
From: Colin Slay </O=CLAYTONCOUNTYGVA/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=ANTHONY SLAY57B>
To: Steve Teske
Sent: 6/16/2020 2:31:16 PM
Subject: Bostock Internal Audit Report
Attachments: Audit Report, 2013-5.23.pdf



This email originated from inside your organization; however, email links or attachments could still be unsafe – exercise caution. If you are concerned about any email contact the IT Service Desk at x83728.

Judge, the internal audit report you requested is attached.

A. Colin Slay
Director of Juvenile Court Operations
Juvenile Court | Clayton Judicial Circuit

From: Colin Slay </O=CLAYTONCOUNTYGAVOU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=ANTHONY SLAY57B>
To: ~Juvenile Court
Sent: 6/17/2020 7:46:39 PM
Subject: Mr. Bostock's Lawsuit

Good afternoon,

Many of you have likely heard about the US Supreme Court decision involving a suit that former Juvenile Court employee, Gerald Bostock, filed in response to his termination of employment in 2013. While I cannot comment on pending litigation, I would like to share this [article from the Atlanta Journal-Constitution](#); it gives a different side of the story than the narrative that has been widely portrayed in most other media outlets.

Have a good afternoon.

A. Colin Slay
Director of Juvenile Court Operations
Juvenile Court | Clayton Judicial Circuit



**CLAYTON COUNTY BOARD OF COMMISSIONERS
PERFORMANCE EVALUATION PROGRAM
EMPLOYEE RECORD INFORMATION**

**PLAINTIFF'S
EXHIBIT**
32

9/10/21
exhibitmaker.com

Name	L. Gerald Bostock		
Employee I.D.#	15711		
ORGN #	2201 2210		
Department	Juvenile Court		
Job Title	Child Welfare Services Coordinator		
Supervisor	Colin Slay		
Employee Status	Appointed/Unclassified <input type="checkbox"/> Classified <input checked="" type="checkbox"/> Probationary <input type="checkbox"/>		
Appraisal Period	13 1/14/09 - 1/12/10	Appraisal Date	1/5/10
Appraisal Type	Probationary <input type="checkbox"/> Annual <input checked="" type="checkbox"/> Other <input type="checkbox"/>		

Note: Non-exempt employees will only be evaluated on the first ten performance elements. Supervisory/exempt employees will not be evaluated on "Attendance". Attendance for exempt/supervisory employees will be evaluated under "Rule Conformance".

PERS CR BF 1111-PEP (REV: 08/04/2009)

NR
1/13/11

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PAGE 1

**CLAYTON COUNTY
HUMAN RESOURCES DEPARTMENT**

NAME: Gerald Bostock (15711)

PERFORMANCE EVALUATION REPORT

Record performance ratings by placing an "X" in the corresponding box below. Place the numeric equivalent of the rating into the score box. Total all of the scores.

APPRAISAL ELEMENT	1	2	3	4	5	SCORE
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Communication Skills (Written and Oral)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5
Decision Making/ Problem Solving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5
Interpersonal Relations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5
Job Skills/Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5
Productivity/Quantity of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5
Public Relations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5
Quality of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5
Rule Conformance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5
Safety/Loss Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5
Supervisory/Management Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4
TOTAL SCORE						49

TOTAL SCORES
 10 - 19 Unsatisfactory
 20 - 29 Below Average
 30 - 39 Average
 40 - 49 Above Average
 50 Outstanding

RATINGS
 (1) Unsatisfactory Performance - Improvement is Mandatory
 (2) Below Acceptable Performance - Needs Improvement
 (3) Average Performance - Meets Acceptable Standards
 (4) Above Average Performance - Exceeds Acceptable Standards
 (5) Outstanding Performance

**FYE 06/30/2010
 NO INCREASE APPROVED
 BY BOARD OF COMMISSIONERS**

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 CLAYTON COUNTY
 HUMAN RESOURCES DEPARTMENT

I do hereby certify that the "Performance Appraisal Report" has been completed and formally reviewed.

Employee Signature [Signature]
 Supervisor Signature [Signature]
 Department Head Signature [Signature]

Date 1/6/10
 Date 1/5/10
 Date 1/5/10

(If any signature is missing, complete the "Reason for Rejection Form".)

NAME:	Gerald Bostock (15711)
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EXCEPTIONAL PERFORMANCE RECORD/GOAL & OBJECTIVES

List any exceptional skills or performance that attributed to the employee's "above average" rating in the specified element.

		DATE
Attendance		
Communication Skills (Written and Oral)	Mr. Bostock communicates very effectively, both in writing and when speaking. His grant reports are always well written, and he communicates well with his staff as well as with the many outside agencies with whom he interacts.	
Decision Making/ Problem Solving	Mr. Bostock is an outstanding decision maker; he is creative in his responses to problems and handles challenges effectively.	
Interpersonal Relations	Mr. Bostock works well with many persons and units within the court. He is friendly and courteous and has always been willing to help others when needed.	
Job Skills/Knowledge	Mr. Bostock is very knowledgeable about all aspects of the Child Welfare Division and deprivation cases. He serves as a resource to CASA organizations, both at the state and national levels. Mr. Bostock actively seeks and attends training in his field.	
Productivity/ Quantity of Work	Mr. Bostock routinely submits grant and other reports in a timely manner. He is a good planner and rarely has to be reminded of deadlines or assignments. He has been successful in procuring extra resources for his division.	
Public Relations	Mr. Bostock works exceptionally hard to improve the reputation of CASA and the court in the eyes of the community. He has represented both Clayton County and Georgia well, and under his leadership, the annual Duck Derby continues to be a tremendous success.	
Quality of Work	Mr. Bostock's work is of exceptional quality. It is always neat, accurate, and thorough. It rarely contains any errors, and he is able to work largely without supervision.	
Rule Conformance	Mr. Bostock knows and follows departmental rules, procedures, and policies. He is also careful to ensure that the CASA program adheres to state and national standards.	
Safety/Loss Control	Mr. Bostock has not has any accidents or capital losses during this or any previous rating periods. He promptly reports any safety concerns.	
Supervisory/ Management Ability	Mr. Bostock acts as a leader both in his division and within the court as a whole. He has effectively implemented new procedures for his division during the rating period and has promoted a more productive work environment with higher employee morale.	

REMARKS:

Mr. Bostock continues to be an asset to the Juvenile Court and Clayton County. His hard work has made Clayton County CASA a model program. He has effectively sought grants and other resources and continues to work hard on promoting an efficient and effective division. Furthermore, under his leadership, CASA's services have expanded and the Duck Derby was success in spite of the down economy.

Gerald Bostack
157/11

Self-Evaluation Attachment 01/04/10

Communication Skills-

- VOCA (Victims of Crime Act) Grant quarterly statistical reports submitted timely and accurately
- VOCA Grant quarterly expenditure reports submitted timely and accurately
- VOCA Grant semi annual and annual report submitted timely and accurately
- PSSF (Promoting Safe and Stable Families) monthly invoices submitted timely and accurately
- GA CASA quarterly statistical reports submitted timely and accurately
- National CASA monthly invoices submitted timely and accurately
- National CASA semi-annual and annual report submitted timely and accurately
- Annual and quarterly National CASA OJJDP surveys submitted timely and accurately
- National CASA monthly expense report submitted timely and accurately
- National CASA Jewelers For CASA monthly invoices submitted timely and accurately
- National CASA Jewelers For CASA semi-annual and annual reports submitted timely and accurately
- Monthly communication with staff, advisory board, and court administration regarding CASA program activity
- Effectively communicates with court staff and social service agencies
- Represents program and the Court on the Child Fatality Review Committee, Child Abuse Protocol Committee, Clayton County Coalition Against Violence Committee, Grandparents Raising Grandchildren Initiative for Clayton County, Clayton County Deprivation Protocol Committee, Court Improvement Initiative (Model Courts Project), Metro CASA Collaborative, and County visitation project

Decision Making/Problem Solving-

- Able to work independently to manage CASA and Panel
- Thinks "outside of the box" to be creative and resourceful during difficult budget times
- Secured donated computer (from Ga CASA) due to participation in Ga CASA's COMET database overhaul
- Comfortable seeking supervisory assistance when necessary
- Addresses departmental challenges or issues when necessary

Interpersonal Relations-

- Able to effectively relate with all aspects of the Juvenile Court system as well as Superior Court and Probate Court
- Continued the expansion of GAL services to Superior Court
- Expanded CASA role as GAL in all deprivation hearings in Juvenile Court
- Worked to effectively mesh CASA program and Citizen Review Panel into Child Welfare Unit during this review period
- Friendly and courteous

Gerald Bostack
741

- Assisted Ga CASA with program reviews and site visits during this review period
- Provided on-going support to the Metro CASA Collaborative for training, strategic plan development
- Board development assistance provided to Gwinnett CASA and Cobb County CASA during this review period
- Programmatic assistance provided to Fulton County CASA during this review period

Job Skills/Knowledge-

- Knowledgeable about child welfare issues
- Remains current on political aspects that effect the child welfare system
- Participates annually with CASA Day at the Capitol, and served on the 2009 Planning committee
- Willing to learn and take on new responsibilities (i.e. GAL expansion in Superior Court and CASA as GAL in Juvenile Court)
- Completed Management Development training through Clayton Co Personnel during this review period
- Attended National CASA Conference, GA CASA State Conference, and the Child Placement Conference (secured scholarship)
- Secured funding for staff to attend variety of trainings throughout this review period
- Attended mandatory COPs (Council of Programs meetings held by Ga CASA)

Productivity/Quantity of Work-

- As noted under Communication Skills, submits reports timely and accurately
- Reviews caseload activity monthly
- Involved with program and caseload functions and projects
 - Office Depot Backpack program- secured 1000 backpacks
 - National Volunteer Week Recognition April 19 – April 25
 - Duck Derby
 - Christmas Toy Drive: 125 children benefited
 - Quarterly Class Reunion functions for volunteers
 - Quarterly training sessions- 53 new volunteers during this review period
 - Ambassadors Behind CASA (ABCs)
 - Total # of children served: over 794 served (770 last year)
 - Again served more children than any other CASA program in the state
 - Serving 91% of children in Clayton County DFCS custody compared to Cobb @ 39%, Dekalb 13% , Fulton @ 25%, and Gwinnett @ 16%
 - Ga CASA annual Fashion Show and Luncheon Fundraiser (model)

Public Relations-

- Works diligently to promote and educate the community about the role and mission of CASA, to include speaking engagements, annual Duck Derby events, and booths at community functions: Clayton State, Soup and Quacker, Counting of the Flock, VID, and Duck-O-Ration, Chamber events

Gerald Bostock
15711

- Effectively seeks community resources to benefit the program and the Court, and the children we serve: secured new sponsors including Hewitt and working on AMLI Residential
- Serves as the staff liaison to the Friends of Clayton County CASA Advisory Board
- Maintains the Advisory Board office (only CASA advisory board office in GA)
- Involved in Board recruitment to move the Board from 12 seats to 16
- Assists in the planning and staging of the program's annual fundraiser, which entails 8 months of committee and subcommittee work, and involves all facets of our community. Raised 45K in sponsorships, ticket sales, and prize donations.
- Has helped strengthened program relationships with social services agencies, private sector businesses, and other local CASA programs

Quality of Work-

- As noted above, submits and completes reports in a timely and accurate manner
- Completes assignments on a timely basis, and eagerly accepts new tasks and challenges
- Continued to strengthen program to serve 91% of children in foster care
- Maintained volunteer pool of 200
- Utilizes internships and externships each semester to benefit the program and the Court as well as expanding educational experiences for the students
- Completed mandatory National CASA 4 Year Review Assessment- results will be submitted to court administration

Rule Conformance-

- Follows Clayton County Employee Policy and Procedures and seeks explanation and/or clarification as necessary
- Adheres to local, state, and national program protocol

Safety/Loss Control-

- There are no incidents of accident or injury
- Promptly notifies Court Administration when there are safety concerns

Supervisory/Management Ability-

- Strives to improve quality of services provided by the CASA program
- Sets high standards for self and staff since we advocate for child victims
- Does not ask staff to do something I'm not willing to do myself
- Continues to upgrade and support staff resources (i.e. computer equipment/training opportunities)
- Child Welfare Policy and Procedure rewrite during this review period

NAME: Gerald Bostock, Emp.# 015711

PERFORMANCE EVALUATION REPORT

Record performance ratings by placing an "X" in the corresponding box below. Place the numeric equivalent of the rating into the score box. Total all of the scores.

APPRAISAL ELEMENT	1	2	3	4	5	SCORE
Attendance						N/A
Communication Skills (Written and Oral)					X	5
Decision Making/ Problem Solving				X		4
Interpersonal Relations				X		4
Job Skills/Knowledge					X	5
Productivity/Quantity of Work					X	5
Public Relations					X	5
Quality of Work					X	5
Rule Conformance					X	5
Safety/Loss Control					X	5
Supervisory/Management Ability			X			3
TOTAL SCORE						46

TOTAL SCORES
 10 - 19 Unsatisfactory
 20 - 29 Below Average
 30 - 39 Average
 40 - 49 Above Average
 50 Outstanding

RATINGS
 (1) Unsatisfactory Performance - Improvement is Mandatory
 (2) Below Acceptable Performance - Needs Improvement
 (3) Average Performance - Meets Acceptable Standards
 (4) Above Average Performance - Exceeds Acceptable Standards
 (5) Outstanding Performance

FYE 06/30/2011
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 BY BOARD OF COMMISSIONERS

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 HUMAN RESOURCES DEPARTMENT

I do hereby certify that the "Performance Appraisal Report" has been completed and formally reviewed.

Employee Signature Gerald Bostock
 Supervisor Signature A. Colin Gray
 Department Head Signature John P. Gorman III

Date 1/6/11
 Date 1/5/11
 Date 1/5/11

(If any signature is missing, complete the "Reason for Rejection Form".)

[P2 REV: 07/24/2009]

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NAME: Gerald Bostock, Emp.# 015711

EXCEPTIONAL PERFORMANCE RECORD/GOAL & OBJECTIVES

List any exceptional skills or performance that attributed to the employee's "above average" rating in the specified element.

		DATE
Attendance		
Communication Skills (Written and Oral)	Mr. Bostock is a very effective communicator. He writes well and excels at communicating with staff, partnering agencies, and community volunteers.	
Decision Making/ Problem Solving	Mr. Bostock makes clear-cut decisions in a timely manner and usually foresees potential problems.	
Interpersonal Relations	Mr. Bostock is courteous with most staff and is willing to help his peers. He presents a professional image.	
Job Skills/Knowledge	Mr. Bostock is a resource person when it comes to child welfare issues. He demonstrates knowledge about all job-related topics and is quick to observe and recall details.	
Productivity/ Quantity of Work	Mr. Bostock completes assignments in advance, uses resources efficiently and shows enthusiasm about the work of the Child Welfare Division, often working on weekends and in the evenings. He is an exceptional planner.	
Public Relations	Mr. Bostock represents the Court well, often receiving compliments from our partners in the community, volunteers, and other professional organizations. This is remarkable considering that CASA is one of the most visible elements of the Court.	
Quality of Work	Mistakes in Mr. Bostock's work are rare, and he is able to work without undue oversight.	
Rule Conformance	Mr. Bostock knows and follows departmental rules and procedures, and he rarely has to be reminded of them. His attendance was good during the rating period.	
Safety/Loss Control	Mr. Bostock knows and follows all safety protocols. He is quick to report accidents and safety issues involving his staff, and he has not had any accidents during this or the previous rating period.	
Supervisory/ Management Ability		

REMARKS:

Mr. Bostock continues to be an asset to this Court, especially as it relates to his work involving the Child Welfare Division. Under his leadership, CASA has reached new performance milestones, including providing CASAs to 100% of the deprived children before the Court, a feat not matched by any other program in the state. Also, under Mr. Bostock's direction, the Annual Darlin' Duck Derby, the main fund-raiser for the CASA program, enjoyed record donations this year, despite a down economy.

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HUMAN RESOURCES DEPARTMENT

NAME: Gerald Bostock, Emp.# 015711

PERFORMANCE IMPROVEMENT GOALS & OBJECTIVES

List any goals and/or objectives that may assist the employee to improve upon specific elements and over-all performance. Following the specified period, the supervisor should review the employee's progress.

		DATE
Attendance		
Communication Skills (Written and Oral)		
Decision Making/ Problem Solving		
Interpersonal Relations		
Job Skills/Knowledge		
Productivity/ Quantity of Work		
Public Relations		
Quality of Work		
Rule Conformance		
Safety/Loss Control		
Supervisory/ Management Ability	Mr. Bostock has experienced some significant leadership challenges among his staff this year, but to his credit, he has accepted the coaching and intervention imposed by the administration with poise and grace and has demonstrated a willingness to work on the issues.	

REMARKS:

Mr. Bostock should continue to work on building trust among his staff, being careful to administer fair and equal treatment of staff, and to contribute to an environment that promotes harmony, employee development, teamwork, and productivity.

[P4 REV:08/04/2009]

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 HUMAN RESOURCES DEPARTMENT

NAME: GERARD BOSZAK 15711

EMPLOYEE SELF-EVALUATION

Employee should use the Performance Evaluation Handbook (Evaluation Elements and Factors) to complete the following sections. Place an "X" in the box most representative of your performance for the specific element and write the numerical value in the score box to the right. Total all of the scores. Place the total numeric value in the appropriate box and complete the information at the bottom.

APPRAISAL ELEMENT	1	2	3	4	5	SCORE
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communication Skills (Written & Oral)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Decision Making/ Problem Solving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Interpersonal Relations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Job Skills/Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Productivity/Quantity of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Public Relations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Quality of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Rule Conformance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safety/Loss Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Supervisory/Management Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TOTAL SCORE						

- (1) Unsatisfactory Performance - Improvement is Mandatory
- (2) Below Acceptable Performance - Needs Improvement
- (3) Average Performance - Meets Acceptable Standards
- (4) Above Average Performance - Exceeds Acceptable Standards
- (5) Outstanding Performance

GOALS TO IMPROVE PERFORMANCE:

*- Continue monthly staff mtgs
- have more thorough performance reviews w/ staff*

AREAS OF EXCEPTIONAL PERFORMANCE:

see attached

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Self-Evaluation Attachment 12/17/10

Communication Skills-

- Grant applications and reporting requirements submitted timely throughout this annual review period. Grants include VOCA, PSSF, ARRA, and Ga CASA. Also assisted with the Club of Heart and AMS Children Charities grants sponsored by the Friends of Clayton County CASA, Inc. advisory board.
- Monthly communication with staff, advisory board, and court administration was made regarding CASA program activity.
- I effectively communicate with court staff and social service agencies.
- During this annual review period, I represented the program and the Court on the Child Fatality Review Committee, Child Abuse Protocol Committee, Clayton County Coalition Against Violence Committee, Grandparents Raising Grandchildren Initiative for Clayton County, Clayton County Deprivation Protocol Committee, Court Improvement Initiative (Model Courts Project), Metro CASA Collaborative, and the County visitation project.
- I am comfortable with public speaking responsibilities which include meetings with our advisory board, H.U.G.S., DFCS, ABCs, GA CASA Luncheon and Fashion Show, COPS, GA CASA, Metro Collaborative, City of Morrow and Judges meetings. Additionally, communication during events throughout the review period including Swearing In ceremonies, volunteer reunions and receptions, Clayton CAN Expo, SummerFest, board retreat, Ga CASA annual Luncheon and Fashion Show, Ga CASA Tennis Tournament and Girls Night Out, CASA Day at the Capitol, Soup and Quackers, Fall Festival, Southlake Mall, VID, Counting of the Flock, annual Darlin' Duck Derby, and ABC Spaghetti Lunch and toy drive (including presentations at Hewitt & Associates and Ga Power.
- Effectively communicated with city officials in Morrow to move program's annual fundraising event to the city of Morrow (Olde Towne Morrow)

Decision Making/Problem Solving-

- I am able to work independently to manage CASA and Panel programs but feel comfortable seeking assistance from supervisor when necessary.
- I try to think "outside of the box" to be creative and resourceful during difficult budget times so that the program continues to thrive and grow.
- I secured a donated printer from Ga CASA during this review period, and negotiated a 12 month agreement through Ga & National CASA for funds to cover our conversion from COMET to ETO.

Interpersonal Relations-

- I believe I am able to effectively relate with all aspects of the Juvenile Court system as well as Superior Court and Probate Court. I also have maintained a strong relationship with our advisory board, GA CASA, the Metro Collaborative, and National CASA.
- I believe I am friendly and courteous, again as evidenced by strong interpersonal relationships.

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- During this review period, I have provided on-going support to the Metro CASA Collaborative for training, strategic plan development, and event planning.
- We are respected by National CASA and Ga CASA as a leading CASA program in the state and region.
- I am respected by social service agencies and work closely with DFCS administration on an on-going basis to maintain our working relationship.
- I am respected by advisory board members and program sponsors.

Job Skills/Knowledge-

- I am knowledgeable about child welfare issues and remain current on political aspects that effect the child welfare system.
- I am willing to learn and take on new responsibilities. During this review period, I facilitated the transition of 3 Year Reviews from Intake to Child Welfare.
- I Attended conferences and trainings to further my knowledge and skill set during this review period, and have secured funding for staff to attend variety of trainings throughout this review period as well.
- I have continued to serve as a COPs (Council of Programs) representative and GA CASA board member during this review period (term will expire in Spring).

Productivity/Quantity of Work-

- As noted under Communication Skills, I have ensured that reports are submitted timely and accurately.
- I reviewed caseload activity monthly and provided accurate statistical data to staff, court administration, and advisory board on a monthly basis.
- I participated in nearly 100% of program and caseload functions and projects throughout this review period, more than any staff member, advisory board member, or volunteer.

Public Relations-

- I work diligently to promote and educate the community about the role and mission of CASA, to include speaking engagements, annual Duck Derby events, and booths at community functions.
- I effectively sought community resources to benefit the program and the Court, and the children we serve. Examples during this review period include AMLI Residential, Office Depot, Hudson Family Foundation, Hewitt and Associates, Club of Hearts/GA Power, and AMS Children Charities (these are all non duck derby related)
- I continued to maintain the advisory board office (only CASA advisory board office in GA) during this review period- at no cost to the county.
- I have been involved in Board recruitment to move the Board from 12 seats to 21
- I assisted in the planning and staging of the program's annual fundraiser, which entails 8 months of committee and subcommittee work, and involves all facets of our community—worked diligently with city officials in Morrow to move the event to Olde Towne Morrow. I attended *all* duck derby events during this review period.

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- During this review period, I continued to strengthen program relationships with social services agencies, private sector businesses, and other local CASA programs.

Quality of Work-

- As noted above, I submitted and completed reports in a timely and accurate manner during this review period.
- I completed assignments on a timely basis, and eagerly accepted new tasks and challenges- program took over 3 Year Reviews for the Court. One Performance Evaluation was submitted late during this review period.
- I continued to strengthen the program and reached a milestone of serving 100% of children in foster care- the first metro CASA program to have this success.
- I ensured we maintained an active volunteer pool during this review period.
- I utilized internships and externships to benefit the program and the Court as well as expanding educational experiences for the students. Additionally, I have participated in the Ga Dept of Labor Georgia Works program, assisting 4 individuals during this review period.

Rule Conformance-

- I follow Clayton County Employee Policy and Procedures and seeks explanation and/or clarification as necessary (one incident regarding dress code violation).
- I adhere to local, state, and national program protocols.

Safety/Loss Control-

- There were no incidents of accident or injury during this review period.
- I promptly notify Court Administration when there are safety concerns.

Supervisory/Management Ability-

- I strive to improve quality of services provided by the CASA program.
- I sets high standards for myself and staff since we advocate for child victims.
- I continued to upgrade and support staff resources i.e. computer equipment/training opportunities during this review period.
- I completed the Child Welfare Policy and Procedure rewrite during this review period and am currently reviewing it per instruction of supervisor.
- I have implemented a lunch schedule to supplement the current GAL schedule to ensure coverage for the CASA office and Court.
- I have implemented regularly scheduled monthly staff meetings.

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HUMAN RESOURCES DEPARTMENT

MEMORANDUM

121 South McDonough Street, Courthouse Annex 3, Jonesboro, Georgia 30236 • 770-473 5977



Date: April 29, 2013
To: Gerald Bostock, Child Welfare Coordinator
CC: n/a
From: A. Colin Slay, Chief of Staff
Subject: 4-Month Performance Review



This memorandum shall serve as documentation of your performance review meeting. Your next performance review meeting is tentatively scheduled for *Wednesday, Sept. 5, 2013, at 10:00 a.m.*

COMMUNICATION SKILLS: *Your ability to express ideas, information, and instructions clearly and concisely, both orally and in writing.*

Rating: (5) Outstanding performance

Comments: You write and speak with clarity, effectively communicating ideas and instructions.

DECISION MAKING/PROBLEM SOLVING: *Your ability to analyze information, use logic and good judgment to find effective solutions to problems.*

Rating: (5) Outstanding performance

Comments: You use and analyze information to solve problems and make effective decisions, foreseeing most problems.

INTERPERSONAL RELATIONS: *The manner in which you interact with the public, fellow supervisors, members of your team, and other court employees.*

Rating: (4) Above-average performance

Comments: You get along well with most staff at all levels of the court.

JOB SKILLS/KNOWLEDGE: *The extent to which you know, understand, and properly apply information to satisfactorily perform your duties, both as it relates to the technical aspects of your unit and your skills as a supervisor.*

Rating: (5) Outstanding performance

Comments: You are very well versed in the CASA program as well as child welfare issues in general. Your expertise is sought by individuals within and from the outside of the court.

MEMORANDUM
PAGE 2 OF 3

PRODUCTIVITY/QUANTITY OF WORK: *The amount of work you accomplish; the timely completion of routine tasks and special assignments; your ability to manage time and resources for maximum efficiency.*

Rating: (3) Average performance

Comments: The rating in this element was lowered due to the missed meetings and late reports previously discussed. As a whole, you do a good job keeping up with the various requirements and deadlines involved with your unit.

PUBLIC RELATIONS: *The manner in which you communicate, negotiate, and provide information and services to external customers.*

Rating: (5) Outstanding performance

Comments: You excel in painting the CASA program and court in a positive light with the public. Your expertise and assistance is sought by other CASA programs and collaboratives as is evidenced by your extensive involvement with Georgia CASA and the Metro Atlanta CASA collaborative.

QUALITY OF WORK: *The accuracy, thoroughness and neatness of your work; reliability in producing expected results.*

Rating: (5) Outstanding performance

Comments: You produce high-quality work on a regular basis.

RULE CONFORMANCE: *Your knowledge of and compliance with Civil Service and departmental rules, policies, and procedures.*

Rating: (4) Above-average performance

Comments: You have done a much better job over the past months of notifying me of your leave and commitments outside the office. You know and follow other rules with regularity.

SAFETY/LOSS CONTROL: *The extent to which you follow safety/loss control protocols when performing your duties, operating vehicles and equipment; reliability in reporting safety hazards and accidents.*

Rating: (5) Outstanding performance

Comments: You know and observe safety protocols and have not had any accidents or losses during the relevant time period.

SUPERVISORY/MANAGEMENT ABILITY: *Your ability to influence others and assert firm, effective control in leadership situations. This includes the planning and scheduling of work, dealing with employees in a fair manner, completing accurate performance reviews, guiding employees in terms of training and development, enforcing safety and loss control measures, keeping employees updated regularly on the status of projects and situations, providing leadership and direction to employees, being respected by employees, delegating properly, and using resources to effectively meet deadlines.*

PLAINTIFF000904

MEMORANDUM
PAGE 3 OF 3

Rating: (4) Above-average performance

Comments: Your unit seems to be operating efficiently and effectively, and there have not been any major problems brought to my attention.

Juvenile Court of Clayton County, Georgia
INFORMAL PERFORMANCE REVIEW SELF-EVALUATION FOR MANAGERS

Employee's Name: Gerald Bostock Date to Return: April 26, 2013

INSTRUCTIONS
 Using the *PEP Scoring & Description* document as your guide, rate your performance in each category, adding comments if you wish to support and/or explain your position. Return this self-evaluation to the Chief of Staff by the date indicated if you would like it considered during your Mid-Year Review.

COMMUNICATION SKILLS: Your ability to express ideas, information and/or instructions clearly and concisely, both orally and in writing.

(1) Unsatisfactory (2) Below average (3) Average (4) Above average (5) Outstanding

Comments:

DECISION MAKING / PROBLEM SOLVING: Your ability to analyze information, use logic and good judgment to find effective solutions to problems.

(1) Unsatisfactory (2) Below average (3) Average (4) Above average (5) Outstanding

Comments:

INTERPERSONAL RELATIONS: The manner in which you interact with the public, supervisors and other employees. Includes your grooming, neatness and overall image projected.

(1) Unsatisfactory (2) Below average (3) Average (4) Above average (5) Outstanding

Comments:

JOB SKILLS / KNOWLEDGE: Your knowledge, understanding and proper application of this information to satisfactorily perform job duties. Proper use of tools and resources. Your ability to perform tasks with minimal direction.

(1) Unsatisfactory (2) Below average (3) Average (4) Above average (5) Outstanding

Comments:

PRODUCTIVITY / QUANTITY OF WORK: The amount of work you accomplish. Timely completion of routine tasks and special assignments. Your ability to manage time and resources to obtain maximum efficiency.

(1) Unsatisfactory (2) Below average (3) Average (4) Above average (5) Outstanding

Comments:

PUBLIC RELATIONS: The manner in which you communicate, negotiate and provide information and services for the customer (i.e., clients, private citizens, business owners and interdepartmental employees).

(1) Unsatisfactory (2) Below average (3) Average (4) Above average (5) Outstanding

Comments:

QUALITY OF WORK: The accuracy, thoroughness and neatness of work performed. Reliability in producing the expected results.

(1) Unsatisfactory (2) Below average (3) Average (4) Above average (5) Outstanding

Comments:

RULE CONFORMANCE: Your compliance with civil service and departmental rules, policies and procedures.

(1) Unsatisfactory (2) Below average (3) Average (4) Above average (5) Outstanding

Comments:

SAFETY / LOSS CONTROL: You follow proper safety/loss control rules and procedures when performing duties, operating vehicles/equipment, and using tools/equipment under normal and hazardous conditions.

(1) Unsatisfactory (2) Below average (3) Average (4) Above average (5) Outstanding

Comments:

SUPERVISORY / MANAGEMENT ABILITY: Your ability to influence others and to assert firm, effective control in leadership situations. Includes the planning and scheduling of work, dealing with employees in a fair manner, completing accurate performance reviews, guiding employees in terms of training and development, enforcing safety/loss control standards, keeping employees updated regularly on status of projects/situations, providing leadership and direction to employees, being respected by employees, delegating properly, using resources and meeting deadlines.

(1) Unsatisfactory (2) Below average (3) Average (4) Above average (5) Outstanding

Comments:



MEMORANDUM

Juvenile Court of Clayton County ■ 121 South McDonough Street ■ Jonesboro, GA 30236 ■ 770-477-3270

DATE: October 23, 2008

TO: Gerald Bostock
Child Welfare Coordinator

FROM: John P. Johnson, III *J.P.J.*
Director of Juvenile Court Services

SUBJECT: Financial Disclosure

It has come to my attention in a conversation with the Finance Department that there are some questions that need to be answered, at least in house, so that the Administrator and Judges are not being kept in the dark. Since CASA is a court sponsored program tied directly to the Judges they have a right to know the financial status. I have been made aware that there are funds coming from the Superior Court Custody Investigations and being placed into the CASA's bank account. I have consulted with Judge Teske in regards to this matter with the discussion resulting in this memo. Therefore, I am asking for financial disclosure:

1. Is Ms. Gossett being paid in addition to her County salary?
2. Are you being paid by the Friends of CASA or The Advisory Board (if they are different entities)?
3. Please submit a monthly budget report to me containing all incoming and outgoing funds due on the 5th of each month, starting November 5, 2008.

cc: Judge Banke
Judge Teske
Sharion Washington
Adolphus Graves

JPJ:jw

CLAYTON_000240

FILED
CLAYTON CO., GA
Memorandum of Understanding
2013 AUG 13 PM 12:24
CLERK SUPERIOR COURT

CLAYTON COUNTY JUVENILE COURT
2013 AUG 13 AM 11:10

Between

Superior Court of the State of Georgia for the County of Clayton

And

Clayton County Juvenile Court

MISSION STATEMENT

The Clayton County CASA is a program that provides advocacy and intervention to abused and neglected children in foster care and relative care custody, as well as Guardian Ad Litem services to children involved in custody disputes through commitment to the following program values:

- Competent professional staff;
- Supportive environment for recruitment, training and retention of volunteers;
- Opportunities for volunteers to form caring, committed, relationships with children and their families; and
- Provision of concise meaningful reports containing thoughtful well-reasoned recommendations that assist the Court in meeting the needs of the child.

The Clayton County CASA program is organized as a division of the Clayton County Juvenile Court, which is authorized to recruit, train, support, and supervise CASA volunteers who serve as advocates for children under both a Clayton County Superior Court order and a Clayton County Juvenile Court Order.

PURPOSE AND MISSION OF CLAYTON COUNTY CASA

Clayton County CASA's mission is to be an effective response to a growing need for children to have a voice in deprivation and custody dispute proceedings by recruiting, training and supporting volunteers who advocate for the best interest of the child.

In order to achieve these goals, the CASA/Guardian Ad Litem service to children involved in custody dispute proceedings requires the development of a working relationship between the Clayton County Superior Court and the Clayton County CASA program. This Memorandum of Understanding identifies and clarifies that relationship.



Section I. Cases to be Referred to a CASA Program

Custody dispute cases under the jurisdiction of the Clayton County Superior Court where the judge requests CASA involvement are proper for referral to the Clayton County CASA Program.

Section II. Administrative Fee

Clayton County CASA will charge a flat \$500 administrative fee. All monies must be received by CASA prior to commencement of investigation by CASA. If the \$500 administrative fee is not paid, the CASA investigation will not commence unless provided otherwise by specific court order.

Order for payment of costs of Guardian Ad Litem (GAL) services will be sent to the respective parties by the Clayton County Superior Court and shall include the following statement: "Cash and money order are acceptable means of payment. No personal checks will be accepted; however, a check drawn on the respective attorney's firm will be accepted for payment. All fees shall be paid to the Clerk of the Juvenile Court of Clayton County, Georgia to be separately accounted for and designated as GAL Superior Court Program and to be distributed for the support of the CASA Volunteer program, including recruitment, training, and retention of CASA Volunteers and to support CASA Volunteer activities in furtherance of CASA objectives."

Section III. Role and Responsibility of a CASA Volunteer

The roles and responsibilities of the CASA/Guardian Ad Litem are as follows:

- A. The CASA/GAL Definition: The CASA/GAL is a volunteer of at least 21 years of age from the local community who has been screened and has completed the 40 hour state-certified CASA training program, as well as has received 8 hours of investigative training related to Superior Court custody cases. A CASA/GAL is appointed by the judge as an officer of the Court to advocate for children who are involved in custody dispute proceedings.
- B. The CASA/GAL Role: The role of the CASA/GAL is to provide the Superior Court with independent and objective information regarding the status of children involved in custody dispute matters. Upon appointment, the CASA/GAL independently gathers and evaluates information which the judge may take into consideration in making a decision to protect the best interests of the child.
- C. The CASA/GAL responsibilities under the Court include:
 - (1) A CASA/GAL SHALL:
 - Independently gather pertinent information to determine what is in the best interest of the child/children involved in the custody dispute; review all relevant records and interview interested parties to ascertain the facts and circumstances related to the case;

- Develop and submit written and where necessary verbal reports to the Court and to the respective attorneys for review; and
- Report all information gathered to the Clayton County CASA Special Assistant for Judicial Investigations.

(2) A CASA/GAL SHALL NOT:

- Become inappropriately involved in a case by engaging in activities which endangers the wellbeing of the child, the integrity of the program, or the objectivity of the volunteer;
- Be involved in activities that are likely to result in a conflict of interest;
- Give legal advice;
- Provide therapeutic counseling;
- Make placement arrangements for a child; or
- Be related to any parties involved in the case.

Section IV. Implementation of Volunteer Activities

- A. Appointment: Appointment of a CASA/GAL will begin with an Order of Appointment from Superior Court and will remain in effect until the CASA/GAL's service is terminated.
- B. Assignment:
- (1) Once a determination is made that a Superior Court case requires a CASA/GAL, a copy of the initiating complaint and any other pertinent information shall be acquired by the Special Assistant in order to determine the CASA/GAL who will be assigned to the case for investigation.
 - (2) The Special Assistant or his/her designee shall assign an available CASA/GAL as soon as possible.
 - (3) The name of the assigned CASA/GAL will be forwarded to the Superior Court, and an Order of Appointment will be processed.
 - (4) After the judge signs the CASA Appointment Court Order, the Order is returned to the Special Assistant or his/her designee at Clayton County Juvenile Court (9163 Tara Boulevard, Jonesboro, GA 30236).
 - (5) Once the Special Assistant receives the Appointment Order, she/he will notify the assigned CASA/GAL of appointment.
 - (6) Once the CASA/GAL receives the certified copy of the Appointment Order, she/he should review all pertinent records and/or documents after the administrative fee has been received from each party.

- (7) In a letter to the attorney for each party the Special Assistant will:
 - a) Request a list of witnesses that will be interviewed on their client's behalf (the list of witnesses shall be limited to ten names), and such list shall include the names, addresses and telephone numbers of the witnesses; and
 - b) Schedule an appointment with the attorney and his/her client to be conducted at the Clayton County Juvenile Court, where fees may be submitted for services at that time.
 - (8) Through the CASA/GAL Order of Appointment, the CASA/GAL becomes a party to the case, and shall be notified of all proceedings.
 - (9) This assignment process may be revised and updated as necessary to meet the needs of the Clayton County Superior Court and the CASA program
- C. Information Gathering Procedure: Once the CASA/GAL has been assigned, the Special Assistant will review the case file and will discuss with the CASA/GAL his/her duties in the case. The CASA/GAL shall conduct an independent and objective investigation in order to gather pertinent factual information to present to the judge to determine the best interest for the child/children. The investigation shall include interviews with and observations of the child, interviews with other individuals that may help in determining what is in the child's best interest, and a review of the relevant records and reports of the case.
- D. The CASA/GAL or Special Assistant will obtain a copy of all petitions filed within the Superior Court by the respective parties and any interlocutory or other orders (TPO or other restraining orders) issued in the case, as maintained by the Clerk of the Superior Court. In the event of a modification of a divorce decree, a copy of the divorce order, agreement and any other documents pertinent to the case should be retrieved and made a part of the CASA/GAL's findings.
- E. The duties the CASA/GAL will perform include:
- (1) Interviews:
 - (a) The CASA/GAL will begin the investigation by scheduling appointments via telephone or letter with the plaintiff and the defendant in the case. This interview is conducted primarily to obtain the perspective of both sides (as a point of reference, these interviews are independent of one another). During this interview, the CASA/GAL will have each party sign Releases of Information in order to check criminal backgrounds, mental health records, school records and medical records for all parties including children.

- (b) The CASA/GAL shall obtain background information on the plaintiff and the defendant. This information should include the parties' dates of birth, social security numbers, marital status, number of marriages, dates of marriages and/or divorces, number of children, employment information, monthly income and expenses, and criminal history.
- (c) The CASA/GAL shall interview all witnesses provided by the plaintiff and the defendant, as well as attempt to locate additional witnesses (i.e., neighbors, employers, and any other persons that could offer information that would be helpful to the CASA/GAL in deciding what is in the best interest of the child/children). The first interview of a witness should be done in person.
- (d) The CASA/GAL shall not involve the child/children anymore than necessary. The CASA/GAL should not question a child/children unless they appear to be mature and/or old enough.
- (e) Home visits will be made to the plaintiff's and the defendant's residence. If circumstances allow, an evaluation of the home should include at least one unannounced visit.
- (f) The CASA/GAL will conduct a second interview with the plaintiff and the defendant at the unannounced home visit to clarify or verify inconsistencies and conflicting information that has been found during interviews with witnesses.

(2) Reporting:

- (a) Written Reports: Written reports are required for all investigations. The CASA/GAL will prepare written reports under the supervision of the Special Assistant in a format and manner approved by the CASA program. Written reports are to be submitted to the Clayton County Superior Court Judge and to each attorney representing a party to the case, in accordance with the Court rules prior to any hearing.

Written reports shall include information in the following areas:

- Background Information: information will detail the reason for the investigation (i.e. information pertaining to determining the most suitable custodial parent or a modification of the divorce decree).
- Biographical Data: information will include data on the plaintiff and the defendant (i.e., Date of Birth, Social Security Number, marriages, divorces, employment history, etc.).
- Financial Information: information will include monthly income and monthly expenditures.

- Findings: information will reflect the witnesses' statements and other applicable information.
 - Comments and Recommendations: the comments and recommendations section will reflect the investigator's depiction of the factual information, as well as, concerns received during the investigative process. In writing the findings and the recommendations, the CASA/GAL should be aware of the legal standards for determining the custody of the child/children. The standard to be employed by the CASA/GAL is the "best interest" of the child/children.
 - Attachments should be used whenever practical. For example, details of a lengthy police report should be paraphrased with reference to an attachment that contains the actual police report. All attachments should be tabbed at the end of the investigative report.
 - All investigative reports shall be typed and submitted to the Special Assistant for review before being dispersed to the Superior Court and the respective attorneys.
- (b) Verbal Reports: The CASA/GAL shall also provide verbal reports on his/her findings when requested by the judge.
- (c) Mandatory Reporting: Clayton County CASA/GALs are mandated reporters. The CASA/GAL has a mandatory obligation to immediately report any suspicion of child abuse or neglect to the Department of Family and Children Services.
- (d) Testimony: The CASA/GAL may be called as a witness in an action by the Court or by a party to the case and address questions concerning the investigative report.
- (3) Access to Information: The Special Assistant shall assist the CASA/GAL in obtaining criminal record checks on all parties to the case. By order of the Superior Court, the CASA/GAL has the authority to obtain pertinent information related to the assigned case, to include but not limited to information and documentation from respective parties and attorneys.
- F. Resignation: When a CASA/GAL finds it necessary to resign from a case, he/she shall take the following actions:
- (1) He/she should immediately notify the Special Assistant;
 - (2) The CASA/GAL shall provide a written resignation to facilitate the court appointment of a new CASA/GAL to the case; and
 - (3) Upon a CASA/GAL's resignation, all case files and court related materials shall be returned to the CASA Program offices.

The Special Assistant will be responsible for removing the out-going CASA/GAL from the court order and seeking a replacement, if needed. The Special Assistant will follow the appointment and assignment process (discussed above) in the event that a new CASA/GAL is needed for the case.

G. Termination Policy: A CASA/GAL who does not adhere to the rules and procedures of the CASA program or who fails to perform his/her CASA/GAL assignments satisfactorily is subject to dismissal. A CASA/GAL may also be terminated for taking action which:

- Could endanger the child or parties to a case;
- Is not within the scope of duties and responsibilities of a CASA/GAL;
- Violates approved guidelines or Clayton County Superior Court procedure and law;
- Breaches confidentiality;
- Could adversely affect the confidence of the public in the integrity of the program;
- Is considered gross misconduct or insubordination;
- Is performed, while acting as a CASA/GAL under the influence of alcohol or drugs; and/or
- Includes theft of property or misuse of program equipment or materials.

Section V. Working Relationships

- A. The Special Assistant will supervise the CASA/GAL and facilitate the interaction of the CASA/GAL with the Superior Court and other named parties involved in the case.
- B. The CASA/GAL will maintain and keep up to date notes for each assigned case and will seek guidance and assistance from the Special Assistant in the performance of CASA duties.
- C. The Clayton County Superior Court and the Special Assistant shall communicate on an as-needed basis to facilitate an effective operation of the Clayton County CASA custody dispute GAL service.
- D. A Clayton County CASA staff member shall accompany the CASA volunteer in Court proceedings and settlement conferences.
- E. Clayton County CASA and the Clayton County Superior Court will maintain communication regarding the management, implementation, and operation of the CASA/GAL custody dispute service, as well as provide information on CASA volunteer performance.
- F. The CASA/GAL caseload may vary depending on volunteer availability. Clayton County Superior Court and Clayton County CASA should correspond with one another regarding the

number of available volunteers and the number of cases the CASA/GAL service is able to accept.

Section VI. Acceptance

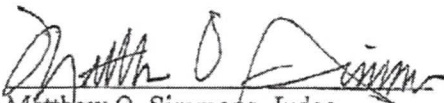
This Memorandum of Understanding has been reviewed and accepted by the management of governing bodies of the organizations indicated below.

[SIGNATURE PAGE TO MEMORANDUM OF UNDERSTANDING]



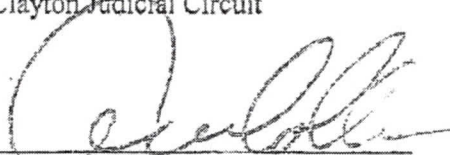
Deborah C. Benefield, Chief Judge
Superior Court
Clayton Judicial Circuit

Date: 8/9/13



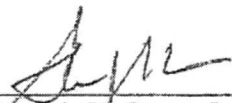
Matthew O. Simmons, Judge
Superior Court
Clayton Judicial Circuit

Date: 8-13-13



Albert B. Collier, Judge
Superior Court
Clayton Judicial Circuit

Date: 8-12-13



Geronda V. Carter, Judge
Superior Court
Clayton Judicial Circuit

Date: 8/12/13



Steven C. Teske, Chief Judge
Juvenile Court
Clayton Judicial Circuit

Date: 8/13/13

Memorandum of Understanding

Between

Superior Court of the State of Georgia for the County of Clayton

And

Clayton County Juvenile Court

FILED
CLAYTON COUNTY, GA
23 MAR 21 AM 11:43
JAMES H. WILLS
CLERK SUPERIOR COURT

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Order for payment of costs of Guardian Ad Litem (GAL) services will be sent to the respective parties by the Clayton County Superior Court and shall include the following statement: "Cash and money order are acceptable means of payment. No personal check will be accepted; however, a check drawn on the respective attorney's firm will be accepted for payment. All fees shall be paid to the Clerk of Juvenile Court of Clayton County, Georgia to be separately accounted for and designated as GAL Superior Court Program and to be distributed for the support of the CASA Volunteer program, including recruitment, training and retention of CASA Volunteers, and to support CASA Volunteer activities in furtherance of CASA objectives."

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(8) Through the CASA/GAL Order of Appointment, the CASA/GAL becomes a party to the case and shall be notified of all proceedings.

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D. The CASA/GAL or Special Assistant will obtain a copy of all petitions filed within the Superior Court by the respective parties and any interlocutory or other orders (TPO or other restraining orders) issued in the case, as maintained by the Clerk of the Superior Court. In the event of a modification of a divorce decree, a copy of the divorce order, agreement and any other documents pertinent to the case should be retrieved and made a part of the CASA/GAL's findings.

E. The duties the CASA/GAL will perform include:

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- (d) The CASA/GAL shall not involve the child/children any more than necessary. The CASA/GAL should not question a child/children unless they appear to be mature and/or old enough.
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(2) Reporting:

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Written reports shall include information in the following areas:

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most suitable custodial parent or a modification of the divorce decree).

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- Financial Information: information will include monthly income and monthly expenditures.
- Findings: information will reflect the witnesses' statements and other applicable information.
- Comments and Recommendations: the comments and recommendations section will reflect the investigator's depiction of the factual information, as well as, concerns received during the investigative process. In writing the findings and the recommendations, the CASA/GAL should be aware of the legal standards for determining the custody of the child/children. The standard to be employed by the CASA/GAL is the "best interest" of the child/children.
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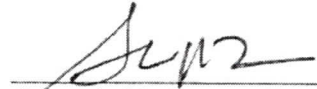
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Section VI. Acceptance

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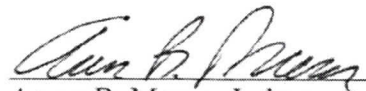
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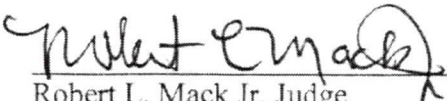
Geronda V. Carter, Chief Judge
Superior Court
Clayton Judicial Circuit

Date: 3/20/2018



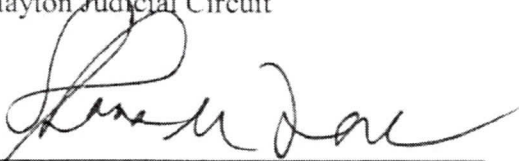
Aaron B. Mason, Judge
Superior Court
Clayton Judicial Circuit

Date: 3/20/18



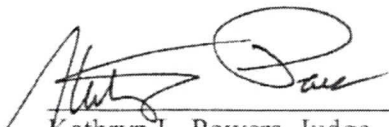
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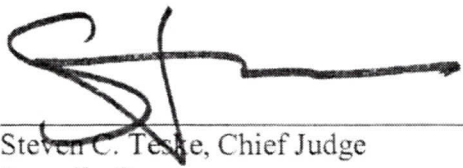
Shana M. Rooks., Judge
Superior Court
Clayton Judicial Circuit

Date: 3/20/2018



Kathryn L. Powers, Judge
Superior Court
Clayton Judicial Circuit

Date: 3/20/18



Steven C. Teske, Chief Judge
Juvenile Court
Clayton Judicial Circuit

Date: 03/16/18

Memorandum of Understanding

Between

Superior Court of the State of Georgia for the County of Clayton

And

Clayton County Juvenile Court

FILED
CLAYTON COUNTY, GA
2017 FEB 22 PM 2:21
JANETTE HILLS
CLERK SUPERIOR COURT

MISSION STATEMENT

The Clayton County CASA is a program that provides advocacy and intervention to abused and neglected children in foster care and relative care custody, as well as Guardian Ad Litem services to children involved in custody disputes through commitment to the following program values:

- Competent professional staff;
- Supportive environment for recruitment, training, and retention of volunteers;
- Opportunities for volunteers to form caring, committed relationships with children and their families; and
- Provision of concise meaningful reports containing thoughtful well-reasoned recommendations that assist the Court in meeting the needs of the child.

The Clayton County CASA program is organized as a division of the Clayton County Juvenile Court, which is authorized to recruit, train, support, and supervise CASA volunteers who serve as advocates for children under both a Clayton County Superior Court order and a Clayton County Juvenile Court order.

PURPOSE AND MISSION OF CLAYTON COUNTY CASA

Clayton County CASA's mission is to be an effective response to a growing need for children to have a voice in dependency and custody dispute proceedings by recruiting, training, and supporting volunteers who advocate for the best interest of the child.

In order to achieve these goals, the CASA/Guardian Ad Litem service to children involved in custody dispute proceedings requires the development of a working relationship between the Clayton County Superior Court and the Clayton County CASA program. This Memorandum of Understanding identifies and clarifies that relationship.



Section I. Cases to be Referred to a CASA Program

Custody dispute cases under the jurisdiction of the Clayton County Superior Court where the judge requests CASA involvement are proper for referral to the Clayton County CASA Program.

Section II. Administrative Fee

Clayton County CASA will charge a flat \$500.00 administrative fee. All monies must be received by CASA prior to commencement of investigation by CASA. If the \$500.00 administrative fee is not paid, the CASA investigation will not commence unless provided by specific court order. If the administrative fee has not been paid after 60 days, the Special Assistant shall notify the Clayton County Superior Court judge of the non-payment. The judge may take any action he/she deems appropriate.

Order for payment of costs of Guardian Ad Litem (GAL) services will be sent to the respective parties by the Clayton County Superior Court and shall include the following statement: "Cash and money order are acceptable means of payment. No personal check will be accepted; however, a check drawn on the respective attorney's firm will be accepted for payment. All fees shall be paid to the Clerk of Juvenile Court of Clayton County, Georgia to be separately accounted for and designated as GAL Superior Court Program and to be distributed for the support of the CASA Volunteer program, including recruitment, training and retention of CASA Volunteers, and to support CASA Volunteer activities in furtherance of CASA objectives."

Section III. Role and Responsibility of a CASA Volunteer

The roles and responsibilities of the CASA/Guardian Ad Litem are as follows:

- A. The CASA/GAL Definition: The CASA/GAL is a volunteer of at least 21 years of age from the local community who has been screened and has completed the 40 hour state-certified CASA training program, as well as has received 8 hours of investigative training related to Superior Court custody cases. A CASA/GAL is appointed by the judge as an officer of the Court to advocate for children who are involved in custody dispute proceedings.
- B. The CASA/GAL Role: The role of the CASA/GAL is to provide the Superior Court with independent and objective information regarding the status of children involved in custody dispute matters. Upon appointment, the CASA/GAL independently gathers and evaluates information which the judge may take into consideration in making a decision to protect the best interests of the child.
- C. The CASA/GAL responsibilities under the Court include:

(1) A CASA/GAL SHALL:

- Independently gather pertinent information to determine what is in the best interest of the child/children involved in the custody dispute; review all relevant records and interview interested parties to ascertain the facts and circumstances related to the case;
- Develop and submit written and where necessary verbal reports to the Court and to the respective attorneys for review; and
- Report all information gathered to the Clayton County CASA Special Assistant for Judicial Investigations.

(2) A CASA/GAL SHALL NOT:

- Become inappropriately involved in a case by engaging in activities which endangers the wellbeing of the child, the integrity of the program, or the objectivity of the Volunteer;
- Be involved in activities that are likely to result in a conflict of interest;
- Give legal advice;
- Provide therapeutic counseling;
- Make placement arrangements for the child; or
- Be related to any parties involved in the case.

Section IV. Implementation of Volunteer Activities

A. Appointment: Appointment of a CASA/GAL will begin with an Order of Appointment from Superior Court and will remain in effect until the CASA/GAL's service is terminated.

B. Assignment:

- (1) Once a determination is made that a Superior Court case requires a CASA/GAL, a copy of the initiating complaint and any other pertinent information shall be acquired by the Special Assistant in order to determine the CASA/GAL who will be assigned to the case for investigation.
- (2) The Special Assistant or his/her designee shall assign an available CASA/GAL as soon as possible.
- (3) The name of the assigned CASA/GAL will be forwarded to the Superior Court and an Order of Appointment will be processed.
- (4) After the judge signs the CASA Appointment Court Order, the Order is returned to the Special Assistant and his/her designee at Clayton County Juvenile Court (9163 Tara Boulevard, Jonesboro, GA 30236).
- (5) Once the Special Assistant receives the Appointment Order, she/he will notify the assigned CASA/GAL of appointment.

(6) Once the CASA/GAL receives the certified copy of the Appointment Order, she/he should review all pertinent records and/or documents after the administrative fee has been received from each party.

(7) In a letter to the attorney for each party the Special Assistant will:

- a) Request a list of witnesses that will be interviewed on their client's behalf (the list of witnesses shall be limited to ten names), and such list shall include the names, addresses, and telephone numbers of the witnesses; and
- b) Schedule an appointment with the attorney and his/her client to be conducted at the Clayton County Juvenile Court, where fees may be submitted for services at that time.

(8) Through the CASA/GAL Order of Appointment, the CASA/GAL becomes a party to the case and shall be notified of all proceedings.

(9) This assignment process may be revised and updated as necessary to meet the needs of the Clayton County Superior Court and the CASA program.

C. Information Gathering Procedure: Once the CASA/GAL has been assigned, the Special Assistant will review the case file and will discuss with the CASA/GAL his/her duties in the case. The CASA/GAL shall conduct an independent and objective investigation in order to gather pertinent factual information to present to the judge to determine the best interest for the child/children. The investigation shall include interviews with and observations of the child, interviews with other individuals that may help in determining what is in the child's best interest, and a review of the relevant records and reports of the case.

D. The CASA/GAL or Special Assistant will obtain a copy of all petitions filed within the Superior Court by the respective parties and any interlocutory or other orders (TPO or other restraining orders) issued in the case, as maintained by the Clerk of the Superior Court. In the event of a modification of a divorce decree, a copy of the divorce order, agreement and any other documents pertinent to the case should be retrieved and made a part of the CASA/GAL's findings.

E. The duties the CASA/GAL will perform include:

(1) Interviews:

- (a) The CASA/GAL will begin the investigation by scheduling appointments via telephone, letter, or email with the plaintiff and the defendant in the case. This interview is conducted primarily to obtain the perspective of both sides (as a point of reference, these interviews are independent of one another). During this interview,

the CASA/GAL will have each party sign Releases of Information in order to check criminal backgrounds, mental health records, school records, and medical records for all parties including children.

- (b) The CASA/GAL shall obtain background information on the plaintiff and the defendant. This information should include the parties' dates of birth, social security numbers, marital status, number of marriages, dates of marriages and/or divorces, number of children, employment information, monthly income and expenses, and criminal history.
- (c) The CASA/GAL shall interview all witnesses provided by the plaintiff and the defendant, as well as attempt to locate additional witnesses (i.e.; neighbors, employers, and any other persons that could offer information that would be helpful to the CASA/GAL in deciding what is in the best interest of the child/children. The first interview of a witness should be done in person.
- (d) The CASA/GAL shall not involve the child/children any more than necessary. The CASA/GAL should not question a child/children unless they appear to be mature and/or old enough.
- (e) Home visits will be made to the plaintiff's and defendant's residences. If circumstances allow, an evaluation of the home should include as least one unannounced visit.
- (f) The CASA/GAL will conduct a second interview with the plaintiff and the defendant at the unannounced home visit to clarify or verify inconsistencies and conflicting information that has been found during interviews with witnesses.

(2) Reporting:

- (a) Written reports: Written reports are required for all investigations the CASA/GAL will prepare written reports under the supervision of the Special Assistant in a format and manner approved by the CASA program. Written reports are to be submitted to the Clayton County Superior Court Judge and to each attorney representing a party to the case, in accordance with the Court rules prior to any hearing.

Written reports shall include information in the following areas:

- Background Information: information will detail the reason for the investigation (i.e., information pertaining to determining the

most suitable custodial parent or a modification of the divorce decree).

- Biographical Data: information will include data on the plaintiff and defendant (i.e., Date of Birth, Social Security Number, marriages, divorces, employment history, etc.).
- Financial Information: information will include monthly income and monthly expenditures.
- Findings: information will reflect the witnesses' statements and other applicable information.
- Comments and Recommendations: the comments and recommendations section will reflect the investigator's depiction of the factual information, as well as, concerns received during the investigative process. In writing the findings and the recommendations, the CASA/GAL should be aware of the legal standards for determining the custody of the child/children. The standard to be employed by the CASA/GAL is the "best interest" of the child/children.
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CLAYTON COUNTY, GA

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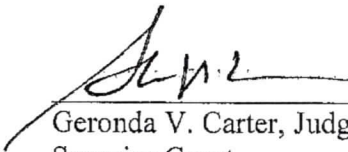
JANICE H. HAYES
CLERK SUPERIOR COURT

[SIGNATURE PAGE TO MEMORANDUM OF UNDERSTANDING]



Albert B. Collier, Chief Judge
Superior Court
Clayton Judicial Circuit

Date: 2/14/17



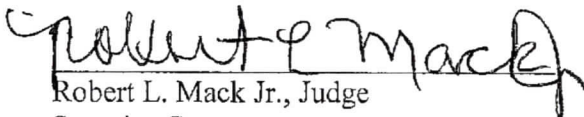
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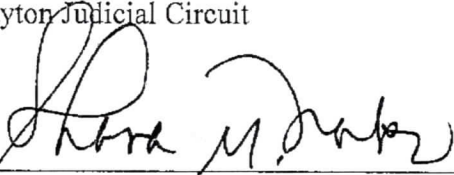
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Date: 2/16/17



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Date: 2/15/17



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Date: 2/21/17