

**CAMDEN COUNTY BOARD OF COMMISSIONERS  
AGENDA MEMORANDUM**

**SUBJECT:** Approval of Indigent Defense Services Agreement

**DEPARTMENT:** Administration

**AUTHORIZED BY:** Steve Howard – 510-0464 **CONTACT:** Mike Fender - 576-6682

**MOTIONS/RECOMMENDATIONS:**

Approval of Indigent Defense Services Agreement under Consent Agenda status.

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**BACKGROUND:**

This agreement is the standard annual contract for the Indigent Defense Services (Public Defender). The contract amount is the budget amount currently adopted.

**STAFF RECOMMENDATION:**

Approval of this item under Consent Agenda status.

**ATTACHMENTS:**

1. Copy of Indigent Defense Services Agreement



# GEORGIA INDIGENT DEFENSE SERVICES AGREEMENT

**THIS AGREEMENT** is entered into this \_\_\_\_ day of \_\_\_\_\_, 2009, among the Georgia Public Defender Standards Council (herein referred to as “**GPDSC**”), the Circuit Public Defender Office of the Brunswick Judicial Circuit (herein referred to as “the **Public Defender Office**”), and the governing authority of Camden County, as body politic and a subdivision of the State of Georgia (herein referred to as “the **County**”). This agreement is effective July 1, 2009.

## WITNESSETH:

**WHEREAS**, GPDSC, the Public Defender Office, and the County enter into this agreement to implement the provisions of the Georgia Indigent Defense Act of 2003, as amended; and

**WHEREAS**, GPDSC is existing under the laws of the State of Georgia and operating under the laws and Constitution of the State of Georgia with full power to enter into contracts and agreements with other entities; and

**WHEREAS**, GPDSC is the fiscal officer for the Public Defender Office; and

**WHEREAS**, the County is a body politic, existing and operating under the laws and Constitution of the State of Georgia with full power to enter into contracts and agreements with other political entities; and

**WHEREAS**, it is the intent of the parties to this agreement to provide for the operation of an indigent defense system to assure that adequate and effective legal representation is provided, independent of political considerations or private interests, to indigent defendants in criminal cases consistent with the standards adopted by GPDSC. This system and this agreement include the following:

- (1) The provision by the Public Defender Office of the statutorily required services to the County;
- (2) The payment for additional personnel and services by the County;
- (3) The provision by the County of its pro rata share of the costs of appropriate offices, utilities, telephone expenses, materials, and supplies as may be necessary to equip, maintain and furnish the office or offices of the circuit public defender in an orderly and efficient manner;
- (4) Optional provisions; additional letter agreement between the parties, and
- (5) The provision for other matters necessary to carry out this agreement.

NOW THEREFORE, in consideration and of the mutual covenants and promises contained in the agreement and for Ten Dollars (\$10) and other good and valuable consideration, IT IS AGREED AS FOLLOWS:

## ARTICLE 1

### STATUTORY PERSONNEL

**Section 1.01 Statutory Staffing.** The Public Defender Office agrees to provide for the Brunswick Judicial Circuit full-time staff for a circuit public defender office or offices consisting of a circuit public defender; an assistant public defender for each superior court judge authorized for the circuit, excluding the chief judge and senior judges; an investigator; and 2 additional persons to perform administrative, clerical or paraprofessional services.

**Section 1.02 Statutory Services.** The Public Defender Office agrees to provide representation to indigent defendants in the following cases:

- (1) Cases prosecuted in the Superior Court of Camden County under the laws of the State of Georgia in which there is a possibility that a sentence of imprisonment or probation or suspension of sentence of imprisonment may be adjudged;
- (2) Hearings in the Superior Court of Camden County on a revocation of probation;
- (3) Cases prosecuted in the Juvenile Court of Camden County in which a child may face a disposition in a delinquency case of confinement, commitment or probation; and
- (4) Direct appeals from a decision in cases described in (1), (2) and (3) above.

**Section 1.03 Conflicts.** The Public Defender Office agrees to provide for legal representation by an attorney who is not an employee of the Public Defender Office in cases described in Section 1.02 in which the Public Defender Office has a conflict of interest.

**Section 1.04.** Any claims made by third parties against the Public Defender Office shall be defended, and if necessary, paid by the Public Defender Office.

## ARTICLE 2

### ADDITIONAL PERSONNEL AND SERVICES

**Section 2.01 Additional personnel and services.** The Public Defender Office agrees to provide and the County agrees to pay for the services and personnel described in Attachment A, as modified. The parties agree to the terms in Attachment A. Attachment A is incorporated into this agreement by reference. The amount to be paid includes a 5% administrative services fee. This fee is determined by the total amount for all of the budgeted positions. Upon expiration or termination of the agreement, any unused portion of the administrative services fee may be refunded to the County in the discretion of the Georgia Public Defender Standards Council. Any changes to Attachment A shall be made in

accordance with Section 4.06 of this agreement. Any additional personnel employed by the Public Defender Office pursuant to this section are full-time state paid employees of the Public Defender Office in the unclassified service of the State Merit System of Personnel Administration with all the benefits provided by law to employees in the unclassified service. The parties agree that the employment of additional personnel employed by the Public Defender Office pursuant to this section may be terminated by the Public Defender Office if the County does not pay for the cost of these personnel in advance in accordance with this agreement.

### ARTICLE 3

#### **PROVISION BY THE COUNTY OF ITS PRO RATA SHARE OF THE COSTS OF APPROPRIATE OFFICES, UTILITIES, TELEPHONE EXPENSES, MATERIALS, AND SUPPLIES AS MAY BE NECESSARY TO EQUIP, MAINTAIN, AND FURNISH THE OFFICE OR OFFICES OF THE CIRCUIT PUBLIC DEFENDER.**

**Section 3.01 Office expenses.** The County agrees to pay its pro rata share of the budget provided in Attachment B, which is the budget for appropriate offices, utilities, telephone expenses, materials, and supplies to equip, maintain, and furnish the office or offices of the Public Defender Office plus a 5% administration fee to GPDSC. The 5% administration fee is determined by the total amount of the County's pro rata share of the operating expenses and is separate from the 5% administrative services fee described in Section 2.01 of this agreement. Attachment B is incorporated into this agreement by reference. The County agrees to pay in monthly installments by the first of each month to GPDSC.

**Section 3.02 Administration of office expenses.** GPDSC agrees to be the fiscal agent for the administration of office expenses. GPDSC will process and mail checks in payment of invoices approved by the Circuit Public Defender, drawn on those County funds and made payable to the vendors at the addresses shown on the invoices. "Payment" for purposes of this agreement means preparation of a check by GPDSC in its normal course and procedure and its mailing in a properly addressed envelope with sufficient postage by deposit into the United States mail.

**Section 3.03 Procedure for payment.** The County or the Public Defender Office, or both, will make purchases and enter into financial obligations for office expenses. Upon approval by the Circuit Public Defender, an invoice will be transmitted to GPDSC. GPDSC shall pay the amount stated on the invoice with funds provided by the County for the purpose of paying such expenses. The payment of the office expenses under this agreement will be paid only out of County funds supplied to GPDSC for the sole purpose of paying for office expenses.

**Section 3.04 Responsibility.** The County will deliver funds to GPDSC at its own risk until receipt is acknowledged by GPDSC. GPDSC's sole duty with regard to County funds, other than their proper expenditure, will be their deposit into a state depository demand account. Interest, if any, will accrue to the general fund of the state treasury. GPDSC bears responsibility for properly remitting payment for invoices approved by the Circuit Public Defender provided sufficient funds from the County exist. The County bears the legal responsibility for any claim that arises from GPDSC's inability to remit payment due to insufficient funds for said office expenses.

**Section 3.05 Limitation of liability.** Under no circumstances shall GPDSC be obligated to pay for the office expenses out of funds other than those provided by the County for that purpose. Without limiting the foregoing, GPDSC is not obligated to pay for office expenses out of state funds or other funds available to GPDSC. GPDSC undertakes only to receive funds from the County and to process and mail checks in payment of invoices approved by the Circuit Public Defender. GPDSC shall have no further legal obligation in any circumstance or event beyond the amount of funds received from the County for the purpose of paying for office expenses under this agreement. In the event that GPDSC fails to make payment on an invoice that has been properly processed and county funds are available, the exclusive remedy for any tort claim against GPDSC will be the Georgia Tort Claims Act.

**Section 3.06 Taxes.** The County will pay all taxes lawfully imposed upon it with respect to the office expenses. GPDSC makes no representation whatsoever as to the liability or exemption from liability of the County to any tax imposed by any governmental entity.

**Section 3.07 Transcripts.** All transcripts for direct appeal in any case which is the obligation of the Public Defender Office will be the obligation of the County to pay the court reporter for said transcript. Transcripts of preliminary hearings will be the obligation of the Public Defender Office to pay from operating funds.

**Section 3.08 Interpreters.** The Public Defender Office shall only be responsible for interpreters when it is for the sole use of the Public Defender Office. Any in court use of interpreters shall be the responsibility of the County.

## ARTICLE 4

### MISCELLANEOUS

**Section 4.01 Term.** The term of this agreement is 12 months beginning July 1, 2009 and ending June 30, 2010. Provider acknowledges that Camden County is a governmental entity, and that the contract validity is therefore based upon the availability of public funding under its authority. In the event that public funds are unavailable and not appropriated for the performance of the County's obligations under this contract, then this contract shall automatically expire without penalty to County after written notice to Provider of the unavailability and non-appropriation of public funds. It is expressly agreed that Camden County shall not activate this non-appropriation provision for its convenience or to circumvent the requirements of this contract, but shall only do so as an emergency fiscal measure.

**Section 4.02 Maintenance of effort.** The County agrees that it will continue to fund indigent defense for the term of this agreement, at a minimum, at the level of its most recent budgeted level of funding (the current fiscal year or the planned budget for the next fiscal year if that budget has already been developed) for indigent defense and as a part of this support each county agrees to provide the space, equipment and operating expenses necessary to effectively operate the circuit public defender office.

**Section 4.03 Severability.** Any section, subsection, paragraph, term or condition, provision or other part (hereinafter collectively referred to as "part") of this agreement that is judged, held, found, or declared to be voidable, void, invalid, illegal or otherwise not fully enforceable shall not affect any other part of this agreement, and the remainder of this agreement shall continue to be of full force and effect. Any agreement of the parties to amend, modify, eliminate, or otherwise change any part of this agreement shall not affect an other part of this agreement, and the remainder of this agreement shall continue to be of full force and effect.

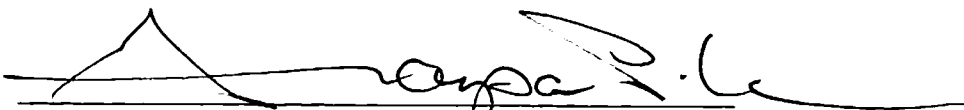
**Section 4.04 Cooperation, dispute resolution and jurisdiction.** (a) The Public Defender Office and the County acknowledge that this agreement may need to be revised periodically to address new or unforeseen matters.

(b) Each party to this agreement agrees to cooperate with the other party to effectuate and carry out the intent of this agreement.

(c) This agreement, and the rights and obligations of the parties, are governed by, and subject to and interpreted in accordance with the laws of the State of Georgia. The parties acknowledge and agree that by law, the exclusive jurisdiction for contract actions against the state, departments and agencies of the state, and state authorities is the Superior Court of Fulton County, Georgia. The parties further acknowledge that the Fulton Superior Court has a Court sponsored Arbitration and Mediation Program in which the parties agree to fully participate.

**Section 4.05 Notice.** A notice to a party to this agreement shall be made in writing and shall be delivered by first class mail or personally to the person and at the address indicated below:

**Circuit Public Defender Office of Brunswick Judicial Circuit**



Grayson P. Lane, Brunswick Circuit Public Defender  
11 Judicial Lane Suite 111  
Brunswick, Georgia 31520

**Governing Authority of Camden County:**

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David L. Rainer, Chairman  
Camden County Board of Commissioners  
P.O. Box 435  
Kingsland, Georgia 31548

**Georgia Public Defender Standards Council**

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Mack Crawford, Director  
104 Marietta Street Suite 200  
Atlanta, Georgia 30303

**Section 4.06 Agreement modification.** This agreement, including attachments hereto and the letter agreement of the parties, constitutes the entire agreement between the parties with respect to the subject matter of this agreement and may be altered or amended only by a subsequent written agreement of equal dignity; provided, however, that the parties' representatives identified in Section 4.05 may agree in writing by an exchange of letters or emails prior to the budget revision becoming effective to budget revisions which do not increase or decrease the total dollar value of the agreement. This agreement and the letter agreement between the parties supersedes all prior agreements, negotiations and communications of whatever type, whether written or oral, between the parties hereto with respect to the subject matter of this agreement. No modifications may be made without prior notice to and approval from all the parties to this agreement.

**Section 4.07 Termination.** (a) **Due to non-availability of funds.** In the event that either of the sources of reimbursement for services under this agreement (appropriations from the General Assembly of the State of Georgia, or appropriations from the governing authority of the County) is refused during the term of this agreement, the Public Defender Office may make financial and other adjustments to this agreement and notify the County accordingly. An adjustment may be an agreement amendment or may be the termination of the agreement. The certification by the director of the Georgia Public Defender Standards Council of the occurrence of reduction in State funds is conclusive. The certification of the occurrence of the reduction in county funds by the person named in Section 4.05 by the County to receive notices is conclusive. The County shall promptly notify the Public Defender Office in writing on the non-existence or insufficiency of funds and the date of termination. The Public Defender Office shall then immediately cease providing the services required hereunder except for any necessary winding down and transition services required under Section 4.08. In lieu of terminating this agreement, the County and the Public Defender Office may make financial and other adjustments to this agreement by amending it pursuant to Section 4.06.

(b) **For cause.** This agreement may be terminated for cause, in whole or in part, at any time by either party for failure by the other party to substantially perform any of its duties under this agreement. "Cause" means a breach or default of any material obligation hereunder which default is incapable of cure, or which, being capable of cure, has not been cured within 30 days after receipt of notice of such default (or such additional cure period as the non-defaulting party may authorize). Should a party exercise its right to terminate this agreement under this subsection, the termination shall be accomplished in writing and specify the reason and the termination date. In the event of termination under this subsection the Public Defender Office shall submit a final agreement expenditure report containing all charges incurred through and including the termination date to the County no later than 30 days after the effective date of written notice of termination and the County shall pay the amount due within 15 days of the receipt of the final agreement expenditure upon report. Upon termination of this agreement, the Public Defender Office shall not incur any new obligations after the effective date of this termination, except as required under Section 4.08. The above remedies contained in this subsection are in addition to any other remedies provided by law or the terms of this agreement.

(c) **For convenience.** This agreement may be cancelled or terminated by either of the parties without cause; however, the party seeking to terminate or cancel this agreement shall give written

notice of its intention to do so to the other party at least 60 days prior to the effective date of cancellation or termination.

(d) **Post-termination obligations.** After termination of this agreement pursuant to this Section, the Public Defender Office and the County agree to comply with the provisions of Section 4.08 (b).

**Section 4.08 Cooperation in transition of services.** (a) **At the beginning of the agreement.** The County agrees upon the beginning of this agreement to cooperate as requested by the Public Defender Office to effectuate the smooth and reasonable transition of services for existing clients, if applicable. This includes but is not limited to the payment for the continuation of representation by current counsel where appropriate or required by law, court rule or the State Bar of Georgia ethical standards or the facilitation of the timely transfer to the Public Defender Office of the client records.

(b) **During or at the end of the agreement.** The Public Defender Office agrees upon termination or expiration of this agreement, in whole or in part, for any reason to cooperate as requested by the County to effectuate the smooth and reasonable transition of services for existing clients. This includes but it not limited to the continuation of representation by Public Defender Office where appropriate or required by law, court rule or the State Bar of Georgia ethical standards or the facilitation of the timely transfer to the County of the client records. The County shall compensate the Public Defender for all post-termination or post-expiration services under the subsection at the same hourly rate set forth in paragraph 2.02(3) unless otherwise agreed by the Circuit Public Defender. The Public Defender shall submit a monthly expenditure report containing all charges incurred during the preceding month on or before the 5<sup>th</sup> day of each month. The County shall pay the amount due within 15 days of the receipt of the monthly expenditure report. This subsection survives the termination or expiration of the agreement.

(c) **Statutory responsibility continuation.** The Public Defender Office and the County acknowledge that both have responsibilities for indigent defense costs under the Georgia Indigent Defense Act of 2003, as amended and that the termination or expiration of this agreement does not relieve either party of their responsibility under the law.

**Section 4.09 Advance of Funds.** The parties agree that the advances of funds cannot remain outstanding following agreement termination or expiration and will be reclaimed. The parties agree that upon termination of this agreement, for any reason, all unexpended and un-obligated funds held by the parties revert to the party entitled to the funds. The parties agree to reconcile expenditures against advances of funds within 30 days of termination of this agreement.

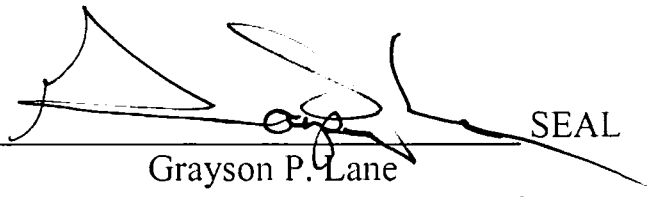
**Section 4.10 Time.** Time is of the essence.

IN WITNESS WHEREOF, the parties have each hereunto affixed their signatures the day and year first written above.



**BRUNSWICK JUDICIAL CIRCUIT  
PUBLIC DEFENDER OFFICE**

**CAMDEN COUNTY**

By:  SEAL  
Grayson P. Lane  
Brunswick Judicial Circuit Public Defender

By: \_\_\_\_\_ SEAL  
David L. Rainer, Chairman  
Camden County Board of Commissioners

ATTEST:

\_\_\_\_\_ SEAL

ATTEST:

\_\_\_\_\_ SEAL

ATTEST:

\_\_\_\_\_ SEAL

**GEORGIA PUBLIC DEFENDER  
STANDARDS COUNCIL**

By: \_\_\_\_\_ SEAL  
Mack Crawford  
Director

## **ATTACHMENT A – PAGE 1**

### **FISCAL YEAR CONTRACT JULY 1, 2009 TO JUNE 30, 2010**

The County agrees to pay the annual amount stated in Attachment B, "Total Payments to GPDSC," in 12 monthly installments. Installments are due by the 15<sup>th</sup> of the preceding month beginning on June 15, 2009. Payments will be sent to the following address:

**Georgia Public Defender Standards Council  
Attention: Jason Ring  
104 Marietta Street Suite 200  
Atlanta, Georgia 30303**

*The personnel covered by the Salary and Benefits portion of this agreement are as follows:*

1. Debbie Garnto, Administrative
2. Charles Darrell Gossett, Attorney
3. Michelle S. Hamilton, Attorney
4. Dante Hudson, Attorney
5. Dendol Kelly Lee, Investigator
6. Karen Mead, Attorney
7. Cynthia Moore, Administrative
8. Emory Stroberg, Attorney
9. Aida Taylor, Para-legal/Administrative

## **ATTACHMENT A - PAGE 2**

### **BRUNSWICK JUDICIAL CIRCUIT PUBLIC DEFENDER OFFICE**

#### **FISCAL YEAR CONTRACT JULY 1, 2009 TO JUNE 30, 2010**

The County also agrees to pay the annual amount stated in Attachment B, "1099 Salary Total Paid to Camden" as modified between the parties in writing in letter form in 12 monthly installments. Installments are due by the 15<sup>th</sup> of the preceding month beginning on June 15, 2009. Payments will be sent to the following address:

**Camden County Finance Department  
Attention: Denise Stickman  
P.O. Box 99  
Woodbine, Georgia 31569**

*The 1099 Salary paid to Camden County are for those nine (9) named persons on Page 1 of this attachment, as well as being apportioned among the seven (7) additional persons who are paid salary and benefits by the State of Georgia. These include:*

1. Harold L. Joyner II, Attorney
2. Denise Kelly, Circuit Administrator
3. Grayson Lane, Circuit Defender-Attorney
4. Andrew Lee, Attorney
5. Michael Chad Taylor, Chief Assistant Defender-attorney
6. Linda Owens, Administrative
7. Pedro Velazco, Investigator

**CAMDEN COUNTY ATTACHMENT B**  
**CAMDEN COUNTY REDUCED CONTRACT**

**I. Personnel – Benefits – Administrative Fee**

Based on \$417,159.00 Base Salary  
Disclosed with an additional  
Reduction of \$955.84

**\$110,136.28 – 12 mo share**  
**9,178.02 – monthly**

**II. Operating Breakdown**

Unchanged / Unreduced

**\$ 42,814.72 – 12 mo share**  
**3,567.89 – monthly**

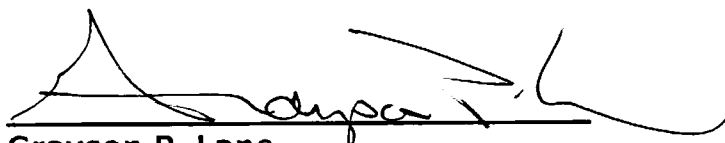
**TOTAL PERSONNEL & OPERATING  
PAID TO GPDSC**

**\$152,951.00 – 12 mo share**  
**12,745.91 – monthly**

**CAMDEN TOTAL PAID  
TO G.P.D.S.C.**

**\$152,951.00**

**CONTRACT INCLUDES ADDITIONAL  
WRITTEN AGREEMENT BETWEEN  
THE PARTIES**



**Grayson P. Lane**  
**Brunswick Circuit Defender**

# ATTACHMENT C

## Brunswick Judicial Circuit Defender FISCAL YEAR JULY 1, 2009 TO JUNE 30, 2010

### CIRCUIT OPERATING EXPENSES GA. CODE § 17-12-34

<b>CIRCUIT WIDE OFFICE RENT</b>	
BRUNSWICK OFFICE	\$30,000
JESUP OFFICE	5,900
WOODBINE OFFICE	18,749.52

<b>CIRCUIT WIDE EXPENSES FOR MATERIALS, SUPPLIES, TELEPHONE, UTILITES, EQUIPMENT, ETC.</b>	
ALL 3 OFFICES	\$80,800.00

<b>CIRCUIT WIDE EXPENSE FOR PART-TIME OFFICE/JAIL ASSISTANCE</b>	
ALL 3 OFFICES	\$19,000.00

<b>TOTAL CIRCUIT OFFICE EXPENSES</b>	<b>\$154,449.52</b>
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