

P1. Person Type Driver Pedestrian Bicyclist Skater Other non-motorist Train Engineer Hit and Run Driver LE

P2. Driver License# 802065150 P3. State MS

P4. Driver's License Class: Regular Operator Regular Operator A B C Motorcycle Class D (MS only)

P5. DOB (MM/DD/YYYY) 09 / 14 / 1971

P6. First Name BILLY MI W Last Name GORE

P7. Address 3330 HWY 90 P8. Phone Number 2282972486

P9. City GAUTIER P10. State MS P11. Zip Code 39553

P12. DL Status: Valid Suspended - DUI License Learner Permit Expired Improper DL Suspended Other

P13. Injury: Shoulder & Lap Belt None Complaint of Pain Moderate Life Threatening Killed Not Partially Totally

P14. Offense: None Automated Restraint Shoulder Belt Child Safety Seat Helmet

P15. Sex: M F

P16. Race: White Hispanic Black Other

P17. EMS Agency Code 0381 P18. Medical Facility Code 0040

P19. Position: Not Transported Police Hearse EMS Private Vehicle

P20. Non-Motorist Action: Unknown Entering/Crossing Roadway Walking/running/playing/cycling Working Pushing vehicle Approaching/leaving vehicle Playing/working on vehicle Standing

P21. Cause of Injury: No Defects Apparent Obviously Intoxicated Unknown Physical Impairment Hit and Run Affected by Exhaust Fumes Drinking - Not impaired Using Drugs - Impaired Drinking - Impaired Using Drugs - Not Impaired Fell Asleep/Fainted/Fatigue Pending Lab Results

P22. Safety Equip. (2): Shoulder & Lap Belt None Lap Belt Automated Restraint Shoulder Belt Child Safety Seat Helmet

P23. Extricated: N Y

P24. Alcohol Test Information: None Serum Blood Urine Breath None given Test given Test refused Test given, pending

P25. Drug Test Information: None Serum Blood Urine None given Test given, pending Test refused Test given

P26. Cellular Phone In Use? Y N

P27. Status: Deployed - Front Not Deployed Deployed - Side No Airbag Deployed - Both

P28. Description: No Apparent Improper Driving Failed to Yield Right of Way Following Too Closely Speed Too Fast For Conditions Driving Under The Influence Animal on Roadway Faulty Equipment Exceeded Lawful Speed Improper Passing/Overtaking Made Improper Turn Left of Center Failure to keep proper lane/Run off road Avoidance Drove on Wrong Side of Road Fatigued/Asleep Illegally Crossing Median Improper Lane Change Lying and/or illegally in roadway Not Visible (Dark Clothing) Operating Defective Equipment Passed Stop Sign Pedestrian Actions Ran Red Light Roadway Defects Visibility Obstructed Improper Backing See Driver's Description

Occupant

O0. Vehicle # [] [] O1. First Name [] MI [] Last Name []

O2. Address Same as Person # [] O3. Address []

O4. City [] O5. State [] Unborn Child

O6. Sex: M F White Black Hispanic Other

O7. Age [] O8. Age M F Not Partially Totally

O9. Extricated: Y N Y N

O10. Ejection: Y N Y N

O11. Status: Not Transported Police Hearse EMS Private Vehicle

O12. Medical Agency Code [] [] [] [] O13. Medical Facility Code [] [] [] []

O14. Safety Equip. (2): Shoulder and Lap Belt None Lap Belt Automated Restraint Shoulder Belt Child Safety Seat Helmet

O15. Status: None Life Threatening Moderate Killed Deployed - Front Deployed - Side Deployed - Both Not Deployed No Airbag

Occupant

O0. Vehicle # [] [] O1. First Name [] MI [] Last Name []

O2. Address Same as Person # [] O3. Address []

O4. City [] O5. State [] Unborn Child

O6. Sex: M F White Black Hispanic Other

O7. Age [] O8. Age M F Not Partially Totally

O9. Extricated: Y N Y N

O10. Ejection: Y N Y N

O11. Status: Not Transported Police Hearse EMS Private Vehicle

O12. Medical Agency Code [] [] [] [] O13. Medical Facility Code [] [] [] []

O14. Safety Equip. (2): Shoulder and Lap Belt None Lap Belt Automated Restraint Shoulder Belt Child Safety Seat Helmet

O15. Status: None Life Threatening Moderate Killed Deployed - Front Deployed - Side Deployed - Both Not Deployed No Airbag

MUCR Vehicle

V0. Vehicle 02

V1. Total Occupants 01

Agency Number 3005

Agency Case Number 2014020430

Page 06 of 07

Owner Information

Vehicle Information

V. VIN 2FAFP71V38X179615

V2. State MS V3. Year V3a. Non-Expiring V4. License Plate Number G47331 V9. Damage H L N

V5. Make FORD V6. Model Year 2008 V10. Speed Zone 40

V7. Vehicle Model CROWN VICT WHITE 60

Same as Driver

V12. Owner Name CITY OF GAUTIER

V13. Address 3330 HWY 90

V14. City GAUTIER V15. State MS V16. Zip Code 39553

V17. No Proof of Insurance V18. Insurance Company Name CITY OF GAUTIER V19. Policy Number 123456

Vehicle Damaged/Destroyed State Property? Y N

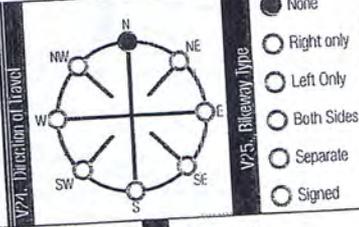
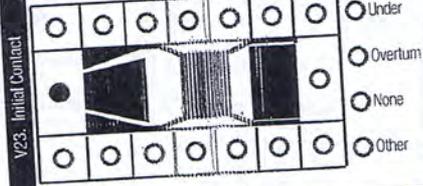
State Property Damaged (Select all that apply): Signage, Signals, Lighting, Guardrail, Cable Barrier, Concrete Barrier, Other Concrete Structure, Other (See Narrative)

Vehicle Action: Going Straight, Making Left Turn, Stopped, Slow/Stop in Road, Parked, Backing, Making Right Turn, Avoidance, Lane Change, Leaving Parking, Overtaking/Passing, Parking Position, Making U Turn, In Tow

- Collision w/ Person, Vehicle/Non-fixed Object: Animal, Bicyclist, Maintenance Equip., Moving Vehicle, Parked Vehicle, Pedestrian, Train, Slowing Vehicle, Stopped Vehicle in Road, Other Moveable Object
- Non-Collision: Cargo Loss/Shift, Crossover, Equipment Failure, Fell/Jump from Vehicle, Fire/Explosion, Immersion, Jackknife, Median/Centerline, Thrown/Falling Object, Off roadway/Left, Off roadway/Right, Overturn/Rollover, Unit Separation, Over Correcting/Steering, Downhill runaway
- Collision w/ Fixed Object: Attenuator/Cushion, Bridge Structure, Culvert, Curb, Ditch, Embankment, Fence, Guardrail, Mailbox, Median Barrier, Post/Pole/Support, Tree, Other Fixed Object

- Vehicle Type: Passenger Car, Pickup Truck, SUV, Van/Stationwagon, PkVeh Towing Trailer, Motorcycle, RV, ATV, Bus, Truck/Tractor/Trailer(s), Farm Tractor, Farm Equipment, Emergency Vehicle, Other, Unknown Truck, Train

- Bus Use: School (Public/Private), Charter, Transit, Intercity, Other



- V22a. Hazmat Placard/Cargo? Channel-Pointed, Channel-Physical, Flag Person, Flashing Signal (Red), Flashing Signal (Yellow), No Passing, None, Officer, RR Flashing Signal, RR Signal & Gate, Signal, Stop Sign, Railroad Sign, Yield Sign

- Road Character: Straight/Level, Intersect two roads, Straight/Grade, Curve/Level, Straight/Hillcrest, Curve/Grade, Bridge, Private Drive, Curve/Hillcrest, Crossover, Begin/End Divided Road, One-Way

- Road Surface Type: 2 Lane, 4+ Lane, Parking Lot, 1 Lane, 3 Lane, Frontage/Ramp, One Way, Unpaved, Asphalt, Concrete, Dirt, Gravel, Other - See Narrative

V27. Device Functioning? V33. Towed? V33a. Due to Disabling Damage? V34. Authority: V35. Towed By: COLLISION DEPOT

Commercial Vehicle

C1. Carrier ID Number: C2. Authority: C3. Carrier Name: C4. Carrier Address: C5. City: C6. State: C7. Zip Code:

C10. Commodity Hauled: C11. Placard ID: C12. HAZMAT Released:

- C8. GVWR/GCWR: 10,000 lbs or less, 10,001 lbs to 26,000 lbs, Greater than 26,000 lbs
- C9. Cargo Body Type: Auto transporter, Bus, Vehicle Towing Motor Vehicle, Van/enclosed box, Grain/chips/gravel, Cargo tank, Flatbed, Garbage/refuse, Intermodal, Concrete Mixer, Pole, Log, Dump, Other, None

- C13. Vehicle Registration: Passenger Car, Light Truck, Bus, Single-Unit Truck, Other Heavy Truck, Truck/Trailer(s), Truck/Tractor, Truck/Semi-Trailer, Tractor/Doubles, Tractor/Triples, Other Heavy Truck
- C14. Operation Types: Intrastate, Interstate, Not in Commerce - Other Truck or Bus, Not in Commerce - Government, Other Operations/Not Specified

There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

ORDER NUMBER 107-2014

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the Minutes from Civil Service Meetings held January 9, 2014; February 13, 2014; and March 13, 2014 are hereby approved.

IT IS FURTHER ORDERED that the City Manager or City Clerk is authorized to execute any and all documents necessary.

Motion was made by **Councilwoman Martin**, seconded by **Councilman Jones** and the following vote was recorded:

AYES: Gordon Gollott
 Mary Martin
 Johnny Jones
 Hurley Ray Guillotte
 Casey Vaughan
 Rusty Anderson
 Adam Colledge

NAYS: None

MAYOR

ATTEST:

CITY CLERK

Passed and Adopted by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of May 6, 2014.

MINUTES
Gautier Civil Service Commission
January 9, 2014

The meeting was called to order by Commissioner Mansfield in the Gautier Municipal Building Council Chambers at 6:00 p.m. on January 9, 2014. Those present were Commissioners Doug Mansfield, Susan Parol and Jason D. Pugh, HR Director. ABSENT: Phil Torjusen, Commissioner

The agenda was as follows:

AGENDA
Civil Service Commission
January 9, 2014
6:00 p.m.

- 1. Approve Agenda Order
Motion _____ Second _____ AYES: _____ NAYS: _____
- 2. Approve Minutes for CSC Meetings held December 12, 2013.
Motion _____ Second _____ AYES: _____ NAYS: _____

(Please consider one motion to receive items 3 thru 4)

- 3. Receive Personnel Order: Probationary Appointment/Robert J. Burig/Police Officer/effective January 6, 2014
- 4. Receive Personnel Order: Probationary Appointment/Anthony A. Johnson/Police Officer/effective January 6, 2014

ITEMS 3 THRU 4

- Motion _____ Second _____ AYES: _____ NAYS: _____
- 5. Approve Eligibility List for Police Officer Group #1/posted November 13 thru December 5, 2013.
Motion _____ Second _____ AYES: _____ NAYS: _____
- 6. Other Business.
- 7. Adjourn meeting until February 13, 2013 at 6:00 p.m.

Motion was made by Parol, seconded by Mansfield, to approve agenda order; and the following vote was recorded:

AYES: Doug Mansfield and Susan Parol
NAYS: None
ABSENT: Phil Torjusen

Motion carried.

Motion was made by Parol, seconded by Mansfield, to approve the minutes of the Civil Service Meeting held December 12, 2013; and the following vote was recorded:

AYES: Doug Mansfield and Susan Parol
NAYS: None
ABSENT: Phil Torjusen

Motion carried.

Motion was made by Parol, seconded by Mansfield, to receive items 3 thru 4; and the following vote was recorded:

AYES: Doug Mansfield and Susan Parol
NAYS: None
ABSENT: Phil Torjusen

Motion carried.

Motion was made by Parol, seconded by Mansfield, to approve the Eligibility List for Police Officer Group #1 posted November 13 thru December 5, 2013; and the following vote was recorded:

AYES: Doug Mansfield and Susan Parol
NAYS: None
ABSENT: Phil Torjusen

Motion carried.

There being no further business, the meeting was adjourned until February 13, 2014, at 6:00 p.m.

APPROVED:


Chairman


Commissioner

MINUTES
Gautier Civil Service Commission
February 13, 2014

The meeting was called to order by Commissioner Mansfield in the Gautier Municipal Building Council Chambers at 6:00 p.m. on February 13, 2014. Those present were Commissioners Doug Mansfield, Susan Parol, Phil Torjusen; and Jason D. Pugh, HR Director and Fire Chief Robert O. Jones.

The agenda was as follows:

AGENDA
Civil Service Commission
February 13, 2014
6:00 p.m.

- 1. Approve Agenda Order
Motion_____ Second_____ AYES: _____ NAYS: _____
- 2. Approve Minutes for CSC Meetings held January 9, 2014.
Motion_____ Second_____ AYES: _____ NAYS: _____

(Please consider one motion to receive items 3 thru 15)

- 3. Receive Personnel Order: Probationary Appointment/John M. Burkes/Police Officer/effective January 25, 2014
- 4. Receive Personnel Order: Probationary Appointment/Nickolas Crocker/Detective/effective January 25, 2014
- 5. Receive Personnel Order: Probationary Appointment/Sandra M. Meaker/Dispatcher/effective February 10, 2014
- 6. Receive Personnel Order: Probationary Appointment/Omar Ware/Firefighter/effective February 10, 2014
- 7. Receive Personnel Order: Permanent Appointment/Nancy A. Lebhart/Deputy Court Clerk/effective February 24, 2014
- 8. Receive Personnel Order: Termination of Employment/Brian D. Tames/Police Officer/effective January 13, 2014
- 9. Receive Personnel Order: Termination of Employment/Brian L. Gipson/Firefighter/effective January 25, 2014
- 10. Receive Personnel Order: Termination of Employment/Hope F. Merrell/Dispatcher/effective January 23, 2014
- 11. Receive Vacancy Announcement: Dispatcher/posted February 4 thru March 6, 2014
- 12. Receive Vacancy Announcement: Police Officer/Open Posting
- 13. Receive Vacancy Announcement: Firefighter/Open Posting
- 14. Receive Schedule of Authorized Positions (SAP) and Organization Chart approved by City Council February 4, 2014.
- 15. Receive Vacancy Status Report as of February 7, 2014.

ITEMS 3 THRU 15

- Motion_____ Second_____ AYES: _____ NAYS: _____
- 16. Approve Eligibility List for Firefighter Open Posting Group #2/posted November 18, 2013 thru January 2, 2014.
Motion_____ Second_____ AYES: _____ NAYS: _____
- 17. Approve Eligibility List for Police Officer Open Posting Group #2/posted December 6, 2013 thru January 2, 2014.
Motion_____ Second_____ AYES: _____ NAYS: _____
- 18. Approve Eligibility List for Firefighter Open Posting Group #3/ January 3 thru February 6, 2014.
Motion_____ Second_____ AYES: _____ NAYS: _____
- 19. Approve Eligibility List for Police Officer Open Posting Group #3/ January 3 thru February 6, 2014.
Motion_____ Second_____ AYES: _____ NAYS: _____
- 20. Approve Master Register for Police Officer Open Posting Group #1/Test Date: January 6, 2014.
Motion_____ Second_____ AYES: _____ NAYS: _____

21. Induct the following employee who has successfully completed probation into Civil Service:

Nancy A. Lebhart Deputy Court Clerk

Motion _____ Second _____ AYES: _____ NAYS: _____

22. Other Business.

23. Adjourn meeting until March 13, 2014 at 6:00 p.m.

Motion was made by Parol, seconded by Torjusen, to approve agenda order; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol and Phil Torjusen
NAYS: None

Motion carried.

Motion was made by Torjusen, seconded by Parol, to approve the minutes of the Civil Service Meeting held January 9, 2014; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol and Phil Torjusen
NAYS: None

Motion carried.

Motion was made by Parol, seconded by Mansfield, to receive items 3 thru 15; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol and Phil Torjusen
NAYS: None

Motion carried.

Motion was made by Torjusen, seconded by Parol, to approve the Eligibility List for Firefighter Open Posting Group #2 posted November 18, 2013 thru January 2, 2014; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol and Phil Torjusen
NAYS: None

Motion carried.

Motion was made by Parol, seconded by Mansfield, to approve the Eligibility List for Police Officer Open Posting Group #2 posted December 6, 2013 thru January 2, 2014; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol and Phil Torjusen
NAYS: None

Motion carried.

Motion was made by Torjusen, seconded by Parol, to approve the Eligibility List for Firefighter Open Posting Group #3 posted January 3 thru February 6, 2014; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol and Phil Torjusen
NAYS: None

Motion carried.

Motion was made by Parol, seconded by Torjusen, to approve the Eligibility List for Police Officer Open Posting Group #3 posted January 3 thru February 6, 2014; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol and Phil Torjusen
NAYS: None

Motion carried.

Motion was made by Torjusen, seconded by Parol, to approve the Master Register for Police Officer Open Posting Group #1/ Test Date: January 6, 2014; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol and Phil Torjusen
 NAYS: None

Motion carried.

Motion was made by Parol, seconded by Mansfield, to induct the following employee who has successfully completed their probation into Civil Service:

Nancy A. Lebhart Deputy Court Clerk

; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol and Phil Torjusen
 NAYS: None

Motion carried.

In other business, Fire Chief Robert O. Jones and HR Director, Jason D. Pugh, discussed the continuation of open postings to assist both the Fire Department and Police Department in recruiting Firefighters and Police Officers for an additional period of ninety (90) days at which the Civil Service Commission will review its progress. Commissioner Parol requested that in Chief Elbin's absence, that we call him to determine if he would like to rescind the waiver granted October 31, 2013 which lowered the passing score of Police Officer candidates to 60%. Veneice Barnett, HR Generalist contacted Chief Elbin who acknowledged that he would like to return to the original passing score of 70%.

Fire Chief Robert O. Jones presented his request for the Civil Service Commission to authorize the use of the following promotional process for the hiring a Deputy Fire Chief/Fire Marshall:

Gautier Fire Department Promotional Process (Deputy Fire Chief)

Each candidate meeting the eligibility requirements to participate in the promotional process will be evaluated during five (5) exercises. An assessment panel consisting of people, who are independent of the Gautier Fire Department, will evaluate each candidate. The Chief of the Gautier Fire Department may appoint any number of people to assist in the facilitation of the process. The facilitators will not participate in the evaluation of the candidates, and will not influence the candidates or the assessment panel.

Each candidate will be advised of the process at least two (2) weeks prior to the assessment and given the dates and time of the information release and the assessment date and time. The candidate will be given a copy of the promotional process criteria which explains each exercise, the evaluation process, and any reading material needed. The candidate will know that they have assignments prior to the information release, but the candidate will not know what the assignments are. The candidate will need to know city and departmental policies, procedures, and standard practices and well as the fire service as a whole. The candidate will be required to develop and prepare Power Points, Training Classes, Budget Plans, Action Plans for Fire Scenarios, and be prepared to debate Fire Service Related Subjects with evaluators. The candidate will have four-eight (48) hours to prepare and complete assignments prior to the scheduled interview.

Assessment Process: 95%
Seniority: 5%

Assignments and Exercises:

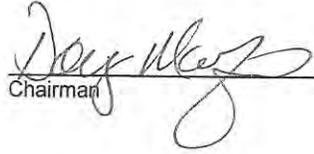
- 1 **Self-Presentation:** Candidates will present a presentation on their firefighting career. Ten (10) minutes. Twenty (20) Points.
- 2 **Debate an Unknown Topic:** Candidates shall discuss the pros and cons of an unknown topic as it relates to the fire service and The Gautier Fire Department. Ten (10) minutes. Fifteen (15) Points.
- 3 **Fiscal Budget Planning:** Candidates shall demonstrate their knowledge of Fiscal Planning and Budget Planning as it relates to the fire service. Ten (10) minutes. Twenty (20) Points.
- 4 **Training Abilities:** Candidates shall present a class overview of a specified fire department related subject. Ten (10) minutes. Twenty (20) Points.
- 5 **Inbox Scenario:** Candidates shall prepare a critical action plan when given a prepared scenario. Fifteen (15) minutes. Twenty (20) Points.

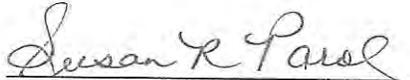
Assessment date: TBA

after reviewing and discussing Chief Jones' request, and the request of Chief Elbin to return the Police Officer written examination passing score to 70%; the Civil Service Commission had no additional comments and authorized Chief Jones to use the Deputy Fire Chief promotional process as presented to the Commission and for the Police Officer written examination score to return to 70% as stated in Rule 7, Section 7.2.3.

There being no further business, the meeting was adjourned until March 13, 2014, at 6:00 p.m.

APPROVED:


Chairman


Commissioner

MINUTES
Gautier Civil Service Commission
March 13, 2014

The meeting was called to order by Commissioner Mansfield in the Gautier Municipal Building Council Chambers at 6:00 p.m. on March 13, 2014. Those present were Commissioners Doug Mansfield, Susan Parol, Phil Torjusen; and Jason D. Pugh, HR Director and Fire Chief Robert O. Jones.

The agenda was as follows:

AGENDA
Civil Service Commission
March 13, 2014
6:00 p.m.

1. Approve Agenda Order
Motion_____ Second_____ AYES: _____ NAYS: _____
2. Approve Minutes for CSC Meetings held February 13, 2014.
Motion_____ Second_____ AYES: _____ NAYS: _____

(Please consider one motion to receive items 3 thru 8)

3. Receive Personnel Order: Probationary Appointment/Bradley E. Rayborn/Firefighter/effective February 24, 2014
4. Receive Personnel Order: Permanent Appointment/Lawrence M. Sovell III/Firefighter/effective February 5, 2014
5. Receive Personnel Order: Termination of Employment/Barbara D. Logan/Planning Technician/effective February 10, 2014
6. Receive Personnel Order: Termination of Employment/Joseph E. Hurd Jr./Dispatcher/effective February 20, 2014
7. Receive Vacancy Announcement: City Planner/posted March 6 thru April 3, 2014
8. Receive Schedule of Authorized Positions (SAP) and Organization Chart approved by City Council March 4, 2014.

ITEMS 3 THRU 8

- Motion_____ Second_____ AYES: _____ NAYS: _____
9. Approve Eligibility List for Dispatcher/posted February 4, 2014 thru March 6, 2014.
Motion_____ Second_____ AYES: _____ NAYS: _____
 10. Approve Master Register for Firefighter Open Posting Group #2/Test Date: March 3, 2014.
Motion_____ Second_____ AYES: _____ NAYS: _____
 11. Approve Master Register for Police Officer Open Posting Group #2/ Test Date: March 3, 2014.
Motion_____ Second_____ AYES: _____ NAYS: _____
 12. Approve Master Register for Firefighter Open Posting Group #3/Test Date: March 5, 2014.
Motion_____ Second_____ AYES: _____ NAYS: _____
 13. Approve Master Register for Police Officer Open Posting Group #3/Test Date: March 5, 2014.
Motion_____ Second_____ AYES: _____ NAYS: _____
 14. Induct the following employee who has successfully completed probation into Civil Service:

Lawrence M. Sovell III Firefighter

Motion_____ Second_____ AYES: _____ NAYS: _____
 15. Other Business.
 16. Adjourn meeting until April 10, 2014 at 6:00 p.m.

Motion was made by Torjusen, seconded by Parol, to approve agenda order; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol and Phil Torjusen
NAYS: None

Motion carried.

Motion was made by Parol, seconded by Torjusen, to approve the minutes of the Civil Service Meeting held February 13, 2014; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol and Phil Torjusen
NAYS: None

Motion carried.

Motion was made by Torjusen, seconded by Parol, to receive items 3 thru 8; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol and Phil Torjusen
NAYS: None

Motion carried.

Motion was made by Parol, seconded by Torjusen, to approve the Eligibility List for Dispatcher/posted February 4, 2014 thru March 6, 2014; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol and Phil Torjusen
NAYS: None

Motion carried.

Motion was made by Torjusen, seconded by Parol, to approve the Master Register for Firefighter Open Posting Group #2/ Test Date: March 3, 2014; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol and Phil Torjusen
NAYS: None

Motion carried.

Motion was made by Parol, seconded by Torjusen, to approve the Master Register for Police Officer Open Posting Group #2/ Test Date: March 3, 2014; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol and Phil Torjusen
NAYS: None

Motion carried.

Motion was made by Torjusen, seconded by Parol, to approve the Master Register for Firefighter Open Posting Group #3/ Test Date: March 5, 2014; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol and Phil Torjusen
NAYS: None

Motion carried.

Motion was made by Parol, seconded by Torjusen, to approve the Master Register for Police Officer Open Posting Group #3/ Test Date: March 5, 2014; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol and Phil Torjusen
NAYS: None

Motion carried.

Motion was made by Torjusen, seconded by Parol, to induct the following employee who has successfully completed their probation into Civil Service:

Lawrence M. Sovell III Firefighter

; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol and Phil Torjusen
NAYS: None

Motion carried.

There being no further business, the meeting was adjourned until April 10, 2014, at 6:00 p.m.

APPROVED:


Chairman


Commissioner

There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

ORDER NUMBER 108-2014

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the renewal of the Life Care Plus Program (EAP) contract between Singing River Services and the City of Gautier is hereby approved.

IT IS FURTHER ORDERED that the City Manager or City Clerk is authorized to execute any and all documents necessary.

Motion was made by **Councilwoman Martin**, seconded by **Councilman Jones** and the following vote was recorded:

AYES: Gordon Gollott
 Mary Martin
 Johnny Jones
 Hurley Ray Guillotte
 Casey Vaughan
 Rusty Anderson
 Adam Colledge

NAYS: None

MAYOR

ATTEST:

CITY CLERK

Passed and Adopted by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of May 6, 2014.

**CITY OF GAUTIER
MEMORANDUM**

To: Samantha Abell, City Manager
From: Jason Pugh, Human Resources Director
Date: April 7, 2014
Subject: Singing River Services – Life Care Plus Program (EAP) Contract

REQUEST:

The Human Resources Division requests City Council approval to renew the contracted services of the Life Care Plus Program (EAP) between Singing River Services and City of Gautier.

BACKGROUND:

The EAP Contract was first approved on April 6, 2004 by City Council and has been part of the City of Gautier’s Wellness Benefit Program for employees and their families. During 2013 we had approximately three (3) employees who inquired and/or utilized at least one (1) of the services provided in the contract and expect that more employees will need these services for 2014 – 2015 due to an increase of major life changes and events.

DISCUSSION:

The Life Care Plus Program (EAP) essentially provides our employees and/or their families with short-term counseling services. This program is designed to assist us in managing and resolving employee problems such as:

- Poor Job Performance
- Absenteeism- Employees missing work because they must address a life issue they are experiencing.
- On-the-job accidents
- Employee/Employer Relations
- Presenteeism- Employees show up to work but are distracted by a life issue they are going through and can also be distracting to others.
- Psychological Evaluations (Fitness for Duty)
- 24/7 Emergency Crisis Services
- Substance Abuse/Chemical Dependency
- Mental Health Treatment
- Face-to-Face Counseling Sessions (6 sessions)

FINANCIAL IMPACT:

None. This is a FY 2014 budgeted expense.

RECOMMENDATION:

The Human Resources Department recommends that City Council approve the attached order authorizing the services of the Life Care Plus Program or EAP contract which has been reviewed by City Attorney, Josh Danos and is legally sufficient.

ATTACHMENT(S):

EAP Contract for April 14, 2014 – April 14, 2015



SINGING RIVER SERVICES

3407 Shamrock Court
Gautier, MS 39553



Phone (228) 497-0690

Fax (228) 497-0794

Satellites:

57 Industrial Park Road
Lucedale, MS 39452
(601) 947-4274
Fax (601) 947-4275

Substance Abuse:

Stevens Center
4905 Telephone Road
Pascagoula, MS 39567
(228) 769-1280
Fax (228) 696-9119

McClamroch Center
2602 Criswell Street
Pascagoula, MS 39567
(228) 769-8054

Developmental Disabilities:

Singing River Industries
2900 N. Dolphin Dr.
Gautier, MS 39553
(228) 497-9468
Fax (228) 497-9471

Georco Industries
101-B Industrial Park Road
Lucedale, MS 39452
(601) 947-4855
Fax (601) 947-4225

Clubhouses:

Outreach Clubhouse
1916 Ladnier Rd.
Gautier, MS 39553
(228) 497-6940
Fax (228) 497-6856

Center for Encouragement
94 Cowart Street
Lucedale, MS 39452
(601) 947-7110
Fax (601) 947-8812

Group Homes:

D.D. Group Home
Eddie DiSanti
3850 Dolphin Drive
Gautier, MS 39553
(228) 522-0505
Fax (228) 522-0505

Children's Services
4507 McArthur Street
Pascagoula, MS 39567
(228) 696-0030
Fax (228) 712-2783

Ocean Springs Office
15808 Lemoine Blvd.
Biloxi, MS 39532
(228) 392-7442
Fax (228) 392-7561

Emergency Services:

(228) 497-0690

March 26, 2014

City of Gautier
3330 Highway 90
Gautier, MS 39553

To Whom it May Concern:

Enclosed is the EAP contract for Singing River Services and City of Gautier. The contract is for the period April 14, 2014 to April 14, 2015. After reviewing, if there are no questions, please sign and return to us at your convenience.

If you have any questions, please contact me at (228) 497-0428 or by email at bfenech@singingriverservices.org.

Sincerely:

Beth Fenech, M.S., CMHT, CAT
Clinical Director

Cc: Dr. Sherman F. Blackwell, II

PROPOSAL
FOR
LIFE CARE PLUS SERVICES

THIS AGREEMENT, made the ____ day of _____ between Singing River Mental Health/Mental Retardation services, Region XIV, A.K.A. Singing River Services (the provider), and the CITY OF GAUTIER, (the Subscriber).

RECITALS

WHEREAS, SINGING RIVER SERVICES is a provider of mental health services for Region XIV whose general objective is to identify, assess, and treat mental health problems.

WHEREAS, the Provider has main facilities at 3407 Shamrock Court, Gautier, Mississippi 39553, as well as branch offices covering Jackson and George Counties.

WHEREAS, for the convenience and appearance of improved confidentiality for beneficiaries, the Provider will contract Assessment and Counseling Services during evening hours by appointment.

WHEREAS, the Provider recognizes the need to assist employers such as “the Subscriber” in managing and resolving employee problems such as poor job performance, absenteeism, employee/employer relations, health insurance abuse, and on-the-job accidents.

WHEREAS, the Provider has developed an employer/employee benefit program (the “Life Care Plus Program” or “EAP”) designed to identify and provide counseling for employees and dependents who have personal problems that may contribute to unacceptable job performance.

WHEREAS, the Subscriber employs approximately 130 employees as of the date of this agreement and the Subscriber wants to utilize the Life Care Plus Program.

WHEREAS, the Subscriber’s intention is to make available to its employees, their dependents and/or family members (collectively “Beneficiaries”) who are participating in, or, who are eligible to participate in the Subscriber’s self-funded Life Care Plus Program, a range of substance abuse/chemical dependency and mental health treatment services.

NOW THEREFORE, in consideration of the mutual covenants contained herein and other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

I. PROVIDER'S OBLIGATION:

The PROVIDER will use its best efforts to provide the following services ("EAP Services") from April 14, 2014 to April 14, 2015 (the "Contract Period") for beneficiaries.

A. General Program Development Services:

1. Emergency Crisis Services: The Provider agrees to provide an "emergency help line" telephone consultation service operated twenty-four (24) hours per day and seven (7) days per week. Normal EAP counseling hours are 8:00 a.m. – 5:00 p.m., Monday through Friday.
2. Arranging for Services: The Provider agrees to provide EAP counselor for face-to-face confidential emergency consultation with the Beneficiary within twenty-four (24) hours over the weekdays or forty-eight (48) hours over the weekend, if requested by the Beneficiary; the Provider agrees that Beneficiaries can reach an EAP counselor by making a phone call to Singing River Services from 8:00 a.m. to 5:00 p.m. Monday through Friday for an appointment. Telephone referrals will be made in severe crisis to the emergency room and support groups, etc., so that the recovery process can commence.
3. Extent of Services and Exclusions: Each beneficiary may have access to all mental health services available through the contractor at no out-of-pocket expense and at no charge to the Subscriber's insurance program subject to the following limitations:
 - a. Services normally provided by the Provider are covered. Service needs that are not normally provided at any of the Singing River Services facilities are not covered (i.e., hospitalization).
 - b. A legal DUI assessment fee of \$100.00 will be charged to the Beneficiary arrested for DUI offense and who seeks counseling by referral to Singing River Services.
 - c. Receipt of funds pursuant to this agreement does not preclude the provider from charging other third parties covering beneficiaries for services. This includes Medicaid and insurance covering primarily other family members and special grant funds. In such

event, funds received pursuant to this agreement will be used to pay co-payments, if any.

- d. Room and board will be provided at The Stevens Center only. A Deductible of \$250.00 will be charged to the beneficiary participating in the Stevens Center Residential treatment. The balance is covered by this contract.
 - e. A deductible of \$100.00 will be charged to the beneficiary participating in the Phoenix Intensive Outpatient Alcohol and Drug Program. The balance will be covered by the contract.
 - f. Clinical visits are not to exceed six (6) visits per client.
4. Liaison Services: Provider agrees to provide an EAP coordinator to serve as a Liaison between the Subscriber and the Provider, to plan and help implement wellness and prevention programming, to encourage employee participation of the EAP, and to gain the recognition of problems which may later impede their work performance.

B. Problem Assessment, Case Management, and Referral Services:

1. The EAP coordinator (or a member of Provider's Staff) agrees to refer Subscriber's employees and/or their dependents to an appropriate competent professional treatment program with Singing River Services at no cost or, if necessary, to an outside resource at the expense of the beneficiary for services not covered by this agreement. Such referrals and general assessments shall include the beneficiaries' problem list, social summary, assessment of mental status, tentative diagnosis, and recommended treatment.
2. The Provider agrees to supply the Subscriber's supervisors with a Supervisory guide for making referrals to the EAP. The EAP counselor will assist the employee in formulating an assistance plan, will identify appropriate therapeutic resources, and will document employee progress therein.
3. The Provider agrees to arrange, as appropriate and as needed, ongoing consultation with Subscriber regarding special handling or re-integration of employees after treatment.
4. The Provider will suggest that any employee seeking counseling regarding

job or employer dissatisfaction to contact the Subscriber personnel manager or designee. However, the EAP counselor will counsel with any employee regarding the employee's attitudes or feelings as relates to job satisfaction.

5. The Provider, at its discretion, may discontinue treatment services for beneficiaries who seek such referrals on a continuous basis for the same problems without utilizing recommended solutions or who violate program rules.

C. Reporting Services:

1. The Provider agrees to furnish to any Subscriber's supervisor, who so requests, a periodic participation report for beneficiaries who have sought EAP counseling or treatment upon referral from said supervisor; said beneficiary must give written consent for such reporting to be shared with the supervisor.
2. Quarterly reports regarding employee usage will be submitted to VENEICE BARNETT, HR GENERALIST.

II. SUBSCRIBER'S OBLIGATIONS:

The Subscriber will cooperate fully with the Provider so as to allow the Provider to Discharge its obligations and provide the services described herein. Additionally, the Subscriber agrees:

A. Commitments:

1. To issue a policy directive announcing the availability of EAP services to its employees and shall allow on-the-job time for training sessions for supervisors as well as orientation programs for non-supervisory employees which sessions will be made available by the Provider. The Subscriber will assist in disseminating promotional and educational materials designed to encourage utilization.
2. To pay the Provider \$3000.00 per year, in consideration of the Life Care Plus services performed by the Provider for the duration of the contract period. The agreement shall be extended automatically under the same terms unless either party shall notify the other party in writing at least thirty (30) days prior to the end of the initial term or any renewal terms that alterations or termination is desired. Fee rates remain the same until the anniversary date and may be renegotiated before continuance of EAP and counseling services and initiation of a new contact.

3. To submit to the Provider on fifth (5th) day of the first month an initial list of employees qualifying for EAP services and updating said list monthly. Payment will be made at the execution of the contract.

B. Miscellaneous:

1. Licensure: The Provider represents and warrants that it is duly licensed and certified to provide covered services in Mississippi, where covered services to beneficiaries are rendered and shall maintain such standing while an agreement is in effect.
2. Professional Liability Insurance Coverage: The Provider, at its sole cost and expense, shall provide and maintain such policies of general liability and professional liability insurance, other insurance as shall be necessary to insure the Provider and its personnel and agents against any claims for damages arising by reason of personal injuries or death occasions, directly or indirectly in connection with the performance of any service provided hereunder.
3. Confidentiality of Records: Both the Subscriber and Provider agree that mental health and substance abuse records of beneficiaries shall be treated as confidential so as to comply with all federal and state laws and regulations regarding the confidentiality of patient records. Provider reserves the right to use the information without disclosing the identity of the beneficiaries for reporting purposes.
4. Termination for Cause: The Agreement may be terminated for cause under the following conditions:
 - a. Upon default by the Subscriber in payment of compensation in accordance with the Agreement. The Provider may terminate the Agreement thirty (30) days after the Provider has given written notice to the Subscriber of such default.
 - b. Upon material breach of the Agreement by either party, the non-breaching party may terminate the Agreement after thirty (30) days written notice to the breaching party, specifying the facts and circumstances of the breach.
 - c. If any legal action or other proceeding is brought for the enforcement of the Agreement, or because of an alleged dispute, breach, default, or misrepresentation in connection with any provisions of the Agreement, recovery shall be limited to any and all damages available under Mississippi law to the extent proven in a Court of law.