



Administrative Services Committee Commission Chamber- 11/10/2014- 1:15 PM
Meeting

ADMINISTRATIVE SERVICES

1. Discuss adoption of the 2012 Land Bank Act. (Referred from ☐ Attachments
October 27 Administrative Services Committee)

2. Motion to approve an Ordinance to amend Augusta, GA Code Sections 1-1-23 and 1-1-27 relating to employee or public official conflicts of interest to allow for exceptions to be approved by the Augusta, Georgia Commission on a case-by-case basis; to repeal all Code Sections and Ordinances and parts of Code Sections and Ordinances in conflict herewith; to provide an effective date and for other purposes. Waive Second Reading **(Requested by Commissioner Grady Smith) (Referred from November 4 Commission meeting)** ☐ Attachments

3. Motion to **approve** recommendation #2 of the Interim Administrator relative to the Disparity Study to consult with Attorney Colette Holt to help implement the goals to make program successful subject to costs associated with the consultation be presented to the Commission and the remainder recommendations referred back to committee. **(Approved by Administrative Services Committee October 27, 2014) (Referred from November 4 Commission meeting)** ☐ Attachments

4. Motion to approve the minutes of the Administrative Services Committee held on October 27, 2014. ☐ Attachments



**Administrative Services Committee Meeting
11/10/2014 1:15 PM
2012 Land Bank Act**

Department: Clerk of Commission

Caption: Discuss adoption of the 2012 Land Bank Act. (Referred from
October 27 Administrative Services Committee)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



**Administrative Services Committee Meeting
11/10/2014 1:15 PM
Conflict of Interest**

Department:

Caption: Motion to approve an Ordinance to amend Augusta, GA Code Sections 1-1-23 and 1-1-27 relating to employee or public official conflicts of interest to allow for exceptions to be approved by the Augusta, Georgia Commission on a case-by-case basis; to repeal all Code Sections and Ordinances and parts of Code Sections and Ordinances in conflict herewith; to provide an effective date and for other purposes. Waive Second Reading (**Requested by Commissioner Grady Smith**) (**Referred from November 4 Commission meeting**)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE AUGUSTA, GA CODE ARTICLE ONE, CHAPTER ONE, SECTIONS 1-1-23 AND 1-1-27 RELATING TO EMPLOYEE OR PUBLIC OFFICIAL CONFLICTS OF INTEREST TO ALLOW FOR EXCEPTIONS TO BE APPROVED BY THE AUGUSTA, GEORGIA COMMISSION ON A CASE-BY-CASE BASIS; TO REPEAL ALL CODE SECTIONS AND ORDINANCES AND PARTS OF CODE SECTIONS AND ORDINANCES IN CONFLICT HEREWITH; TO PROVIDE AN EFFECTIVE DATE AND FOR OTHER PURPOSES.

WHEREAS, it is the desire of the Augusta, Georgia Commission to amend Code provisions relating to employee or public officials participating directly or indirectly in procurement contracts so as to allow the Augusta, Georgia Commission to make exceptions on a case by case basis upon application to the Augusta, Georgia Commission; and

WHEREAS, based on the foregoing, the Augusta, Georgia Commission recommends amending Article One, Chapter One, Sections 1-1-23 and 1-1-27 of the AUGUSTA, GA. CODE.

THE AUGUSTA, GEORGIA BOARD OF COMMISSIONERS ordains as follows:

SECTION 1. AUGUSTA, GA. CODE Sec. 1-1-23 Rules of conduct for employees and public officials of Augusta as set forth in the AUGUSTA, GA. CODE, as amended September 3, 2013 by Ord. 7427, is hereby amended by striking this section in its entirety as set forth in "Exhibit A" hereto and inserting in lieu thereof new Code Sec. 1-1-23 as set forth in "Exhibit B" hereto.

SECTION 2. AUGUSTA, GA. CODE Sec. 1-1-27 Employee or Public Official Conflict of Interest as set forth in the AUGUSTA, GA. CODE, as amended September 3, 2013 by Ord. 7427, is hereby amended by striking this section in its entirety as set forth in "Exhibit C" hereto and inserting in lieu thereof new Code Sec. 1-1-27 as set forth in "Exhibit D" hereto.

SECTION 3. This ordinance shall become effective upon its adoption in accordance with applicable laws.

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

Adopted this _____ day of _____, 2014.

David S. Copenhaver
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 _____, 2014 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: _____

First Reading _____

Second Reading _____

Exhibit A

Sec. 1-1-23. Rules of conduct for employees and public officials of Augusta.

Employees and public officials of Augusta shall perform their official duties in such a manner as to promote the best interest of the public. To help ensure the proper performance of their duties, the following Rules of Conduct are adopted.

(a) Receipt of gifts by employees and public officials prohibited; reporting; disposition.

- (1) An employee or public official, or any other person on his or her behalf, is prohibited from knowingly accepting and retaining, directly or indirectly, a gift from a lobbyist, vendor, or any other person seeking to influence official action. If a gift has been accepted, it must be either returned to the donor or transferred to a charitable organization. However, a gift may be accepted by an employee or public official on behalf of Augusta, the agency, or the Mayor and Commission. If the gift is accepted, the person receiving the gift shall not maintain custody of the gift for any period of time beyond that reasonably necessary to arrange for the transfer of custody and ownership of the gift.
- (2) An employee who accepts a gift for an agency or for the Mayor and Commission must file a report, no later than the last day of each quarter in which a reportable gift is made. The report shall be filed with the employee's agency head and in the case of the Mayor and Commission with the Clerk of the Commission. The report must contain a description of each gift, the name and address of the recipient of the gift, and the date such gift is given. The donor shall be notified that the gift will be reported, but a single gift need not be reported by more than one employee.
- (3) A public official who accepts a gift for an agency or for the Mayor and Commission must file a report with the Clerk of the Commission not later than February 1, 2001, and not later than February 1 of each year thereafter, and shall cover the preceding calendar year. The report must contain a description of each gift, the name and address of the donor of the gift, and the date such gift is given. The donor shall be notified that the gift will be reported, but a single gift need not be reported by more than one (1) employee.

(b) Conflict of interest prohibited.

- (1) An employee or public official shall not knowingly use his or her position in any manner which will result in the receipt of a financial benefit or gift, direct or indirect, to the employee, the employee's relatives, the public official, the public official's relatives, or an individual with whom the employee or public official has a financial interest or a business with which the employee or public official has a financial interest.

~~(A) These rules shall not be applicable to financial and other benefits derived by an employee or public official that he or she would enjoy to an extent no greater than that which other citizens of Georgia would or could enjoy.~~

~~(B) These rules shall not be applicable to financial and other benefits rightfully gained by an employee or public official pursuant to the proper performance of his or her official responsibilities.~~

~~(C) These rules shall not be applicable to any exceptions to prohibited transactions set forth by Georgia law.~~

~~(2) An employee or public official shall not directly or knowingly ask, accept, demand, extract, solicit, seek or assign or receive a financial benefit or gift for himself or herself or for another person in return for being influenced in the discharge of his or her official responsibilities.~~

~~(3) An employee or public official shall not solicit or receive a financial benefit, or a gift other than a financial benefit received by the employee or public official for acting in his or her official capacity, for advice or assistance given in the course of carrying out the employee's official responsibilities.~~

~~(4) An employee or public official shall not use or disclose information gained in the course of, or by reason of, his or her official responsibilities in a way that would affect a personal financial interest of the employee, an employee's relative, the public official, the public official's relative or a person with whom, or business with which, the employee or public official shares a financial interest.~~

~~(5) An employee or public official shall not cause the employment, appointment, promotion, transfer, or advancement of a relative to an employment position which the employee or public official directly supervises or manages. An employee or public official shall not participate in an action relating to the disciplining of a relative. Nothing herein shall be construed to affect Augusta's nepotism policy as contained in its Personnel Policies and Procedures.~~

~~(6) An employee or public official shall not transact any business or participate directly or indirectly in any procurement contract when the conditions of AUGUSTA, GA. CODE Section 1-1-27 are applicable to such procurement.~~

~~(e) Appearance of conflict.~~

~~(1) An employee or public official shall make every reasonable effort to avoid even the appearance of a conflict of interest. An appearance of conflict exists when a reasonable person would conclude from the circumstances that the employee's or public official's ability to protect the public interest, or perform public duties, is compromised by personal interests. An appearance of conflict could exist even in the absence of a legal conflict of interest.~~

(2) An employee or public official shall recuse himself or herself from participation in any official proceeding in which the employee's or public official's impartiality might reasonably be questioned due to the employee's or public official's personal or financial relationship with any participant in the proceeding, including an owner, shareholder, partner, employee, or agent of a business entity involved in the proceeding. If the employee or public official is uncertain whether the relationship justifies recusal, then the employee or public official shall disclose the relationship to the person presiding over the proceeding. The presiding officer shall determine the extent to which, if any, the employee or public official will be permitted to participate. If the presiding officer is the affected employee or public official, he or she shall relinquish the chair to a substitute who shall make the determination.

(d) Other rules of conduct.

- (1) The agency head shall make a due and diligent effort to determine whether he or she has a conflict of interest or appearance of conflict before taking any action.
- (2) The agency head shall continually monitor, evaluate, and manage his or her personal, financial, and professional affairs to ensure the absence of conflicts of interests and appearance of conflicts.

(e) Augusta shall not pay lodging costs, meal costs, transportation costs, entrance fees, admission fees, or for other tickets for anyone other than the employee unless such person has specific approval from the City Administrator or agency head, as applicable, for such person to accompany the employee on such trip, nor shall Augusta pay for such expenses for anyone representing the Mayor or members of the Commission, without specific approval of the Augusta, Georgia Commission.

(f) Procedures for alleged ethical violations by public officials.

(1) Complaint initiation.

If the Mayor or any Commissioner of the Augusta, Georgia Commission has reason to believe that a public official has violated the ethical requirements of this Code, he or she may request that the Commission authorize a Formal Investigation of such person by placing such request on the full Commission agenda in accordance with the Commission's procedural rules. Such request must contain facts that, if true, would be a violation of the ethical requirements of this Code.

(2) Formal Investigation.

Upon an affirmative vote of six members of the Commission, a Formal Investigation shall be initiated against a public official alleged to have violated the ethical rules of this Code.

- (A) The Formal Investigation shall be conducted by an impartial, Georgia licensed, private investigator.
- (B) The selection of the private investigator shall be made by the President of the Augusta Bar Association (unless such person has a conflict of interest, in which case the next highest ranking officer of the Augusta Bar Association would select the private investigator). The private investigator shall be paid reasonable and fair compensation by the Augusta, Georgia Board of Commissioners.
- (C) Within 45 days of being retained, the private investigator shall provide the Board of Commissioners a written report containing his or her findings as well as the investigator's opinion regarding whether the public official has violated the ethical rules of this Code.

(3) Decision of the Commission.

The Augusta, Georgia Board of Commissioners is the final decision maker with respect to whether a public official violated the ethical rules of this Code. A finding that a public official has violated the ethical rules of this Code requires an affirmative vote of six members of the Commission.

Exhibit B

Sec. 1-1-23. Rules of conduct for employees and public officials of Augusta.

Employees and public officials of Augusta shall perform their official duties in such a manner as to promote the best interest of the public. To help ensure the proper performance of their duties, the following Rules of Conduct are adopted.

(a) Receipt of gifts by employees and public officials prohibited; reporting; disposition.

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- (2) An employee who accepts a gift for an agency or for the Mayor and Commission must file a report, no later than the last day of each quarter in which a reportable gift is made. The report shall be filed with the employee's agency head and in the case of the Mayor and Commission with the Clerk of the Commission. The report must contain a description of each gift, the name and address of the recipient of the gift, and the date such gift is given. The donor shall be notified that the gift will be reported, but a single gift need not be reported by more than one employee.
- (3) A public official who accepts a gift for an agency or for the Mayor and Commission must file a report with the Clerk of the Commission not later than February 1, 2001, and not later than February 1 of each year thereafter, and shall cover the preceding calendar year. The report must contain a description of each gift, the name and address of the donor of the gift, and the date such gift is given. The donor shall be notified that the gift will be reported, but a single gift need not be reported by more than one (1) employee.

(b) Conflict of interest prohibited.

- (1) An employee or public official shall not knowingly use his or her position in any manner which will result in the receipt of a financial benefit or gift, direct or indirect, to the employee, the employee's relatives, the public official, the public official's relatives, or an individual with whom the employee or public official has a financial interest or a business with which the employee or public official has a financial interest.

- (A) These rules shall not be applicable to financial and other benefits derived by an employee or public official that he or she would enjoy to an extent no greater than that which other citizens of Georgia would or could enjoy.
 - (B) These rules shall not be applicable to financial and other benefits rightfully gained by an employee or public official pursuant to the proper performance of his or her official responsibilities.
 - (C) These rules shall not be applicable to any exceptions to prohibited transactions set forth by Georgia law. For purposes of determining the applicability of such law, Augusta, Georgia Public Officials shall be treated as state elected and appointed "Public Officials" with limited powers as defined in O.C.G.A. § 45-10-20.
 - (D) These rules shall not be applicable to such further exceptions as may be made on a case-by-case basis upon application to the Augusta, Georgia Commission.
- (2) An employee or public official shall not directly or knowingly ask, accept, demand, extract, solicit, seek or assign or receive a financial benefit or gift for himself or herself or for another person in return for being influenced in the discharge of his or her official responsibilities.
 - (3) An employee or public official shall not solicit or receive a financial benefit, or a gift other than a financial benefit received by the employee or public official for acting in his or her official capacity, for advice or assistance given in the course of carrying out the employee's official responsibilities.
 - (4) An employee or public official shall not use or disclose information gained in the course of, or by reason of, his or her official responsibilities in a way that would affect a personal financial interest of the employee, an employee's relative, the public official, the public official's relative or a person with whom, or business with which, the employee or public official shares a financial interest.
 - (5) An employee or public official shall not cause the employment, appointment, promotion, transfer, or advancement of a relative to an employment position which the employee or public official directly supervises or manages. An employee or public official shall not participate in an action relating to the disciplining of a relative. Nothing herein shall be construed to affect Augusta's nepotism policy as contained in its Personnel Policies and Procedures.
 - (6) Except as provided by Section 1-1-23(b)(1)(D), an employee or public official shall not transact any business or participate directly or indirectly in any procurement contract when the conditions of Section 1-1-27 are applicable to such procurement.
- (c) Appearance of conflict.

- (1) An employee or public official shall make every reasonable effort to avoid even the appearance of a conflict of interest. An appearance of conflict exists when a reasonable person would conclude from the circumstances that the employee's or public official's ability to protect the public interest, or perform public duties, is compromised by personal interests. An appearance of conflict could exist even in the absence of a legal conflict of interest.
- (2) An employee or public official shall recuse himself or herself from participation in any official proceeding in which the employee's or public official's impartiality might reasonably be questioned due to the employee's or public official's personal or financial relationship with any participant in the proceeding, including an owner, shareholder, partner, employee, or agent of a business entity involved in the proceeding. If the employee or public official is uncertain whether the relationship justifies recusal, then the employee or public official shall disclose the relationship to the person presiding over the proceeding. The presiding officer shall determine the extent to which, if any, the employee or public official will be permitted to participate. If the presiding officer is the affected employee or public official, he or she shall relinquish the chair to a substitute who shall make the determination.
- (3) Exceptions authorized by the Augusta, Georgia Commission pursuant to Section 1-1-23(b)(1)(D) shall not be considered an appearance of a conflict.
- (d) Other rules of conduct.
 - (1) The agency head shall make a due and diligent effort to determine whether he or she has a conflict of interest or appearance of conflict before taking any action.
 - (2) The agency head shall continually monitor, evaluate, and manage his or her personal, financial, and professional affairs to ensure the absence of conflicts of interests and appearance of conflicts.
- (e) Augusta shall not pay lodging costs, meal costs, transportation costs, entrance fees, admission fees, or for other tickets for anyone other than the employee unless such person has specific approval from the City Administrator or agency head, as applicable, for such person to accompany the employee on such trip, nor shall Augusta pay for such expenses for anyone representing the Mayor or members of the Commission, without specific approval of the Augusta, Georgia Commission.
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If the Mayor or any Commissioner of the Augusta, Georgia Commission has reason to believe that a public official has violated the ethical requirements of this Code, he or she may request that the Commission authorize a Formal Investigation of such person by placing such request on the full Commission agenda in accordance with the Commission's procedural rules. Such request must

contain facts that, if true, would be a violation of the ethical requirements of this Code.

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- (D) The Formal Investigation shall be conducted by an impartial, Georgia licensed, private investigator.
- (E) The selection of the private investigator shall be made by the President of the Augusta Bar Association (unless such person has a conflict of interest, in which case the next highest ranking officer of the Augusta Bar Association would select the private investigator). The private investigator shall be paid reasonable and fair compensation by the Augusta, Georgia Board of Commissioners.
- (F) Within 45 days of being retained, the private investigator shall provide the Board of Commissioners a written report containing his or her findings as well as the investigator's opinion regarding whether the public official has violated the ethical rules of this Code.

(3) Decision of the Commission.

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Exhibit C

~~Sec. 1-1-27. Employee or public official conflict of interest, procurement prohibitions.~~

~~Except as otherwise provided by law, it shall be unethical for any Augusta, Georgia employee or public official, as defined in AUGUSTA, GA CODE section 1-1-22(e)(8), to transact any business or participate directly or indirectly in any procurement contract when the conditions below apply. This prohibition applies at every level of procurement, including, but not limited to, prime contractors, sub-contractors (and every level of contracting below sub-contractors), suppliers, vendors, professional and consultant service providers. The procurement prohibitions provided in this section shall apply when the employee or public official knows that:~~

- ~~(a) The employee or public official or any member of the employee's or public official's immediate family has a substantial interest or financial interest pertaining to the procurement contract; or~~
- ~~(b) Any person, business, or organization, with whom the employee or public official (or any member of an employee's or public official's immediate family) is negotiating with for employment purposes (or has an arrangement concerning prospective employment), is involved in the procurement contract.~~

~~An employee or public official or any member of an employee's or public official's immediate family who holds a substantial interest or financial interest in a disclosed blind trust shall not be deemed to have a conflict of interest with regard to matters pertaining to that substantial interest or financial interest.~~

Exhibit D

Sec. 1-1-27. Employee or public official conflict of interest, procurement prohibitions.

Except as otherwise provided by law and Section 1-1-23(b)(1)(D) of this Code, it shall be unethical for any Augusta, Georgia employee or public official, as defined in Code Section 1-1-22(c)(8), to transact any business or participate directly or indirectly in any procurement contract when the conditions below apply. This prohibition applies at every level of procurement, including, but not limited to, prime contractors, sub-contractors (and every level of contracting below sub-contractors), suppliers, vendors, professional and consultant service providers. The procurement prohibitions provided in this section shall apply when the employee or public official knows that:

- (c) The employee or public official or any member of the employee's or public official's immediate family has a substantial interest or financial interest pertaining to the procurement contract; or
- (d) Any person, business, or organization, with whom the employee or public official (or any member of an employee's or public official's immediate family) is negotiating with for employment purposes (or has an arrangement concerning prospective employment), is involved in the procurement contract.

An employee or public official or any member of an employee's or public official's immediate family who holds a substantial interest or financial interest in a disclosed blind trust shall not be deemed to have a conflict of interest with regard to matters pertaining to that substantial interest or financial interest.

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- (3) A public official who accepts a gift for an agency or for the Mayor and Commission must file a report with the Clerk of the Commission not later than February 1, 2001, and not later than February 1 of each year thereafter, and shall cover the preceding calendar year. The report must contain a description of each gift, the name and address of the donor of the gift, and the date such gift is given. The donor shall be notified that the gift will be reported, but a single gift need not be reported by more than one (1) employee.

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~~(D)~~ These rules shall not be applicable to such further exceptions as may be made on a case-by-case basis upon application to the Augusta, Georgia Commission.

(2) An employee or public official shall not directly or knowingly ask, accept, demand, extract, solicit, seek or assign or receive a financial benefit or gift for himself or herself or for another person in return for being influenced in the discharge of his or her official responsibilities.

(3) An employee or public official shall not solicit or receive a financial benefit, or a gift other than a financial benefit received by the employee or public official for acting in his or her official capacity, for advice or assistance given in the course of carrying out the employee's official responsibilities.

(4) An employee or public official shall not use or disclose information gained in the course of, or by reason of, his or her official responsibilities in a way that would affect a personal financial interest of the employee, an employee's relative, the public official, the public official's relative or a person with whom, or business with which, the employee or public official shares a financial interest.

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(6) Except as provided by Section 1-1-23(b)(1)(D), an employee or public official shall not *transact any business* or participate directly or indirectly in any procurement contract when the conditions of AUGUSTA, GA. CODE Section 1-1-27 are applicable to such procurement.

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~~(2)~~(3) Exceptions authorized by the Augusta, Georgia Commission pursuant to Section 1-1-23(b)(1)(D) shall not be considered an appearance of a conflict.

(d) Other rules of conduct.

(1) The agency head shall make a due and diligent effort to determine whether he or she has a conflict of interest or appearance of conflict before taking any action.

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- (B) The selection of the private investigator shall be made by the President of the Augusta Bar Association (unless such person has a conflict of interest, in which case the next highest ranking officer of the Augusta Bar Association would select the private investigator). The private investigator shall be paid reasonable and fair compensation by the Augusta, Georgia Board of Commissioners.
- (C) Within 45 days of being retained, the private investigator shall provide the Board of Commissioners a written report containing his or her findings as well as the investigator's opinion regarding whether the public official has violated the ethical rules of this Code.

(3) Decision of the Commission.

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Sec. 1-1-27. Employee or public official conflict of interest, procurement prohibitions.

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- (a) The employee or public official or any member of the employee's or public official's immediate family has a *substantial interest or financial interest* pertaining to the procurement contract; or
- (b) Any person, business, or organization, with whom the employee or public official (or any member of an employee's or public official's immediate family) is negotiating with for employment purposes (or has an arrangement concerning prospective employment), is involved in the procurement contract.

An employee or public official or any member of an employee's or public official's immediate family who holds a substantial interest or financial interest in a disclosed blind trust shall not be deemed to have a conflict of interest with regard to matters pertaining to that substantial interest or financial interest.



**Administrative Services Committee Meeting
11/10/2014 1:15 PM
Disparity Study**

Department: Administrator's Office

Caption: Motion to **approve** recommendation #2 of the Interim Administrator relative to the Disparity Study to consult with Attorney Colette Holt to help implement the goals to make program successful subject to costs associated with the consultation be presented to the Commission and the remainder recommendations referred back to committee.
(Approved by Administrative Services Committee October 27, 2014) (Referred from November 4 Commission meeting)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Disparity Study Assessment

October 13, 2014

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Background

- Disparity Study was completed in 2009 by the NERA Group
- NERA Group provided recommendations
- Several Meetings were held to follow-up

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Disparity Study Action Plan

- Appoint a Contracting Task Force
- Streamline Procurement Procedures and Forms
- Increase Vendor Communication and Outreach
- Increase Contract "Unbundling"
- Review Surety Bonding and Insurance Requirements
- Ensure Prompt Payments on ARC's Contracts
- Augment the Local Small Business Opportunities Program
- Improve Contracting and Procurement Data Collection and Retention Procedures

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Evaluation Process

1. Initial meeting was held with DBE, Procurement and Law Department.
2. Reviewed other agencies in Georgia
3. Reviewed the FTA Triennial Review Guide
4. Spoke with Ms. Colette Holt

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Recommendation

1. Consult with Ms. Holt to help implement the goals to make this program successful.
2. Implement data collection program.
3. Collect data for 2014 and 2015. (Do not go back any earlier.)
4. Evaluate timing for future disparity study based on collection of data.

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Questions

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**Administrative Services Committee Meeting
11/10/2014 1:15 PM
Minutes**

Department: Clerk of Commission

Caption: Motion to approve the minutes of the Administrative Services Committee held on October 27, 2014.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



Administrative Services Committee Meeting Commission Chamber - 10/27/2014

ATTENDANCE:

ADMINISTRATIVE SERVICES

1. Discuss adoption of the 2012 Land Bank Act.

**Item
Action:**
Rescheduled

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Defer	Motion to refer this item back to the next committee meeting. Motion Passes 4-0.	Commissioner Mary Davis	Commissioner William Fennoy	Passes

2. Approval for HR Department to revise the current 2014 Holiday Schedule to allow employees to observe December 25 and December 26 as the holiday instead of December 24 and December 25.

**Item
Action:**
Approved

Motions

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

3. Approve Year 2015 – 2019 Consolidated Plan and 2015 Action Plan for Community Development Block Grant (CDBG) Program, Home Investment Partnerships (HOME) Program, Emergency Solutions Grant (ESG) Program, Approved Housing Opportunities for Persons with AIDS (HOPWA) Program.

**Item
Action:**
Approved

Motions

Item # 4

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

4. Discuss the update on the Disparity Study. (No recommendation from Administrative Services Committee September 29, 2014) (Referred from October 7 Commission meeting) (Referred from October 13 Administrative Services Committee) **Item Action: Approved**

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve the first through fifth recommendations as presented by the Interim Administrator with a report back on the first and second recommendations to determine what would be entailed in that process of implementation.	Commissioner William Fennoy	Commissioner William Lockett	Other

No action is taken on this motion due to the passage of the substitute motion.

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Substitute motion to move forward with implementing recommendation #2, that the costs associated with recommendation #2 to work with Ms. Holt be brought back and that the remainder of the recommendations be referred back to committee. Mr. Lockett out. Motion Passes 3-0.	Commissioner Ben Hasan	Commissioner William Fennoy	Passes

5. Motion to approve the minutes of the Administrative Services Committee held **Item**
Item # 4

on October 13, 2014.

Action:
Approved

Motions

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

6. Approve holding open enrollment for the first week in November with no increase in employee premium rates.

Item Action:
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Unanimous consent is given to add this item to the agenda.			

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner William Fennoy	Commissioner Ben Hasan	Passes

7. Motion to renew Stop Loss Coverage Contract with BCBS.

Item Action:
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Unanimous consent is given to add this item to the agenda.			

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve.	Commissioner	Commissioner	Passes

Item # 4

Motion Passes 4- William Fennoy Ben Hasan
0.

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