

**AGENDA  
CALLED MEETING  
February 14, 2019  
9:00 A.M.**

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1. Call to Order
2. Invocation and Pledge of Allegiance
3. To Discuss/Approve Family Connection Contract
4. Executive Session
5. Adjournment

**Board of Commissioners of Candler County**  
**Called Meeting**  
**February 14, 2019**  
**9:00 A.M.**

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The Board of Commissioners of Candler County held a called meeting on Thursday, February 14, 2019, at 9:00 a.m., in the Commissioners' boardroom at 1075 East Hiawatha Street, Suite A, Metter, Georgia. The purpose of the called meeting was to discuss items on the agenda and other business brought properly before the Board. Those attending the meeting included Candler County Commission Chairman, Glyn Thrift; Candler County Vice-Chairman, Brad Jones; Commissioners David Robinson and Blake Hendrix; Candler County Administrator, Bryan Aasheim; and, Candler County Clerk, Maranda K. Lank. Guest attending the called meeting included the Metter Advertiser representative, Jerri Goodman. Candler County Commissioner Wayne Culbertson and Candler County Attorney Kendall Gross were unable to attend this Called Meeting.

**Call to Order**

Chairman Thrift called the meeting to order at 9:02 a.m.

**Invocation and Pledge of Allegiance**

Vice-Chairman Jones delivered the invocation followed by Chairman Thrift leading the *Pledge of Allegiance*.

**To Discuss / Approve Family Connection Contract**

Mr. Aasheim informed the Board of the findings since the topic was tabled during the February 4, 2019 meeting. He informed the Board that the risk is limited because the State of Georgia is aware that funds are available for the appropriated Family Connection funding. He reiterated that up to this point, there has not been a reimbursement issue or any other issues with receiving requested documents. After a brief discussion, Commissioner Robinson made a motion seconded by Commissioner Hendrix to approve the Family Connection Contract. The motion passed unanimously. (See Exhibit A)

**Discussion of the Grand Jury Findings**

Mr. Aasheim presented the Grand Jury Letter regarding their findings. After some discussion of efforts made, the Board agreed Mr. Aasheim should modify the response letter and submit it to the Metter Advertiser as required.

**Hospital Authority Board Appointment**

Mr. Aasheim informed the Board that the Candler County Hospital Authority has selected Rocker Hartley from the list of names submitted to fill the vacancy left by Bobby Jones. He then stated that a new list should be submitted to fill the vacancy left by Dale Fordham. This will be discussed during executive session.

**Executive Session**

Vice-Chairman Jones made the motion to enter an Executive Session at 9:18 a.m. seconded by Commissioner Robinson to discuss personnel only. The motion passed unanimously.

Vice-Chairman Jones made the motion seconded by Commissioner Hendrix to adjourn the Executive Session and resume with the regular business meeting at 9:56 a.m. The motion passed unanimously.

Vice-Chairman Jones made the motion to authorize Chairman Thrift to sign the *Closed Meeting Affidavit*. Commissioner Robinson seconded the motion. The motion passed unanimously.

**Action from Executive Session**

Vice-Chairman Jones made the motion seconded by Commissioner Hendrix to submit the following three names to the Candler County Hospital Authority to fill the vacancy created from Dale Fordham's resignation. The motion passed unanimously.

- 1. Gary Howard
- 2. Jill Lehman
- 3. Alisha Jones

**Adjournment**

With no further business to discuss, Vice-Chairman Jones made a motion at 10:02 a.m. seconded by Commissioner Hendrix to adjourn the meeting. The motion carried unanimously.



Maranda K. Lank, Clerk  
Attest



Chairman Glyn Thrift

# BOARD OF COMMISSIONERS OF CANDLER COUNTY

Glyn Thrift  
Chairman

Bryan Aasheim  
County Administrator

Brad Jones  
Vice-Chairman

Blake Hendrix  
Commissioner

Wayne Culbertson  
Commissioner

David Robinson  
Commissioner

## CLOSED MEETING AFFIDAVIT

STATE OF GEORGIA  
COUNTY OF CANDLER

### AFFIDAVIT OF CHAIRMAN OR PRESIDING OFFICER


Brad Jones, Vice-Chairman of the Board of Commissioners of Candler County, being duly sworn, states under oath that the following is true and accurate to the best of his knowledge and belief:

1. The Board of Commissioners of Candler County met in a duly advertised meeting on Thursday, February 14, 2019.
2. During such meeting, the Board voted to go into closed session.
3. The executive session was called to order at 9:18 a.m.
- 4.

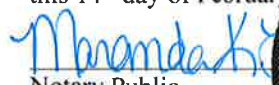
The subject matter of the closed portion of the meeting was devoted to the following matter(s) within the exceptions provided in the open meetings law:

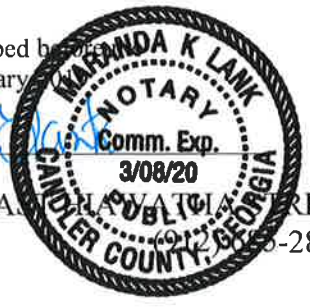
- Consultation with the county attorney or other legal counsel to discuss pending or potential litigation, settlement, claims, administrative proceedings, or other judicial actions brought or to be brought by or against the county or any officer or employee or in which the county or any officer or employee may be directly involved as provided in O.C.G.A. 50-14-2(1);
- Discussion of tax matters made confidential by state law as provided by O.C.G.A. 50-14-2(2);
- Discussion of the future acquisition of real estate as provided by O.C.G.A. 50-14-3(4);
- X   Discussion or deliberation on the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a county officer or employee as provided in O.C.G.A. 50-14-3(6);
- Other

This 14<sup>th</sup> day of February, 2019.

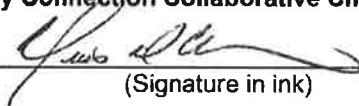
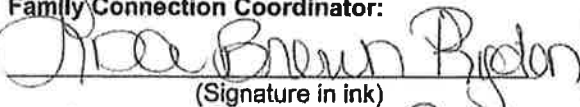

  
\_\_\_\_\_  
Glyn Thrift, Chairman  
Board of Commissioners of Candler County

Sworn to and subscribed by me on this 14<sup>th</sup> day of February

  
\_\_\_\_\_  
Notary Public



1075 EAST HAVATIA STREET, SUITE A, METTER, GEORGIA 30439  
 (912) 685-2835 FAX (912) 685-4823

<b>Fiscal Agent Designation and Acceptance Agreement</b>		<b>COUNTY:</b> <u>Candler</u>
<p>The <u>Board of Commissioners of Candler County</u> agrees to serve  <small>legal name of agency or board</small></p> <p>as the Fiscal Agent for the <u>Candler County Family Connection</u>  <small>name of Georgia Family Connection collaborative</small></p> <p>for the period of July 1, 2019 through June 30, 2020.</p> <p>The Fiscal Agent certifies they 1) understand this is a 12 month commitment, 2) understand expenses are reimbursable on a quarterly basis, 3) agree to receive all financial correspondence and payments relating to the funds, and make all records available for any required financial audit, 4) have appropriate accounting and financial systems to document costs incurred and claims made and 5) agree the local Family Connection collaborative board is the body responsible for all decisions associated with budgeting of these funds, but will ensure such decisions shall be in compliance with the Fiscal Agent's own policies and procedures.</p>		
Mail signed agreement <u>with signed IRS W-9 form to:</u>		FY 2020 Fiscal Agent Information Georgia Family Connection Partnership 235 Peachtree Street Suite 1600 Atlanta, GA 30303-1422
Deadline: February 15, 2019		
<p><b>Family Connection Collaborative Chairperson:</b></p> <p>          (Signature in ink)</p> <p><u>Dennis D. Allen</u>          (Print Name in Block Letters)</p> <p>Date: <u>1-14-19</u></p> <hr/> <p><b>Family Connection Coordinator:</b></p> <p>          (Signature in ink)</p> <p><u>Lisa Brown Bigden</u>          (Print Name in Block Letters)</p> <p>Date: <u>1-14-19</u></p>	<p><b>Fiscal Agent:</b></p> <p>Fiscal Agent's fiscal year end date          (month and day): <u>6/30</u></p> <p>          (Signature of agency representative legally responsible to enter into contract. Signature in ink)</p> <p><u>Bryan Aasheim</u>          (Print Name in Block Letters)</p> <p>Title: <u>Administrator</u>          (Print Title in Block Letters)</p> <p>Date: <u>2/14/19</u></p>	



## Responsibilities of a Georgia Family Connection Collaborative

### Collaborative

In order to fulfill the Georgia General Assembly's intent for the Georgia Family Connection appropriation, safeguard the integrity of the statewide network, and achieve the network's mission of improving outcomes for children and families, we—as a local Georgia Family Connection Collaborative and a member of the Georgia Family Connection statewide network—agree to:

- always act in the best interest of the Georgia Family Connection statewide network and the communities we serve;
- operate within the framework of Georgia Family Connection's disciplined model of collaboration;
- identify a Collaborative governing body and fiscal agent to provide leadership and oversight to the Collaborative's work and finances;
- review and adhere to all requirements as outlined in the Georgia Department of Human Services (DHS) contract and any additional policies developed by the Collaborative to guard against conflicts of interest and acting for personal gain;
- demonstrate effective collaboration by being inclusive and nonpartisan, and by opening the process to all interested parties; and
- develop and implement a data-driven annual plan that focuses on indicators of child and family well-being.

### Governing Body

The governing body is responsible for ensuring that the Collaborative engages in activities that help further its organizational purpose and the statewide network's purpose. The governing body, at a minimum:

- elects a chair who can take action on behalf of the governing body for the good of the Collaborative;
- ensures that decisions are made jointly and are documented in meeting minutes;
- regularly meets, communicates, and takes action in support of agreed-upon plans for improving outcomes for children and families;
- ensures that the appropriate processes and agreements are in place and documented so the Collaborative can maintain organizational function, roles, and integrity, with written documents including, but not limited to, agreements between the Collaborative and partners, by-laws, meeting agendas and minutes, sign-in sheets, and policies and procedures;

## Responsibilities of a Georgia Family Connection Collaborative

- provides leadership and oversight for the Collaborative's work, including, but not limited to, using data to assess the community and identify priorities; develops, implements, sustains and reports on the annual plan; and holds itself and the Collaborative accountable for community improvement;
- annually reviews, with the fiscal agent, the Responsibilities of a Georgia Family Connection Collaborative;
- formalizes, in an annual written agreement, the relationship between the fiscal agent and the Collaborative;
- provides, in concert with the fiscal agent, oversight of the Georgia Family Connection fiscal allocation, including, but not limited to, developing the budget for the allocation and any subsequent revisions; ensuring that it is formally approved by vote and the act of approval recorded in the minutes of that meeting; and by ensuring compliance with fiscal agent policies and procedures, and with Georgia Family Connection Partnership (GaFCP) and DHS contractual and reporting requirements;
- develops and manages, in association with the fiscal agent, a written contract for an independent contractor, which includes, but is not limited to, specific deliverables; reporting, invoicing, and payment requirements; and provisions for the fiscal agent's role in the initial hiring of a contractor and in a routine contract performance review to ensure that the contractor meets the terms of the contract;
- supervises the salaried Family Connection coordinator or executive director, which includes, but is not limited to, providing in writing, and in accord with the employment policies of the fiscal agent, a job description; terms for employment, including salary, benefits if any, travel and leave policies, work hours, and reporting requirements; and provisions for the fiscal agent's role in the initial hiring of the salaried employee and in a routine performance assessment; and
- builds the Collaborative's capacity for governance, and develops, implements, and sustains data-informed, community-inclusive annual plans that measurably impact and improve outcomes for children and families by actively working with GaFCP staff and consultants, and by participating in the training and peer opportunities GaFCP organizes and sponsors.

### **Collaborative Coordinator/Executive Director**

The Collaborative coordinator or executive director staff position carries with it certain responsibilities that will advance the work and preserve the integrity of the local Collaborative and the Georgia Family Connection statewide network. Under the direction of the Collaborative governing body, the coordinator or executive director, at a minimum:

- serves, in conjunction with the Collaborative chair, as liaison between the Collaborative, the community, and GaFCP;
- ensures, in conjunction with the Collaborative governing body, that all Collaborative and fiscal-agent policies and procedures are followed; that the governing body and fiscal agent determine and approve the budget and any subsequent revisions for the fiscal allocation, and document those actions in meeting minutes; and that GaFCP's and DHS's contractual and reporting requirements are met in a timely manner;
- coordinates the development and implementation of the Collaborative's annual plan as guided by the Collaborative governing body and supported by Collaborative partners;
- reports regularly to the Collaborative governing body at meetings and via email on actions taken on behalf of the Collaborative, including, but not limited to, progress on annual plan development and implementation; coordination of activities with Collaborative partners; meetings attended; all GaFCP required reports prepared

Responsibilities of a Georgia Family Connection Collaborative

and submitted; new contacts; data updates; new fund sources; presentations given; and work with GaFCP and Family Connection peers;

- supports the Collaborative’s meeting and communications needs; and
- develops and expands personal professional capacity by actively working with GaFCP staff and its consultants and participates in the training and peer opportunities GaFCP organizes and sponsors.

**Collaborative Chair and Collaborative Coordinator/Executive Director**

Having read and understood all the responsibilities of a Georgia Family Connection Collaborative, we hereby agree, as reflected in the governing body’s minutes, to be responsible for the fulfillment of the duties set forth herein.

Collaborative Name: Candler County Family Connection

**Collaborative Chair:**

Dennis D. Allen                      [Signature]                      1-14-19  
 Print Name                                      Signature                                      Date

**Collaborative Coordinator:**

Lisa Brown Bigler                      [Signature]                      1-14-19  
 Print Name                                      Signature                                      Date



# Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

**CANDLER COUNTY BOARD OF COMMISSIONERS**

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single-member LLC     C Corporation     S Corporation     Partnership     Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ \_\_\_\_\_

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see Instructions) ▶

**EXEMPT**

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

*(Applies to accounts maintained outside the U.S.)*

5 Address (number, street, and apt. or suite no.) See instructions.

**1075 E HIAWATHA ST STE A**

6 City, state, and ZIP code

**METTER, GA 30439**

Requester's name and address (optional)

7 List account number(s) here (optional)

Print or type.  
See Specific Instructions on page 3.

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
			-			-		

or

Employer identification number									
5	8	-	6	0	0	0	7	9	3

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ▶

Date ▶ 2/14/19

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (Interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.