

AGENDA
REGULAR MEETING
6:00 P.M.
July 1, 2019

1. Call to Order
2. Invocation and *Pledge of Allegiance* by Mary Beth Berry, newly elected President of the High School 4-H Club
3. Approval of the Minutes
4. Financials
5. Old Business
 - a. Courthouse Lighting
 - b. Adoption of a Resolution to Amend the Candler County Ordinance for Regulations of Ambulance Services
 - c. Consideration of the FY2020 Metter Fire Budget
 - d. Todd Reed_ Reconsideration of an application for a permit to keep greater than 20 dogs on site submitted by Chesapeake Plantation Outfitters, LLC
6. New Business
 - a. Consideration of a request from Brenda and Jerry Odom for a variance to allow for two mobile homes to be placed on a single parcel
 - b. Consideration of an application made by Vicki Buck for a permit to maintain greater than twenty dogs
 - c. Consideration of an authorization for work No. 38 from EMC Engineering for the 2019 LMIG SAP project in the amount of \$8,200
 - d. Consideration of proposals for completion of the 2011 SPLOST project for irrigation on the Recreation Dept. softball fields
 - e. Consideration of GCIC policies
 - f. Consideration of Southeast Georgia Region 9 D.A.R.T. Project
 - g. Consideration of Allocation of \$2,500.00 of 2011 SPLOST to the Recreation Department for a Bathroom Tiling Project
 - h. The Consolidation of Election Precincts to Match the one Polling Location
7. Report from Chairman
8. Report from County Administrator
9. Report from County Attorney
10. Report from Commissioners

11. Executive Session

12. Adjournment

Board of Commissioners of Candler County
Regular Meeting
July 1, 2019
6:00 p.m.

The Board of Commissioners of Candler County met for the regular monthly meeting on Monday, July 1, 2019, at 6:00 p.m., in the Commissioners' boardroom at 1075 East Hiawatha Street, Suite A, Metter, Georgia. Those attending the meeting were Candler County Chairman, Glyn Thrift; Candler County Vice-Chairman, Brad Jones; Candler Commissioners Wayne Culbertson, David Robinson and Blake Hendrix; Candler County Administrator, Bryan Aasheim; Candler County Clerk, Maranda K. Lank; Candler County Attorney, Kendall Gross; Candler County Sheriff John Miles and Captain Justin Wells; Candler County Tax Assessor Board members Susan Hunt, Lanelle Jarriel and Latrell Thomas as well as Chief Appraiser, Marian Grier. Other guests attending the meeting Glenn Deal, Susan Reed, Autumn Reed, Todd Reed, Chris Carter, Shelly Strange, Tanner Sapp and Bobby Odom. The representative from the Metter Advertiser was Jerri Goodman.

Call to Order

Chairman Thrift called the meeting to order at 6:12 p.m.

Invocation and Pledge of Allegiance

Mary Ruth Berry, 2019-2020 Senior President of the High School 4-H Club, delivered the invocation and led the *Pledge of Allegiance*.

Approval of the Minutes

Vice-Chairman Jones made a motion seconded by Commissioner Robinson to table the June minutes. The motion passed unanimously with four votes. Commissioner Culbertson abstained.

Financial Report

Mr. Aasheim opened the July 2019 financial report with the balance remaining on the Hospital Loan *9022 at July 1, 2019 was \$2,154,299.99. The General Fund balance at \$2,096,728.86 after encumbrances. The financial report reflects the investment of the Landfill Closure funds with the new CD increased in value to \$1,559,573.03 while the Landfill Closure deposit account reduced to \$1,193.15. The 2018 SPLOST proceeds for June was \$113,404.60 The 20% designated to the Hospital was \$22,680.92; The remainder of \$90,723.68 was divided as follows: 56% County, \$50,805.26; 40% City of Metter, \$36,289.47; and, 4% Town of Pulaski, \$3,628.95. To date, 99.37% of the anticipated revenues for the 2018 SPLOST have been received. The budgeted versus actual revenues for the 2019 came in slightly less than the anticipated \$2,900,000.00 actual revenues collected for real property was \$2,756,065.12. A number of other line items came in above anticipated which helped to offset the shortage. For example, Ambulance collections exceeded anticipated revenue by \$4,612.94. Mr. Aasheim also informed the Commissioners that the 2020 LMIG calculation is posted, and Candler County is expected to receive \$468,389.20. The County received \$426,319.59 for the 2019 LMIG for the Stillmore Highway paving project. Commissioner Robinson requested information of when the Eden Church Road TSPLOST resurfacing project will let. Mr. Aasheim explained the timeframe of the third tier TIA Project, and Chairman Thrift added that this project will be let, funded and managed by the Georgia Department of Transportation. After a brief discussion of, Mr. Aasheim concluded the financial report for the July 1, 2019 Meeting.

Amendment to the Agenda

Mr. Aasheim requested an amendment to the agenda adding the following items to New Business:

- 6) f. Consideration of Southeast Georgia Region 9 D.A.R.T. Project
- 6) g. Consideration of Allocation of \$2,500.00 of 2011 SPLOST to the Recreation Department for a Bathroom Tiling Project
- 6) h. The Consolidation of Election Precincts to match Polling Locations

Commissioner Robinson made a motion seconded by Vice-Chairman Jones to amend the agenda as described by Mr. Aasheim. The motion passed unanimously.

Old Business**Courthouse Lighting**

After a brief discussion, this item died for a lack of a motion.

Review of Candler County Ordinance for Regulations of Ambulance Services

Mr. Aasheim requested the Board consider adopting the amendment to the Ambulance Services Ordinance. Mr. Aasheim brought to the Board's attention in the June 17th meeting a possibility of the County being incompliant with their own ordinance if it were not modified. Mr. Gross recommended the policy be modified only to make the Candler County EMS compliant with prevailing Medicare and Medicaid rules and regulations.

Commissioner Culbertson made a motion seconded by Chairman Thrift to modify the Candler County EMS Ordinance to be compliant with prevailing Medicare and Medicaid rules and regulations. The motion passed unanimously.

Discussion Regarding the Metter Fire Department FY2020 Budget

Mr. Aasheim informed the Board this item is a placeholder as the County FY2020 Budget was approved on June 26, 2019 with a continuing resolution that read:

Section 2. That a continuing resolution is hereby adopted for Fund 270, Special Services District, specifically for Fire Protection Maintenance and Operation budget and Fire Protection Capital budget which shall appropriate funds for fire department operations at the same level as was appropriated for Fiscal Year 2019, and for which said continuing resolution shall terminate on July 31, 2019.

There was no action taken on this item.

Consideration of an Application for a permit to keep greater than 20 dogs on site submitted by Chesapeake Plantation Outfitters, LLC

Mr. Aasheim recapped on past meetings concerning a request from Todd Reed, owner, Chesapeake Plantation Outfitters, LLC for a permit to maintain greater than 20 dogs under the Candler County Animal Control Ordinance pursuant to section 3.1 (i). Mr. Reed was accompanied in this meeting by his family; neighbor, Chris Carter; and, legal counsel, Mr. George Rountree. Mr. Reed's application for a permit was denied in the June 3rd meeting. Mr. Reed then requested that the commission reconsider his request. Mr. Reed communicated on June 6th by email with Mr. Aasheim outlining his thoughts on the permit request. Mr. Reed then brought his case back before the Board on June 17th where he was met with opposition by his neighbors, Mr. and Mrs. Randy Lanier. During the June 17th meeting, the

Commission moved to obtain additional information by engaging an agricultural engineer to review the watershed and waste handling capacity on site. This inspection is anticipated to take place the week of July 1. Mr. Aasheim opened the floor to Mr. Reed to request the Board reconsider his request.

Mr. Reed requested that Mr. Rountree speak on his behalf. After a lengthy discussion and question by Commissioner Culbertson of a temporary permit issuance. Mr. Gross advised the Board a temporary permit could be issued to Mr. Reed as long as it is very clear what the conditions are going to say in the agricultural engineer's report. However, there does not need to be ambiguity and conditional approvals are not to be favored when issuing a temporary permit. He concluded with stating it is inappropriate for the County Commissioners to be used as a court to regulate private disputes among landowner. The proper function of both a constitutional and a statutory standpoint, and under Georgia law is not for the County Commission to substitute itself for the Superior Court of Candler County. That is a completely different function. What Mr. Reed is asking for is a license for which the Commission has set for objective things and a few subjective things to be taken into consideration and determine whether or not a license is appropriate. That does not necessarily mean that everybody has to agree with that license. The law gives remedies to those who are offended by that privately.

Commissioner Culbertson made a motion seconded by Vice-Chairman Jones to grant a permit to Chesapeake Plantation Outfitters, LLC owned and operated by Mr. Todd Reed to keep greater than 20 dogs on site. The motion passed unanimously.

Commissioner Robinson suggested that any additions to the kennel be made on the back of Mr. Reed's property furthest away from his neighbors. Mr. Reed ended with he would have to purchase more land to expand beyond the facility he currently has at this time.

New Business

Consideration of a request for a Family Variance made by Jerry and Brenda Ann Odom to Place Two Mobile Homes on a Single Parcel

Mr. Aasheim presented a notarized Mobile Home Family Purpose Affidavit signed by Brenda and Jerry Odom on June 17, 2019; the Warranty Deed from the Clerk of Court's office; and, a copy of the plat showing parcel (056 010). He then opened the floor to Mr. and Mrs. Odom to speak to the Commission. (Exhibit A)

Ann Odom approached the Board and stated the purpose of their request was to allow their grandson to move a mobile home onto their property.

Chairman Thrift made a motion seconded by Commissioner Robinson to approve the request for a family variance to Jerry and Brenda Ann Odom and allow two mobile homes on parcel 056 010. The motion passed unanimously.

Vicki Buck – Request for Permit to Maintain 20+ Dogs

Mr. Aasheim requested the Board consider a request from Vicki Buck to maintain more than 20+ dogs under the Candler County Animal Control Ordinance pursuant to section 3.1 (i). He further explained

the application indicates she has 63 animals on the property. The application also indicates the purpose is to serve animal rescues and senior dogs. Ms. Buck has been maintaining a large kennel for a number of years. He further explained Code Enforcement inspected the property and facilities which identified in adequacies in shelter and record keeping. Mr. Aasheim then opened the floor to Ms. Buck to present her request to the Commission.

Ms. Buck approached the Board and spoke in depth of the cats and dogs that she has kenneled on her property for the past eight years while residing in Candler County. She presented rabies vaccination records from her veterinarian for the prior year, and stated she had an appointment on July to bring those vaccinations current. As Ms. Buck continued to explain her situation, she began to speak in defense of the citations she received from Code Enforcement officer, Melvin Ivey.

Mr. Gross redirected Ms. Buck on more than one occasion that this meeting of the Board of Commissioners was not the venue for her to argue her case and that she should present those arguments to the Magistrate Court Judge. Mr. Gross then advised the Commission of their options in Ms. Bucks situation. Considering Ms. Buck is grandfathered in with the number of animals on her property, that denial of her request would not constitute removal of her animals by this Board based on this ordinance. He further explained that denial of a permit would mean that she could not add to the number of animals nor could she replace with new animals as the number decreases. Ms. Buck will be required to make a new request before the Board once the number of animals falls below 20 should she desire to house more than 20 dogs on her property.

Chairman Thrift requested the wishes of the commissioners. Ms. Buck's request was denied by a lack of a motion. Mr. Gross reiterated that by operation of law, Ms. Buck is grandfathered in with number of dogs she currently has on her property.

Consideration of an authorization for work No. 38 from EMC Engineering for the 2019 LMIG SAP Project in the amount of \$8,200.00

Mr. Aasheim requested the Board consider a proposal from EMC Engineering to provide professional services in connection with the completion of the 2019 LMIG SAP project to install speed limit signs on off system roads and re-stripping on several county roads.

Vice-Chairman Jones made a motion seconded by Commissioner Hendrix to accept the proposal and authorize payment of work No. 38 from EMC Engineering for the 2019 LMIG SAP Project in the amount of \$8,200.00. The motion passed unanimously. Vice-Chairman Jones confirmed this would be paid with TSPLOST Discretionary funds.

Consideration of Proposals for Completion of the 2011 SPLOST Project for Irrigation on the Recreation Department Softball Fields

Mr. Aasheim presented two bids for Consideration of Proposals for Completion of the 2011 SPLOST Project for Irrigation on the Recreation Department Softball Fields.

Joe Glisson	\$12,800.00
Vickery Farms	\$13,500.00

Commissioner Hendrix made the motion seconded by Commissioner Culbertson to accept Joe Glisson's bid of \$12,800.00.

Vice-Chairman Jones requested the item is tabled until Mr. Aasheim can confirm consistency in specs for this project.

Commissioner Hendrix made the motion seconded by Commissioner Culbertson to table the motion. The motion passed unanimously.

Consideration of GCIC Policies

Mr. Aasheim requested that the Board review and consider approval of policies required by GCIC for maintaining an ORI number and having access to request finger print based background checks in conjunction with the Candler County Alcoholic Beverage Ordinance.

Chairman Thrift made a motion seconded by Commissioner Hendrix to adopt the Candler County GCIC Policies. The motion passed unanimously. (Exhibit B)

Consideration of Southeast Georgia Region 9 D.A.R.T. Project

Chairman Thrift made a motion seconded by Commissioner Robinson to adopt the ordinance for Candler County to be part of the Southeast Georgia Region 9 D.A.R.T. Project. The motion passed unanimously.

Consideration of Allocation of \$2,500.00 of 2011 SPLOST to the Recreation Department for a Bathroom Tiling Project

This item was tabled along with Consideration of Proposals for Completion of the 2011 SPLOST Project for Irrigation on the Recreation Department Softball Fields.

The Consolidation of Election Precincts to match Polling Locations

Mr. Gross explained that Probate Judge and Election Supervisor Tony Thompson and the Registrar Board has requested the Commission support through a resolution to combine the two precincts.

Chairman Thrift made a motion second by Commissioner Culbertson to support a resolution adopted by the Board of Registrars to combine the two voting precincts. The motion passed unanimously. (Exhibit C)

Report from Chairman

Chairman Thrift reported he was delighted to see Mayor Ed Boyd and Fire Chief Jason Douglas attend the work session held prior to this meeting.

Report from County Administrator

Mr. Aasheim mentioned the following items in his written report:

- FY2019 LMIG Safety Action Plan
- 2020 TIA Band 3
- Canoochee Road Pipe Repair
- Stillmore Highway (FY2019 LMIG)
- Hospital Authority
- Courthouse

- RFP for Cleaning Service
- Communication with Tax Assessor
- EPD Permit - Landfill

Report from Attorney

Mr. Gross reported that the courtroom chairs have caused two citizens to fall. He informed the board that they needed to immediate attention before someone is seriously injured. Secondly, Mr. Gross stated the Grand Jury has handed down a serious indictment against Angela Powell and would be further discussed during executive session.

Report from Commissioners

Commissioner Culbertson representing had nothing to report from District 1.

Vice-Chairman Jones representing had nothing to report from District 2.

Commissioner Robinson representing District 3 stated there are some historic books located in the Courthouse attic that may be donated to the Historic Society.

Commissioner Hendrix representing had nothing to report from District 4.

Executive Session

Commissioner Culbertson made the motion to enter an Executive Session at 7:33 p.m. seconded by Vice-Chairman Jones to discuss personnel and possible litigation 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 8:21 p.m. Motion carried unanimously.

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

Action Taken from Executive Session

Vice Chairman Jones asked Tax Assessor Marian Grier how many mobile home inspections are conducted by her office each month. Ms. Grier responded that 35-50 are done in a year, which equates to approximately 1 per week. Commissioner Culbertson made a motion to move mobile home inspections from the Tax Assessor's office to the Administration Office. Vice Chairman Jones seconded the motion. Motion carried unanimously.

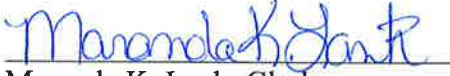
There was discussion between the board and the Tax Assessor related to the increase in salaries in the Tax Assessor's office in February 2019 and the changes made to the step/grade positions and job descriptions. Commissioner Culbertson inquired as to who authorized the changes and Mr. Grier stated that they were submitted to the Tax Assessor's Board and approved. County Attorney Gross made some clarifications on the difference between job descriptions and budgeted salaries. There was discussion about how to handle payroll if a decision was not reached prior to the next payroll.

Commissioner Hendrix made a motion to table the request from the Tax Assessor's office to increase the funding to the salaries line item of the FY2020 budget. Chairman Thrift seconded the motion. The motion carried unanimously.

Commissioner Culbertson made a motion to authorize EMS Director Kelly to hire two part time personnel; Wesley Coleman (EMT-B) & Timothy Wood (EMT-B). Chairman Thrift seconded the motion. The motion carried unanimously.

Adjournment

With no further business to discuss, Chairman Culbertson made a motion at 8:52 p.m. seconded by Commissioner Robinson to adjourn the meeting. The motion passed unanimously.



Maranda K. Lank, Clerk
Attest


Chairman Glyn Thrift

Exhibit A

STATE OF GEORGIA
COUNTY OF CANDLER

MOBILE HOME FAMILY PURPOSE AFFIDAVIT

Under oath and penalty of perjury, I, Brenda D. Odom & Jerry Odom represent to the Board of Commissioners of Candler County that I am the owner of the tract of land, described as: (complete legal description not required)

See attached plat

I have complete authority and all powers associated with the fee simple ownership of this land. I am presenting the accompanying lot location plat to the Board of Commissioners of Candler County for the purpose of allowing Joshua C. Williams, who is related to me as my grandson (legal relationship) to occupy a mobile/manufactured home on said lot without said mobile/manufactured home being considered for purposes of determining whether a mobile/manufactured home park exists.

This affidavit is given to allow Joshua C. Williams our grandson to place an additional mobile/manufactured home on our property. If and when Joshua C. Williams moves out, the mobile/manufactured home must be removed from the property unless another immediate family member occupies said mobile/manufactured home. Furthermore, I understand that I cannot lease or allow anyone other than an immediate family member to occupy said mobile/manufactured home.

Sworn and subscribed this the 17 day of July, 2019

Brenda D. Odom (Legal Signature)

Name Brenda D. Odom & Jerry Odom
Street Address 2430 Miss Bea Rd.
City Metter State Ga Zip 30439



Sworn and subscribed before me this the 17 day of July, 2019

Stacey H. Stambro
Notary Public

My Commission Expires: 1/02/22

Candler County
Real Estate Transfer
Book 5

MAR 8 2004

2004
207
563

Ann D. Odom
Dep. Clerk of Superior Court

04 MAR -8 PM 4:18

STATE OF GEORGIA

WARRANTY DEED WITH RIGHTS OF SURVIVORSHIP
Lena Scwell
Clerk, C.C.S.C.

COUNTY OF CANDLER

THIS INDENTURE, made this 8th day of March, in the Year of Our Lord Two Thousand and Four between **BRENDA ANN D. ODOM** of Metter, Candler County, Georgia, as party of the first part, and **BRENDA ANN D. ODOM and JERRY M. ODOM** of Metter, Candler County, Georgia, as parties of the second part

WITNESSETH: That the said party of the first part, for and in consideration of the sum of Ten Dollars and other good and valuable consideration, in hand paid, at and before the sealing and delivery of these presents, the receipt of which is hereby acknowledged, has granted, bargained, sold, and conveyed, and by these presents does grant, bargain, sell, and convey unto the said parties of the second part, their heirs and assigns,

All that tract or parcel of land lying and being in the 173rd G.M. District of Candler County, Georgia, containing forty (40) acres, more or less, according to a plat made by A. D. Fason, Surveyor, dated November 24-25, 1942, recorded in Deed Book 23, page 267 in the Office of the Clerk of Superior Court of Candler County, Georgia. Said tract consists of that portion of land lying South of the Public Road shown on said plat and is bounded on the North by said public road; on the East by lands now or formerly of Gordon P. Wiggins (formerly lands of I.A. Brannen designated as Tract B); on the South by the run of a branch line; on the West by lands now or formerly of Mrs. I.A. Brannen.

This is the same property as was conveyed by Quit-Claim Deed Dated March 8, 2004 from Beatrice T. Daughtry to Brenda Ann D. Odom and recorded in Deed Book 207 Page 563, Candler County records.

Said Grantees to have and to hold the said tract or parcel of land with all and singular the rights, members and appurtenances thereof, in the same being, belonging, or in anywise appertaining, to the only proper use, benefit and behoof of the said parties of the second part, their heirs and assigns, forever, in fee simple.

And the said party of the first part, for her heirs, executors, administrators, will warrant and forever defend the right and title to the above described property, unto the said parties of the second part, their heirs and assigns, against the claims of all persons whomsoever.

IN WITNESS WHEREOF, the said party of the first part has hereunto set her hand and affixed her seal, the day and year first above written.

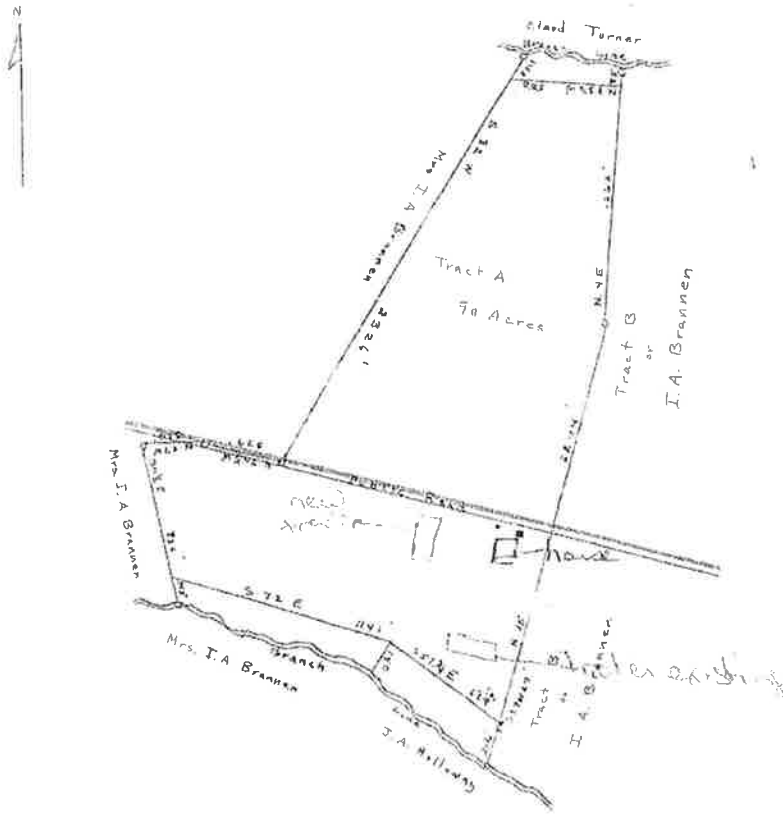
Signed, sealed and delivered in the presence of:

WITNESS
Sherry L. Merick
NOTARY PUBLIC
Executed March 8, 2004



Brenda Ann Odom (SEAL)
BRENDA ANN D. ODOM

DEED PREPARED FROM CLIENT'S DESCRIPTION.
NO TITLE SEARCH HAS BEEN COMPLETED.



Georgia, Candler County, 1736 G.M. District
 Surveyed for I.A. Brannen, Nov. 24th & 25th,
 1943, by H.D. Bason, Georgia Certificate No.
 348.

Recorded April 16, 1943 By J.F. Jones, Clerk

State of Georgia, Tattall County.
 In consideration of Five Hundred & No/100 Dollars, the receipt whereof is hereby acknowledged, R.C. Collins of Tattall County, Georgia, the first part, has this day bargained and sold unto the second part, to wit: R.C. Collins, Milledgeville, Georgia, successors, heirs, executors, administrators and assigns, the following described tract of land, to wit: All that certain tract or parcel of land lying and being in the 1736th District G.M. Candler County, Georgia, to wit: One Hundred Forty Six (146) acres more or less and bounded as follows: North by lands formerly owned by Jesse Holland, deceased, East by lands of Jake Daughtry, deceased, South by lands of W.L. Kennedy and lands of J.P. Jones, and on the West by lands of Jake Daughtry, deceased, said tract of land being better known as the J.W. Collins old tract; and said party warrants the title to the said tract of land to the second part, and in witness whereof, he has hereunto set his hand and seal this 16th day of April, 1943.

Witness my hand and seal this 16th day of April, 1943.

R.C. Collins (Seal)

Recorded April 16, 1943 J.F. Jones, Clerk



Overview

Legend

- Parcels
- Roads

Parcel ID 056 010
Class Code Agricultural
Taxing District COUNTY
 COUNTY
Acres 38.89

(Note: Not to be used on legal documents)

Owner ODOM, BRENDA D & JERRY M
 2430 MISS BEARD
 METTER GA 304397002
Physical Address 2430 MISS BEARD
Assessed Value Value \$232080

Last 2 Sales			
Date	Price	Reason	Qual
3/8/2004	0	QC	U
3/8/2004	0	FA	U

Date created: 6/25/2019
 Last Data Uploaded: 6/25/2019 7:08:21 AM

Developed by Schneider
 GEOSPATIAL

Exhibit B

BOARD OF COMMISSIONERS OF CANDLER COUNTY

Glyn Thrift
Chairman

Bryan Aasheim
County Administrator

Brad Jones
Vice-Chairman

Blake Hendrix
Commissioner

David Robinson
Commissioner

Wayne Culbertson
Commissioner

Georgia Crime Information Center Reference Materials Non-Criminal Justice Disciplinary Policy

Standard Operating Procedure

Subject:

Disciplinary Policy for violation or actions involving misuse of information derived from the Georgia Crime Information Center (GCIC) Criminal Justice Information System (CJIS) Network

Effective Date: 07/01/2019 **Revised Date:** 07/01/2019

Purpose:

The purpose of this policy is to establish guidelines for disciplinary action in regards to misuse or violations concerning the GCIC CJIS Network, materials, records and information obtained thereof. This policy applies to all agency employees, non-paid employees, and vendors/contractors with access, to include physical and logical access, to GCIC materials, records and information. All employees, non-paid employees, and vendors/contractors are required to follow the policies, rules and procedures set forth by GCIC, GCIC Council Rules, CJIS Security Policy, and the laws of the State of Georgia.

Title 28, United States Code § 534, authorizes dissemination of Criminal History Record Information (CHRI), and provides that access to CHRI is subject to cancellation if dissemination is made outside of the authorized recipient. In addition, O.C.G.A. § 35-3-38 establishes criminal penalties for specific offenses involving requesting, obtaining, using and/or disseminating CHRI except as permitted by law.

The following disciplinary action will be taken for general working errors that involve violations which are determined to be accidental errors or errors made due to the need of Security Awareness training. The severity of the error will be evaluated by the agency head or designee. This is a general guideline and its use will be determined by the agency head or designee.

1st offense (for less severe errors) Verbal Warning and additional training

2nd offense (determined by the severity of error) Written reprimand and additional training

3rd offense – Written reprimand, possible suspension or termination and additional training

4th offense – employment termination

For deliberate violations and/or misuse of GCIC/NCIC or information obtained thereof:

1st offense – immediate termination and possible criminal prosecution

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

BOARD OF COMMISSIONERS OF CANDLER COUNTY

Glyn Thrift
Chairman

Bryan Aasheim
County Administrator

Brad Jones
Vice-Chairman

Blake Hendrix
Commissioner

David Robinson
Commissioner

Wayne Culbertson
Commissioner

Georgia Crime Information Center Reference Material Non-Criminal Justice Man-Made/Natural Disaster Policy

Standard Operating Procedure

Subject:

Man-Made/Natural Disaster Policy for information derived from the Georgia Crime Information Center (GCIC) Criminal Justice Information System (CJIS) Network

Effective Date: 07/01/2019 Revised Date: 07/01/2019

Purpose:

The purpose of this policy is to establish guidelines in the event of a man-made or natural disaster to ensure that GCIC CJIS Network material, records and information obtained thereof are secure.

This policy applies to all agency employees, non-paid employees, and vendors/contractors with access, to include physical and logical access, to GCIC materials, records and information. This policy will establish guidelines for securing GCIC materials, records and information obtained thereof in the event of a man-made or natural disaster.

All employees, non-paid employees, and vendors/contractors are required to follow the policies, rules and procedures set forth by GCIC, GCIC Council Rules, CJIS Security Policy, and the laws of the State of Georgia.

In the event of a man-made or natural disaster, the agency head or designee and/or the Local Agency Security Officer (LASO) shall have the responsibility of ensuring that GCIC materials and records maintained by the agency are not in danger of being damaged or destroyed. In the event that the materials or records are not secure, or have been damaged or destroyed, the affected agency personnel shall make immediate notification to the agency head or designee and/or LASO to inform of the situation. If necessary, personnel shall be stationed in the area to secure GCIC materials and records. Affected areas include: Records, and Administrative Offices. The agency head, designee and/or LASO shall be responsible for taking necessary steps to ensure that all materials and records are secure on-site or that the materials and records are moved to another secure location.

BOARD OF COMMISSIONERS OF CANDLER COUNTY

Applicant Privacy Notification Policy

Notification

The Candler County Board of Commissioners employs/licenses Candler County Sheriff's Office and as a part of the process conducts fingerprint based background checks through the Georgia Crime Information Center. Prior to fingerprinting each individual must complete an application and receive a copy of both the Applicant Privacy Rights and the Privacy Act Statement. The Candler County Board of Commissioners provides the applicant with the privacy rights via (Choose one or more of the following)

- A copy is provided as part of the application packet
- A copy is posted near the livescan machine

Once the applicant had read and understands the Applicant Privacy Rights and the Privacy Act Statement, they will sign a log stating the notification was received and maintain such document for no less than 3 years.

Record Challenge/Correction

If an applicant chooses to challenge the accuracy of the criminal history record or needs to correct or update a record, they will be given 15 days to do so. The applicant is notified that the procedures for challenging an FBI record are set forth in 28 CFR 16.30 through 16.34 and the procedures for challenging a Georgia record can be found on the GBI website. The applicants will be given a copy of the criminal history record.

Appeal Process

The applicant is provided an opportunity to appeal an adverse decision based on the criminal history record information provided from the fingerprint based background check.

The procedures for the appeal process are as follows:

- Applicant will notify the County Administrator of the intent to appeal in writing;
- Applicant will be given an opportunity at the next regularly scheduled Commission meeting to present appeal to the governing body;
- A decision shall be rendered by the governing body at that time, such decision shall be final.

**If the appeals process includes a public hearing, the following requirements will be followed:

- hearing is based on a formally established requirement;
- ☑ applicant is aware prior to the hearing that CHRI may be disclosed;
- ☑ applicant is not prohibited from being present at the hearing; and
- ☑ CHRI is not disclosed during the hearing if the applicant withdraws from the application process.

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

BOARD OF COMMISSIONERS OF CANDLER COUNTY

Glyn Thrift
Chairman

Bryan Aasheim
County Administrator

Brad Jones
Vice-Chairman

Blake Hendrix
Commissioner

David Robinson
Commissioner

Wayne Culbertson
Commissioner

Disposal of Media Policy & Procedures
Standard Operating Policy & Procedures

Effective: July 1, 2019

Candler County Board of Commissioners will dispose of all criminal justice files by:

- 1- Physical media (print-out and other physical media) shall be disposed of by shredding using the agency shredders.
- 2- Electronic media (hard-drives, tape cartridges, CDs, printer ribbons, flash drives, printer and copier hard drives, etc.) shall be disposed of by destruction. The magnetic media will be physically dismantled by crushing and then burning them.

IT Systems that have been used to process, store, or transmit CJI and/or sensitive and classified information shall not be released from the agency's control unit until the equipment has been sanitized and all stored information has been cleared using one of the above methods.

All physical media and electronic media that needs to be destroyed will be put in the Personnel Room and will remain in the locked fireproof safe until properly disposed of. All documents will stay in the locked fireproof safe for two years or up to ten years depending on what it is and what it is used for. After this time, the IT will destroy it by crushing and burning, the printouts will be shredded.

Any employees found to have violated this policy may be subject to disciplinary action, up to and including termination.

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

BOARD OF COMMISSIONERS OF CANDLER COUNTY

Glyn Thrift
Chairman

Bryan Aasheim
County Administrator

Brad Jones
Vice-Chairman

Blake Hendrix
Commissioner

David Robinson
Commissioner

Wayne Culbertson
Commissioner

Georgia Crime Information Center Reference Materials Non-Criminal Justice Media Protection Policy

Standard Operating Procedure

Subject:

Media Protection Policy for information derived from the Georgia Crime Information Center (GCIC) Criminal Justice Information System (CJIS) Network

Effective Date: 07/01/2019 **Revised Date:** 07/01/2019

Purpose:

The purpose of this policy is to ensure the protection of Criminal Justice Information (CJI)/Criminal History Record Information (CHRI). This policy applies to all agency employees, non-paid employees, and vendors/contractors with access, to include physical and logical access, to any electronic or physical media containing CJI/CHRI while being stored, accessed or physically moved from a physically secure location. Transporting CJI outside the agency's assigned physically secure area must be monitored and controlled.

Authorized personnel shall protect and control electronic and physical CJI/CHRI while at rest and in transit. The agency will take appropriate safeguards for protecting CJI/CHRI to limit potential mishandling or loss while being stored, accessed, or transported. Any inadvertent or inappropriate disclosure and/or must be reported to the agency head or designee and the Local Agency Security Officer (LASO). All employees, non-paid employees, and vendors/contractors are required to follow the policies, rules and procedures set forth by GCIC, GCIC Council Rules, CJIS Security Policy, and the laws of the State of Georgia.

Controls shall be in place to protect electronic and physical media containing CJI/CHRI while at rest, stored, or actively being accessed. "Electronic media" includes memory devices in laptops and computers (hard drives) and any removable, transportable digital memory media, such as magnetic tape or disk, backup medium, optical disk, flash drives, external hard drives, or digital memory card. "Physical media" includes printed documents and imagery that contain CJI/CHRI.

Media Storage and Access:

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

BOARD OF COMMISSIONERS OF CANDLER COUNTY

To protect CJI/CHRI, personnel shall:

1. Securely store within a physically secure location or controlled area.
2. Restrict access to authorized individuals.
3. Restrict the pickup, receipt, transfer and delivery to authorized individuals.
4. Ensure that only authorized users remove printed form or digital media from the CJI/CHRI.
5. Physically protect until media end of life.
6. Not use personally owned information system to access, process, store, or transmit CJI/CHRI
7. Not utilize publicly accessible computers to access, process, store, or transmit CJI/CHRI. Publicly accessible computers include but are not limited to: hotel business center computers, convention center computers, public library computers, public kiosk computers, etc.
8. Store all hard copy printouts maintained in a secure area accessible to only personnel whose job function require them to handle such documents.
9. Safeguard against possible misuse.
10. Take appropriate action when in possession, while not in a secure area
 - a. Must not leave the employee's immediate control. CJI printouts cannot be left unsupervised while physical controls are not in place.
 - b. Precautions must be taken to obscure CJI from public view, such as by means of an opaque file folder or envelope for hard copy printouts. For electronic devices like laptops, use session lock use and /or privacy screens. CJI shall not be left in plain public view. When CJI is electronically transmitted outside the boundary of the physically secure location, the data shall be immediately protected using encryption.
 - i. When CJI is at rest (i.e. stored electronically) outside the boundary of the physically secure location, the data shall be protected using encryption. Storage devices include external hard drives from computers, printers and copiers used with CJI. In addition, storage devices include thumb drives, flash drives, back-up tapes, mobile devices, laptops, etc.
 - ii. When encryption is employed, the cryptographic module used shall be certified to meet FIPS 140-2 standards.
11. Lock or log off computer when not in immediate vicinity of work area.
12. Establish appropriate administrative, technical and physical safeguards to ensure the security and confidentiality

Electronic Media Sanitization and Disposal:

The agency shall sanitize, that is, overwrite at least three times or degauss electronic media prior to disposal or release for reuse by unauthorized individuals. Inoperable electronic media shall be destroyed (cut up, shredded, etc.). The agency shall maintain written documentation of the steps taken to sanitize or destroy electronic media. Agencies shall ensure the sanitization or destruction is witnessed or carried out by authorized personnel. Physical media shall be securely disposed of when no longer required, using formal procedures.

Incident Response:

Personnel with access to CJI/CHRI are required to be familiar with their agency disciplinary policy. Agencies must report all GCIC violations in writing to the GCIC Deputy Director.

**BOARD OF COMMISSIONERS
OF CANDLER COUNTY**

Penalties:

Violation of any of the requirements in this policy by any authorized personnel will result in suitable disciplinary action, as outlined in the Disciplinary Policy.

NON-CRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant that is the subject of a Georgia only or a Georgia and Federal Bureau of Investigation (FBI) national fingerprint/biometric-based criminal history record check for a non-criminal justice purpose (such as an application for a job or license, immigration or naturalization, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification that your fingerprints/biometrics will be used to check the criminal history records maintained by the Georgia Crime Information Center (GCIC) and the FBI, when a federal record check is so authorized.
- If your fingerprints/biometrics are used to conduct a FBI national criminal history check, you are provided a copy of the Privacy Act Statement that would normally appear on the FBI fingerprint card.
- If you have a criminal history record, the agency making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The agency must advise you of the procedures for changing, correcting, or updating your criminal history record as set forth in Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a Georgia or FBI criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the agency denies you the job, license or other benefit based on information in the criminal history record.
- In the event an adverse employment or licensing decision is made, you must be informed of all information pertinent to that decision to include the contents of the record and the effect the record had upon the decision. Failure to provide all such information to the person subject to the adverse decision shall be a misdemeanor [O.C.G.A. § 35-3-34(b) and §35-3-35(b)].

You have the right to expect the agency receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of state and/or federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.

If the employment/licensing agency policy permits, the agency may provide you with a copy of your Georgia or FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, information regarding how to obtain a copy of your Georgia, FBI or other state criminal history may be obtained at the GBI website (<http://gbi.georgia.gov/obtaining-criminal-history-record-information>).

If you decide to challenge the accuracy or completeness of your Georgia or FBI criminal history record, you should send your challenge to the agency that contributed the questioned information. Alternatively, you may send your challenge directly to GCIC provided the disputed arrest occurred in Georgia. Instructions to dispute the accuracy of your criminal history can be obtained at the GBI website (<http://gbi.georgia.gov/obtaining-criminal-history-record-information>).

PRIVACY ACT STATEMENT

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Candler County Board of Registrars

1075 E. Hiawatha Street, Ste. A
Metter, GA 30439

PHONE (912)685-6687

FAX (912)685-2189

MINUTES

The Board of Registrar's held a monthly meeting on April 30, 2019, at 5:00 P.M. at the Voter Registrar's Office at 1075 E. Hiawatha Street, Metter, Ga. Present were: Chief Registrar, Angela Carlyle, Board Member, John Garity, Elections Superintendent, Tony Thompson, Deputy Custodian of the DRE Machines & Consolidation Assistant, Victor Fordham. Also present were newly elected Board Members for the upcoming term starting July 1, 2019, Gary Howard and Janice Smith. Kristin Harris was absent; therefore, these minutes were recorded per Tony Thompson's recording.

Discussions were as follows:

1. There was no old business to discuss so the meeting moved forward with new business.
2. New business included discussions of the possibly getting new voting machines, what they may look like, the size of the machines, the paper storage of the results and new training needed if the machines are updated.
3. Tony and Victor presented to the board a recommendation to consolidate from two precincts to one, since we have been successfully voting at one location for several years. The advantage of consolidating would include cutting cost of printing ballots, there would be less time required in testing the DRE machines, there would be less confusion for voters, less chance of an error for provisional and mail-in ballots.

John Garity, after hearing the proposal, made a motion with Angela Carlyle seconding the motion. The board agreed to the resolution. Tony explained that, according to O.C.G.A. § 21-2-261 & 21-2-262, he would have to advertise this proposal to the public and give them the opportunity to put, in writing, any objections they may have and also would be holding a public hearing for any questions or concerns from the public. The details of the hearing will be determined at a later date.

With no further business, the meeting was adjourned at 6:00 P.M.

Respectfully submitted,



Kristin Harris
Recording Secretary

Approved by:



Chief Registrar, Angela Carlyle

7/30/19
Date



Registrar, John Garity

7/30/19
Date

Registrar, Percy Hodges

Date