Risk Management MVR Review Form (See Form RM-MVR-RF after Chapter 11 herein).

The Ban the Box Policy of Augusta, Georgia

1. POLICY SUMMARY

Augusta, Georgia's "Ban the Box" hiring policy promotes qualified applicant pools while reducing recidivism in the community by allowing skilled and motivated job applicants to participate in the hiring process without criminal history resulting in an automatic barrier to employment. This policy governs only the evaluation of criminal history during the pre-employment screening process.

2. POLICY STATEMENT

Augusta, Georgia ("Augusta") is committed to a hiring policy that affords individuals with a criminal background the opportunity to be considered for employment without compromising the values or safety concerns of Augusta and its citizens. Unless state and/or federal law precludes hiring an applicant who has a criminal conviction, Augusta will not inquire about an applicant's criminal convictions until after the applicant is chosen as the selected candidate for a position or a conditional offer of employment is extended.

3. APPLICABILITY

These procedures are applicable to positions under the authority and control of Augusta.

Procedures for the Ban the Box Policy of Augusta, Georgia**1. PROCEDURES****A. Application Process**

- 1) Employment applications shall not contain any questions related to the criminal history of an applicant.
- 2) An applicant, however, must consent to a criminal background check, along with other pre-employment screening, after receiving a conditional offer of employment to be eligible for hire.

B. Evaluation of Criminal History/Selection Process

- 1) If an applicant is chosen as the selected candidate by the department head/hiring manager (or designee), the Human Resources Department will extend a contingent offer of employment to the selected candidate. The selected candidate must consent to a criminal background check to be eligible for hire. All criminal background checks will be executed by the Human Resources Department. For SES positions, applicants may be subject to a comprehensive background check conducted by law enforcement per the Administrator's request.
- 2) When conducting the criminal background check, the Human Resources Department will make an *individualized assessment* of the relevance of the criminal record to the duties and responsibilities of the position. The selected candidate will be afforded an opportunity to explain the circumstances that led to any conviction and present any mitigating factors within three (3) business days of notice of negative criminal history. The selected candidate may request an in-person meeting with the department head/hiring manager (or designee) and/or HR personnel to explain his or her circumstances. The Human Resources Department will make a recommendation to the department head/hiring manager (or designee) based on the results of the *individualized assessment*.
- 3) After receiving the recommendation from the Human Resources Department, the department head/hiring manager (or designee) will make the final decision regarding hiring. The selected candidate will receive a final offer of employment if selected for hire by the -department head/hiring manager (or designee).

C. Adverse Employment Decision

- 1) If the selected candidate is not hired because of his or her criminal history, he or she shall be notified in writing within thirty (30) days of this decision, and the selected candidate shall be provided with a photocopy of the results of the criminal inquiry, indicating the specific conviction(s) that relate(s) to the position's responsibilities.

D. Confidentiality/Improper Dissemination of Information

- 1) Any information obtained by Augusta that pertains to an applicant's criminal history shall remain confidential and shall only be shared with individuals who need to know the contents for evaluating candidates or employees in a manner consistent with these procedures, except as dictated by law. Individuals who may be privy to the criminal history of an applicant, which will be determined based on the position, shall include only the department head/hiring manager (or designee), HR Director (or designee), General Counsel (or designee), Administrator (or designee), Sheriff (or designee), and the Mayor and the Commission. No other individuals shall be privy to the criminal history of an applicant.
- 2) No information obtained during the hiring process shall be used, distributed, or disseminated by an employee or official for any purpose other than those permitted under these procedures.
- 3) No information obtained during the hiring process shall be used, distributed, or disseminated by any employee or official to any other entity or individual, except as dictated by state and/or federal law.
- 4) Any employee who discloses the criminal history of an applicant for any reason inconsistent with these procedures, except for reasons dictated by law, shall be subject to discipline, including termination.

2. EXEMPTIONS

These procedures do not apply to applicants who are selected for public safety positions, positions involving work with children, or any other positions in which state and/or federal law requires the exclusion of an applicant from employment because of criminal history. Augusta shall inquire about the criminal history of individuals applying for these positions at the beginning of the application process.

3. APPLICABILITY

Ban the Box Policy and Procedures – October 31, 2018 DRAFT

These procedures are applicable to positions under the authority and control of Augusta.

4. DEFINITIONS

- a. Selected Candidate - the applicant who is chosen by the department head/hiring manager (or designee) as the applicant receiving a contingent offer of employment after the completion of the interview process.
- b. Individualized Assessment – an evaluation of a selected candidate’s criminal history to include, but not limited to, whether the individual committed the offense (if only an arrest); the nature and gravity of the offense; the time since the offense; and the nature of the job for which the applicant has applied.

5. PROCEDURES TO IMPLEMENT POLICY

The Human Resources Department may develop procedures or other supplementary information to support the implementation of this policy. Such supporting documentation requires the approval of the Administrator.



**Administrative Services Committee Meeting
11/13/2018 1:15 PM
Discuss the process for Request for Proposal(s)**

Department:

Presenter: Commissioner Marion Williams

Caption: Discuss the city's procurement process for the solicitation of Request for Proposal (RFP). **(Requested by Commissioner Marion Williams)**

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

**Funds are
Available in the
Following
Accounts:**

REVIEWED AND APPROVED BY:



**Administrative Services Committee Meeting
11/13/2018 1:15 PM
Minutes**

Department:

Presenter:

Caption: Motion to approve the minutes of the Administrative Services Committee held on October 30, 2018.

Background:

Analysis:

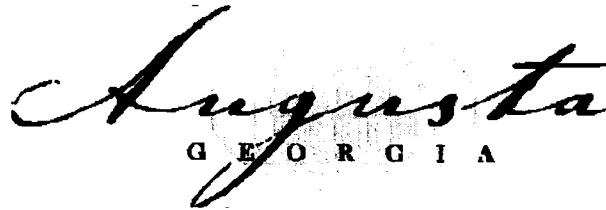
Financial Impact:

Alternatives:

Recommendation:

**Funds are
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REVIEWED AND APPROVED BY:



Administrative Services Committee Meeting Commission Chamber - 10/30/2018

ATTENDANCE:

Present: Hons. Hardie Davis, Jr., Mayor; M. Williams, Chairman;
Jefferson, Vice Chairman; Davis and D. Williams, members.

ADMINISTRATIVE SERVICES

1. The Recreation Department requests the purchase of one new Backhoe Loader.
- Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Ms. Davis out. Motion Passes 3-0.	Commissioner Andrew Jefferson	Commissioner Dennis Williams	Passes

2. The Utilities Department-Fort Gordon Division requests the purchase of one new mini tracked loader. Ditch Witch of GA - Bid Item 18-251
- Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner Dennis Williams	Commissioner Andrew Jefferson	Passes

3. Amend the current Healthstat contract to include replacing the need for an Occupational Medical Doctor position with a Nurse Practitioner position.
- Item Action:**
Approved

Motions

Motion Text	Made By	Seconded By	Item # 3
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**Motion
Type****Motion
Result**

Approve	Motion to approve. Motion Passes 4-0.	Commissioner Mary Davis	Commissioner Andrew Jefferson	Passes
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4. Request to approve the FY2019 Annual Action Plan for the following programs funded by the U.S. Department of Housing and Urban Development (HUD): Community Development Block Grant (CDBG) Program, Home Investment Partnerships (HOME) Program, Emergency Solutions Grant (ESG) Program, Housing Opportunities for Persons with AIDS (HOPWA) Program and Continuum of Care (CoC) Program
- Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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Approve	Motion to approve. Motion Passes 4-0.	Commissioner Andrew Jefferson	Commissioner Dennis Williams	Passes
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5. Update from staff and discuss proposed ambulance services meeting with Gold Cross. **(Requested by Commissioner Andrew Jefferson)**
- Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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Approve	Motion to approve receiving this item as information with November 16, 2018 as the meeting date. Motion Passes 4-0.	Commissioner Andrew Jefferson	Commissioner Mary Davis	Passes
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6. Infuse additional funds to assist Project Sponsors with day-to-day operations. Repurposing Housing Opportunities for Persons with AIDS (HOPWA) funds to support Project Sponsors with operations of currently implemented program services will reduce lapse in services for clients during restructure to outlying counties.
- Item Action:**
Approved

Motions

Motion Text	Made By	Seconded By	Item # 3
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Motion Type				Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner Andrew Jefferson	Commissioner Mary Davis	Passes

7. Motion to approve the minutes of the Administrative Services Committee held on October 9, 2018.
- Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner Mary Davis	Commissioner Andrew Jefferson	Passes

8. Request approval for HCD to work through Central Services Department to salvage Furniture, Fixtures and Equipment (FF&E) scheduled to be discarded or scrapped from former LEC (401 Walton Way) for use in the development of a community - based low barrier shelter for homeless services and emergency response.
- Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve receiving this item as information. Motion Passes 4-0.	Commissioner Mary Davis	Commissioner Dennis Williams	Passes

9. Receive as information an updated report on Augusta's Transparency Initiative.
- Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve receiving this item as information. Motion Passes 4-0.	Commissioner Mary Davis	Commissioner Andrew Jefferson	Passes



**Administrative Services Committee Meeting
11/13/2018 1:15 PM
Re-establishment of a salvage yard for junk cars**

Department:

Presenter: Commissioner Marion Williams

Caption: Discuss the re-establishment of a salvage yard for junk cars adjacent to the God Life Changing Ministries Church located on Milledgeville Road. **(Requested by Commissioner Marion Williams)**

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

**Funds are
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Accounts:**

REVIEWED AND APPROVED BY:



**Administrative Services Committee Meeting
11/13/2018 1:15 PM
Richmond County Court Salaries Adjustments**

Department:

Presenter: Commissioner Marion Williams

Caption: Update from Administrator on meeting with Juvenile Court and other similarly situated departments to determine if the money they currently have in their budgets can be used to make appropriate salary adjustments for their employees who were not included in the recent compensation study. **(Requested by Commissioner Marion Williams)**

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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