



POLK COUNTY COMMISSIONERS COURT

August 4, 2004

10:00 A.M.

Polk County Courthouse, 3rd floor

Livingston, Texas

2004-067

NOTICE is hereby given that a Special meeting of the Polk County Commissioners Court will be held on the date stated above, at which time the following subjects will be discussed;

CALL TO ORDER - OPEN SESSION.

1. Consider the rescheduling of the August 10, 2004 Commissioners Court Meeting.
2. Consider approval of County job description for Victim Assistance Coordinator.
3. Discussion and action on the following matters concerning a proposed County Detention Facility:
 - a. Report from legal advisor and/or financial advisor relating to proposals for privately operated county detention facility in Polk County;
 - b. Review and discuss proposals received;
 - c. Approval and authorization for preliminary selection of vendor proposal for the operation, development, design, financing, and construction of proposed detention facility;
 - d. Discuss and review retention of professional firms to represent the County's interest for the design, financing, construction and operation of the proposed detention facility;
 - e. Site alternatives for location of proposed privately operated county detention facility;

EXECUTIVE SESSION: *Consultation with Attorney*, a closed meeting will be held pursuant to Section 551.072 of the Government Code regarding real property, and acquisition of site for proposed detention facility and Section 551.071 of the Government Code regarding consultation with attorney to seek advice on pending and contemplated litigation, settlements, and other matters, which are confidential under the Disciplinary Rules of the State Bar, on which the duty of the attorney of the County under the Texas Disciplinary Rules of Professional Conduct clearly conflicts with the Open Meetings Act, regarding negotiation of legal responsibilities and terms of instruments relating to the financing operation and/or construction of a proposed Polk County privately operated Detention Center.

RECONVENE IN OPEN SESSION

ADJOURN

Commissioners Court of Polk County, Texas

By: John P. Thompson, County Judge

Posted: July 30, 2004

I, the undersigned County Clerk, do hereby certify that the above Notice of Meeting of the Polk County Commissioners Court is a true and correct copy of said Notice and that I posted a true and correct copy of said Notice at the door of the Polk County Courthouse at a place readily accessible to the general public at all times on Friday, July 30, 2004 and that said Notice remained so posted continuously for at least 72 hours preceding the scheduled time of said Meeting.

BARBARA MIDDLETON, COUNTY CLERK

BY: , Deputy

FILED FOR RECORD

2004 JUL 30 PM 4: 15

BARBARA MIDDLETON
POLK COUNTY CLERK

STATE OF TEXAS }

DATE: **AUGUST 4, 2004**

COUNTY OF POLK }

SPECIAL MEETING

Commissioner Purvis-Absent

**COMMISSIONERS COURT
AGENDA POSTING #2004 - 067**

BE IT REMEMBERED ON THIS THE 4 th DAY OF AUGUST, 2004
THE HONORABLE COMMISSIONERS COURT MET IN "SPECIAL " CALLED
MEETING WITH THE FOLLOWING OFFICERS AND MEMBERS PRESENT, TO WIT;

HONORABLE JUDGE JOHN P. THOMPSON, COUNTY JUDGE, PRESIDING.
BOB WILLIS - COMMISSIONER PCT#1, BOBBY SMITH - COMMISSIONER PCT #2,
C.T. "TOMMY" OVERSTREET - COMMISSIONER PCT #4, BARBARA MIDDLETON-COUNTY
CLERK & B.L. "BOB" DOCKENS COUNTY AUDITOR, THE FOLLOWING AGENDA ITEMS,
ORDERS & DECREES WERE DULY MADE, CONSIDERED & PASSED.

WELCOME & CALLED TO ORDER BY JUDGE JOHN P. THOMPSON AT 10:00 A.M.

1. MOTIONED BY BOBBY SMITH, SECONDED BY TOMMY OVERSTREET, TO RESCHEDULE
THE DATE OF AUGUST 10TH COURT SESSION **TO AUGUST 9, 2004** AT 10:00 AM,
TO ALLOW MEMBERS TO ATTEND THE PRE-LEGISLATIVE CONFERENCE IN AUSTIN.
ALL VOTING YES.

2. MOTIONED BY BOBBY SMITH, SECONDED BY BOB WILLIS, TO **APPROVE THE
PERSONNEL JOB DESCRIPTION FOR VICTIM ASSISTANCE COORDINATOR,**
AT THE SAME PAY RATE, GROUP AND STEP AS THE LEGAL SECRETARY POSITION.
ALL VOTING YES. (SEE ATTACHED)

3. **PROPOSALS & DISCUSSION CONCERNING THE BUILDING OF A PROPOSED
COUNTY DETENTION FACILITY:**

A. CORPLAN CORRECTIONS PROPOSAL PRESENTED BY JAMES PARKEY,
INCLUDING CiviGenics DESIGN, HALE MILLS CONSTRUCTION, McKIBBEN
ARCHITECTS.

B. REPORT FROM LEGAL ADVISOR HERB BRISTOW & FINANCIAL ADVISOR
JIM GILLEY.

C. EMERALD COMPANIES PROPOSAL PRESENTED BY ROBERT HUGHES.

D. REVIEW AND DISCUSSION OF PROPOSALS RECEIVED. DISCUSS & REVIEW
RETENTION OF PROFESSIONAL FIRMS TO REPRESENT THE COUNTY'S INTEREST
FOR THE DESIGN, FINANCING, CONSTRUCTION & OPERATION OF THE PROPOSED

DETENTION FACILITY. REVIEW & RECOMMENDATION FROM ALL ADVISORS.

E. MOTIONED BY BOBBY SMITH, SECONDED BY BOB WILLIS, **TO RATE THE
PROPOSALS AS; #1 CORPLAN CORRECTIONS, #2 EMERALD COMPANIES,**
AND TO MOVE FORWARD WITH NEGOTIATIONS ON THE PROPOSAL PRESENTED
BY CORPLAN CORRECTIONS, AS RECOMMENDED BY ADVISORS.
ALL VOTING YES.

RECESS - REGULAR SESSION AT 11:35 AM.

EXECUTIVE SESSION - 11:35 AM

Consultation with attorney, pursuant to section 551.072 of the Government Code, regarding real property & possible acquisition of site for proposed detention facility. Consultation with attorney, pursuant to Section 551.071 of Government Code, regarding & seeking advice on legal responsibilities and terms of instruments relating to the financing, operation and/or construction of a proposed Polk County privately operated Detention Facility.

RECONVENED INTO OPEN SESSION - 11:57 AM.


4. ACTION ON LAND OPTION AGREEMENTS OF PROPOSED SITE:

MOTIONED BY BOB WILLIS, SECONDED BY BOBBY SMITH, TO APPROVE ALL OPTION AGREEMENTS (DRAFTED BY HERB BRISTOW) TO CURRENT LAND OWNERS OF (3) TRACTS (68 ACRES) OF LAND IN GOODRICH, TEXAS INCLUDING AUTHORIZATION FOR JUDGE THOMPSON TO SIGN ALL AGREEMENTS ON BEHALF OF THE COUNTY. OPTION AGREEMENTS TO INCLUDE 90 DAYS FOR COMPLETING FINAL SALE & CLOSING OF PROPERTY. ALL VOTING YES.

MOTIONED BY BOBBY SMITH, SECONDED BY TOMMY OVERSTREET, TO ADJOURN COURT THIS 4th DAY OF AUGUST 2004 AT 12:00 PM.


JOHN P. THOMPSON, COUNTY JUDGE

ATTEST:


BARBARA MIDDLETON, COUNTY CLERK

C:\Barbara M\COMMCRT. 2004\AUG04.2004.wpd

Job Description: VICTIM ASSISTANCE COORDINATOR

CLASS NO. 1130

EEOC CATEGORY: Administrative Support

PAY GROUP: 13

FLSA: Nonexempt

SUMMARY OF POSITION:

To ensure that a victim of a violent crime, guardian of a victim, or close relative of a deceased victim is afforded the rights granted victims, guardians, and relative by Article 56.02 of the Code of Criminal Procedure, and to work closely with appropriate law enforcement agencies, prosecuting attorneys, and the judiciary in carrying out that duty.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: District Attorney.
2. Directs: This is a non-supervisory position.
3. Other: Has regular contact with other departmental employees, employees of outside agencies and organizations, representatives of the legal profession and the general public.

EXAMPLES OF WORK:

Serve as victim liaison with law enforcement agencies;

Notify victims of violent crimes of court proceedings, the general procedures in the criminal justice system, guilty plea negotiations and restitution;

Inform victims of violent crimes of the Crime Victims Compensation Act and assist in preparing the application for benefits;

Provide and assist victims of violent crimes with a Victim Impact Statement;

Refer victims of violent crimes to available social service agencies for additional services;

Provide victims of domestic violence with Family Violence Protective Order information and assist them with the preparation of the application for filing;

Filing, answering the telephone and general office duties;

Compiling data and reports tracking crime victims services;

Making presentations concerning Crime Victim Rights Awareness to local agencies, church groups and civic clubs.

CLASS NO. 1130 (Continued)

Other Important Duties*

Accompanying victim or relative to law enforcement, hospital and court proceedings when requested; and

Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: code of Criminal Procedure, general information concerning benefits available to crime victims.

Skill to: type and operate a computer to process and retrieve data and information.

Ability to: communicate well with citizens in a direct but polite manner; establish, maintain effective working relationships with other county employees; organize large volumes of work in a timely manner; possess good verbal and written communication skills.

ACCEPTABLE EXPERIENCE AND TRAINING:

High school graduation or its equivalent and preferably some college; one year experience as a legal secretary in a prosecutor's office or experience in a social work setting; Bilingual (Spanish/English) preferred.

CERTIFICATES AND LICENSES REQUIRED:

May be required to be bondable and/or hold or obtain certification as a Notary Public.

* for the purpose of compliance with the Americans With Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.