Advancing Georgia's Counties.

2020 MAY BOARD OF MANAGERS MEETING
Conference Call - 404-618-0262

Friday, May 1, 2020 at 11:00 a.m.

Call to Order & Welcome	Billy Pittard, President	
Pledge of Allegiance	Billy Pittard, President	
Approval of Minutes for Board of Managers & Executive Committee Meetings*	Billy Pittard, President	Tab 1
Installation of the 2020-2021 ACCG Board of Managers	Kelly Pridgen, ACCG General Counsel	Tab 2
Approval of the 2020-2021 ACCG Executive Committee*	Johnny Davis, President	Tab 3
Annual Ethics Disclosure	Kelly Pridgen, General Counsel	Tab 4
Review and Adoption of Amendment to 2020 ACCG Operating Budget for In-House Underwriting & Administration*	Dave Wills, Executive Director & Ashley Abercrombie, Insurance Programs Deputy Director	Tab 5
Engagement Letter between ACCG Board of Managers and Wipfli LLP for Examination of Census Data for ACCG Defined Benefit Plan*	Kale Hodges, Retirement Services Director	Tab 6
Dates and Location of, and Authority to Contract for, the 2023 ACCG Annual Conference*	Jeff Christie, Leadership Development Director	Tab 7

Board members must disclose any personal relationships between a Board member (or his or her immediate family or significant other) and any individual or company involved in issues coming before the Board. If the Board determines that the personal relationship is a conflict of interest (i.e., 1% or more ownership or compensation greater than $100 in money, favors or gifts other than food or beverage), then the Board member may not discuss, lobby or vote on such issue.

Agenda Item Briefing

Board of Managers Meeting

5/1/2020

Type of Action	Vote Required
Submitted by:	Dave Wills, Secretary/Treasurer
Agenda Item	Approval of Minutes

Background

The ACCG Board of Managers is responsible for approving the minutes of meetings of the Board, the Executive Committee, which is authorized to conduct ACCG business in between Board meetings, and the membership. Since the last regular meeting of the Board of Managers, the following is the list of meetings (with attached minutes) that need to be approved by the Board of Managers:

December 19-20, 2020: Winter Board Meeting

February 18, 2020: Executive Committee Action without a Meeting regarding NACO reception

February 27, 2020: Executive Committee Meeting serving as Nominating Committee and to approve settlement in executive session

March 12, 2020: Executive Committee Meeting regarding ACCG pandemic leave plan for staff

March 18, 2020: Executive Committee Meeting regarding cancelling ACCG Annual Conference and authorizing ACCG Virtual Annual Meeting

March 24, 2020: Executive Committee regarding ACCG Press Release about local control

March 27, 2020: Executive Committee with the Secretary of State regarding elections

April 3, 2020: Executive Committee serving as Nominating Committee

April 10, 2020: Executive Committee regarding Revisions to Virtual Annual Meeting

After new Board members are installed, the question usually comes up about voting on minutes for meetings that occurred before the individual was a member of the Board. Members are certainly allowed and encouraged to vote on the minutes. Like a county governing authority, the Board of Managers is a continuous body, even though the individuals serving on the Board change over time. Minutes serve as an official record of what occurred at a meeting of the Board of Managers, Executive Committee or membership meeting. Approval of the minutes does not constitute approval of the **actions** taken in the meeting. Approval of the minutes means that the minutes accurately **reflect what occurred** at the meeting, making them **an official and legally recognizable record**. Approved minutes are used by the external auditor. They are also used to evidence authority for ACCG to take certain actions, engage in financial transactions, etc. The Board of Managers may only act through the current members of the Board. If a current member has reliable information that the minutes do not reflect what actually occurred in the meeting, then the member may request an amendment or vote against approval of the minutes. If a member is uncomfortable approving minutes of a meeting at which he or she did not attend, then abstention is always an option.

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Agenda Item Briefing

Staff Recommendation	Approve the minutes
Suggested Motion	**Motion to approve the minutes of the December 19-20, 2020, February 18, 2020, February 27, 2020, March 12, 2020, March 18, 2020, March 24, 2020, March 27, 2020, April 3, 2020, and April 10, 2020 meetings.**

MINUTES
ACCG Board of Managers
Greene County, Georgia
December 19-20, 2019

Managers Present:

Billy Pittard, President
Johnny Davis, First Vice President
Steve Taylor, Second Vice President
Melissa Hughes, Third Vice President
Jennifer Hulsey, District 1
Natalie Crawford, District 2
Liz Hausmann, District 3
Keri Denney, District 4
Nancy Schulz, District 5
Henry Craig, District 6
Sistie Hudson, District 7
Susan Andrews, District 8
Darriel Nobles, District 9
Marc DeMott, District 10
Daryl Hall, District 11
Jamie DeLoach, District 12
Kathie Gannon, At-Large
Terrell Hudson, At-Large
Clinton Johnson, At-Large
Cindy Mills, At-Large
Carvel Lewis, Consolidated Government Representative via phone on December 20, 2019
Jeff Rader, NACo Representative
Nancy Thrash, NACo Representative
Harry Lange, Immediate Past President
Kevin Little, Active Past President
Lamar Paris, Active Past President
Tom McMichael, Active Past President
Benjamin Hayward, Active Past President
David Sikes, ACCG DB Representative
Rick Muggridge, ACCG-DC Representative
Patrick Farrell, ACCG-GHBP Representative
Frederick Favors, ACCG-GSIWCF Representative
John Daniell, ACCG-IRMA Representative
Scott Johnson, County Managers'/Administrators' Section Representative
Lisa Ritchie, County Clerks' Section Representative
Megan Martin, County Attorneys' Section Representative

Managers Not Present:

Jimmy Kitchens, At-Large
Charlotte Nash, Active Past President

Staff:

Dave Wills, Secretary/Treasurer
Beth Brown, Assistant Secretary
Jeff Christie, Leadership Development Director
Clint Mueller, Legislative Director
Michele NeSmith, Research and Policy Development Director
Larry Ramsey, Deputy General Counsel
Taliah Reid, Human Resources Manager
Brent Williams, Director of Business Development and Customer Relations
Kelly Pridgen, General Counsel

Others:

Ray Vuicich, UBS

I. Call to Order

President Pittard called the ACCG Board of Managers' meeting to order.

II. Report from Joint ACCG/GMA Task Force on Service Delivery Strategies (SDS) and Local Option Sales Tax (LOST)

Jeff Rader explained that the Joint ACCG/GMA Task Force on SDS and LOST met last week and approved a series of recommendations to take to their respective boards of managers. After the meeting, the GMA staff indicated dissatisfaction with two of the recommendations of the task force. A new proposal from GMA staff has surfaced that did not go through the subcommittee process or through review by the task force. The ACCG members of the task force are concerned by the lack of process. Pursuant to the April 2019 resolution adopted by the ACCG Board of Managers, the task force is dissolved on December 20, 2019.

Dave Wills explained that the ACCG Board of Managers' April 2019 resolution limited the role of staff in negotiations. Although it was indicated that the GMA Board had passed something similar, GMA did not.

The proposed resolution extends the task force until January 31, 2020. It requires that the task force members have final decision-making authority regarding any final report and recommendations made to the governing bodies of ACCG and GMA. The resolution also requires written confirmation from its President, Executive Committee or Board of Managers agreeing to the conditions.

Rick Muggridge **moved** to adopt the Resolution Extending the Duration of the Joint ACCG/GMA Task Force for LOST and SDS Issues. Kathie Gannon **seconded** the motion. After discussion from the Board, all **voted** in favor and the **motion carried.**

III. ACCG Group Health Benefit Program Update

Dave Wills discussed the ACCG GHBP. From 1997-2019, Jones Management Consulting served as the consultant to the ACCG GHBP. A new consultant, Mercer, has recently been hired.

IV. ACCG Financial Services Update and Annual Report

Brent Williams provided the Board with an update on the ACCG Financial Services Program, noting that some of the changes approved by the Board in 2018 resulted in ACCG working with four banks instead of one bank. ACCG worked to inform members of the existence of the program, producing additional interest and activity. Williams presented a report of the applications for the equipment and facilities financing program for 2019.

V. ACCG Civic Affairs Foundation Board of Directors

Michele NeSmith reviewed the history of the ACCG Civic Affairs Foundation Board of Directors from 2005 until present. There are currently 11 positions on the board, but only eight members are actually appointed and serving. Two of those members' terms expire at the end of 2019.

Dave Wills discussed some of the concerns raised by the Board of Managers in the past. In response to those concerns, changes have been made to ACCG's work with the ACCG Civic Affairs Foundation. In the past, the Board of Managers appointed individuals outside of county government to serve on the ACCG Civic Affairs Foundation Board of Directors. In more recent years, former county commissioners have been appointed. The recommendations from staff for new appointees are for current county officials to serve on the ACCG CAF Board of Directors.

VI. ACCG Annual Conference

Jeff Christie discussed the annual conference schedule, which has followed a Friday-Monday pattern since 2015. This pattern is in place as a result of the hotel and convention center contracts through the 2021 conference. Christie reported that many of the part time commissioners with full time jobs have issues being absent from work to attend the conference when it spans across two work weeks. One possible suggestion is to keep the four-day conference but confine it to one work week (i.e., Thursday through Sunday). Nancy Thrash **moved** to approve the proposed four-day schedule (i.e., Thursday through Sunday) as presented. Johnny Davis **seconded** the motion. All **voted** in favor and the **motion carried.**

VII. ACCG Investment Strategies

Dave Wills reminded the Board about last year's discussion about board development, which was reprised by the Executive Committee in August. Staff thought that it might be helpful for the entire Board of Managers to know more about the funds managed by the boards of trustees and board of directors appointed by the Board. Between the retirement and insurance trusts, nearly $2.4 billion are invested and overseen by the boards of trustees.

Ray Vuicich described UBS, a large global asset management firm. Vuicich discussed how the funds of ACCG, ACCG-IRMA (property and liability insurance trust), ACCG-GSWICF (workers' compensation trust), ACCG GHBP (health benefits corporation), ACCG DB (defined benefit or pension trust) and ACCG DC (defined contribution retirement trust) are invested and monitored. The types of investments that may be used is often governed by Georgia law. Each of the boards of trustees adopt an investment policy statement. The investment policy statement helps the boards evaluate and determine investment goals, objectives and risk tolerances; establish guidelines and procedures for decision-making; provide guidelines for investment professionals; identify categories of investment vehicles and selection process; establish a process to evaluate and monitor investments, effectively communicate goals and objectives both internally and externally; reduce emotional response to market downturns and focus on long term; and annually review and modify guidelines, when appropriate. All of the investment managers must adhere to the terms of the investment policy statements.

Vuicich explained that the ACCG DB Board of Trustees must invest funds to make sure that there are enough funds to provide the pension benefit promised to participants (i.e., county employees). The DB Board of Trustees may invest up to 70% of plan assets in equities (5% of which is invested in Global Allocation Funds) and 30% in fixed income securities. Fixed income securities are limited to investment grade only. As of September 30, 2019, the ACCG DB Trust contains $1,608,151,500. The asset allocation must also include consideration of how liquid the funds need to be. The DB Trust has 10 fund managers. Vuicich explained the types of measures that are used to monitor performance of the fund managers and how the fund managers are compared to a benchmark. When a manager underperforms, the trustees will request a search for a new manager.

The ACCG DC Board of Trustees must select several investment options from which individual participants (i.e., county employees and retirees) may choose to invest the participant's retirement contributions. The DC Board of Trustees investment policy statement allows the Board the ability to effectively monitor, supervise and manage the investment options for county employees and retirees to make sure that they have the appropriate safeguards and diversification. The DC Fund provides 32 investment options. Performance monitoring initially focuses on the three or five year category percentage peer rank in the top 50th percentile or the three or five year performance return is greater than the category benchmark; the net assets of the funds are more than $100 million; and the fund's manager tenure is three years or greater. As of September 30, 2019, the DC trust contains $423,420,454 in assets.

Vuicich discussed the portfolio limitations on the insurance boards of trustees. ACCG-IRMA and ACCG-GSIWCF have similar investment policy statements. In accordance with state law, the investment portfolios may have a 25% maximum allocation to equities, 95% of equities must have paid a dividend in three of the past five years, 5% of the entire portfolio may be invested in non-dividend paying equities and 20% of the overall portfolio can be invested in below investment grade bonds. Vuicich explained that public funds should be more conservatively managed than private insurance pools. So, additional portfolio limitations include 20% maximum allocation to equities, 5% of equity portfolio can be invested in non-dividend paying equities and 20% of fixed income portfolio may be invested in below investment grade bonds. The trusts use the same investment managers: Invesco/CIBC and Seix and Silvant. As of September 30, 2019, ACCG-IRMA trust had assets of $106,700,725 and ACCG-GSIWCF trust had assets of $231,556,347.

Vuicich then discussed the ACCG GHBP, which is in the process of adopting an investment policy statement. The ACCG GBHP Board of Directors is authorized to invest in accordance with its bylaws, as well as in any investments that are legal for domestic insurance companies or in investment authorized for trustees of private employee benefit plans by ERISA. As of September 30, 2019, it had $2,249,572 in its account.

Vuicich then discussed the ACCG operating fund, which has $21,474,590 in its account as of September 30, 2019.

VIII. Recess

IX. Minutes

Harry Lange **moved** to approve the minutes of the October 3, 2019 ACCG Membership Meeting and the October 3, 2019 Board of Managers meeting. David Sikes **seconded** the motion. All **voted** in favor and the **motion carried.**

X. ACCG Operating Budget

Jennifer Hulsey **moved** to approve the 2020 Operating Budget in the amount of $19,319,045 and for the expenditure of unrestricted reserves for the purchase of an automobile at an estimated cost of approximately $40,000 for use by the Executive Director. Tom McMichael **seconded** the motion. All **voted** in favor and the **motion carried.**

XI. Engagement of Auditor

Harry Lange **moved** to approve the engagement of Wipfli, LLP for preparation of audited financial statements for ACCG's fiscal year 2019 at an estimated cost of $54,200. Darriel Nobles **seconded** the motion. All **voted** in favor and the **motion carried.**

XII. ACCG Defined Benefit Board of Trustees Appointments

David Sikes **moved** to make the following subsidiary board appointment be made effective January 1, 2020: Putnam County Manager Paul Van Haute serve on the Defined Benefit Board of

Trustees, with a term ending December 31, 2022. Kevin Little **seconded** the motion. All **voted** in favor and the **motion carried.**

XIII. ACCG Group Health Benefits Program, Inc. Board of Directors Appointments
Jennifer Hulsey **moved** to appoint the Honorable Pat Farrell, Chatham County Commissioner, the Honorable Sheila Williams, Seminole County Chairman, the Honorable Donald Lovette, Liberty County Chairman and the Honorable Valerie Wynn, Macon-Bibb County Commissioner to serve on the Group Health Benefit Program Board of Directors for a three-year term beginning January 1, 2020 and ending December 31, 2022. Nancy Schulz **seconded** the motion. All **voted** in favor and the **motion carried.**

XIV. ACCG Group Self Insurance Workers' Compensation Fund Board of Trustees Appointments
Johnny Davis **moved** to reappoint McDuffie County Commissioner Fred Favors, White County Chairman Travis Turner, Madison County Commissioner Theresa Bettis, Lumpkin County Chairman Chris Dockery, Baker County Chairman Connie Hobbs, Henry County Commissioner Bruce Holmes, and Wayne County Commissioner James "Boot" Thomas to one-year terms on the ACCG-GSIWCF Board of Trustees to run from January 1, 2020 through December 31, 2020. Keri Denney **seconded** the motion. All **voted** in favor and the **motion carried.**

XV. ACCG Interlocal Risk Management Agency Board of Trustees Appointments
John Daniell **moved** to reappoint Charlton County Commissioner, Alphya Benefield, and Bulloch County Commissioner, Ray Mosley, to an additional three-year term on the ACCG-IRMA Board of Trustees to run from January 1, 2020 through December 31, 2022. Keri Denney **seconded** the motion. All **voted** in favor and the **motion carried.**

XVI. ACCG Civic Affairs Foundation, Inc. Board of Directors Appointments
Kevin Little **moved** to re-appoint Sam Hart and to appoint Helen Stone and Charlie Paris as new members to the ACCG Civic Affairs Foundation, Inc. Board to serve three-year terms beginning on January 1, 2020 and ending on December 31, 2022. Marc DeMott **seconded** the motion. All **voted** in favor and the **motion carried.**

XVII. Memorandum of Understanding with Georgia Emergency Management and Homeland Security Agency for FY 19 Homeland Security Grant Program Funding
Kevin Little **moved** to authorize ACCG's Executive Director to enter and execute an MOU with GEMA in reference to Grant Application # EMW-2019- SS-00072), provided that the project list approved by DHS/FEMA and total funding are substantially the same as proposed. Nancy Thrash **seconded** the motion. All **voted** in favor and the **motion carried.**

XVIII. ACCG Cafeteria Plan Restatement
Taliah Reid explained that ACCG would like to offer a high deductible insurance plan with a health savings account. In order to do this, ACCG must amend its cafeteria plan so that employees can contribute a portion of their salary to a health savings account. The ACCG cafeteria plan was last updated in 2015. In addition to the changes regarding a health savings account, the proposed restated cafeteria plan also clarifies that ACCG employees who work at least 30 hours per week are eligible to participate in the cafeteria plan. If approved, the restated plan would go into effect on July 1, 2020. Kevin Little **moved** to approve the ACCG Cafeteria Plan Restatement to be effective on July 1, 2020. Johnny Davis **seconded** the motion. All **voted** in favor and the **motion carried.**

XIX. ACCG Equipment Leasing Program Documents

Kelly Pridgen explained that ACCG has provided financing to counties to purchase equipment through a lease program since 1989. The presented documents (i.e., program agreement, lease purchase agreement, assignment, transfer and security agreement, funding agreement, and non-arbitrage certificate) have been updated. Tom McMichael **moved** to approve the use of and authorize the President, Vice-Presidents, Secretary Treasurer or his or her designee to execute the ACCG Equipment Financing Program documents, including the Program Agreement, Lease Purchase Agreement, Assignment, Transfer and Security Agreement, Funding Agreement and other documents as necessary or convenient to achieve the purposes of the program; and to authorize the Legal Department to make any technical, stylistic or grammatical corrections as needed. Daryl Hall **seconded** the motion. All **voted** in favor and the **motion carried.**

XX. Conflict of Interest Policy

Kelly Pridgen reminded the Board that the 2018 amendments to the ACCG Bylaws require that the Board of Managers adopt a conflict of interest policy. The proposed draft of the ACCG Board of Managers Conflict of Interest Policy was emailed to Board members on November 22, 2019. It requires each Board member to provide an annual disclosure at the beginning of each term of any "Financial Interest" (i.e., an ownership interest or a 1% or more investment interest in the vendor; or receive more than $100 compensation from the vendor) and a "Personal Interest" (i.e., a family member who has a Financial Interest in the vendor) with an ACCG vendor or sponsor on a list provided by ACCG staff. The Executive Director, as Secretary-Treasurer, must submit the form by December 31st of each year. If an issue arises on a matter coming before the Board of Managers with an individual or company in which a member of the Board of Managers has a "Financial Interest" or "Personal Interest," then the Board Member must disclose that interest, refrain from discussing the issue and abstain from voting on the issue. The disinterested Board members may approve the transaction if they determine that it is in the best interest of ACCG. In such a case, the minutes would be required to reflect the disclosure, abstention and rationale for approval (if approved). The Executive Director, as Secretary-Treasurer, would be prohibited from entering into contracts or engaging in transactions on behalf of ACCG with an individual or company in which he has a "Personal Interest" or a "Financial Interest." If the nature of the relationship is considered a Conflict of Interest, then the matter may be brought to the Board of Managers. The Secretary-Treasurer may not discuss or lobby on the issue. In order to approve the transaction or contract, the Board of Managers must find that it is in the best interest of ACCG. However, the Secretary-Treasurer is permitted to negotiate the terms of his employment contract and compensation. The proposed policy, if approved, would take effect on January 1, 2020. Susan Andrews **moved** to approve the ACCG Board of Managers Conflict of Interest Policy effective January 1, 2020. Nancy Thrash **seconded** the motion. All **voted** in favor and the **motion carried.**

XXI. Annual Ethics Disclosure

Kelly Pridgen reminded the Board that a 2019 Ethics Disclosure form with a list of all individuals, corporations, vendors and sponsors with whom ACCG has contracted or paid through November 22, 2019 was previously emailed to the Board. A copy was provided at each Board member's seat before the meeting. Each member should review the list, identify if they have an ownership interest in, receive compensation greater than $100 from, or have an immediate family member who has an ownership interest in or receives compensation greater than $100 from any of the identified individuals or companies.

XXII. Executive Director's Report

Dave Wills discussed the letter to the spouse of the late Representative Jay Powell, the 2020 Board of Managers timeline, the 2020 ACCG awards program nominations, the Georgia Trend Counties of Excellence Nominations and the 2020 ACCG holiday schedule. Wills also recognized that Marc DeMott was getting ready to retire at the end of the year.

Tom McMichael **moved** to send the letter of appreciation to Representative Powell's spouse. Johnny Davis **seconded** the motion. All **voted** in favor and the **motion carried.**

Beth Brown outlined the nomination process for the officers and members of the 2020-2021 Board of Managers as established in the bylaws and the procedure adopted previously by the Board.

XXIII. Executive Session

Harry Lange **moved** to go into executive session to discuss the performance evaluation of the Executive Director. Nancy Thrash **seconded** the motion. All **voted** in favor and the **motion carried.** All staff members except Kelly Pridgen were excused from the meeting.

Johnny Davis **moved** to return to open session. Nancy Thrash **seconded** the motion. All **voted** in favor and the **motion carried.** Staff was permitted to return.

Tom McMichael **moved** to approve the performance evaluation of the Executive Director submitted by the Personnel Committee, to provide the Executive Director with the same 3% increase as provided to ACCG staff, and to provide a $5,000 performance bonus. Melissa Hughes **seconded** the motion. All **voted** in favor and the **motion carried.**

XXIV. Adjournment

There being no further business, the meeting was adjourned.

Respectfully submitted,

____

Dave Wills, Secretary-Treasurer

MINUTES

Association County Commissioners of Georgia
Board of Managers
Executive Committee

February 18, 2020

As authorized by the by-laws of the Association County Commissioners of Georgia, O.C.G.A. §§ 14-3-704 and 14-3-708, the ACCG Executive Committee, acting for the Board of Managers, considered and approved by an e-mail and phone poll to NOT host a reception at the 2020 NACo Legislative Conference. A record of the votes and supporting documentation is attached.

No other business was considered.

Respectfully submitted,

____

Dave Wills
Secretary-Treasurer

February 18, 2020
Vote for ACCG to host a reception at the 2020 NACo Legislative Conference – Voting NO was to NOT hold the reception

Executive Committee Member	Date	Response	
		Yes	No
Billy Pittard	2/17/20		x
Johnny Davis	2/18/20		x
Steve Taylor	2/18/20	x	
Melissa Hughes	2/17/20		x
Harry Lange	2/17/20		x
Nancy Schulz	2/17/20		x
Henry Craig	2/17/20		x

Wills, Dave

From:	Wills, Dave
Sent:	Monday, February 17, 2020 1:52 PM
To:	Billy Pittard; Harry Lange; Henry R. Craig; Johnny Davis ; Johnny Davis ; Melissa Hughes; Nancy Schulz ; Steve Taylor
Cc:	Jeff Rader - DeKalb County Commission (jrader@dekalbcountyga.gov); 'Jeff Rader - DeKalb County Commission (jrader@dekalbcountyga.gov)'; Nancy Thrash - Lamar County (commissionerthrash@gmail.com); Helen G. "Sistie" Hudson (sistiehudson@aol.com); Pridgen, Kelly; Brown, Beth; Douglas, Demetric
Subject:	NACo Legislative Conference Reception
Attachments:	Georgia Agreement.pdf

Dear Executive Committee members,

Having discussed the matter noted herein with President Billy Pittard, I am writing to you with a request for action by the Executive Committee. I am also copying current members of the Board of Managers who served on the NACo Ad Hoc Committee last year.

At the February 27, 2019 meeting of the Board of Managers, the report of the NACo Ad Hoc Committee was adopted. The following language, with emphasis supplied by me, was part of the report:

"ACCG Sponsored Events at NACo Conferences. In order to facilitate the experience of ACCG members who attend NACo conferences, ACCG should sponsor an event during the NACo Legislative Conference and the NACo Annual Conference. ***At the NACo Legislative Conference, Georgia members and the Georgia Congressional delegation and staff should be invited.*** *In years when there is an ACCG-endorsed Georgia candidate for a NACo office, each event should be opened up to other NACo members. These events could be used to facilitate Georgia members to caucus."*

In keeping with the decision of the Board of Managers, staff has worked with the Washington Hilton, where the NACo convention will be hosted, to establish pricing for a reception that would be held on Sunday evening, the only practical time available. Earlier today I received the attached, proposed contract.

Dee Douglas, who is managing our efforts, wrote to me as follows:

"There is a $1000.00 food and beverage minimum. Beth and I have tried to keep it simple and as inexpensive as possible, by guaranteeing for only 20 people and serving:

- *Cheese*
- *Vegetable crudité*
- *Open Bar of - beer, wine, soft drinks, juice and water*

Please see the banquet event order attached. We could eliminate the vegetable crudité from the menu and that would probably decrease the cost slightly, maybe $200.00.

The estimated cost with the current menu selections would be $2500 (plus tax and service charge)."

Following my receipt of Dee's email, I discussed this further with Dee and Beth Brown. We collectively believe that the costs will be a minimum of $1563.98, plus a 26% gratuity, plus another 10% sales tax, for an estimated minimum total of $2,168. If drink consumption exceeds estimates, the price would be somewhat higher.

An invitation was extended to the 38 Georgia county officials registered for the NACo conference, but we received just 15 RSVPs. Further, we invited all members of Georgia's congressional delegation and invited them to send staff members too. As of today, none of them have let us know they would attend. So, inclusive of the 15 RSVPs and ACCG staff, we expect just 17 people to attend. The cost per person for the reception would be $127.

In light of the estimates and that the intent of holding a Legislative Conference reception was primarily to build relations with members of Congress and their respective staffs, it seems prudent to recommend that ACCG not hold a reception at the NACo legislative conference this year.

Because the decision to hold a reception was made by the Board, it should, in my opinion, be a decision of the Board if ACCG will NOT to hold a reception. However, because the Board is not scheduled to meet again until April and because time in this matter is critical, **I respectfully ask that members of the Executive Committee vote on the matter**, per the instructions below:

To vote NOT to hold the reception, please respond with NO.
To vote TO hold the reception, please respond with YES.

If at all possible, please respond to this request not later than Noon Tuesday, February 18, 2020.

If you have any questions, please call me, Beth Brown or Dee Douglas.

Thank you in advance for your consideration.

Dave Wills
Executive Director
Association County Commissioners of Georgia
191 Peachtree St., NE, Suite 700
Atlanta, GA 30303
404-683-1816 (Verizon Cellular)
404-583-7861 (Direct Fax)
dwills@accg.org

Account:	National Association of Counties	**Event Date:**	**Sunday, March 1, 2020**
Post As:	Georgia Delegation	**Contact:**	Dee Douglas
Address:	660 North Captiol St Suite 400 Washington, DC UNITED STATES 2	**Phone:**	404-450-2452
		Fax:	
		On-Site:	Dee Douglas
		Phone:	404-450-2452
Payment Information:		**Catering Mgr:**	Sean O'Connor
Master Account/CC#:		**Service Mgr:**	Sean O'Connor
Deposit:		**Hospitality Mgr:**	
Tax Exempt:	No	**C/L:**	Convention

The Guaranteed number of guests for all food functions must be submitted in writing to the Events/Catering Department by 11am, three (3) business days prior to the event date. The Guarantee cannot be reduced after this time. If no Guarantee is received, the Expected number of guests will be the basis for billing purposes and the group will be charged the Guaranteed attendance, or the number of guests served, whichever is greater. The Guarantee becomes the minimum number of guests used in calculating the amount to be charged and the maximum number for food preparation.

Hotel will not undertake to serve more than 3% above the guaranteed minimum, for events with less than 1000 persons, for those events greater than 1000, hotel will not undertake to serve more than 30 additional guests.

Guarantee increases within 72 hours of the event will result in a 20% surcharge in menu pricing, for the additional attendees/items. Guarantee increases day of the event will result in a 25% surcharge in menu pricing, for the additional attendees/items.

Final Guarantees should include all special meals such as Kosher, Vegetarian, Gluten free, etc. (Note: Special pricing applies). Menu selections may not be changed within five (5) business days of the scheduled meal function.

Time	Room	Event Name	Functn type	Post	Exp	Gte	Set	Renta
5:00 PM - 6:00 PM	Morgan	Reception	RECP	Yes	20			

Beverage

Room: Morgan **Serve:** 5:00 PM to 6:00 PM

Host Diamond Bar - On Consumption

Bartenders (See Bartender Fee in Banquet Notes)

***

Dog Fish Head 60 minute IPA,
DC Brau Brewery's The Public IPA
Flying Dog Brewery's Snake Dog IPA @ $11.50 per drink

***

Sparkling, Domaine Ste. Michelle Brut, Columbia Valley
Chardonnay, Wente Estate Grown, Lovermore Valley
Caberney Sauvignon, Wente Estate Grown, Livermore Valley @ $12.00 per drink

***

Assorted Soft Drinks, Juices and Bottled Waters @ $6.50 Each

Banquet Notes

Room: Morgan **Event:** 5:00 PM to 6:00 PM

1 Bartender @ $250.00 each

Room Set Up

MINIMUM RE-SET FEE OF $500 + WILL APPLY IF ROOM SET CHANGES FROM ROOM SET OUTLINED IN EVENT ORDER. FEE WILL BE DETERMINED BASED ON ROOM SIZE AND SETUP DETAILS.

Audio Visual

Other Arrangements

The Total Minimum Anticipated Revenue for your Event is $1,563.98 Cancellation between signing and 8 days from event date: 50% of Total Minimum Anticipated Revenue.

Cancellation 7 days or less in advance of the event will include a fee equal to 100% of charges to include service

Food

Room: Morgan **Serve:** 5:00 PM to 6:00 PM

Domestic Cheese Display

Cheddar, Swiss, Muenster, and Provolone Cheeses with French Bread & Gourmet Crackers

20 people @ $18.00 Per person

Vegetable Crudite

(20 person minimum)

Garden Fresh Vegetable Display with
Creamy Ranch and Maui Onion Dipping Sauces

20 people @ $18.00 Per person

The combined taxable gratuity & service charge of 26% is applicable to services and products on the BEO, plus 10% Sales tax. A portion of the combined charge, 19.37% is a gratuity and will be distributed to employees assigned to the Event. The remainder of the combined charge, 6.63% is a service charge, that is not a gratuity and is the property of the Hotel to cover discretionary and administrative costs of the Event. All event orders are subject to the specific details outlined in the attached Event Order Terms and Conditions.

Organization Authorized Signature Date

Hotel Authorized Signature Date

Account:	National Association of Counties	**Event Date:**	**Sunday, March 1, 2020**
Post As:	Georgia Delegation	**Contact:**	Dee Douglas
Address:	660 North Captiol St Suite 400 Washington, DC UNITED STATES 2	**Phone:**	404-450-2452
		Fax:	
		On-Site:	Dee Douglas
		Phone:	404-450-2452
Payment Information:		**Catering Mgr:**	Sean O'Connor
Master Account/CC#:		**Service Mgr:**	Sean O'Connor
Deposit:		**Hospitality Mgr:**	
Tax Exempt:	No	**C/L:**	Convention

charge, rentals, labor fees, and applicable taxes for the final guarantee or contracted number of guests, whichever is higher.

Full pre-payment must be received within 72 hours of the event start time. A valid credit card will be placed on file, regardless of the form of payment. Wire transfers and personal checks must be received no later than fourteen (14) days prior to the event start date.

Deposit: $1,563.98
Meeting Room Rental: NA
Food & Beverage Minimum: $1,000.00, exclusive of tax and service charge

Final Guarantee due in writing at least 72 hours (three business days) before your Event. Group must provide a valid method of payment concurrent with the signed BEO unless Group already has established direct billing with the hotel or Hilton Worldwide.

By signing where indicated below, you are agreeing that in addition to the terms and conditions of this BEO as outlined above, this BEO is also comprised of all the general terms and conditions set forth in the Banquet Event Order – Additional Terms and Conditions located on the following web site:
<http://hiltondistribution.com/us-beo/addlterms.htm>

Please sign and return this BEO by February 18, 2020.

The combined taxable gratuity & service charge of 26% is applicable to services and products on the BEO, plus 10% Sales tax. A portion of the combined charge, 19.37% is a gratuity and will be distributed to employees assigned to the Event. The remainder of the combined charge, 6.63% is a service charge, that is not a gratuity and is the property of the Hotel to cover discretionary and administrative costs of the Event. All event orders are subject to the specific details outlined in the attached Event Order Terms and Conditions.

Organization Authorized Signature Date

Hotel Authorized Signature Date

No

Wills, Dave

From: Billy Pittard <bpittard@oglethorpecountyga.gov>
Sent: Monday, February 17, 2020 5:59 PM
To: Wills, Dave
Cc: Harry Lange; Henry R. Craig; Johnny Davis; Johnny Davis; Melissa Hughes; Nancy Schulz; Steve Taylor; Jeff Rader - DeKalb County Commission (jrader@dekalbcountyga.gov); Jeff Rader - DeKalb County Commission (jrader@dekalbcountyga.gov); Nancy Thrash - Lamar County (commissionerthrash@gmail.com); Helen G. Sistie Hudson (sistiehudson@aol.com); Pridgen, Kelly; Brown, Beth; Douglas, Demetric
Subject: Re: NACo Legislative Conference Reception

In lieu of the low RSVP response rate, no commitments from our congressional delegation, and the high minimum cost, I recommend that we cancel the reception and will vote accordingly.

Best regards,

Billy

Billy Pittard

Chairman,
Oglethorpe County Board of Commissioners

> On Feb 17, 2020, at 1:51 PM, Wills, Dave <DWills@accg.org> wrote:
>
> Dear Executive Committee members,
>
> Having discussed the matter noted herein with President Billy Pittard, I am writing to you with a request for action by the Executive Committee. I am also copying current members of the Board of Managers who served on the NACo Ad Hoc Committee last year.
>
> At the February 27, 2019 meeting of the Board of Managers, the report of the NACo Ad Hoc Committee was adopted. The following language, with emphasis supplied by me, was part of the report:
>
> *"ACCG Sponsored Events at NACo Conferences. In order to facilitate the experience of ACCG members who attend NACo conferences, ACCG should sponsor an event during the NACo Legislative Conference and the NACo Annual Conference.* ***At the NACo Legislative Conference, Georgia members and the Georgia Congressional delegation and staff should be invited.*** *In years when there is an ACCG-endorsed Georgia candidate for a NACo office, each event should be opened up to other NACo members. These events could be used to facilitate Georgia members to caucus."*
>
> In keeping with the decision of the Board of Managers, staff has worked with the Washington Hilton, where the NACo convention will be hosted, to establish pricing for a reception that would be held on Sunday evening, the only practical time available. Earlier today I received the attached, proposed contract.
>
> Dee Douglas, who is managing our efforts, wrote to me as follows:

No

Johnny Davis

Commissioner

Jefferson County

message call FaceTime mail pay

1st VP Johnny Davis called Dave Wills at 10:22 am on 2/18/20 and verbally voted NO – to not hold a reception at the 2020 NACo Legislative Conference.

Today

10:22 AM **Incoming Call**

1 minute

Calls with a checkmark have been verified by the carrier.

work

(478) 625-3332

mobile RECENT

(706) 831-5325

FaceTime

Yes

Wills, Dave

From: Taylor, Steve <taylors@bartowga.org>
Sent: Tuesday, February 18, 2020 11:02 AM
To: Wills, Dave
Subject: Re: NACo Legislative Conference Reception

I vote YES for the coming NACO

Steve Taylor
Bartow County Commissioner
135 W. Cherokee Ave.
Suite 251
Cartersville, Georgia 30120
770-387-5030/ Fax 770-387-5023

From: Wills, Dave (DWills@ACCG.org)

Date: 02/17/20 01:52 pm

To: Billy Pittard (bpittard@oglethorpecountyga.gov), Harry Lange (traildad.hl@gmail.com), Henry R. Craig (henrycraig1@charter.net), Johnny Davis (joadavis52@bellsouth.net), Johnny Davis (jdavis@jeffersoncountyga.gov), Melissa Hughes (melissa.hughes@tiftcounty.org), Nancy Schulz (nschulz@co.newton.ga.us), Steve Taylor (taylors@bartowga.org)

Cc: Jeff Rader - DeKalb County Commission (jrader@dekalbcountyga.gov) (jrader@dekalbcountyga.gov), Jeff Rader - DeKalb County Commission (jrader@dekalbcountyga.gov) (jeffrader@bellsouth.net), Nancy Thrash - Lamar County (commissionerthrash@gmail.com) (commissionerthrash@gmail.com), Helen G. \"Sistie\" Hudson (sistiehudson@aol.com) (sistiehudson@aol.com), Pridgen, Kelly (KPridgen@ACCG.org), Brown, Beth (BBrown@ACCG.org), Douglas, Demetric (DDouglas@ACCG.org)

Subject: **NACo Legislative Conference Reception**

Dear Executive Committee members,

Having discussed the matter noted herein with President Billy Pittard, I am writing to you with a request for action by the Executive Committee. I am also copying current members of the Board of Managers who served on the NACo Ad Hoc Committee last year.

At the February 27, 2019 meeting of the Board of Managers, the report of the NACo Ad Hoc Committee was adopted. The following language, with emphasis supplied by me, was part of the report:

No

Wills, Dave

From: Melissa Hughes <melissa.hughes@tiftcounty.org>
Sent: Monday, February 17, 2020 7:37 PM
To: Henry R Craig
Cc: Wills, Dave; Billy Pittard; Harry Lange; Johnny Davis; Johnny Davis; Nancy Schulz; Steve Taylor; Jeff Rader - DeKalb County Commission; Jeff Rader - DeKalb County Commission (jrader@dekalbcountyga.gov); Nancy Thrash - Lamar County; Helen G. Sistie Hudson; Pridgen, Kelly; Brown, Beth; Douglas, Demetric
Subject: Re: NACo Legislative Conference Reception

Good evening Dave,
I hope you are well. With the low response that was received for the NACo Reception, I vote NO that ACCG hold the reception. Thank you and have a great evening.

Melissa

Sent from my iPhone

On Feb 17, 2020, at 6:42 PM, Henry R Craig <henrycraig1@charter.net> wrote:

Dave,

NO. The potential value of supporting proposed NACO reception does not support the resources needed. The results of these kind of receptions are very intangible. In this case with so few RSVPs, cannot see much potential.

Henry R Craig
Baldwin County Commissioner
Res 478 452-2531
Cell 478 363-1849

From: Wills, Dave [mailto:DWills@ACCG.org]
Sent: Monday, February 17, 2020 1:52 PM
To: Billy Pittard <bpittard@oglethorpecountyga.gov>; Harry Lange <traildad.hl@gmail.com>; Henry R. Craig <henrycraig1@charter.net>; Johnny Davis <joadavis52@bellsouth.net>; Johnny Davis <jdavis@jeffersoncountyga.gov>; Melissa Hughes <melissa.hughes@tiftcounty.org>; Nancy Schulz <nschulz@co.newton.ga.us>; Steve Taylor <taylors@bartowga.org>
Cc: Jeff Rader - DeKalb County Commission (jrader@dekalbcountyga.gov) <jrader@dekalbcountyga.gov>; 'Jeff Rader - DeKalb County Commission (jrader@dekalbcountyga.gov)' <jeffrader@bellsouth.net>; Nancy Thrash - Lamar County (commissionerthrash@gmail.com) <commissionerthrash@gmail.com>; Helen G. "Sistie" Hudson (sistiehudson@aol.com) <sistiehudson@aol.com>; Pridgen, Kelly <KPridgen@ACCG.org>; Brown, Beth <BBrown@ACCG.org>; Douglas, Demetric <DDouglas@ACCG.org>
Subject: NACo Legislative Conference Reception

Dear Executive Committee members,

No

Wills, Dave

From: Harry Lange <traildad.hl@gmail.com>
Sent: Monday, February 17, 2020 11:58 PM
To: Billy Pittard
Cc: Wills, Dave; Henry R. Craig; Johnny Davis; Johnny Davis; Melissa Hughes; Nancy Schulz; Steve Taylor; Jeff Rader - DeKalb County Commission (jrader@dekalbcountyga.gov); Jeff Rader - DeKalb County Commission (jrader@dekalbcountyga.gov); Nancy Thrash - Lamar County (commissionerthrash@gmail.com); Helen G. Sistie Hudson (sistiehudson@aol.com); Pridgen, Kelly; Brown, Beth; Douglas, Demetric
Subject: Re: NACo Legislative Conference Reception

NO

Harry

On Mon, Feb 17, 2020, 5:59 PM Billy Pittard <bpittard@oglethorpecountyga.gov> wrote:

In lieu of the low RSVP response rate, no commitments from our congressional delegation, and the high minimum cost, I recommend that we cancel the reception and will vote accordingly.

Best regards,

Billy

Billy Pittard

Chairman,
Oglethorpe County Board of Commissioners

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At the February 27, 2019 meeting of the Board of Managers, the report of the NACo Ad Hoc Committee was adopted. The following language, with emphasis supplied by me, was part of the report:

No

Wills, Dave

From: Nancy BOC <nancy.schulz@co.newton.ga.us>
Sent: Monday, February 17, 2020 2:26 PM
To: Wills, Dave
Subject: Re: NACo Legislative Conference Reception

NO

Thank you for the detailed information.

Sent from my iPhone

On Feb 17, 2020, at 1:54 PM, Wills, Dave <DWills@accg.org> wrote:

Dear Executive Committee members,

Having discussed the matter noted herein with President Billy Pittard, I am writing to you with a request for action by the Executive Committee. I am also copying current members of the Board of Managers who served on the NACo Ad Hoc Committee last year.

At the February 27, 2019 meeting of the Board of Managers, the report of the NACo Ad Hoc Committee was adopted. The following language, with emphasis supplied by me, was part of the report:

"ACCG Sponsored Events at NACo Conferences. In order to facilitate the experience of ACCG members who attend NACo conferences, ACCG should sponsor an event during the NACo Legislative Conference and the NACo Annual Conference. ***At the NACo Legislative Conference, Georgia members and the Georgia Congressional delegation and staff should be invited.*** *In years when there is an ACCG-endorsed Georgia candidate for a NACo office, each event should be opened up to other NACo members. These events could be used to facilitate Georgia members to caucus."*

In keeping with the decision of the Board of Managers, staff has worked with the Washington Hilton, where the NACo convention will be hosted, to establish pricing for a reception that would be held on Sunday evening, the only practical time available. Earlier today I received the attached, proposed contract.

Dee Douglas, who is managing our efforts, wrote to me as follows:

"There is a $1000.00 food and beverage minimum. Beth and I have tried to keep it simple and as inexpensive as possible, by guaranteeing for only 20 people and serving:

- *Cheese*
- *Vegetable crudité*
- *Open Bar of - beer, wine, soft drinks, juice and water*

Please see the banquet event order attached. We could eliminate the vegetable crudité from the menu and that would probably decrease the cost slightly, maybe $200.00.

Wills, Dave

From:	Henry R Craig <henrycraig1@charter.net>
Sent:	Monday, February 17, 2020 6:42 PM
To:	Wills, Dave; 'Billy Pittard'; 'Harry Lange'; 'Johnny Davis '; 'Johnny Davis '; 'Melissa Hughes'; 'Nancy Schulz '; 'Steve Taylor '
Cc:	'Jeff Rader - DeKalb County Commission'; 'Jeff Rader - DeKalb County Commission (jrader@dekalbcountyga.gov)'; 'Nancy Thrash - Lamar County'; 'Helen G. "Sistie" Hudson '; Pridgen, Kelly; Brown, Beth; Douglas, Demetric
Subject:	NACo Legislative Conference Reception

Dave,

NO. The potential value of supporting proposed NACO reception does not support the resources needed. The results of these kind of receptions are very intangible. In this case with so few RSVPs, cannot see much potential.

Henry R Craig
Baldwin County Commissioner
Res 478 452-2531
Cell 478 363-1849

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To: Billy Pittard <bpittard@oglethorpecountyga.gov>; Harry Lange <traildad.hl@gmail.com>; Henry R. Craig <henrycraig1@charter.net>; Johnny Davis <joadavis52@bellsouth.net>; Johnny Davis <jdavis@jeffersoncountyga.gov>; Melissa Hughes <melissa.hughes@tiftcounty.org>; Nancy Schulz <nschulz@co.newton.ga.us>; Steve Taylor <taylors@bartowga.org>
Cc: Jeff Rader - DeKalb County Commission (jrader@dekalbcountyga.gov) <jrader@dekalbcountyga.gov>; 'Jeff Rader - DeKalb County Commission (jrader@dekalbcountyga.gov)' <jeffrader@bellsouth.net>; Nancy Thrash - Lamar County (commissionerthrash@gmail.com) <commissionerthrash@gmail.com>; Helen G. "Sistie" Hudson (sistiehudson@aol.com) <sistiehudson@aol.com>; Pridgen, Kelly <KPridgen@ACCG.org>; Brown, Beth <BBrown@ACCG.org>; Douglas, Demetric <DDouglas@ACCG.org>
Subject: NACo Legislative Conference Reception

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"ACCG Sponsored Events at NACo Conferences. In order to facilitate the experience of ACCG members who attend NACo conferences, ACCG should sponsor an event during the NACo Legislative Conference and the NACo Annual Conference. ***At the NACo Legislative Conference, Georgia members and the Georgia Congressional delegation and staff should be invited.*** *In years when there is an ACCG-endorsed Georgia candidate for a NACo office, each event should be opened up to other NACo members. These events could be used to facilitate Georgia members to caucus."*

MINUTES
Association County Commissioners of Georgia
Executive Committee Minutes
Fulton County, Georgia
February 27, 2020

Members Present:

Billy Pittard, President

Johnny Davis, First Vice President

Steve Taylor, Second Vice President

Melissa Hughes, Third Vice President (via phone)

Harry Lange, Immediate Past President

Henry Craig, Executive Committee Member

Staff Present:

Dave Wills, Executive Director

Beth Brown, Director of Strategy, Innovation & Board Relations

Kale Hodges, Retirement Services Director

Kelly Pridgen, General Counsel

Members Not Present:

Nancy Schulz, Executive Committee Member

I. Call to Order

President Pittard called the meeting of the Executive Committee meeting.

II. Nominating Committee

Dave Wills and Beth Brown explained that, pursuant to ACCG Bylaws, the Executive Committee serves as the Nominating Committee when a vacancy occurs on the Board of Managers. Heard County Commissioner Keri Denney resigned her seat to run for the position of Heard County Chair, creating a vacancy in the 4th District Representative position on the Board of Managers. After discussing the nominees, Henry Craig **moved** to recommend Carroll County Chair Michelle Morgan as the ACCG 4th District Representative to the Board of Managers. Johnny Davis **seconded** the motion. All **voted** in favor and the **motion carried.**

III. Executive Session

Steve Taylor **moved** to go into executive session. Harry Lange **seconded** the motion. All **voted** in favor and the **motion carried.** Beth Brown was excused from the room. Henry Craig **moved** to approve the settlement agreements as presented contingent upon the acceptance of the agreements in writing by the other parties. Steve Taylor **seconded** the motion. All **voted** and the **motion carried.** Johnny Davis **moved** to come out of executive session. Harry Lange **seconded** the motion. All **voted** in favor and the **motion carried.**

IV. Adjournment

There being no further business, the meeting was adjourned.

Respectfully submitted,

____

Dave Wills, Executive Director

MINUTES
Association County Commissioners of Georgia
Executive Committee Minutes
Telephonic Meeting
March 12, 2020

Members Present:
Billy Pittard, President
Johnny Davis, First Vice President
Steve Taylor, Second Vice President
Melissa Hughes, Third Vice President
Harry Lange, Immediate Past President
Henry Craig, Executive Committee Member
Nancy Schulz, Executive Committee Member

Members Not Present:
None

Staff Present:
Dave Wills, Executive Director
Taliah Reid, Human Resources Manager

I. Call to Order
President Pittard called the meeting of the Executive Committee to order.

II. Deviation from Approved Personnel Policies and Procedures
Dave Wills requested that he be authorized to approve deviations from ACCG's approved Employee Policies and Procedures manual for the purpose of address issues arising from the spread of Novel Coronavirus, COVID-19. Specifically, the request includes providing a temporary, special category of Paid Time Off for staff members who are diagnosed with COVID-19, the common cold or the flu. The overarching intent is to ensure that sick employees do not come to work while sick.

After discussing the request, Henry Craig offered the following: **I move to temporarily authorize, for the period of March 12, 2020 through June 1, 2020, ACCG's Executive Director to approve deviations from ACCG's Employee Policies and Procedures Manual as necessary or appropriate, to protect the health and welfare of ACCG's employees and to require that the Executive Director notify the Executive Committee in writing of any such deviations within five business days of the adoption of the same.** Johnny Davis **seconded** the motion and the same carried unanimously.

Dave Wills requested that the Executive Committee be prepared to meet early next week to consider whether to proceed with or cancel the ACCG Annual Conference.

III. Adjournment
There being no further business, the meeting was adjourned.

Respectfully submitted,

Dave Wills, Executive Director

MINUTES
Association County Commissioners of Georgia
Executive Committee Minutes
Conference Call
March 18, 2020

Members Present:

Billy Pittard, President

Johnny Davis, First Vice President

Steve Taylor, Second Vice President

Melissa Hughes, Third Vice President (via phone)

Harry Lange, Immediate Past President

Henry Craig, Executive Committee Member

Nancy Schulz, Executive Committee Member

Members Not Present:

Staff Present:

Dave Wills, Executive Director

Beth Brown, Director of Strategy, Innovation & Board Relations

Jeff Christie, Director of Leadership Development

Kathy Nilsson, Executive Assistant

Quint Robinson, Director of Operations

Michelle Urbani, Associate Corporate Counsel

Kelly Pridgen, General Counsel

I. Call to Order

President Pittard called the meeting of the Executive Committee to order, noting that these are unprecedented times. He stated that the Executive Committee would focus on the issue of the upcoming Annual Conference in the midst of the COVID-19 pandemic so that everyone understands all of the issues.

II. ACCG Annual Meeting for 2020

Dave Wills explained that he sent the Executive Committee a memorandum on the state of COVID-19 in relation to declarations of a National Emergency, a Public Health Emergency in the State of Georgia, guidance from the medical and scientific community on slowing the community spread of the virus, and potential issues that may pose to ACCG in anticipation of the Annual Conference next month. The Executive Committee then engaged ACCG staff through questions and answers about what ACCG Bylaws require, and options in the best interest of public health and safety as it relates to issued guidance and the growing number of issued orders by Georgia local governments prohibiting public gatherings and/or imposing curfews. The Executive Committee engaged ACCG staff and counsel concerning highlighted issues to consider if the Executive Committee should decide to postpone or cancel the conference. When asked, Wills noted that the financial consequences for ACCG cannot be predicted with certainty, but offered the Executive Committee a range, from high to low, of what in good faith ACCG expects to face with postponement or cancelation.

Melissa Hughes asked about the possibility of postponing the conference to a later date. Staff explained that in theory it was possible, outside of the existing contracts and issues associated with not convening for the April dates, but the ability to reschedule would depend upon the availability of the conference center, hotels, and the various vendors. The Executive Committee discussed pros and cons of postponement.

Jeff Christie reported that ACCG uses 10 hotels in support of this annual conference. The room block for the annual conference is almost 2,700 room nights. To date, only 78% of the block has been filled, but Christie has already received cancellations due to COVID-19 pandemic-related travel bans, illness, and social distancing requirements and recommendations, etc.

Christie added that there are 24 Lifelong Learning Academy classes included with the annual meeting with instructors who have been reserved since October 2019. Christie believes that it is very unlikely that all of them would be available for a rescheduled date. He offered that he could inquire with the keynote speaker to determine availability for a new date. However, ACCG also has 10-12 vendors engaged, without contracts, for conference services like staging, audio/visual, etc., who would also need to be available.

Melissa Hughes inquired about a provision in the contracts for an Act of God. Legal advised the Executive Committee generally, and as to each contract. Legal relayed that ACCG, like other organizations, is in uncharted waters. From speaking with other associations facing the same issue, some hotels have been willing to work with associations, while others have been very resistant.

The Executive Committee discussed whether postponing the conference until the summer or fall was a viable option. Nancy Schulz inquired whether the annual conference could be combined with the Legislative Leadership Conference (LLC) in the fall. Dave Wills explained that the officers and Board of Managers are required to be voted on by the membership at the annual meeting. Delaying the election of the Board and officers would require ACCG to restart the nominating procedures, as well as to change the cycle of the terms of officers and board members. If the meeting is postponed, combined with the LLC, or cancelled, staff has recommended holding an online meeting in April with the members to elect the officers and Board of Managers.

Wills emphasized that the staff will do whatever the Executive Committee decides but explained that trying to see if ACCG can negotiate a postponement with the convention center, hotels, instructors, and vendors in the next two to three weeks would leave ACCG in an uncertain position with members and vendors. It will be difficult to estimate the attendance pattern for hotels if the conference is postponed. Wills explained that, even if ACCG postponed the conference, ACCG could be at the mercy of the convention center, hotels, and other vendors regarding our status.

Wills gave additional assurance to the Executive Committee that these contracts were entered into years ago by the previous administration without going through legal review. Wills noted that Legal has been reviewing all new contracts and adding provisions that place ACCG in a more favorable provision.

Steve Taylor reported that Bartow County has been hit hard by COVID-19. They are preparing for the number of positive COVID-19 test results to come back 10-fold the previous results. The Executive Committee discussed the possibility of postponing the conference and having to cancel again if this pandemic continues into the summer or fall. President Pittard stated that the Executive Committee has a fiduciary responsibility to understand the financial impact to ACCG, as well as an ethical duty to do what is right, regardless of the financial impact. Dave Wills explained that ACCG probably cannot pay all of the penalties for cancellation or postponement out of the contingency fund, but unrestricted reserves could be used.

Harry Lange made the following **motion:** In light of the COVID-19 pandemic, President Trump's declaration of a National Emergency, Georgia Governor Brian Kemp's Declaration of a Public Health State of Emergency as ratified by the Georgia General Assembly, the advice of national and state leaders to closely monitor and follow the U.S. Department of Health and Human Services Centers for Disease Control and Prevention guidelines (which includes a recommendation for the next eight (8) weeks that no gatherings of more than fifty (50) people be held/the encouragement of social distancing to curb community spread of the virus), the growing number of issuance of orders by Georgia local governments prohibiting public gatherings and/or imposing curfews or other regulation that curbs congregating or travel, and in the interest of public health and safety, the Association County Commissioners of Georgia ("ACCG") in compliance with the aforementioned, I move to:

- Cancel the in-person ACCG Annual Meeting scheduled for April 24-27, 2020
- Instruct ACCG staff to schedule an online Annual Meeting to be held not earlier than April 22, 2020 and not later than April 29, 2020
- Authorize and require the full refund of all registration and sponsorship fees received by ACCG in conjunction with the in-person 2020 Annual Meeting
- Instruct ACCG management to exercise reasonable and prudent steps to mitigate claims that may arise from contractual obligations that would otherwise be met but for the cancellation of the Annual Meeting
- Instruct ACCG staff to plan, and video and distribute the same to the ACCG membership, a ceremonial swearing in of President Johnny Davis in Jefferson County as soon as practical following his election and installation as President, and to plan a ceremonial swearing in to occur at the 2020 ACCG Legislative Leadership Conference
- Authorize ACCG management to utilize unrestricted reserve funds, if necessary, to pay costs associated with cancellation of the 2020 Annual Meeting.

Johnny Davis **seconded** the motion. All **voted** in favor and the **motion carried.**

Johnny Davis **moved** that postponement was not a viable option for the ACCG Annual Meeting. Harry Lange **seconded** the motion. All **voted** in favor and the **motion carried.**

Dave Wills updated the Executive Committee that the transition to of ACCG staff to telework that begun this week has been successful. A few members of the staff are still going into the office. A staff member will be going into the office periodically to check and distribute the mail. Wills thanked the Executive Committee for their confidence in staff through this process.

III. Adjournment

There being no further business, the meeting was adjourned.

Respectfully submitted,

____

Dave Wills, Executive Director

MINUTES
Association County Commissioners of Georgia
Executive Committee Minutes
Telephonic Meeting
March 24, 2020

Members Present:

Billy Pittard, President

Johnny Davis, First Vice President

Steve Taylor, Second Vice President

Melissa Hughes, Third Vice President

Harry Lange, Immediate Past President

Henry Craig, Executive Committee Member

Nancy Schulz, Executive Committee Member

Staff Present:

Dave Wills, Executive Director

Beth Brown, Director of Strategy, Innovation & Board Relations

Clint Mueller, Legislative Director

Kelly Pridgen, General Counsel

Members Not Present:

I. Call to Order

President Pittard called the meeting of the Executive Committee meeting. He expressed appreciation to the Executive Committee members to be able to meet on such short notice. Unfortunately, it was just not practical to try to convene the whole Board of Managers.

II. ACCG COVID 19 Press Release

Dave Wills informed members that some county officials and media sources contacted ACCG to see if we would be issuing a press release calling upon counties to take more stringent measures than has thus far been ordered by Governor Kemp. Wills asked the Executive Committee to discuss the issues and offer guidance to staff. Executive Committee Members discussed the following issues: respect for home rule and local control; emphasis on commissioners' understanding their constituency and being in the position to make decisions which the population will accept; variance among counties in population and other factors that influence decisions; reference to less populous counties being at less risk relative to more densely populated ones; and working in conjunction with public health and emergency management officials

Johnny Davis **moved** to approve the drafting and issuance by ACCG staff of a press release emphasizing ACCG's support of home rule, allowing county officials to make informed decisions in the interest of protecting public health. Henry Craig **seconded** the motion. All **voted** in favor and **motion carried.**

III. Adjournment

There being no further business, the meeting was adjourned.

Respectfully submitted,

____

Dave Wills, Executive Director

MINUTES
Association County Commissioners of Georgia
Executive Committee Minutes
Conference Call
March 27, 2020

Members Present:

Billy Pittard, President

Johnny Davis, First Vice President

Steve Taylor, Second Vice President

Harry Lange, Immediate Past President

Henry Craig, Executive Committee Member

Nancy Schulz, Executive Committee Member

Members Not Present:

Melissa Hughes, Third Vice President

Staff Present:

Dave Wills, Executive Director

Beth Brown, Director of Strategy, Innovation & Board Relations

Clint Mueller, Legislative Director

Kelly Pridgen, General Counsel

Others Present:

Brad Raffensperger, Georgia Secretary of State

Jordan Fuchs, Deputy Secretary of State

Gabriel Sterling, Chief Operating Officer, Secretary of State

Ryan Germany, Secretary of State General Counsel

Liz Hausmann, District 3

I. Call to Order

President Pittard called the meeting of the Executive Committee to order.

II. Georgia Secretary of State and COVID-19

Dave Wills explained that Fulton County Commissioner Liz Hausmann, who represents District 3 on the Board of Managers, requested on behalf of Georgia Secretary of State Brad Raffensperger a meeting between the Executive Committee and the Secretary and some of his key staff regarding the upcoming primary elections.

The Secretary of State explained that during a state of emergency he has the authority to postpone an election up to 45 days. After the declaration of a public health emergency, the March 24, 2020 presidential primary was postponed to coincide with the May 19, 2020 general primary.

Ryan Germany, General Counsel to the Secretary of State, explained that, upon the Governor's declaration of emergency, the general primary date, May 19, 2020, was the only date available to which the presidential primary could be moved. The Governor's declaration expires on April 13, 2020. Although the Governor may renew the declaration, the Secretary of State's office cannot base further decisions on an assumption that the Governor will extend the declaration beyond April 13, 2020. Germany explained that until and unless the Governor extends the state of emergency, the Secretary of State does not have the legal authority to move the May 19, 2020 election. Since personal protective equipment (PPE) will be required for the May 19, 2020 election, it makes sense to hold both the presidential primary and general primary on the same date, rather than postpone only the general primary until June, which currently cannot be done, as previously noted. Germany further explained that, for the May election, the Secretary of State decided to send out an absentee ballot application to every voter. Rather than having individual counties and private parties sending out absentee ballot applications, the Secretary of State thought that it would be helpful to have one form go out with an identifier. Germany explained that having an identifier on the form will ease the pressure on the counties that would otherwise be receiving several different types of forms.

First Vice President Davis inquired whether there would be bar codes on absentee ballots. Ryan Germany explained that absentee ballot applications would be prefilled with the voter's registration number and other information so that the voter can sign and return the application to the county. The county office will be required to verify the voter's signature, to check the bar code against the Secretary of State's system, and to issue the voter an absentee ballot. Rather than requiring the counties to mail the absentee ballots, the Secretary of State has Help America Vote Act funds to hire a mail vendor. When the county office submits the "issue ballot" option in the system, it will automatically go to the mail vendor, who will send out the absentee ballot.

Nancy Schulz requested information about protection against ballot tampering or ballot harvesting. Germany responded that the General Assembly previously passed legislation making ballot harvesting illegal. The Secretary of State's office will put guidance out to voters explaining that only the voter can fill out, return, or handle the absentee ballot, except that a family member who lives with the voter is permitted to assist. Investigators will be ready to review any anomalies.

Nancy Schulz inquired whether there would still be in-person voting during the advance period and on election day. Germany explained that Georgia law still requires both be provided.

Henry Craig inquired about social distancing at the polls. The Secretary of State explained that the average age of poll workers is over 70 years. To protect poll workers and voters, there will need to be a major shift in voter behavior. The Secretary of State said that he has ordered sanitizing wipes and other supplies. He expressed that he would like a statement of support from ACCG so that the public understands that the state and counties are working together on the temporary, limited changes related only to the May 19, 2020 general primary election.

Johnny Davis **motioned** to support holding the General Primary election on May 19th and to support the Secretary of State mailing an absentee ballot application for the General Primary election to every registered voter. Nancy Schulz **seconded** the motion. All **voted** in favor and the **motion carried.**

It was determined that Beth Brown would work with the Secretary of State's office regarding the statement of support.

III. Adjournment

There being no further business, the meeting was adjourned.

Respectfully submitted,

____

Dave Wills, Executive Director

<u>MINUTES</u>

Association County Commissioners of Georgia
Board of Managers
Nominating Committee

April 3, 2020

As authorized by the by-laws of the Association County Commissioners of Georgia, the ACCG Executive Committee, serving as the Nominating Committee, met by conference call to consider the nominations for the position of ACCG Board of Managers 1st District Representative. Executive Committee members participating included: ACCG President and Oglethorpe County Chairman Billy Pittard (Chair), Bartow County Sole Commissioner Steve Taylor, Harris County Commissioner Harry Lange, Baldwin County Chairman Henry Craig and Newton County Commissioner Nancy Schulz.

Two individuals submitted a letter of interest and other supporting documentation for consideration for this position. The Nominating Committee reviewed and discussed the credentials, qualifications and ACCG involvement of these individuals.

Harry Lange made a **motion** to slate Catoosa County Chair Steven Henry as the 2020-2021 ACCG Board of Managers 1st District Representative. The motion was **seconded** by Steve Taylor. The **motion passed** unanimously.

No other business was considered.

Respectfully submitted,

____

Dave Wills
Secretary-Treasurer

MINUTES
Association County Commissioners of Georgia
Executive Committee Minutes
Conference Call
April 10, 2020

Members Present:

Billy Pittard, President

Johnny Davis, First Vice President

Steve Taylor, Second Vice President

Melissa Hughes, Third Vice President

Harry Lange, Immediate Past President

Henry Craig, Executive Committee Member

Nancy Schulz, Executive Committee Member

Staff Present:

Dave Wills, Executive Director

Beth Brown, Director of Strategy, Innovation & Board Relations

Kelly Pridgen, General Counsel

I. Call to Order

President Pittard called the meeting of the Executive Committee to order.

II. Proposed Changes to the Virtual 2020 Annual Meeting

President Pittard stated that the Executive Committee was provided an agenda briefing item, a draft resolution and the ACCG Virtual Annual Meeting Revised Plan for Board of Managers Executive Committee Consideration for review prior to the meeting. The Executive Committee was provided an opportunity to ask questions, suggest changes and suggest amendments.

Henry Craig **moved** to adopt the Resolution regarding the ACCG 2020 Annual Membership Meeting during the COVID-19 Pandemic. Melissa Hughes **seconded** the motion. All **voted** in favor and the **motion carried.**

Approval of the changes to the virtual meeting. HL/JD discussion?

Harry Lange **moved** to approve the changes to the ACCG Virtual Annual Meeting. Johnny Davis **seconded** the motion. All **voted** in favor and the **motion carried.**

III. Adjournment

There being no further business, the meeting was adjourned.

Respectfully submitted,

____

Dave Wills, Executive Director

Agenda Item Briefing

Board of Managers Meeting

5/1/2020

Type of Action	Information Only
Submitted by:	ACCG Strategy, Innovation & Board Relations Director Beth Brown
Agenda Item	Installation of the 2020-2021 ACCG Board of Managers
Background	The processes outlined by the ACCG By-Laws and the ACCG Board of Managers Nominations Policies and Procedures have been followed to slate the 2020-2021 ACCG Board of Managers. The ACCG Annual Conference was cancelled as a result of the spread of COVID-19. The ACCG Executive Committee approved an alternative approach approving the Report of the Nominating Committee and presenting the Report of the Nominating Committee to the membership for a vote. April 24: A Nominating Committee meeting was held to allow for additional nominations for the 2020-2021 Board of Managers to be considered. The Nominating Committee also finalized the Report of the Nominating Committee and presented it to the membership to be accepted. April 24 – April 30: County Chairmen were provided with credentials to participate in an electronic ballot to vote on the 2020-2021 ACCG Board of Managers. ACCG By-Laws require a minimum of 25 counties to vote. ACCG General Counsel Kelly Pridgen will install the 2020-2021 ACCG Board of Managers today. This Board also will be recognized before the membership at the next ACCG event.
Staff Recommendation	N/A
Suggested Motion	**N/A**

Report of the Nominating Committee 2020-2021 Board of Managers

The Honorable Harry Lange
Nominating Committee Chair
Harris County Commissioner

OFFICERS

President

Johnny Davis

Jefferson County

1st Vice President

Steve Taylor

Bartow County

2nd Vice President

Melissa Hughes

Tift County

3rd Vice President

Henry Craig

Baldwin County

DISTRICT REPRESENTATIVES

District 1	District 2	District 3	District 4	District 5	District 6
					
Steven Henry Catoosa County	Natalie Crawford Habersham County	Liz Hausmann Fulton County	Michelle Morgan Carroll County	Nancy Schulz Newton County	Tommy Stalnaker Houston County

DISTRICT REPRESENTATIVES

District 7	District 8	District 9	District 10	District 11	District 12
					
Helen "Sistie" Hudson Hancock County	Susan Andrews Harris County	Darriel Nobles Toombs County	Marc DeMott Colquitt County	Daryl Hall Turner County	Jamie Deloach Effingham County

AT-LARGE MEMBERS

Clinton Johnson
Dougherty County

Cindy Mills
Forsyth County

Edwin Nix
White County

James Thomas
Wayne County

Jason Winters
Chattooga County

CONSOLIDATED GOVERNMENT MEMBER

Carvel Lewis

Georgetown-Quitman County

NACO BOARD MEMBERS/OFFICERS

NACo Second Vice President
Larry Johnson
DeKalb County

Jeff Rader
DeKalb County

Nancy Thrash
Lamar County

ACTIVE PAST PRESIDENTS

EX OFFICIO

Billy Pittard
Oglethorpe County

Harry Lange
Harris County

Charlotte Nash
Gwinnett County

Kevin Little
Walton County

Lamar Paris
Union County

Tom McMichael
Houston County

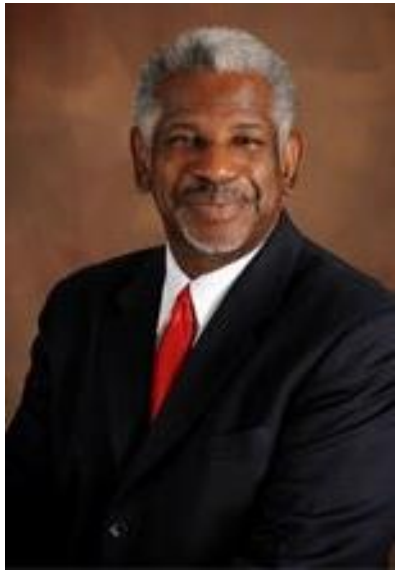
Ben Hayward
Mitchell County

SERVICE PROGRAM CHAIRS
EX OFFICIO

INTERLOCAL RISK MANAGEMENT AGENCY BOARD CHAIR

John Daniell
Oconee County

GEORGIA SELF-INSURANCE WORKERS' COMPENSATION BOARD CHAIR



Frederick Favors
McDuffie County

GROUP HEALTH BENEFIT BOARD CHAIR

Patrick Farrell
Chatham County

DEFINED BENEFIT BOARD CHAIR

David Sikes
Toombs County

DEFINED CONTRIBUTION BOARD CHAIR

Rick Muggridge
Lee County

SECTION PRESIDENTS

EX OFFICIO

Attorneys

Jennifer Dorminey Herzog
Berrien & Grady Counties

Managers/Administrators

Regina McDuffie
Macon County

Clerks

Katie Bishop
Camden County

Agenda Item Briefing

Board of Managers Meeting

5/1/2020

Type of Action	Vote Required
Submitted by:	ACCG President Johnny Davis
Agenda Item	Appointment of the 2020-2021 Executive Committee
Background	Article VI of the ACCG By-Laws says: The President shall annually recommend and the Board of Managers shall elect an Executive Committee from the Board of Managers. The Committee shall have seven (7) members and shall include the President, the Vice Presidents, and the immediate Past President of the Association if currently holding office. Subject to any policy, resolution or other official action of the Board of Managers, the Executive Committee shall have the authority to direct the activities of the Association between meetings of the Board of Managers. The incoming ACCG President appoints the two Executive Committee members not designated by the ACCG By-Laws. The following individuals are presented for consideration as the 2020-2021 Executive Committee: • President Johnny Davis • First Vice President Steve Taylor • Second Vice President Melissa Hughes • Third Vice President Henry Craig • Immediate Past President Billy Pittard • Clinton Johnson • David Sikes
Staff Recommendation	N/A
Suggested Motion	**Motion to approve the following individuals to comprise the 2020-2021 ACCG Executive Committee: President Johnny Davis, First Vice President Steve Taylor, Second Vice President Melissa Hughes, Third Vice President Henry Craig, Immediate Past President Billy Pittard, Clinton Johnson and David Sikes.**

Agenda Item Briefing

Board of Managers Meeting
5/1/2020

Type of Action	Informational Future Action Will be Required
Submitted by:	Kelly Pridgen, General Counsel
Agenda Item	Annual Ethics Disclosure
Background	Last December, the Board approved the ACCG Board of Managers Conflict of Interest Policy as required by the ACCG Bylaws (attached).[1] The new policy requires that each Board member, at the beginning of his or her term, disclose any personal or financial interest that he or she may have in any of the vendors or sponsors of ACCG from the previous calendar year. Attached is a list of ACCG's vendors and sponsors for 2019. An individual form similar to the attached, will be emailed to each Board member. If a Board member (or a Board member's immediate family or significant other) has an ownership interest (1% or more) in any of the companies on the vendor/sponsor list or receives compensation (money, favors or gifts other than food and beverages) greater than $100 from any of the companies or individuals on the vendor/sponsor list, then the vendor or sponsor must be listed on the Board member's disclosure form. The disclosure forms must be completed, signed and returned to ACCG within 30 days of being emailed. **It is not an ethical problem to have a vendor or sponsor listed on the disclosure form.** It just means that the Board member cannot vote or lobby the Board on any issue coming before the Board related to that vendor or sponsor. In fact, it **is an ethical problem not to list a vendor or sponsor**. If a matter ever comes before the Board involving a company in which the Board member (or Board member's immediate family or significant other) has an ownership interest or involving a company or individual from which a Board member (or Board member's immediate family or significant other) receives compensation, the

[1] ACCG Bylaws, Article V, Section 8.

	Board member must disclose the nature of the relationship. If the Board determines that it constitutes a “conflict of interest” pursuant to the policy, then the member may not discuss or vote on the issue.
Staff Recommendation	Review the list of vendors and sponsors of ACCG from 2019. Prepare to fill out and sign the disclosure form that will be emailed at a later date.
Suggested Motion	**N/A**

Association County Commissioners of Georgia
2020 Ethics Disclosure Form

Name:
County:
Title (In County):
ACCG Board Position:

After reviewing the list of individuals, corporations, vendors, and sponsors with whom ACCG has contracted or paid from January 1, 2019-December 31, 2019, I make the following disclosure to the best of my knowledge and belief:

______ With the exception of the county that I represent, I have no personal relationship (i.e., immediate family or significant other) or financial relationship (i.e., 1% ownership, employment by or the receipt of more than $100 in compensation, favors or gifts other than food and beverages) with any of the individuals, corporations, vendors, or sponsors on the provided list.

_____ In addition to the county that I represent, I have personal relationship(s) (i.e., immediate family or significant other) or financial relationship(s) (i.e., 1% ownership, employment by or the receipt of more than $100 in compensation, favors or gifts other than food and beverages) with the following individuals, corporations, vendors, or sponsors on the provided list:

____

____

____

____

____

____

I understand that if a conflict of interest arises in a matter coming before the ACCG Board of Managers, I must fully disclosure the nature of the conflict to the Board and refrain from discussing, lobbying or voting on the matter.

____
Signature

____
Date

2019 List of ACCG Vendors and Sponsors

1028 Canton Street, LLC
1099 Pro, Inc.
255 Courtland Tenant DBA Hilton Atlanta
360 Smart Networks
4imprint Inc.
Academy Lock & Key
Admin America, Inc.
ADT Security Services
AED Professionals
Agency for The Performing Arts
Alternative Service Concepts, LLC
American Express
Annie Ds LLC
Art Bookbinders of America,
ASCAP
Association of Corporate Counsel
ATL Courier
Atlanta Bar Association
Atlanta Business Circulators
Atlanta Capital Management, LLC
Atlanta Hall Management, Inc. College Football Hall Of Fame
Axtell Productions
Baker Audio Visual
Banyan Street/Gap 191 P'tree
BB&T
BCBS Of Georgia EAP
Bears Best Atlanta, L. P.
Benchmark Trophy Center
Benefits Law Group
Blaine Management Company, Inc.
BLR
Blue Cross and Blue Shield of Georgia
Bpi Media Group, Inc.
Brandyce Romer
Broadcast Music, Inc.
Brown Brothers of Georgia, Inc
Business Card
By the Numbers Actuarial Consulting, Inc.
Callaway Resort & Gardens
Cape Creations Catering, Inc.
Carl Vinson Institute of Government
CBiz Retirement Plan Service
CBiz Valuation Group LLC
Central Georgia Technical College
Charles Schwab Trust
Charlie Ganem & Sons, LLC
Charter Communications
Cima Software Corporation
Cintas Corporation
CIT
Coast2coast
Coca-Cola
Coffee-Deli

Colonial Life

Columbia Sussex Corporation DBA Marriott Savannah Riverfront

Comcast

Computer Science Corporation

Conference Office/TCCC

Country Boys Cooking, LLC

County Reinsurance, Limited

Craig Graphics Inc

Crescerance, Inc.

Crystal Springs

Cwt Savannah Holding, LLC

Daniel E Evans

Davenport and Co.

Dell

Dell Marketing, L. P.

Distinctive Catering & Events

DMC Agency, LLC

Doubletree Hotel by Hilton Savannah Historic District

Dude Solutions

Earthlink Business 1058

Efax Corporate

Elarbee Thompson Sapp & Wilson

Encore Event Technologies LLC

Enterprise Holdings

Fast Printing

FedEx

Fleming Family Investments LLC

Forerunner Technologies, Inc

Frames & Frames

Fulton County Daily Report

GACAA

GasSouth

Geo. L. Smith II Georgia World Congress Center Authority

Georgia Apartment Association

Georgia Association of County Managers and Administrators

Georgia Clips

Georgia Government Financial

Georgia Local Government Personnel Association

Georgia Municipal Association

Georgia Power

Georgia State Fire Fighters Association

Georgia Transmission

Georgia United Credit Union

Govdeals

Graphics Solutions Group

Great Stone Consulting LLC

Great Wolf Lodge

Greater Georgia Life

GWR Georgia Property Owner LLC DBA Great Wolf Lodge Georgia Lagrange

Harry W. Hayes

HGI Athens Downtown

HHC TRS Savannah LLC DBA Hyatt Regency Savannah

Hilton Garden Inn Savannah Historic District

Hotel Indigo Savannah

IA Lodging Savannah Trs, LLC

Ima Corporate Interiors

Informa Investment Solutions

Infre

Intercontinental Hotels Corporation DBA Hotel Indigo

International Municipal Lawyers Association

Ipock Enterprises

Ipswitch, Inc.

Iron Mountain

I-Shred2

Jarrard & Davis LLP

Jekyll Ocean Front Hotel, LLC DBA The Westin Jekyll Island

Jerry J's/Hog-N-Bones, Inc.

John Hulsey

Johnson Training Group DBA Meagan Johnson Inc.

Jones Management Company, Inc

Kaeser Blair, Inc.

Knowbe4, Inc.

Laborchex

Lake Blackshear Resort & Golf Club

Lanier Parking Solutions
Lanier Swafford
Laura Hernandez
Lawton Davis
Leadership Dekalb, Inc.
Lease One Magnolia LLC
Leopold's Ice Cream
Level (3) Communications, LLC
LexisNexis
Little Ocmulgee State Park
Local Government Risk Management Services, Inc
Local Governmental Risk Management Services
M & K Hankey Enterprises, LLC
Mailfinance
Marlea Barr
Marriott Business Services
Marriott International, Inc. DBA Tribute Portfolio and The Alida
Marsh
Marsh Clearsight, LLC
Marsh USA, Inc.
Mass Mutual
Matthew Bender & Co, Inc.
Maxair Mechanical, Inc
MBS Securities/Econnect Direct
MC2
MCMC, LLC
Meltater News Us Inc
Mercer Health and Benefits LLC
Met Life Assignment Company, Inc.
Midway Electrical Contracting
Milner, Inc
Municode
Murray Barnes Finister LLP
National Association of Public Pension Attorneys
National Council of County Association Executives
National Intergovernmental Purchasing Alliance Company
Naylor
Naylor, LLC
Neopost USA, Inc
Newington Photography
Nicole Hendrickson
Noble Sprayberry
Office Depot, Inc
Old Savannah Tours
Omni Hotel at CNN Center
Omnia Partners
O'Quinn & Cronin, LLC
O'Toole Electric Services, Inc
Pacific Life and Annuity Company
Panel Resolutions, LLC
Paradise Garden Foundation
Paradise Garden Foundation, Inc.
Paris Las Vegas
Paul Kennedy, LLC
Peachtree Ridge Partners
Pitney Bowes Global Financial
Pitney Bowes, Inc.
Please Rock LLC
Porter Keadle Moore
Prime Actuarial Consulting LLC DBA Bickmore Actuarial
Proof of The Pudding By Mrg,
Punch Bowl Atlanta Battery
Purchase Power
Randy Otto As Winston Church
Rays in The City
Riskonnect Clearsight, LLC
Royal Cup Coffee
Sandfly BBQ
Savannah International Trade and Convention Center
Savannah Lodging
Schwab Retirement Technologies
Schwab Retirement Technologies, Inc.
Sherwood & Associates Inc.
Ships of The Sea Maritime Museum
Shred-It USA, LLC

Shutterstock, Inc.
Sierra Hubbard
SMG Food & Beverage LLC
Sourcewell
Southern Orchard Properties
Southern Regional Technical College
Springsted Incorporated
Stage Front Production Services
State Bar of Georgia
Stites And Harbison
Superior Printing Company, Inc
The Bancorp Bank
The Classic Center
The Commerce Club
The Flint LLC
The Hartford
The Lady & Sons Catering
The Lincoln National Life Inc.
The Mansion on Forsyth Park, LP
The Peddler Group, Inc
The Pyramid Group, Inc.
The Ritz Carlton Reynolds, Lake Oconee
The University of Georgia Research Foundation, Inc.
The University of Georgia Tifton Campus
Thompson Reuters - West
THP Graphics Group, Inc.
Tylervan Hardy
UBS Financial Services, Inc.
UGA Research Foundation
Uline
United Electric Company Inc
University of Georgia
UPS
Valeria Greene
Verified First, LLC
Verizon Wireless
Verra Mobility
Versal
Wellable, Inc.
Westbrook Country Club DBA Savannah Quarters Country Club
Wipfli LLP
Wolters Kluwer Legal & Regulatory
Yancey Brothers

POLICY

Association County Commissioners of Georgia

ACCG Board of Managers Conflict of Interest Policy

Pursuant to Article V, Section 8 of the Bylaws of the Association County Commissioners of Georgia (ACCG), the Board of Managers is required to adopt a conflict of interest policy that includes the following: Board Members and the Executive Director must fully disclose the nature of any actual conflict of interest; Board Members and the Executive Director may not participate in the discussion, lobbying or voting on any matter in which he or she has an actual conflict of interest; any transaction or vote involving a potential conflict of interest may only be approved if a majority of Board Members without a conflict determines that it is in the best interest of ACCG; and minutes of any meeting where a vote is taken on an item where a potential conflict of interest exists must include the disclosure, abstentions and rationale for approval, if the item is approved. Accordingly, the ACCG Board of Managers adopts the following policy:

I. Purpose. This policy is designed to protect the interests of ACCG. The ACCG Board of Managers is charged with the responsibility of providing general control of the property and business of ACCG. In discharging this responsibility, members of the Board of Managers owe the duty of care (i.e., using the same level of care as an ordinarily prudent person would use), duty of loyalty (i.e., making decisions in the best interest of ACCG), and duty of obedience (i.e., acting in furtherance of ACCG's mission) to ACCG. The purpose of this policy is to address situations that may arise when ACCG is considering entering into a transaction or arrangement that may benefit the private interests of a Board Member or Officer, creating a potential conflict between the Board Member's or Officer's duties to ACCG and the Board Member's or Officer's private interests.

II. Definitions.

A. "ACCG" means the Association County Commissioners of Georgia.

B. "Board" means the ACCG Board of Managers.

C. "Conflict of Interest" means a Financial Interest or a Personal Interest that may prevent a Board Member from impartially discharging his or her duty to ACCG.

D. "Financial Interest" means:

1. An investment interest of 1% or more or an ownership interest in an entity with which ACCG has a contract or with which ACCG is considering entering into a contract;

2. Receipt of compensation (including gifts or favors other than food or beverages) valued at more than $100 from or a compensation arrangement with an entity or individual with which ACCG has a contract or with which ACCG is considering a contract. Attendance at sponsored events intended to include all Officers or Members, as well as special programs and activities benefiting the general membership of ACCG are not considered "Financial Interest"; and/or

3. A potential ownership interest, investment interest, or compensation arrangement with any entity or individual with which ACCG is negotiating a transaction or arrangement. A potential compensation arrangement includes application by a Member or a Member's family (e.g., spouse, domestic partner, parent, child, sibling, parent-in-law, sibling-in-law, spouse or domestic partner of child, step-parent, step-child, aunt, uncle, nephew, niece, grandparent, grandparent-in-law, grandchild) for employment or internship with ACCG or an entity or individual with which ACCG has or is negotiating a transaction or arrangement.

E. "Officers" includes the President, Vice Presidents, and the Secretary-Treasurer.

F. "Members" means the individual representatives on the Board, including Officers, Active Past Presidents, District Representatives, At-Large Representatives, Consolidated Government Representative, NACo Representatives, Chairs/Presidents of the insurance and retirement boards, and the Section Presidents.

G. "Personal Interest" means a Financial Interest of a Member's immediate family or significant other.

III. Annual Disclosure. Within 30 days of being appointed to a term or to fill an unexpired term on the ACCG Board of Managers, ACCG staff shall submit a list of all vendors and sponsors with whom ACCG has contracted or paid in at least the preceding calendar year to each Member and each Officer of the Board of Managers. Each member and each Officer of the Board of Managers shall have 30 days to review the list and return a disclosure form indicating whether such member or Officer has a Personal Interest or Financial Interest in any of the vendors or sponsors on the list. In the case of the Secretary-Treasurer, he or she shall submit such form no later than December 31st each year. ACCG's Secretary-Treasurer shall maintain copies of the disclosures available for Board review.

IV. Matters Coming Before the Board. At each and every meeting, if any matter arises before the Board of Managers relating to an individual or entity in which such Member or Officer has a Personal or Financial Interest that may be a Conflict of Interest, such Member or Officer shall disclose the nature of the relationship. If the nature of such relationship is deemed by the Board to be a Conflict of Interest, then such Member or Officer shall refrain from any discussion or lobbying on the matter before or during the meeting; provided, however, that the Secretary-Treasurer may negotiate and discuss the terms of his or her employment agreement and/or compensation without violating this Policy. Such Member or Officer shall abstain from voting on any matter. Any such matter that is determined to be an actual or potential Conflict of Interest may be approved only by a majority of disinterested Members voting that approval is in the best interest of ACCG.

V. Matters Coming Before the Secretary-Treasurer. The Secretary-Treasurer shall not enter into any contracts or engage in any transactions on behalf of ACCG with any individual or entity in which he or she has a Personal Interest or Financial Interest. If the nature of such relationship is deemed to be an actual Conflict of Interest, the matter may be brought to the Board to determine whether it is in the best interest of ACCG to enter into the contract or engage in the transaction. The Secretary-Treasurer shall disclose the nature of any such relationship to the Board of Managers. The Secretary-Treasurer shall refrain from any discussion or lobbying on the matter before or during the meeting; provided, however, that the Secretary-Treasurer may negotiate and discuss the terms of his or her employment agreement and/or compensation without violating this Policy. Such contracts or transactions may be approved only by a majority of disinterested Members voting that approval is in the best interest of ACCG.

VI. Minutes. The minutes of any such meeting at which votes are taken involving a Personal Interest or Financial Interest of a Member shall include the disclosure, abstention(s), and rationale for approval, if applicable.

VII. Other Disclosures. At the time that a Member acquires a Financial Interest or Personal Interest that he or she knows may result in a potential or actual Conflict of Interest, the Member shall make a disclosure to the Board by notifying the President and Secretary-Treasurer. A Member shall disclose to the President and Secretary-Treasurer at that time that the Member makes application or at the time that a Member learns that a family member has made application for employment or internship to ACCG. In accordance with the Employee Policies and Procedures Manual, the disclosure shall be forwarded to the remainder of the Board.

VIII. Effective Date. The provisions of this policy shall become effective on January 1, 2020.

Agenda Item Briefing

Finance Committee Meeting
5/1/2020

Type of Action	Vote Required
Submitted by:	Ashley Abercrombie, Deputy Director of Insurance Programs
Agenda Item	Review and Adoption of Amendment to 2020 ACCG Operating Budget for In-House Underwriting & Administration
Background	The 2020 proposed amended budget incorporates a total increase in revenues and expenses of $238,077. This is a 1.23% increase over the 2020 approved budget. This will cover the estimated expenses to create an underwriting and administration department to serve the ACCG – Group Self-Insurance Workers' Compensation Fund (ACCG-GSIWCF) and the ACCG – Interlocal Risk Management Agency (ACCG-IRMA) effective July 1, 2020. Two (2) Full-Time Equivalent positions will be added. Currently, certain pool administration services are provided by a vendor, and ACCG can provide them more efficiently and with less expense. This will ultimately result in financial savings and enhanced service for the membership. These expenses will be reimbursed by the programs out of the contributions (premiums) collected from the members as established in their respective Contracts for Services with the ACCG.
Staff Recommendation	On INSERT DATE after reviewing and vetting the proposed 2020 budget amendment, the FInance Committee voted to recommend approval of the budget amendment by the Board of Managers.
Suggested Motion	**Motion to support ACCG bringing the underwriting and administration administration services in-house with an effective date of July 1, 2020 and amending the 2020 ACCG budget from the adopted amount of $19,319,045 to the amended amount of $19,557,122.**

Benefits

1. Improved internal and external communication
   - All staff on same computer and phone systems
   - Improves service response to membership
   - Allows for more collaboration with accounting, claims and loss control staff

2. Ability to utilize state-of-the-art risk management information system (RMIS)
   - Efficiently aggregates data in one system, enhancing data integrity
   - Quicker processing times
   - More analytics on program and member performance
   - Increases staff productivity, enhancing ability to consult
   - Improves member experience – single-sign-on, increased functionality

3. Strengthens ACCG and ACCG-GSIWCF Brand

4. Reduces overall cost to the programs
   - Year 1 - will cost about the same due to implementation of new system and transition from Marsh
   - Subsequent Years – will save over $200,000, or 20% off the current fees

Challenges Faced

- Obtain experienced staff – in progress
- Obtain RMIS – Origami RMIS identified as pooling experts; in contract review
- Operations while implementing Origami – Marsh will allow ACCG staff access to their system until Origami is ready
- Continuity of service - staff can continue to access Marsh consulting

Proposed Timeline

4/1/2020	Origami RMIS design begins
4/15/2020	Job descriptions written for new staff
5/1/2020	Offers released to experienced manager and staff
6/30/2020	Marsh contract is canceled
7/1/2020	Underwriting manager and staff become ACCG employees
7/1/2020	New Marsh contract in place for transition and consulting
8/1/2020	Begin testing Origami system for ACCG-GSIWCF renewal
9/1/2020	Request renewal applications out of Origami system
11/1/2020	Begin pricing renewals
12/1/2020	Release proposals with evidences of coverage and invoices to members
1/1/2021	Bind renewals

Association County Commissioners of GA
Summary
For the Twelve Months Ending December 31, 2020

Account Descriptions	2020 Budget	2020 Amended Budget	Variance	Budget Variance %
Revenues				
4000 -Member Dues	1,126,308	1,126,308	0	0.00%
4005 - Partner Dues	40,000	40,000	0	0.00%
4015 - Meeting Sponsorship Revenue	119,000	119,000	0	0.00%
4020 - Annual Meeting Buyer's Mart	165,000	165,000	0	0.00%
4100 - Program Sponsorship Fees - GSIWCF	604,500	604,500	0	0.00%
4101 - Program Sponsorship Fees - IRMA	577,500	577,500	0	0.00%
4104 - Program Sponsorship Fees - Greater GA Life	55,000	55,000	0	0.00%
4105 - Program Sponsorship Fees - Inmate Medical	16,000	16,000	0	0.00%
4106 - Program Sponsorship Fees - Firefighters' Cancer Fund	31,600	31,600	0	0.00%
4050 - Meeting & Training Registration Fees	1,015,525	1,015,525	0	0.00%
4110 - Inmate Medical Claims	120,000	120,000	0	0.00%
4120 - Administrative Fee - DB	3,150,000	3,150,000	0	0.00%
4121 - Administrative Fee Revenue - DB Trustee	300,000	300,000	0	0.00%
4125 - Administrative Fee - DC	2,100,000	2,100,000	0	0.00%
4126 - Administrative Fee - DC Sharing	1,475,000	1,475,000	0	0.00%
4130 - Administrative Fee - IRMA	2,279,618	2,371,417	91,799	4.03%
4131 - Administrative Reimbursement - IRMA	690,059	717,314	27,255	3.95%
4132 - Administrative Reimbursement - WC	730,772	757,996	27,224	3.73%
4135 - Administrative Fee - GSIWCF	2,414,113	2,505,912	91,799	3.80%
4140 - Administrative Fee - Health	1,772,000	1,772,000	0	0.00%
4150 - Management Fees - Finance Leasing Fees	39,600	39,600	0	0.00%
4185 - Royalties	91,000	91,000	0	0.00%
4310 - Magazine Income	9,450	9,450	0	0.00%
4500- Interest Income - Cash	8,000	8,000	0	0.00%
4505 - Interest Income - Investments	383,000	383,000	0	0.00%
4590 - Miscellaneous Income	6,000	6,000	0	0.00%
Total Revenue	**19,319,045**	**19,557,122**	**238,077**	**1.23%**
Expenses				
6000 - Salaries	8,218,664	8,331,164	112,500	1.37%
6005 - Overtime	8,300	8,300	0	0.00%
6006 - Year-End Compensation	83,919	84,919	1,000	1.19%
6010 - Interns/Temporary Staff	191,425	191,425	0	0.00%
6015 - Payroll Taxes	638,428	647,178	8,750	1.37%
6020 - Health Insurance	1,409,548	1,435,048	25,500	1.81%
6025 - Life Insurance	50,236	50,861	625	1.24%
6040 - Disability Insurance	38,952	39,502	550	1.41%
6045 - Retirement Plan - 401a	661,539	661,539	0	0.00%
6050 - Senior Management Employer Plan	72,000	72,000	0	0.00%
6056 - Defined Benefit Pension -Accrual	147,454	147,454	0	0.00%
6060 - Post Retirement Health Insurance	86,974	86,974	0	0.00%
6061 - Post Retirement Health Insurance Accrual	530,149	530,149	0	0.00%
6065 - Staff Licensure & Certifications	4,810	5,810	1,000	20.79%
6070 - Workers' Compensation	24,148	24,648	500	2.07%
6075 - Wellness Program	36,400	36,700	300	0.82%
6080 - IRC125 Plan Administration Fees	5,130	5,130	0	0.00%
6085 - Payroll Processing Fees	13,000	13,000	0	0.00%
6105 - Office Supplies	61,450	61,450	0	0.00%
6110 - Promotional Materials	69,250	69,250	0	0.00%
6115 - Printing	90,900	90,900	0	0.00%
6120 - Repairs & Maintenance	10,000	10,000	0	0.00%
6125 - Other Operating	107,900	108,900	1,000	0.93%
6130 - Other Operating Equipment	26,500	30,500	4,000	15.09%
6135 - Parking	115,406	117,106	1,700	1.47%
6136 - Parking Compensation	16,500	16,500	0	0.00%
6140 - Postage	100,000	100,500	500	0.50%
6145 - Library & Subscription	39,800	42,800	3,000	7.54%
6150 - Advertising/Sponsorship Fees	5,000	5,000	0	0.00%
6155 - Co-Sponsorship of Events	7,400	7,400	0	0.00%
6160 - Offsite Document Maintenance & Storage	42,600	52,600	10,000	23.47%

Association County Commissioners of GA
Summary
For the Twelve Months Ending December 31, 2020

	2020 Budget	2020 Amended Budget	Variance	Budget Variance %
6165 - Equipment Lease	77,000	77,000	0	0.00%
6170 - Rent Property	512,690	512,126	-564	(0.11%)
6180 - Utilities	1,200	1,200	0	0.00%
6185 - Insurance General	163,790	164,540	750	0.46%
6190 - Depreciation	119,901	119,901	0	0.00%
6200 - Staff Mileage Reimbursement	198,550	199,550	1,000	0.50%
6205 - Auto	5,000	5,000	0	0.00%
6210 - Staff Meals & Hotel	236,950	238,450	1,500	0.63%
6215 - Staff Common Carrier	35,800	36,800	1,000	2.79%
6220 - Dues & Registration	109,259	110,759	1,500	1.37%
6250 - Computer Software Licenses	729,180	729,180	0	0.00%
6255 - Document Management Software	70,500	70,500	0	0.00%
6260 - IT Allocated Repairs/Maintenance	99,000	99,000	0	0.00%
6265 - Computer Software	36,000	38,000	2,000	5.56%
6270 - Computer Training & Consulting	10,300	10,300	0	0.00%
6275 - Computer Hosting/IT Subscription	106,000	106,000	0	0.00%
6280 - Telephone Landline	49,850	49,850	0	0.00%
6285 - Telephone Mobile	35,758	36,128	370	1.03%
6286 - Telephone Mobile Compensation	10,200	10,200	0	0.00%
6300 - Audit Fees	88,500	88,500	0	0.00%
6305 - Legal Fees	296,146	296,146	0	0.00%
6310 - Actuarial Fees	450,000	450,000	0	0.00%
6315 - DC Trust Custodian Fees (Schwab)	148,000	148,000	0	0.00%
6325 - Consulting Fees	603,500	603,500	0	0.00%
6330 - LGRMS Contract	290,000	290,000	0	0.00%
6335 - Inmate Medical Contract	20,000	20,000	0	0.00%
6345 - Freelance Services	23,500	23,500	0	0.00%
6350 - Publications	35,000	35,000	0	0.00%
7000 - Board Expense	141,000	141,000	0	0.00%
7005 - President's Expense	20,000	20,000	0	0.00%
7010 - Legislative Expense	10,000	10,000	0	0.00%
7015 - Staff Meetings	35,500	36,000	500	1.41%
7020 - NACO Board Representation Expenses	10,000	10,000	0	0.00%
7025 - Facility Rental	61,000	61,000	0	0.00%
7030 - AV Rental Services	90,500	90,500	0	0.00%
7035 - Catering & Meal Function Expenses	591,000	591,000	0	0.00%
7040 - Conference Set Up - Staging	80,200	80,200	0	0.00%
7045 - Entertainment Contracts	21,000	21,000	0	0.00%
7050 - Speakers Fees & Expenses	20,100	20,100	0	0.00%
7055 - CVIOG Training Participants Fees	145,125	145,125	0	0.00%
7060 - Meeting Supplies	6,000	6,000	0	0.00%
7075 - Buyer's Mart	106,000	106,000	0	0.00%
9100 - Health Insurance Program Grants	150,000	150,000	0	0.00%
9900 - Contingency Expense	356,264	415,360	59,096	16.59%
Total Expenses before Overhead and Cost Allocations	19,319,045	19,557,122	238,077	1.23%
Overhead Costs/Allocation				
9995 - Admin Costs & Overhead	1,420,831	1,475,310	54,479	3.83%
9996 - Admin & Overhead Reclass	-1,420,831	-1,475,310	-54,479	3.83%
Total Expenses	19,319,045	19,557,122	238,077	1.23%

Agenda Item Briefing

Executive Committee Meeting

5/1/2020

Type of Action	Vote Required
Submitted by:	Dave Wills, Executive Director
Agenda Item	Engagement letter between ACCG Board of Managers and Wipfli LLP (“Wipfli”) for Examination of Census Data for ACCG Defined Benefit Plan

Background

Each year, an examination of Defined Benefit census data and annual audit of Trust financial statement schedules by employers are performed to assist participating employers (local governments) with GASB audit requirements. The engagement with Wipfli will assist in satisfying the approach outlined below.

Effective July 1, 2016, GASB issued Statements No. 67, *Financial Reporting for Pension Plans* and No. 68, *Accounting and Financial Reporting for Pensions*. These Statements revised State and Local Government Pension Plan reporting requirements.

In association with this GASB guidance, the AICPA recommends that the ACCG Defined Benefit Plan perform and provide participating Employers the following:

1. Plan prepares and engages its Auditor to opine on the Trust’s financial statements as a whole, including the statement of fiduciary net position and statement of changes in fiduciary net position and related notes.
2. Plan prepares a Schedule of fiduciary net position by employer and a Schedule of changes in fiduciary net position by employer and related notes to the schedules, and the Plan engages its Auditor to opine on these Schedules by employer with an opinion on each employer column in these Schedules.
3. Plan engages its Auditor to perform an Examination engagement on Census Data maintained by the Plan, covering completeness and accuracy assertions to be provided by Plan management.
    a. The Examination is an alternative to SOC-1 Type 2 report on control.
    b. Employers and their auditors have additional responsibilities related to census data when performing audits of County financial statements under GASB.

	This 3-step approach provided by AICPA is accepted as best practice for financial statement reporting to comply with each County's GASB audit reporting requirements for DB Plan accounting. Wipfli has worked with ACCG management to design audit and examination engagements that satisfy these AICPA recommendations for the benefit of all Participating Employers and their independent auditors. The attached engagement letter has been approved as to form by ACCG's legal division.
Staff Recommendation	Recommendation for engagement of Wipfli by ACCG Board of Managers to satisfy local government GASB audit requirements.
Suggested Motion	**Motion to engage Wipfli by the ACCG Board of Managers to perform the annual examination of Defined Benefit Census Data.**

WIPFLI

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Suite 1800
Atlanta, GA 30303

404 588 4200
wipfli.com

March 12, 2020

Association County Commissioners of Georgia Board of Managers
191 Peachtree Street NE, Suite 700
Atlanta, Georgia 30303

Attention: Mr. Dave Wills, Association County Commissioners of Georgia Executive Director

This letter agreement ("Agreement") between Wipfli LLP ("Wipfli") and Association County Commissioners of Georgia ("ACCG") is to explain our understanding of the arrangements regarding our engagement to examine the following assertions for census data of Association County Commissioners of Georgia-Defined Benefit Plan Program (the "Program") for the year ended December 31, 2019, in accordance with attestation standards established by the American Institute of Certified Public Accountants.

Assertions to be examined:

1. The census data provided to the actuary as of December 31, 2019 for valuations as of January 1, 2020 is complete and accurate based on the accumulation of census data reported by participating employers of the Program for the period from January 1, 2019 to December 31, 2019. Census data includes the following: participant name, date of birth, social security number, gender, date of hire, employment history event dates and status codes, salary history, participant contribution history (if applicable) and plan identification number; for inactive participants: date of termination, total service, and vested monthly benefit, survivor name, survivor social security number, survivor date of birth, as set forth in each Employer's ACCG Defined Benefit Plan Adoption Agreement.

2. The census data provided to the actuary for valuations as of January 1, 2020 relating to deceased, retired and terminated participants properly reflects current benefit provisions in effect as of January 1, 2020 for each Employer's ACCG Defined Benefit Plan Adoption Agreement.

3. The census data provided to the actuary as of January 1, 2020 properly identifies deceased, inactive and retired participants of member plans.

Engagement Services

Wipfli will perform an examination of assertions referenced above for the Program's census data in relation to established or stated criteria. Accordingly, Wipfli will perform such procedures as we consider necessary to evaluate the assertions referenced above for the Program's census data in relation to the established or stated criteria for the purpose of expressing positive assurance on those assertions.

The services that Wipfli will perform are not designed and cannot be relied upon to disclose errors, fraud, or illegal acts, should any exist. However, we will inform the appropriate level of management of any material errors that come to our attention and any fraud or illegal acts that come to our attention, unless they are clearly inconsequential.

Furthermore, the services are not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, Wipfli will communicate to ACCG and the board of managers any significant deficiencies or material weaknesses that become known to us during the course of the engagement.

ACCG's Responsibilities

Management is responsible for the assertions referenced above. Management is responsible for providing us with a written management representation letter confirming certain representations made during the course of the engagement. Management is responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the Program's census data that is free from material misstatement, whether due to fraud or error.

Management is responsible for identifying and ensuring that the entity complies with the laws and regulations applicable to its activities, and for informing us about all known material violations of such laws or regulations. In addition, management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the entity involving management, employees who have significant roles in internal control, and others where the fraud could have a material effect on the financial statements. Management is also responsible for informing us of its knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, regulators or others.

Because Wipfli will rely on ACCG and its management and Board of Managers to discharge the foregoing responsibilities, ACCG holds harmless and indemnifies Wipfli and its partners and employees from all claims, liabilities, losses, and costs arising in circumstances where there has been a known misrepresentation by a member of ACCG's management that has caused, in any respect, Wipfli's breach of contract or negligence. This provision will survive termination of this letter.

Wipfli shall at its own expense, maintain throughout the term of the Agreement and provide ACCG and the Board of Managers evidence of policies of Commercial General Liability, Auto Liability, Workers' Compensation, and Professional E&O Liability that includes Cyber and Privacy Liability, with a minimum limit of one million dollars ($1,000.000) per occurrence.

ACCG's Records and Assistance

The attestation standards require that Wipfli perform our examination engagement only if we have reason to believe that the Program's census data is capable of evaluation against criteria that are suitable and available to users. If circumstances arise relating to the condition of ACCG's records, the availability of appropriate evidence, or indications of a significant risk of material misstatement of the Program census data because of material error or, fraud that, in our professional judgment, prevents us from completing the engagement or forming an opinion or issuing our report, we retain the unilateral right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawal from the engagement.

During the course of our engagement, we may accumulate records containing data that should be reflected in ACCG's records. ACCG will determine that all such data, if necessary, will be so reflected. Accordingly, ACCG will not expect us to maintain copies of such records in our possession.

Wipfli shall at its own expense, maintain throughout the term of the Agreement and provide ACCG and the Board of Managers evidence of policies of Commercial General Liability, Auto Liability, Workers' Compensation, and Professional E&O Liability that includes Cyber and Privacy Liability, with a minimum limit of one million dollars ($1,000.000) per occurrence.

The assistance to be supplied by ACCG personnel, including the preparation of schedules and analyses of accounts, has been discussed and coordinated with Kale Hodges, Director of Retirement Services. The timely and accurate completion of this above-referenced work is an essential condition to our completion of our services and issuance of our report.

Fees, Costs, and Access to Documentation

Wipfli fees for the services described above are based upon the value of the services performed and the time required by the individuals assigned to the engagement, plus direct expenses preauthorized by ACCG. Our standard hourly rates as listed here vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Fees are not to exceed $27,510 based on a budget of 150 hours where necessary as follows:

Level	Rate	Hours	Fee
Administrative	$ 95	2	$ 190
Associate	164	105	17,220
Manager	220	35	7,700
Partner	300	8	2,400
Total		150	$ 27,510

Wipfli must notify ACCG to obtain authorization if there is a material change to the arrangement that would cause fees to trend to exceed this arrangement.

Our fee for completion of our work is based upon the following criteria:

- Anticipated cooperation from personnel
- Timely responses to our inquiries
- Timely completion and delivery of client assistance requests
- Timely communication of all significant reporting matters
- The assumption that unexpected circumstances will not be encountered during the engagement

If any of the aforementioned criteria are not met, then Wipfli will notify ACCG in writing, providing for an opportunity to cure. Interim billings will be submitted as work progresses and as expenses are incurred. Billings are due upon submission.

Where an engagement has been suspended at the request of management or those charged with governance and work on that engagement has not recommenced within 120 days of the request to suspend our work, Wipfli may, at its sole discretion, terminate this arrangement letter without further obligation to ACCG. Resumption of work following termination may be subject to our client acceptance procedures and, if resumed, will necessitate additional procedures not contemplated in this arrangement letter. Accordingly, the scope, timing and fee arrangement discussed in this arrangement letter will no longer apply. In order for Wipfli to recommence work, a new arrangement letter would need to be mutually agreed upon and executed.

In the event Wipfli is requested or authorized by ACCG or is required by government regulation, subpoena, or other legal process to produce our documentation or our personnel as witnesses with respect to our engagements for ACCG, ACCG will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our reasonable professional time and expenses as well as the reasonable fees and expenses of our counsel, incurred in responding to such requests.

Our professional standards require that we perform certain additional procedures on current and previous years' engagements whenever a partner or professional employee leaves the firm and is subsequently employed by or associated with a client.

Reporting

Wiplfi will issue a written report upon completion of our examination of assertions referenced above to the Program's census data in relation to established or stated criteria. Our report will be addressed to ACCG and the Association County Commissioners of Georgia-Defined Benefit Plan Program Board of Trustees. Wipfli cannot guarantee that positive assurance on the assertions referenced above will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraphs, or withdraw from the engagement pursuant to the terms and conditions of this Agreement.

Claim Resolution

Except for breach of confidential or personal information, in no event shall either party be liable to the other for claims of punitive, consequential, special, or indirect damages. Except for breach of confidential or personal information, or in the absence of, fraud or other intentional misconduct by Wipfli or its employees or agents, Wipfli's liability for all claims, damages and costs of ACCG arising from this engagement is limited to five times the amount of fees paid or payable by ACCG to Wipfli for the services rendered under this Agreement.

Information Security - Miscellaneous Terms

Wipfli is committed to the safe and confidential treatment of the Program's proprietary information. Wipfli is required to maintain the confidential treatment of client information in accordance with relevant industry professional standards which govern the provision of services described herein. ACCG agrees that it will not provide Wipfli with any unencrypted electronic confidential or proprietary information, and the parties agree to utilize commercially reasonable measures to maintain the confidentially of the Program information, including the use of collaborate sites to ensure the safe transfer of data between the parties.

Wipfli may suspend the provision of services to ACCG with immediate effect and provide ACCG notice thereof if Wipfli in its sole discretion determines that continued performance would result in a violation of law, regulatory requirements, applicable professional standards, or if ACCG is placed on a verified sanctioned entity list or if any director or executive of, or other person closely associated with, ACCG or its affiliates is placed on a verified sanctioned person list, in each case, including but not limited to lists promulgated by the Office of Foreign Assets Control of the U.S. Department of the Treasury, the U.S. State Department, the United Nations Security Council, the European Union or any other relevant sanctioning authority. If Wipfli suspends services and provides ACCG notice of such suspension, and if the parties are unable to reasonably resolve the matter, Wipfli may terminate the engagement on further written notice to ACCG.

Electronic Signatures and Counterparts

Each party hereto agrees that any electronic signature of a party to this agreement or any electronic signature to a document contemplated hereby (including any representation letter) is intended to authenticate such writing and shall be as valid, and have the same force and effect, as a manual signature. Any such electronically signed document shall be deemed (i) to be "written" or "in writing," (ii) to have been signed and (iii) to constitute a record established and maintained in the ordinary course of business and an original written record when printed from electronic files. Each party hereto also agrees that electronic delivery of a signature to any such document (via email or otherwise) shall be as effective as manual delivery of a manual signature. For purposes hereof, "electronic signature" includes, but is not limited to, (i) a scanned copy (as a "pdf" (portable document format) or other replicating image) of a manual ink signature, (ii) an electronic copy of a traditional signature affixed to a document, (iii) a signature incorporated into a document utilizing touchscreen capabilities or (iv) a digital signature. This agreement may be executed in one or more counterparts, each of which shall be considered an original instrument, but all of which shall be considered one and the same agreement. Paper copies or "printouts," of such documents if introduced as evidence in any judicial, arbitral, mediation or administrative proceeding, will be admissible as between the parties to the same extent and under the same conditions as other original business records created and maintained in documentary form. Neither party shall contest the admissibility of true and accurate copies of electronically signed documents on the basis of the best evidence rule or as not satisfying the business records exception to the hearsay rule.

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If any term or provision of this agreement is determined to be invalid or unenforceable, such term or provision will be deemed stricken, and all other terms and provisions will remain in full force and effect.

This letter constitutes the complete and exclusive statement of agreement between Wipfli and ACCG, superseding all proposals, oral or written, and all other communications, with respect to the terms of this particular engagement between the parties.

If this letter defines the arrangements as ACCG understands them, please sign and date a copy of this letter and return it to us. We appreciate your business.

Agreed:

_________________________________ ________________

Greg Foster, Date
Wipfli LLP
Partner

_________________________________ ________________

Dave Wills, Date
Association County Commissioners of Georgia
Executive Director

Agenda Item Briefing

Board of Managers Meeting

5/1/2020

Type of Action	Vote Required
Submitted by:	Jeff Christie, Leadership Development Director
Agenda Item	Dates and Location of, and Authority to Contract for, the 2023 ACCG Annual Conference
Background	In action taken at the 4/26/2019 ACCG Board of Managers meeting, the Board authorized contracting with Savannah/Chatham County for the 2022 Annual Conference. Those negotiations are currently underway. Considering the cancelation of the 2020 Annual Conference, and because ACCG's contractual partners in Savannah/Chatham County were so accommodating and understanding, authorization is being sought to also negotiate with Savannah/Chatham County for the 2023 Annual Conference. In addition to this serving as a good will gesture, there can be financial incentives and cost savings to ACCG, realized by simultaneously negotiating contracts for multiple years. ACCG management remains interested in reviewing options for the location of conferences in years 2024 and beyond.
Staff Recommendation	To authorize ACCG to enter into necessary contracts to hold the 2023 ACCG Annual Conference April 27-30, 2023, in Savannah/Chatham County, Georgia.
Suggested Motion	**Motion to hold the 2023 ACCG Annual Conference April 27-30 in Savannah / Chatham County, Georgia, and to authorize staff to enter into such contracts as necessary to hold the conference.**