

**SNEADS TOWN COUNCIL
REGULAR MEETING
APRIL 14, 2021**

The Town Council of the Town of Sneads, Florida, met in a regular session at the Sneads Town Hall on Wednesday, April 14, 2021 at 6:00 p.m.

Mike Weeks called the meeting to order with the following present:

Mike Weeks, Alton Ranew,
George Alexander and Donovan Weeks; Council Members
Daniel Cox, Attorney
Mike Miller, Police Chief
Sherri Griffin, City Clerk
Danielle Guy, Deputy Clerk

And the following were absent:
Tim Arnold

All stood for the Pledge of Allegiance.

Donovan Weeks made a motion to approve the **March** minutes as presented. George Alexander seconded. All voted aye.

Sherri Griffin, City Clerk presented Financial Statements and Budget Review Summary. (See Attached) George Alexander made a motion to accept them as presented. Alton Ranew seconded. All voted aye.

Alton Ranew made a motion to pay approved bills. George Alexander seconded. All voted aye.

ACI Warren Maddox, came before Council to give facts about the State of Florida Prisons notice of recent closures and overall update about ACI prison. He stated at first, they were told it was going to be four prisons and now they have shortened it to two. However, they still are not sure which two in the state they will be closing. ACI is the seconded oldest in the state, being 72 years old. He stated that across the state prisons are short staffed and are having a high rate of vacancy. This is due to the court system being back logged because of Covid-19. He knows once they get caught up, the prison systems will be back to normal as well. He asked that the Council and all citizens contact their Legislatures and Senators and let them know that closing prisons is not the answer and that we want to keep prisons open.

Sherri Griffin presented the findings of the poll holders of the election held on April 13, 2021, as follows:

Group IV	
Alton Ranew	65
Anthony "Tony" Money	97

Donovan Weeks made a motion to accept the poll results as presented, declaring Anthony Money the winner. George Alexander seconded. All voted aye.

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Mr. Garner presented Council with a plaque from the SHS Volleyball team, thanking them for all their support for this year and all the years past.

Mr. Garner asked Council for approval to attend the FCCMA Conference in Orlando June 2-5th. Alton Ranew made a motion to approve the travel for Mr. Garner as presented. George Alexander seconded. All voted aye.

Bids for the Gazebo and the Health Department Projects were presented to the Council. (See Attached) Mr. Garner recommended going with the lowest bidder for both projects.

Gazebo- Missy & Mossy LLC for \$10,941.25

Health Dept- Godfrey Builders LLC for \$14,610.00

George Alexander asked about the insurance for the Gazebo and Mr. Garner stated that everything had been presented later that day.

Donovan Weeks made a motion to accept the bid for \$10,941.25 from Missy & Mossy for the Gazebo Project. Alton Ranew seconded. All voted aye.

George Alexander made a motion to accept the bid for \$14,610.00 from Godfrey Builders for the Health Dept Project. Donovan Weeks seconded. All voted aye.

Jeff Bailey came before the Council to ask for a variance from the mobile home ordinance. He stated that he needed to replace a home damaged from Hurricane Michael and had found a mobile home, but it was 18 years old. Therefore, it is not in compliance with the current ordinance of 15 years. After discussion, George Alexander made a motion to table and for him to see if he could in fact get the mobile home inspected by a certified home inspector. Donovan Weeks seconded. All voted aye.

Council was presented for approval a Citation with fine structure for our Officers to use for Ordinance Violations. Mr. Garner stated that most would be animal complaints, some for nuisance such as high grass or junk vehicles. Chief Miller stated that this would give the officers something to file and charge them with. After discussion, Donovan Weeks made a motion to approve the Citation and fine structure as presented. George Alexander seconded. All voted aye.

Mr. Garner informed Council that the Dixie Youth Baseball League was requiring all recreation departments that were a part of their organization to adopt the Safe Act of 2017, (See attached) which requires background checks on all adults working with children. Since Sneads Recreation falls under this, when need to do this. Donovan Weeks made a motion to adopt the Safe Act of 2017 as presented. George Alexander seconded. All voted aye.

Ordinance #2021-01, entitled,

AN ORDINANCE BY THE TOWN OF SNEADS, FLORIDA, AMENDING THE TOWN OF SNEADS, ORDINANCE 2019-01, PROVISIONS RELATED TO THE ELEVATIONS OF MANUFACTURED HOMES IN FLOOD HAZARD AREAS; PROVIDING FOR APPLICABILITY AND SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

was presented for the final reading. Donovan Weeks made a motion to adopt Ordinance #2021-01 as presented. Alton Ranew seconded. All voted aye.

President, Mike Weeks, called to order the Council to enter a Public Hearing Meeting @ 6:44pm.

The purpose of the hearing was to discuss the CDBG-Hometown Revitalization Program. Vance Coley with Melvin Engineering came before the Council to explain the Towns opportunity to apply for this CDBG-HR funding and for the Towns planned application. The public was invited for comments or to ask questions. We had some questions/comments from the audience that were answered by Mr. Coley, but all happy for the opportunity for Sneads to apply for this grant.

President, Mike Weeks, called to order Council, back into Regular Meeting @ 6:52pm.

Resolution #21-04,

**A RESOLUTION BY THE SNEADS TOWN COUNCIL, SNEADS, FLORIDA,
APPROVING AN APPLICATION FOR A STATE OF FLORIDA, COMMUNITY
DEVELOPMENT BLOCK GRANT DISASTER RECOVERY REBUILD FLORIDA
HOMETOWN REVITALIZATION PROGRAM (CDBG-HRP) GRANT FOR THE
ACQUISITION AND DEMOLITION OF CERTAIN PROPERTIES AND ASSISTANCE
TO CERTAIN SMALL BUSINESSES, PROVIDING AN EFFECTIVE DATE.**

was present for approval. George Alexander made a motion to approve Resolution #21-04, to submit application for CDBG-HRP. Alton Ranew seconded. All voted aye.

Mr. Garner presented his Manager Report. (See attached)

- The State has approved the JC Hazard Mitigation Plan, which Sneads is a participant of, and it is good for the next five years.
- He informed Council that he is working with Florida Rural Water on an Apprenticeship Program to assist individuals obtaining certification for operation Water and Sewer Plants.
- The final design of the press box/ concession stand for the ballpark is being revised and should be finished in about 10 days.
- He and Dustin Pittman are scheduled to take the mosquito test this month and are hoping to pass, but if not, they will keep studying until they do.
- He stated that we are waiting clearance from our Consultants, then we will be going out for bids on replacing of lights at the ballpark.
- April 17th at the log Cabin from 10am - 5pm, Rebuild Florida will be available to help anyone with damage from Hurricane Michael.

Alton Ranew asked about the gator in the pond at the ballpark as well as the open permit at Lake Seminole. Mrs. Guy said she had called in the one at the ballpark but will call in and ask about the open permit.

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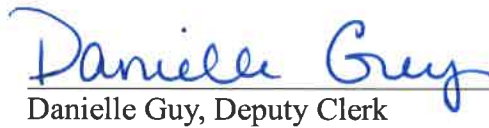
Mike Weeks asked if we could get a picture of the new fire department vehicle and let citizens know about it and how we obtained it. As well as get the information out about what all funds we have received so far from CARES money and what we have purchased with it.

Public Comments:

Angela Locke

Donovan Weeks made a motion to adjourn at 7:14 pm.

Respectfully Submitted,


Danielle Guy, Deputy Clerk

APPROVED:

MIKE WEEKS, COUNCIL PRESIDENT

**Regular Meeting
APRIL 14, 2021**

Budget Summary

GENERAL FUND

MARCH-Revenues are 41.82% **above** budgeted amount. (Hurricane Relief Funds & CARES Act Funds)

Expenditures are 21.92% **above** budgeted amount. (CARES Act Purchases)

GAS TAX

MARCH- Gas Tax County is 19.22% **above** budgeted amount. Local Option Gas Tax is 9.42% **above** budgeted amount.

Expenditures are 18.48% **below** budgeted amount.

SOLID WASTE

MARCH-Garbage revenues are 4.02% **above** budgeted amount.

Expenditures are 3.18% **below** budgeted amount.

WATER & SEWER

MARCH-Sewer Special is 9.48% **below** budgeted amount and ACI Sewer is on target with budgeted amount.. Water Sales and Sewer Sales are at budgeted amount.

Total Expenditures are 4.82% **above** budgeted amount.

RECREATION FUND

MARCH- Expenditures are above budgeted amount. Hurricane Repairs.



Weekly Message

Deputy Secretary Ricky Dixon



Prison Closure Discussions and the Facts A Message to Staff

Ricky Dixon currently serves as the Deputy Secretary of Institutions. He began his career in 1996 as a correctional officer and worked in eleven prisons to include Lancaster, Lowell, Baker, New River, Lawtey, FSP, Martin, Indian River, Okeechobee, Desoto and Wakulla.

It is very disappointing and concerning to hear it suggested that closing state prisons is the answer to our staffing crisis. Especially, when this suggestion is coming from those that may not have expertise in the corrections profession. Even though the State Senate changed their initial recommendation from closing four prisons to closing one, and even though this may be feasible, it is not acceptable or suitable when considering the associated risks to staff, inmate, and public safety. Let's break down the facts on how closing prisons would negatively impact safety within the facilities and how doing so would impact you personally, even if your facility was not selected as one of the prisons to be closed.

It is true that closing a prison may help neighboring facilities in terms of staffing levels. However, neighboring prisons would not have the available capacity to house all of the inmates from the prison(s) designated for closure. The remainder of these inmates would have to be distributed throughout the state. This means that those housing units we have closed at high vacancy rate prisons, for the purpose of lowering mandatory overtime requirements, would have to be reopened. Doing so would drive up mandatory overtime (negatively affecting work-life balance), increase unmanned critical post hours, as well as escalate the associated violence at those locations. In other words, for every location we help by closing a nearby prison, we compromise countless staff in dozens of other facilities by reopening dorms that were closed due to lack of staff. The simple fact remains staffing is our biggest issue.

These suggestions have been made with very little forethought to the inmate population growth that will most certainly occur in the months and years ahead, and with little consideration to time constraints associated with closing and subsequently reopening prisons. Closing a prison could very well devastate a small community. Reopening a prison following that economic impact on the surrounding community, may not be possible.

Finally, considering your dedication and all you have gone through to keep our prisons staffed – to ask you to drive excessive distances to maintain your employment with FDC or to relocate your family, is simply something we are not willing to do at this time. Others are, but we are not! Recent survey results reinforce our concern over the number of staff we would lose if we were to take this approach. Over 71% of you indicated you were not willing to commit to relocating should your prison be selected for closure.

Secretary Inch has clearly articulated solutions to our agency's staffing crisis and those solutions are expressed in the Governor's Budget Recommendation. Familiarized yourself with the Secretary's most recent message to staff where he clearly expressed our position regarding this topic (http://dcweb/secretary_msg/2021/04-02-IO.pdf). Closing entire prisons, overpopulating remaining prisons, exacerbating an already dangerous work environment, driving up mandatory overtime and expecting you to commute and/or uproot your families, is not the answer.

I encourage each of you to become active participants in this process. On your own time, please contact your elected representative(s) and/or your certified labor organization to let them know your thoughts:

State Representative (<https://www.myfloridahouse.gov/findyourrepresentative>);

State Senator (<https://www.flsenate.gov/Senators/Find>);

Certified Labor Organization (<https://www.flpba.org/contact/>).

Thank you for your support and continued dedication as we work toward real solutions that will ultimately result in much safer and appropriately staffed prisons.



Town of Sneads

PO Drawer 159

Sneads, Florida 32460

PH (850) 593-6636 Fax (850)593-5079

www.sneadsfl.com

FB: Town of Sneads- City Hall

April 13, 2021

The following are the Sneads City Election Unofficial Results for the April 13, 2021, City Council Elections:

GROUP IV

Alton Ranew 65

Anthony "Tony" Money 97

Registered Voters Total 1110

Election Day Ballots Cast 159

Absentee Ballots Cast 3

Spoiled Ballots 0

Provisional Ballots 0

Total Ballots Cast
(Election Day + Absentee) 162

Voter Turnout

BID TABULATION

PROJECT: Town of Sneads- Log Cabin Park GAZEBO Repair and Upgrade Project- RFP# 2021-01
 LOCATION: Sneads City Hall, 2028 Third Ave, Sneads, FL 32460- Council Room

BID DATE: April 2, 2021 TIME: 2:00pm

BIDDERS	Insurance Requirements Yes or No	Sworn Statement Yes or No	TOTAL BID AMOUNT	COMMENTS	Other
Godfrey Builders LLC 129 Clark Dr Panacea, FL 32346	Y	Y	\$ 39,075.00	Only 3 copies	
RAM LLC Construction & Development 20 Ram Blvd. Midway, FL 32343	Y			NO bid amount submitted in packet	page 4 looks to be missing
TOP Construction Inc PO 1167 Havana, FL 32333	Y	Y	\$ 34,031.03		
Missy & Mossy LLC PO Box 491713 Leesburg, FL 34744	N	Y	\$ 10,941.25		
BNL Construction Services, LLC 413 Rubidst Lynn Haven, FL 32444	Y	Y	\$ 56,166.00		

Read by: [Signature]

Witnessed by: Danielle Gray

Date: 4/2/2021

BID TABULATION

PROJECT: Town of Sneads- Log Cabin Park GAZEBO Repair and Upgrade Project- RFP# 2021-01
 LOCATION: Sneads City Hall, 2028 Third Ave, Sneads, FL 32460- Council Room

BID DATE: April 2, 2021 TIME: 2:00pm

BIDDERS	Insurance Requirements Yes or No	Sworn Statement Yes or No	TOTAL BID AMOUNT	COMMENTS	Other
West Scott Construction Inc. 3921 North manne st Tallahassee, FL 32303	Y	Y	\$ 25,300 -		
Aero Construction 1700 W. 11 th Panama, City FL 32401	Y	Y	\$ 22617, 00		

Read by: [Signature]
 Date: 4/2/2021

Witnessed by: Daniel Guy

BID TABULATION

PROJECT: Town of Sneads- Health Dept. Building Repair Project- RFP# 2021-02
 LOCATION: Sneads City Hall, 2028 Third Ave, Sneads, FL 32460- Council Room

BID DATE: April 2, 2021 TIME: 2:00pm

BIDDERS	Insurance Requirements Yes or No	Sworn Statement Yes or No	TOTAL BID AMOUNT	COMMENTS	Other
Good Free Bu. Ven LLC 129 Clark Dr. Panacea, FL 32346	Y	Y	\$14,610.00	Only 3 copies Submitted	
Rdm Construction Development LLC 20 Rm Blvd Midway, FL 32343	Y			No bid submitted in packet	Page 4 looks to be missing
Tig Top Construction Inc PO Box 1167 Havana, FL 32333	Y	Y	\$43,218.73		
CFC Construction of Northwest Florida, LLC 690 E Hwy 90 Bonifay, FL 32425	Y	Y	\$35,000.00		
BNL Construction Services, LLC 413 Redbird St Lynn Haven, FL 32444	Y	Y	\$45,321.50		

Read by: [Signature]
 Date: 4/2/2021

Witnessed by: Danielle Gray

BID TABULATION

PROJECT: Town of Sneads- Health Dept. Building Repair Project- RFP# 2021-02 BID DATE: April 2, 2021 TIME: 2:00pm
 LOCATION: Sneads City Hall, 2028 Third Ave, Sneads, FL 32460- Council Room

BIDDERS	Insurance Requirements Yes or No	Sworn Statement Yes or No	TOTAL BID AMOUNT	COMMENTS	Other
Westcott Construction Inc 3927 North Monroe St Tallahassee, FL 32303	Y	Y	\$ 41,120.52		
Aero Construction LLC 1700 W. 11 St Panama City, FL 32401	—	—	—	Didn't Bid on this project	

Read by: [Signature]

Witnessed by: Danielle Gump

Date: 4/2/2021

C I T A T I O N
SNEADS POLICE DEPARTMENT
2033 3RD AVENUE
SNEADS, FLORIDA 32460

DATE: _____ **TIME:** _____ **ADDRESS IN TOWN** _____

NAME FIRST _____ **MIDDLE** _____ **LAST** _____

DOB: _____ **RACE:** _____ **SEX: MALE FEMALE** _____

**DID IN JACKSON COUNTY, STATE OF FLORIDA, IN THE TOWN OF SNEADS, ON
THE DATE AND AT THE TIME STATED ABOVE, OR ON (date) COMMIT OR ALLOW
THE FOLLOWING NON-CRIMINAL OFFENSE(S) IN VIOLATION OF SECTION
_____ CITY ORDINANCE NO. _____.**

OFFENSE(S): _____

ACTION TAKEN: ISSUED CITATION YES NO WARNING YES NO

AMOUNT OF CIVIL FINE: \$25.00 \$50.00 \$75.00

**NOTICE: You are hereby required to make payment of the civil fine circled
above via money order or cashier's check to "TOWN OF SNEADS", 2028 3RD
Avenue, Sneads, Florida 32460 within fifteen (15) days from the date of this
citation. Failure to pay this civil fine may result in an appearance summons to
appear before the Town Council of the Town of Sneads for an administrative
hearing regarding this matter. *You may request a hearing before the Town
Council if you wish to contest this Citation by contacting the Town Clerk 2028 3rd
Avenue or by calling 850-593-6636.***

SIGNATURE OF PERSON RECEIVING CITATION: _____

WITNESS: _____ **POLICE OFFICER, TOWN OF SNEADS, FL**



Town of Sneads

PO Drawer 159

Sneads, Florida 32460

PH (850) 593-6636 Fax (850)593-5079

Email: Sneadsmgr@sneadsfl.com

April 13, 2021

MEMO TO: Council President and Council Members

SUBJECT: Adoption of "Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017" Commonly Known as "Safe Sport Act".

In 2018 Congress enacted a new Federal Law (Public Law 115-1260 which establishes a nationwide standard "**duty to report**" suspected child abuse. This act specifically applies to all Dixie Youth Baseball (**DYB**) leagues and/or their sponsoring organizations. All (**DYB**) leagues must comply with the provisions of the Safe Sport Act.

One of the requirements of the act is to screen all volunteers and ensure a background check is provided by a criminal background check vendor and in compliance with state and federal laws. We are looking at entering into an agreement with KidSafePlus to do the background checks, in addition to local checks made by local police department. At the present time, I am not sure what the price will be.

I ask that we make a motion to adopt the "Safe Sport Act" and have it recorded in the minutes of our regular meeting.

I am attaching a copy of the protection plan for your review and information.


ELMON LEE GARNER
TOWN MANAGER

Cc: P&R Director, Each team Coach/Adult Team Member

Dixie Youth Baseball®

Child Protection Plan



Safe Sport Act

Federal Law Applies to DYB Franchised Leagues

In 2018, Congress enacted a new Federal law (Public Law 115-126) which establishes a nationwide standard **“duty to report”** suspected child abuse. The **“Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017”** (**“Safe Sport Act”**) specifically applies to all Dixie Youth Baseball (**“DYB”**) leagues and/or their sponsoring organizations. All **DYB** leagues must comply with the following provisions of the **Safe Sport Act**:

- 1) **Duty to Report Child Abuse** – Dixie Youth Baseball franchised leagues and/or their sponsoring organizations whose membership includes any adult who is in regular contact with an amateur athlete who is a minor must report suspected child abuse, including sexual abuse, within 24 hours to law enforcement. Please review the **“Abuse Reporting Guidelines”** under the **League Risk Management** tab on the **DYB** website at youth.dixie.org,
- 2) **Limit One-On-One Interaction with Minors** – Dixie Youth Baseball franchised leagues and/or their sponsoring organizations must establish procedures to limit one-on-one interactions between an amateur athlete who is a minor and an adult (who is not the minor’s legal guardian) at a facility under a jurisdiction of the league without being in an observable and interruptible distance from another adult, except in emergency circumstances.
- 3) **Training for Adults and Minors** - Dixie Youth Baseball franchised leagues and/or their sponsoring organizations must offer and provide consistent training to all adult members who have regular contact with amateur athletes who are minors, and subject to parental consent, to members who are minors, regarding prevention and reporting of child abuse to allow a complainant to report easily an incident of child abuse to appropriate persons.
 - This Plan will serve as awareness education training for all league officials and staff who agree to educate themselves on all forms of misconduct and to refrain from engaging in such misconduct and in violating the policies herein. Leagues may adopt this Plan or adopt a similar plan which complies with Federal law.
 - The **Safe Sport Act** requires sports organizations including Dixie Youth Baseball franchised leagues and/or their sponsoring organizations to provide training to minors on preventing and reporting of child abuse. **DYB** league organizations shall provide all parents of minor children access to the **“Abuse Avoidance Training for Minors”** or a similar document from another source to each parent with a strong recommendation that each parent should review this document with their minor child. Under the **League Risk Management** tab on the **DYB** website at youth.dixie.org, please review the **“Abuse Awareness Training - Minors”**.
- 4) **Prohibit Retaliation** - **DYB** franchised leagues and/or their sponsoring organizations must prohibit retaliation against any individual who makes a report required under the **Safe Sport Act**.



Dixie Youth Baseball®

Child Protection Plan



DYB Child Protection Plan

(a child abuse/molestation risk management plan)

This **DYB Child Protection Plan** is designed to meet the requirements of the Safe Sport Act and has the following components:

- **DYB Child Protection Plan** – A detailed child abuse/molestation risk management plan (or similar comprehensive plan) adopted and implemented by all DYB franchised leagues;
- **Background Check Guidelines** – Guidelines for leagues conducting third-party criminal background checks which, at a minimum, search the National Criminal Database and the National Sex Offender Registry in all 50 states.
- **Abuse Reporting Guidelines** - Guidelines for compliance with Federal law for reporting sexual abuse of minors. Individuals who fail sexual abuse of minors to the appropriate child services organization and/or local law enforcement are subject to criminal penalties;
- **Abuse Training for Minors** – On a voluntary basis, recommended information for parents to discuss age appropriate content with their children based on the child's age and maturity level relating to the prevention and reporting of child abuse.

Purpose

The safety and well-being of all participants is paramount in the Dixie Youth Baseball® (“DYB”) program. **DYB** wants all youth to participate in a safe environment. **DYB** leagues and/or their sponsoring organizations have the responsibility to protect the children playing in its local program.

The purpose of this risk management plan is to reduce and/or prevent the occurrences of misconduct in **DYB** affiliated leagues baseball programs as well as to reduce the liability potential for **DYB** leagues and/or sponsoring organizations. Misconduct can negatively impact participants, league official/staff members, family, friends, and the sport.

Definitions

Participant: Any athlete or non-athlete participant who participates in any tryouts, practices, drills, instructional sessions, competitions, camps, clinics, tournaments, or non-sport outings including travel, lodging, and health or medical treatment sponsored by the league.

Child, Children, Minor, and Youth: Anyone under the age of 18. These terms are used interchangeably throughout this Plan .

Manager or Coach: Any adult who has or shares the responsibility for instructing, teaching, schooling, training, or advising athletes of the league.

Misconduct: Behavior that results in harm, the potential for harm, or the imminent threat of harm. Age is irrelevant to misconduct. There are six primary types of misconduct in sports: sexual (including grooming behavior), physical, emotional, bullying, harassment, and hazing.

League: Local league organizations which affiliate with Dixie Youth that adopt this Plan .

League Official/Staff Member: Any paid or unpaid member providing service to the league including officers, directors, administrators, coaches, assistant coaches, trainers, and team parents.



Dixie Youth Baseball® Child Protection Plan



Types of Misconduct and Examples

The following six types of misconduct are prohibited by the league:

1. Sexual Misconduct, including Child Sexual Abuse

Sexual misconduct is defined as:

- Any sexual interaction, whether non-touching or touching, that is forced or perpetrated in an exploitative, harassing, aggressive, or threatening manner.
- Any sexual interaction between a participant and an individual with direct, indirect, or evaluative authority. Such relationships usually involve power imbalance; disparity in age, development, size, or intellectual capabilities; the existence of an aggressor; and are likely to impair judgment or be exploitative.
- Any conduct or acts defined under state or federal law as sexual abuse or misconduct.

Sexual misconduct can be between adults, between adults and minors, or between minors. Minors don't have the legal capacity to consent to sexual activity with an adult, and as a result, any sexual interaction between a minor and adult is strictly prohibited.

Types of sexual misconduct include:

- Sexual assault
- Sexual harassment
- Sexual abuse
- Any other equal intimacies that exploit an athlete

Touching offenses include:

- Fondling a participant's breasts or buttocks;
- Providing a sports-related reward (ex: playing time, position, lessons, award, praise) in exchange for sexual favors;
- Sexual penetration and sexual touching;
- Genital contact whether or not either party is clothed
- Any intimacies or sexual relations between a league official/staff member and participant when the league official/staff member is in a position of authority, trust, control, or evaluative decision making over the participant.

Permissible Physical Contact

Some level of physical contact between a coach and a participant may be appropriate, such as in instruction, celebration, or consolation of a distraught participant who has been injured or after losing a competition.

Appropriate physical contact in training and instruction consists of the following elements:

- The physical contact takes place in public.
- There is no potential for or actual, physical, or sexual intimacies during the physical contact.
- The physical contact is for the benefit of the participant and not to meet an emotional or other need of an adult.

Prohibited forms of physical contact include:

- Lingering or repeated embrace that goes beyond acceptable physical touch.
- Tickling, horseplay, or wrestling.
- Continued physical contact that makes a participant uncomfortable.



Dixie Youth Baseball®

Child Protection Plan



Non-touching offenses include:

- Making innuendos, comments, or jokes of a sexual nature about a participant or other behavior that is sexually harassing.
- A league official/staff member referencing his or her sexual activities with a participant.
- Questioning a participant about his or her sexual activities.
- A league official/staff member requesting or sending a revealing or nude photo to a participant.
- Exposing participants to pornographic material.
- Voyeurism
- Sending participants communications or photos, whether electronic (e.g. sexting) or otherwise, of a sexually suggestive or explicit nature.
- Intentionally exposing a participant to sexual acts.
- Intentionally exposing a participant to nudity (except for shared changing areas or locker rooms).
- Non-verbal or verbal communication of a sexual nature; physical advances; or sexual solicitation.

The following defenses are not allowed under any circumstances to an allegation of sexual misconduct: (1) the consent of a minor, mistaking the age of a participant, or that the interaction did not occur during a sanctioned event of the league.

Peer-to-Peer Child Sexual Misconduct

Approximately one-third of all cases of sexual abuse are child peer-to-peer. Whether or not sexual interaction between children constitutes child sexual abuse turns on the existence of an aggressor, the age difference between the children, and/or whether there is an imbalance in power and/or intellectual capabilities. Allegations or suspicions of peer-to-peer child sexual abuse must be reported to the child abuse officer or a board member.

Grooming

Grooming is an intentional and effective strategy that sexual predators use to set up and prepare victims, parents, league officials and staff to gain a position of trust and lower their defenses, which assists in the perpetration of misconduct.

The steps taken in the grooming or seduction process are:

- Identify a child and determine his or her vulnerable areas (ex: being misunderstood, lack of attention from parents, lack of spending money, absent parents, etc.)
- Through careful observation of the target, determine their needs to fill what is missing.
- Fill the needs to create a special bond and to gain their trust. Examples are providing gifts and spending money, helping with homework, providing transportation, special consideration on the team such as more playing time, special attention, sharing secrets, etc.
- Spend a disproportionate amount of time with the family to gain their trust.
- Isolate the victim from their peers to create situations where they are alone.
- Gradually introduce sexual interplay that may start with conversations of a sexual nature (in person, texting, and social media), providing alcohol and drugs to lower inhibitions, watching pornography, sharing nude photos, tickling, horseplay, massages, and other boundary invasions that lead to sexual touching and nudity.
- Maintaining control and silence to continue and keep the sexual abuse hidden.
- Use shame or fear as motivating factors to continue the relationship.

League official/staff and parents who understand the grooming process and the policies that are meant to prevent it through education are likely to identify it and notify the League or a board member of suspicious behavior.



Dixie Youth Baseball®

Child Protection Plan



One-on-One Interactions

Two-Deep Leadership: Two adults (ex: any combination of coach(es), volunteer(s), parent(s)) should be present at all times so that a minor cannot be isolated one on one with an unrelated adult. This also helps to protect the league official/staff member from false accusations.

Individual Meetings: An individual meeting to address a participant's concerns may be necessary on occasion. During such meetings, the following guidelines shall be observed:

- Any individual meeting should occur when others are present and where interactions can be easily observed.
- Where possible, an individual meeting should take place in a publicly visible and open area, such as in the corner of a building.
- If the meeting takes place in an office or a locker room, the door should remain unlocked and open.
- If a closed-door meeting is necessary, the league official/staff member should inform another league official/staff member and ensure the door remains unlocked.
- **Individual Training Sessions:** When necessary or requested, parent/guardian written consent should be obtained and a parent/guardian encouraged to attend.

Prohibited One-on-One Interactions: Except as provided above with regard to individual meetings, individual training, or emergency situations, any one-on-one interaction between an adult and an unrelated minor participant should be avoided. A possible exception may occur if the minor is stranded and the adult must be present so that the minor will not be left unattended or unsupervised. In such cases, the adult and minor shall remain in the open until another adult arrives.

2. Physical Misconduct

Physical misconduct includes:

- Intentional physical contact or threat of such that causes or has the potential to cause personal injury or bodily harm to the participant.
- Any act or conduct described as physical abuse under state or federal law, such as assault, child neglect, and child abuse.

Examples of prohibited physical misconduct:

Contact offenses

- Punching, beating, biting, striking, choking, or slapping an athlete
- Intentionally hitting an athlete with objects or sporting equipment
- Providing alcohol to a participant who is under the legal drinking age
- Providing non-prescription or illegal drugs to any participant
- Encouraging or permitting an athlete to return to play after an injury (e.g. concussion) or sickness prematurely or without clearance from a medical professional
- Prescribing diet or other weight control methods for humiliation purposes and without regard for the health of the athlete (e.g. public weigh-ins or caliper tests)

Non-contact offenses

- Isolating an athlete in a confined space (e.g. locking an athlete in a confined space)
- Forcing an athlete to assume a painful stance or position for no athletic purpose (e.g. requiring the athlete to kneel on a hard surface)
- Withholding, recommending against or denying adequate hydration, nutrition, medical attention, or sleep

Physical misconduct does not include physical contact that is a professionally-accepted coaching method for teaching skill enhancement, physical conditioning, team building or appropriate discipline.



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3. Emotional Misconduct

Emotional misconduct involves a pattern of intentional, noncontact behavior that causes or has the potential to cause psychological or emotional harm to a participant. Physical acts, verbal acts, or acts that deny support or attention are included in these behaviors.

Examples of prohibited emotional misconduct:

- **Verbal Acts:** A pattern of verbal behaviors that personally attack a participant (e.g. calling them disgusting, worthless, or fat) or repeatedly screaming at participants in a way that does not serve a legitimate motivational or training purpose.
- **Physical Acts:** A pattern of physically aggressive behaviors, such as throwing or punching sports equipment or other objects in the presence of participants.
- **Acts that Deny Support or Attention:** A pattern of ignoring or excluding a participant during practice or team discussions for an extended period of time.

Emotional misconduct does not include generally-accepted and age-appropriate coaching methods of skill enhancement, physical conditioning, motivation, team building, appropriate discipline or improving athletic performance. Note that a single incident such as a verbal outburst may be inappropriate but does not constitute emotional misconduct, which requires a pattern of harmful behaviors over time.

4. Bullying

Bullying involves an intentional and repeated pattern of committing or intentionally allowing or not preventing behaviors that are intended to cause physical harm, fear or humiliation in an effort to socially isolate, diminish or exclude another participant physically, emotionally, or sexually.

Bullying can occur through verbal, written or electronic communications or by means of a physical gesture or act.

Examples of prohibited bullying behavior:

Physical: Hitting, pushing, punching, beating, biting, striking, kicking, choking, spitting, or slapping; throwing objects such as sports equipment at another participant.

Verbal: Teasing, ridiculing, taunting, name-calling, or intimidating, or threatening to cause harm.

Social, including Cyberbullying: Using electronic communication, social media or similar to harass, frighten, intimidate, or humiliate someone; using rumors or false statements about someone to diminish that person's reputation; socially excluding someone and asking others to do the same.

Sexual: Teasing, ridiculing, or taunting based on gender or sexual orientation (real or implied), gender traits or behavior (e.g., taunting someone for being too effeminate or too masculine), or teasing someone about their looks or behavior as it relates to sexual attractiveness.

It is often not the staff, but other participants who perpetrate bullying. However, it is a violation if a league official/staff member knows or should have known of bullying behavior but takes no action to intervene on behalf of the targeted participant(s).

A participant or parent/guardian who participates in any act of bullying is subject to appropriate disciplinary action including but not limited to suspension, permanent ban, and referral to law enforcement authorities.

Difference Between Mean, Rude, and Bullying Behavior

Mean is defined as purposefully saying or doing something to hurt someone very infrequently. Rude is defined as inadvertently saying or doing something that hurts someone else. Bullying is defined as intentionally aggressive behavior repeated over time that involves an imbalance of power. Mean or rude conduct does not rise to the level of bullying absent the imbalance of power. Bullying does not include group or team behaviors to encourage a culture of team unity and/or harder training effort.



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5. Harassment

Harassment is a pattern of physical or nonphysical behaviors that cause annoyance, fear or humiliation; degrade or offend; reflect a discriminatory bias; or create a hostile environment for the purpose of creating superiority, dominance, or power over an individual participant or participants based on gender, gender identity, gender expression, sexual orientation, ethnicity, race, culture, national origin, race, or physical or mental disability. It also includes any conduct or acts defined as harassment under state or federal law.

Examples of prohibited harassment:

Name calling, taunts, threats, belittling, stalking, unwelcome advances and requests for sexual acts, as well as undue threats to perform or succeed.

Sexual harassment is conduct towards a participant that includes sexual advances, requests for sexual favors, or other verbal or physical behaviors of a sexual nature and is sufficiently severe, persistent or pervasive and objectively offensive that it negatively affects an individual's performance.

6. Hazing

Hazing includes any behavior which is physically harmful, humiliating, intimidating, or offensive. Hazing typically is an initiation activity that is a precondition for being socially accepted or joining a team. It also includes any act that is described as hazing under federal or state law.

Examples of hazing include:

- Using force or peer pressure to require the consumption of alcoholic beverages or illegal drugs
- Restraining a person through tying or taping
- Requiring simulations of acts of a sexual nature.
- Depriving one of sleep
- Withholding water and/or food
- Requiring public actions that are illegal, embarrassing, or socially unacceptable (e.g. public nudity)
- Paddling, branding, beating or other forms of physical assault
- Requiring excessive training

Hazing occurs even when the participant agrees to cooperate.

Willfully Tolerating Misconduct

It is a violation when a league official/staff member knows of prohibited misconduct but takes no action to intervene to protect participants or other league officials/staff members. It is also a violation to observe illegal and prohibited misconduct and not report it in a timely manner to the appropriate entity or law enforcement authorities.

Social Media and Electronic Communications

Electronic communications and social media interactions between league officials/staff and participants and their parents/guardians is essential with regard to activities, schedules, and administrative issues. Furthermore, social media touting the positive aspects of competition and club promotion should be encouraged. However, the potential for misconduct exists including sexual abuse, emotional abuse, bullying, harassment, and hazing.

Social Media, including, Facebook, Twitter, Instagram, Snapchat, etc.

The league may create an official social media account which may connect with other staff, participants, and parents/guardians for the purpose of official league communications about activities, motivation, team building, and answering posts from staff, participants, and parents/guardians.

League Officials/Staff and minor participants should not connect on social media outside of the league's official social media account.



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Email, Texts, and Instant Messaging

A league official/staff member and minor participant may communicate via email, text, or instant message if the communication is about official league activities. A parent/guardian of minor participants should be copied on all such communications sent by a league official/staff member.

Digital Photos and Videos

Leagues frequently publish photos and videos of activities on their website and social media accounts, and transmit via email to various media outlets. Before publishing a photo or video of any participant, the league should obtain an image release agreement signed by the parent/guardian. Also, all photos and videos should be taken in public view and should be appropriate and in the best interest of the participant and the league.

League official/staff should immediately honor any request from parent/guardian to discontinue all digital communications or imagery with a minor participant without any repercussions.

Violations of the league's electronic communications and social media policy should be reported to the League or a board member for appropriate disciplinary action including but not limited to suspension, permanent suspension and/or referral to law enforcement.

Travel

Travel to and from practices and competitions subjects participants to risk not only from auto accidents, but also makes them more vulnerable to misconduct, particularly during overnight stays. During overnight stays, participants are away from their families and support networks and find themselves in unfamiliar and less structured settings, such as locker/changing rooms, sports facilities, autos, and hotel rooms.

Local travel is not planned or supervised by the league, but parent/guardian for each participant is responsible for making the travel arrangements. Local travel occurs when minor participants are driven to and from practices and local competitions, usually by parents/guardians in a carpool setting. The guidelines for local travel are as follows:

- Drivers should have a valid driver's license, meet state insurance requirements, and operate a well-maintained vehicle in accordance with state laws.
- League official/staff drivers providing local transportation should not ride alone with an unrelated minor participant. There should either be at least two other participants or another adult in the vehicle at all times unless otherwise agreed to in writing by the parent/guardian of the participant.
- League official/staff drivers who are also the parents/guardians of a minor participant may provide shared transportation but should always pick up their own child first and drop him/her off last.
- League official/staff drivers should have the parent/guardian of participants sign a parental authorization and release form.

Team travel usually requires overnight stays and occurs when the team plans and supervises transportation for local, regional, or national competitions. For greater travel distances, league officials/staff and chaperones will often travel with the participants in order to provide adequate supervision. To follow are guidelines on team travel:

- All drivers should have a valid driver's license, meet state insurance requirements, and operate a well-maintained vehicle in accordance with state laws.
- Be sure to maintain appropriate adult-to-minor ratios, which will vary with the age of the participants.
- Hotels and air travel should be booked in advance with schedules published for all league officials/staff and parents/guardians.
- Participants should share rooms with 2 to 4 participants per room depending on room size. Participants should be grouped according to sex and age group.



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- Attempts should be made to have one chaperone of the same sex for each group.
- No chaperone or other league officials/staff members should spend the night in the same room with any unrelated minor participants.
- Chaperones must be cleared by a criminal background check and undergo awareness training before having any appropriate one-on-one interactions with a minor participant.
- The league should ask the hotel to block pay-per-view channels in the rooms of each participant.
- Meetings should not occur in rooms and a large room or suite should be rented so that league officials/staff can meet and socialize as a group with minor participants.
- Family members attending the event should be encouraged to stay in the same hotel as participants.

League Officials/Staff and Chaperone Responsibilities

- Brief participants and parents/guardians prior to travel on policy guidelines, expectations, and travel and competition schedules.
- Follow all policies on preventing misconduct including travel, locker/changing rooms, and two-deep leadership.
- Assist participants in preparing for competitions.
- Encourage minor participants to engage in daily communications with parent/guardian.
- Set curfews based on age and competition schedule.
- No use of alcohol or drugs by chaperones in the presence of minors and they should not be under the influence while performing duties.
- Chaperones should make sure that league officials/staff comply with all travel and other misconduct policies.
- Immediately report any violation of travel or misconduct policy to the League or a board member.
- Notify parent/guardian not traveling with the minor participant of any injuries, discipline problems, or any other concerns.

Reporting Child Sexual and Child Physical Abuse

Congress enacted a new Federal law in 2018 which establishes a nationwide *standard "duty to report"* suspected child abuse. **Public Law 115-126 "Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017"** ("Safe Sport Act") specifically mandates that all amateur sports organizations, which participate in an interstate or international amateur athletic competition and whose membership includes any adult who is in regular contact with an amateur athlete who is a minor must report suspected child abuse, including sexual abuse, within 24 hours to law enforcement. The duty to report extends to all youth baseball programs and affiliated leagues.

The new Federal law provides that:

- An individual who is required, but fails, to report suspected child sexual abuse is subject to criminal penalties.
- If an individual reasonably suspects a case of abuse within their league, they should report it to the appropriate child services organization and/or local law enforcement, as well as, their League MO, the League President and District Director.

The League or a board member should separately report such allegations to the appropriate law enforcement authorities as required by state and federal law. Failure to report such abuse may be a violation under state and/or federal law. Those making such reports may have civil and criminal immunity as long as the report was made in good faith. An attorney should be consulted prior to reporting for currently applicable state and federal law.

Participants and parents are also encouraged to report any reasonable suspicions of child sexual and child physical abuse to the League or a board member.



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Resources for assistance with state and federal reporting requirements:

- Child Welfare Information Gateway: www.childwelfare.gov
- Mandatory Reporters of Child Abuse and Neglect http://www.childwelfare.gov/systemwide/laws_policies/statutes/mandata.cfm
- State Statute Search: http://www.childwelfare.gov/systemwide/laws_policies/state/

After Reporting to Law Enforcement

After a report of reasonable suspicion of misconduct to law enforcement has been made, whether for reasons of child sexual abuse, child physical abuse, or other illegal reportable misconduct, the League should take the following actions:

- Do not engage in any internal investigations or attempt to investigate the credibility of any such allegation. An independent investigation may interfere with the investigation of law enforcement. Allow law enforcement to conduct its own investigation. However, the League may ask a few clarifying questions of the complainant or minor(s) involved to adequately report the suspicion to law enforcement.
- To the extent permitted by law and appropriate, the League and/or a board member shall protect the names and confidentiality of the complainant (if requested), the accused, and the victims.
- Immediately remove the accused league official/staff member from his/her duties. No hearing is required and the accused has no right to defend himself/herself because the safety and wellbeing of the participant is of utmost importance. The League may simply notify the accused league official/staff member that he/she is no longer eligible to participate in the league's activities.
- After consulting with legal counsel, the League may decide at their discretion to inform other league officials/staff members, parents, and participants of any child sexual abuse or child physical abuse allegations that law enforcement is actively investigating, in an effort to find out if there may be other cases of child abuse that shall also be reported to law enforcement.
- Once the investigation by law enforcement has concluded, the League may reconvene to determine whether or not the accused can be reinstated or reassigned. Even if the investigation is inconclusive, the League may use its discretion in deciding on reinstatement or reassignment.

Reporting Other Misconduct, including Emotional Abuse, Bullying, Harassment, Hazing, or Grooming Behavior

Any league official/staff member, participant, or parent who has a reasonable suspicion of emotional abuse, bullying, harassment, hazing, or grooming behavior shall report within 24 hours such misconduct to the League or a board member. Depending on the severity and nature of the allegations, the League shall determine whether to immediately report such allegation within 24 hours to the appropriate law enforcement authorities as required by state or federal law.

How to Report All Misconduct to the League

Reports of all misconduct made to League or to any board member may be made orally or in writing. The information required is the name of complainant(s) making the report, the type of misconduct alleged, the name(s) of the accused league officials or staff members who allegedly engaged in the misconduct, the approximate dates of misconduct, and any other relevant information.

Responding to Misconduct and Policy Violations

Upon receiving a report of emotional abuse, bullying, harassment, hazing, or grooming behavior that is not reportable to law enforcement under state or federal law, the League shall investigate and take appropriate action.

Factors to be considered in an investigation include the age of the alleged victim, the age of the alleged perpetrator, and the extent, nature, and scope of the allegations. Before taking any disciplinary action, the accused shall have an opportunity to present his/her defense. If the accused is a staff member such as a coach, the board shall be notified of the pending investigation. If the accused is a minor, his or her coach and parents shall be notified in advance.



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The confidentiality of the complaint, complainant, victim, and accused shall be protected by the organization until the outcome of the proceedings is finalized. Notice shall be given about any sanction. The investigator shall not discuss the ongoing investigation with anyone other than for the purposes of gathering information related to the investigation unless requested otherwise by law enforcement or child protective services. Likewise, participants in the hearing shall be requested to keep all information confidential unless requested by law enforcement or child protective services.

Sanctions applied shall be appropriate and reasonable under the circumstances.

Sanctions that may be applied against a league volunteer or staff member:

- Referral to law enforcement authorities if a crime is believed to have been committed
- Dismissal in the event of extreme cases
- Temporary suspension.
- Reassignment of duties.
- Formal warning.
- Place under the supervision of another staff member.

Sanctions that may be applied against a participant:

- Revocation of membership or participation in competitions
- Suspension of membership or participation in competitions
- Verbal/written warning
- Provided additional education and guidance\

Additional Reporting to Dixie Youth Baseball

In addition to the reporting requirements above, all **DYB** Leagues shall report to Dixie Youth Baseball, Inc. at dyb@dixie.org: The identity of any person (coaches, volunteers, etc.) affiliated with it or any of its members who is convicted of, or pleads guilty to, or who is charged with and pleads guilty to a lesser offense, any crime of child abuse and/or crimes of a sexual nature, and the identity of any person (coaches, volunteers, etc.) who is permanently banned from participation in its activities or the activities of any of its members as a result of a claim of child abuse or as a result of a claim of sexual abuse.

Any individual reported by a League to **DYB** shall be reported to USA Baseball.

Dealing with the Media

In the event of media inquiries involving an allegation of misconduct, a single board member or attorney shall be appointed as the sole media contact and any comment shall be based on the following principles:

- The league has notified the proper law enforcement authorities.
- The league is following its internal policies and procedures regarding the allegation(s).
- The privacy of all involved individuals shall be respected and protected throughout the proceedings.
- The identity of any accused perpetrator shall not be disclosed unless 1) law enforcement is actively investigating and the name is a matter of public record; 2) law enforcement believes that the accusation is likely valid; and 3) the league has taken action to sanction or remove the alleged perpetrator.

Whistleblower Protection and Bad Faith Allegation

Whistleblowers who report misconduct suspicions in good faith shall be protected against any retaliation, punishment, and other harm regardless of the outcome of any investigation. To allow otherwise would defeat the purpose of this Plan. Anyone who retaliates is subject to disciplinary action. Likewise, complainants who act in bad faith in making malicious or frivolous allegations are subject to civil and criminal actions and disciplinary action by the league.



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Screening Volunteers

The league shall select a criminal background check vendor that will run background checks and will assist in interpreting results and in compliance with state and federal laws.

The criminal background check vendor shall, at a minimum, conduct a third-party criminal background check which searches the National Criminal Database and the National Sex Offender Registry in all 50 states (not limited to just sexual offender records) from state and county databases on all managers, coaches and other authorized adult participants in the league who have repetitive access to and close contact with minor athletes. After the initial background check, the league should run a subsequent background check at least every three years or more often as the league deems appropriate.

Note: Certain employees or independent contractors from outside the league may have repetitive access in close contact with youth. Steps shall be taken to make sure that a background check has been run on these individuals by their employer.

The League shall be responsible for implementing, monitoring, taking corrective action, disqualifying unfit candidates, and working with third-party background check vendors on all issues related to the criminal background check program. The League shall maintain confidentiality to protect against possible claims of slander or libel. The League shall work with third-party vendors for assistance in interpreting background check results and to protect against possible claims under the Fair Credit Reporting Act, First Offender Act, and all other state and federal laws protecting those who undergo criminal background checks.

Administration of Criminal Background Checks

Disqualification Criteria: To make sure that all individuals are treated fairly and consistently, the following disqualification criteria shall be used:

Individuals in the league who are found to be guilty of the following crimes shall be disqualified as a manager/coach or other position in the league as outlined below.

- All sex offenses including child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.
- All felony violence including murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc.
- Found guilty within the past 10 years of all felony offenses other than violence or sex including drug offenses, theft, embezzlement, fraud, child endangerment, etc.
- Found to be guilty within the past 7 years of all misdemeanor violence offenses including simple assault, battery, domestic violence, hit & run, etc.
- Found guilty within the past 5 years of misdemeanor drug and alcohol offenses (or multiple offenses in the past 10 years) including driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.
- Any other misdemeanor within the past 5 years that would be considered a potential danger to children or is directly related to the functions of the official/staff member, including contributing to the delinquency of a minor, providing alcohol to a minor, theft (if volunteer handles funds), etc.

Guilty means the applicant was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by the court's finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt. This policy does not apply if criminal charges resulted in acquittal, dismissal or in an entry of *nolle prosequi*.

Shall any of the pending charges described above be discovered or shall any of the above charges be brought against an applicant during the season, the applicant shall be suspended from serving until the charges are cleared or dropped and the League approves reinstatement.

Note: These disqualification criteria are provided courtesy of Southeast Security Consultants, Inc. Each league may customize its own criteria to meet the league's specific policies. Another excellent, local source would be the disqualification criteria used by the local school board.



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League Manager/Coach/Volunteer Application: Prior to the running of any criminal background check, the applicant shall complete a league official/staff application form giving his or her consent to the running of such check. This form shall include a question about the existence of any prior criminal convictions. A "yes" answer shall require a detailed explanation including the type of offense, locations, and dates.

An application under the League Risk Management tab on the **DYB** website may be used or the league may develop its own application. The application form shall be provided by the third-party criminal background check vendor. The vendor's legal department can take on the risk of ensuring the form complies with the state and federal laws, which change frequently.

The information obtained in the application/consent form, as well as the results of criminal background checks, shall be held in strict confidence to protect the confidentiality of the information. It shall be kept in a secure location with access by the League only. Confidential information shall not be disclosed outside of the league and shall only be shared within the league on a need-to-know basis. However, under certain circumstances, the league may have a legal duty to disclose certain types of information to government agencies or law enforcement.

Run Criminal Background Check: After collecting the league application/consent forms, the League shall verify that they are complete and legible. Next, the applications or information therein shall be forwarded to the selected criminal background vendor.

Results: The results from the criminal background check vendor shall be received by the League. The League may need the assistance of the vendor in interpreting the results against the predetermined disqualification criteria. In addition, the League shall ask the vendor about any applicable first-offender acts in a particular state that may disallow the use of the results in making a disqualification decision. All disqualified applicants shall be provided with the following documents:

- 1) Fair Credit Reporting Act: Summary of Rights
- 2) Letter of disqualification
- 3) Copy of the criminal background check results.

The vendor shall advise if there are any other requirements under state or federal law.

Appeals Process: Official/staff candidates disqualified due to an unsatisfactory criminal background check shall be given a right to appeal if they notify the League in writing. Such appeals shall be heard by a three-person committee appointed by the league. This Committee shall decide whether to uphold the decision of the League. As a compromise, the Committee may decide to reassign the applicant to a more appropriate position or to place the candidate under a probationary period. The results of all criminal background checks and appeals shall be kept confidential.

The written appeal shall include:

- Full name and address of the appellant;
- Full name and address of any person making the request for an appeal on behalf of the appellant;
- The grounds for the appeal, providing a detailed explanation of the appellant's objections to the decision, additional facts, or factual errors in the decision;
- The relevant particulars to the appeal, providing any background facts relating to the appeal including how the appellant is affected by the decision and a detailed description of the requested relief (i.e. what appellant wants the League to do);
- The signature of the appellant or the appellant's representative, and the date of the appeal.

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Monitoring and Supervision Compliance

The league shall monitor and supervise the implementation and compliance of this Plan as follows:

- Require all league officials and staff to review the Plan and agree to abide by its guidelines and requirements.
- Require all league officials and staff having repeated access to youth to undergo and pass a criminal background check.
- Promptly address any reports of child abuse or other misconduct and take appropriate action.
- Observe and periodically spot check compliance with interactions at practice and games, locker/changing rooms, travel arrangements, and social media.
- Stay in touch with other league officials/staff members, participants and parents to learn of any potential instances of misconduct.

Distribution

A paper or electronic copy of this adopted Child Protection Plan or a similar comprehensive plan shall be distributed to each authorized adult participant in the league annually.

This plan was adopted by _____
League Name

on _____
League Official

The league and/or sponsoring organization shall adopt this Plan or a similar comprehensive plan and certify such adoption in their annual franchise renewal .

Sources

- U.S. Center For SafeSport; SafeSport Code For the U.S. Olympic And Paralympic Movement; 12-28-2017
- U.S. Center For SafeSport; Practices And Procedures; 3-3-2017
- SafeSport Program Handbook; U.S. Figure Skating; 1-1-2018
- USA Basketball SafeSport Program Handbook; 11-9-2017
- Model Youth Football Safe Sport Policy; USA Football; 2-20-2015

DISCLAIMER: THIS CHILD PROTECTION PLAN IS MEANT TO PROVIDE GENERAL AWARENESS AND EDUCATION ON THE TOPIC OF MISCONDUCT IN YOUTH BASEBALL PROGRAMS AND SUGGESTED POLICIES COMPILED FROM VARIOUS RESOURCES AND IS NOT TO BE CONSTRUED AS ALL-ENCOMPASSING. THIS PLAN MAY CONTAIN INCORRECT INFORMATION AND MAY OMIT CRITICAL INFORMATION. BASEBALL PROGRAMS SHOULD INDEPENDENTLY RESEARCH VARIOUS AUTHORITY SOURCES SUCH AS U.S. CENTER FOR SAFESPORT AND UPDATE AND CUSTOMIZE THIS PLAN, AS NECESSARY. NO SPECIFIC ADVICE OR LEGAL ADVICE IS BEING PROVIDED. ALL DYB LEAGUES ARE SUBJECT TO FEDERAL LAW (PUBLIC LAW 115-126) - The "Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017" ("Safe Sport Act"). LAWS PERTAINING TO CHILD ABUSE AND OTHER MISCONDUCT VARY FROM STATE TO STATE. ALWAYS CONTACT A LOCAL ATTORNEY FOR LEGAL ADVICE IN YOUR STATE. SADLER & COMPANY, INC.; dba SADLER SPORTS & RECREATION INSURANCE AND DIXIE YOUTH BASEBALL, INC. DISCLAIM ANY AND ALL LIABILITY RESULTING FROM THE PUBLICATION AND USE OF THIS AWARENESS AND EDUCATIONAL RISK MANAGEMENT PLAN. IN EXCHANGE FOR RECEIPT OF THIS INFORMATION, RECIPIENT AGREES TO HOLD HARMLESS AND INDEMNIFY SADLER & COMPANY, INC.; dba SADLER SPORTS & RECREATION INSURANCE AND DIXIE YOUTH BASEBALL INC. AND ITS RESPECTIVE DIRECTORS, OFFICERS, AND EMPLOYEES FOR ANY CLAIMS OF BODILY INJURY, PROPERTY DAMAGE, OR OTHER DAMAGES, INCLUDING REASONABLE ATTORNEY'S FEES, TO THEMSELVES OR THIRD PARTIES.



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Child Protection Program



Checklist for Complying with the Safe Sport Act

In 2018, Congress enacted a new Federal law which establishes a nationwide standard **“duty to report”** suspected child abuse. The **“Protecting Young Victims from Sexual Abuse and Safe Sport Act of 2017”** (**“Safe Sport Act”**) **Public Law 115-126** applies to all DYB leagues. The new law mandates that all amateur sports organizations adopt policies to protect minor athletes in their program which address education and training, safety procedures for minor athletes, and reporting guidelines.

Below is a checklist to assist DYB leagues with complying with the new Federal law.

- (1) **Adopt the DYB Child Protection Plan (a League Child Abuse Management Plan)** – Each league should adopt and implement the DYB Child Protection Plan or a similar comprehensive risk management plan which serves as awareness education training for all league officials and staff who agree to educate themselves on all forms of misconduct and to refrain from engaging in such misconduct and in violating the policies therein.
- (2) **The league’s plan should include policies to address:**
 - **Duty to Report Child Abuse** – All DYB local leagues whose volunteers have regular contact with a minor participant in the league program must report suspected child abuse, including sexual abuse, within 24 hours to law enforcement.
 - **Limit One-On-One Interaction with Minors** – Dixie Youth Baseball and its affiliated leagues must establish procedures to limit one-on-one interactions between an amateur athlete who is a minor and an adult (who is not the minor’s legal guardian).
 - **Training for Minors** – The **Safe Sport Act** requires sports organizations to provide training to minors on preventing and reporting of child abuse. DYB league organizations shall provide all parents of minor athlete’s access to the **“Abuse Avoidance Training for Minors”** or a similar document from another source to each parent and a recommendation, subject to parental consent, that each parent should review this document with their minor child.
 - **Background Checks** – Leagues must use background checks to screen all managers, coaches and other authorized adult participants in the league who have repetitive access to and close contact with minor athletes.
 - **Prohibit Retaliation** - Dixie Youth Baseball and its affiliated leagues must prohibit retaliation against any individual who makes a report required under the **Safe Sport Act**.
- (3) **Leagues may utilize the following documents located under the *Child Protection Plan* tab on the DYB website at youth.dixie.org:**
 - **Child Protection Plan;**
 - **Abuse Reporting Guidelines;**
 - **Abuse Awareness Training – Minors;**
 - **Background Check Policy;**
 - **League Volunteer Application**
- (4) **Reporting to Dixie Youth Baseball**

All DYB Leagues shall report to Dixie Youth Baseball, Inc.:

 - the identity of any person affiliated the league who is convicted of, or pleads guilty to, or who is charged with and pleads guilty to a lesser offense, any crime of child abuse and/or crimes of a sexual nature, and
 - the identity of any person who is permanently banned from participation in league activities as a result of a claim of child abuse or as a result of a claim of sexual abuse.

If you need additional information, email dyb@dixie.org.

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Coach and Volunteer Background Checks

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Coach & Volunteer Background Check Solution.

Are Your Kids Really Safe? Make Sure Today!

- **Coach & Volunteer Background Checks**
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- **KidSafePlus Coach and Volunteer Background Check Badges**

Youth athlete safety has always been a priority to us at SportsSignup. Protect your kids, protect your organization and get your coach and volunteers checked with KidSafePlus. Ensure 100% compliance with our easy to use system. Secure and private with quality results.

"Since I have been with T&C, we have gone through two other registration modules before finding SportsSignup. When I found out what SportsSignup can offer in a registration module compared to what we had been using, I could not believe what we were missing." - Lisa Smith of Town & Country Optimist Club.



Watch Our Quick
Demo Video



For more information: Call 866-975-8600
Get a FREE Tryout account at www.KidSafePlus.com

KidSafePlus® Coach & Volunteer Background Check Solution

Are your kids really safe? No, really safe? KidSafePlus can help you automate, streamline, and secure the background check process, and ensure full compliance with the Fair Credit Reporting Act. Your greatest commodity is our greatest concern.

Online Screening Process

There are many advantages over a paper system for you and your members.

- 24/7 online access for secure and private registration of background checks for coaches and volunteers.
- Forms include required fields to ensure all necessary information is provided from the beginning, speeding up the screening process.
- People can pay by credit card, eliminating the work of process check and cash payments.
- Real-time system gets results back to you promptly.
- Volunteers are automatically prompted to re-register for a background check once theirs has expired.

Security

Since background checks collect highly confidential information, SportsSignup takes extreme measures to protect the privacy of individuals using our background check services. KidSafePlus is a much more secure way of handling private information.

- No more paper forms sitting out for others to access.
- Information is entered directly into a secure system.
- Only authorized administrators can access information.
- All private information is wiped clean from our database.
- With KidSafePlus badges, everyone will know if you coaches and volunteers have taken and passed their background check.

FCRA Compliance

The Fair Credit Reporting Act (FCRA) mandates processes and procedures for handling consumer disclosure and disputes. SportsSignup is FCRA compliant, and will help your organization with FCRA compliance:

- When a case is opened we provide easy ways to communicate with registrants and document actions taken on a case.
- Provide letter and email templates within the KidSafePlus system.
- Tools that can be used for disqualifying someone based on their background check.

Quality Results

All background checks are NOT ALIKE. With KidSafePlus, all results from the National Criminal Database search are re-verified by trained researchers (real people), for no additional charge.

We protect with:

- Social Security Number Trace, to verify registrants name.
- National Criminal File Search of more than 450 million records.
- All criminal matches are re-verified directly at the source by trained professional researchers before being reported, ensuring maximum risk protection and greater accuracy. Saving administrators time and hassle.
- Our Alias Search Option runs reports on individuals with multiple first or last names – shining a light on crafty offenders and ensuring quality results.

Integration & Reporting

KidSafePlus is seamlessly integrated with our online registration system, enabling program administrators to see which coaches and volunteers have been screened and passed the background check. The system allows you to manage the process easily:

- Identify who needs a background check and send an email notice.
- Alerts displayed when an individual has been convicted of a crime.
- Manage open cases, and record notes of activity.
- With continuous background checks, you no longer need to create a new background check session, year after year.

Affordable & Simple

We charge a reasonable per registrant fee. We never charge for setup or training...That's absolutely FREE!

- Single Name Search:
 - Uses only single name match from a Social Security Number (SSN) trace.
- Alias Search Option:
 - Uses all known aliases provided from a Social Security Number (SSN) Trace. The standard criminal database search is then done with this list of alias names, including maiden names if found.



DIXIE YOUTH BASEBALL MANAGER/COACH/VOLUNTEER APPLICATION



Name: First _____ Middle _____ Last _____
Address: _____ City _____ Zip Code _____
Social Security # (mandatory): _____ Date of Birth: _____
Email Address: _____ Place of Employment _____
Cell Phone: _____ Home Phone: _____

- 1) Have you lived out of state in the past 5 years? Yes ___ No ___ If yes, what states? _____
- 2) Do you have children in the program? Yes ___ No ___ Name(s): _____
- 3) Do you have a valid driver's license? Yes ___ No ___ State: _____ Driver's License#: _____
- 4) Have you ever been convicted of or pleaded no contest or guilty to any crime(s) involving or against a minor?
If yes, describe in detail including type of offense, location and date. (Use backside of this application or attach separate page)
- 5) Have you ever been convicted of or pleaded no contest or guilty to any crime(s) Yes ___ No ___
(Answering yes to question 6, does not automatically disqualify you as a volunteer.)
If yes, describe each in full: _____
6. Do you have any criminal charges pending against you regarding any crime(s)? Yes ___ No ___
If yes, describe each in full: _____
(Answering yes to question 6, does not automatically disqualify you as a volunteer.)
7. Have you ever been refused participation in any other youth programs? Yes ___ No ___
If yes, explain: _____



BACKGROUND CHECK



RECOMMEND A COPY OF A VALID GOVERNMENT ISSUED PHOTO IDENTIFICATION BE ATTACHED TO APPLICATION.

AS A CONDITION OF VOLUNTEERING, I give permission for the Dixie Youth local league organization to conduct background check(s) on me now and as long as I continue to be active with the organization, which may include a review of sex offender registries (some of which contain name only searches which may result in a report being generated that may or may not be me), child abuse and criminal history records. I understand that, if appointed, my position is conditional upon the league receiving no inappropriate information on my background. I hereby release and agree to hold harmless from liability the local Dixie Youth League, Dixie Youth Baseball, Inc., the officers, employees and volunteers thereof, or any other person or organization that may provide such information. I also understand that, regardless of previous appointments, the local Dixie Youth league is not obligated to appoint me to a volunteer position. If appointed, I understand that, prior to the expiration of my term, I am subject to suspension by the Local League President and removal by the Local League Board of Directors for violation of Dixie Youth and/or Local League policies or principles.

Applicant Signature: _____

Date: _____

LOCAL DIXIE YOUTH LEAGUE USE ONLY:

Background check completed: Date: _____ By: _____

System used for background check (one must be checked):

Dixie Youth mandates all checks include criminal records and sex offender registry records.

☐ Sports Signup Play ☐ Other Sex Offender Registry Data and National Criminal Records vendor,

Only attach to this application copies of background check reports that reveal convictions of this applicant.

ORDINANCE NO. 2021-01

**AN ORDINANCE BY THE TOWN OF SNEADS, FLORIDA,
AMENDING THE TOWN OF SNEADS, ORDINANCE 2019-01
PROVISIONS RELATED TO THE ELEVATION OF
MANUFACTURED HOMES IN FLOOD HAZARD AREAS;
PROVIDING FOR APPLICABILITY AND SEVERABILITY; AND
PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the Legislature of the State of Florida has, in Chapter 166, Florida Statutes, conferred upon municipalities the authority to adopt regulations designed to promote the public health, safety and general welfare of its citizenry; and

WHEREAS, the Town of Sneads ("Town") participates in the National Flood Insurance Program and participates in the NFIP's Community Rating System, a voluntary incentive program that recognizes and encourages community floodplain management activities that exceed the minimum program requirements; and

WHEREAS, in 2020 the NFIP Community Rating System established certain minimum prerequisites for communities to qualify for or maintain class ratings of Class 8 or better; and

WHEREAS, to satisfy the prerequisite and for the Town to maintain the current CRS rating, all manufactured homes installed or replaced in special flood hazard areas must be elevated such that the lowest floors are at or above at least the base flood elevation plus 1 foot, which necessitates modification of the existing requirements; and

WHEREAS, the Town Council determined that it is in the public interest to amend the floodplain management regulations to better protect owners and occupants of manufactured homes and to continue participating in the Community Rating System at the current class rating.

NOW, THEREFORE, BE IT ORDAINED by that the Town of Sneads, Ordinance 2019-01, Floods, is amended as set forth in the following amendments, as shown in strikethrough and underline format in Section 2.

SECTION 1. RECITALS.

The foregoing whereas clauses are incorporated herein by reference and made a part hereof.

SECTION 2. AMENDMENTS.

The Town of Sneads, Code of Ordinances, is hereby amended by the following amendments.

Modify Section **B** Definitions, by deleting the following definitions.

~~**Existing manufactured home park or subdivision.** A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before the date the community's first floodplain management ordinance was adopted}.~~

~~**Expansion to an existing manufactured home park or subdivision.** The preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).~~

~~**New manufactured home park or subdivision.** A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after {date the community's first floodplain management ordinance was adopted}.~~

Modify Section **D** Manufactured Homes, as follows:

1 General. All manufactured homes installed in flood hazard areas shall be installed by an installer that is licensed pursuant to section 320.8249, F.S., and shall comply with the requirements of Chapter 15C-1, F.A.C. and the requirements of this ordinance.

2. Limitations on installation in floodways. New installations of manufactured homes shall not be permitted in floodways.

3 Foundations. All new manufactured homes and replacement manufactured homes installed in flood hazard areas shall be installed on permanent, reinforced foundations that are designed in accordance with the foundation requirements of the Florida Building Code

Residential Section R322.2 and this ordinance. ~~Foundations for manufactured homes subject to Section 304.6 of this ordinance are permitted to be reinforced piers or other foundation elements of at least equivalent strength.~~

4 Anchoring. All new manufactured homes and replacement manufactured homes shall be installed using methods and practices which minimize flood damage and shall be securely anchored to an adequately anchored foundation system to resist flotation, collapse or lateral movement. Methods of anchoring include, but are not limited to, use of over-the-top or frame ties to ground anchors. This anchoring requirement is in addition to applicable state and local anchoring requirements for wind resistance.

5 Elevation. All manufactured homes that are placed, replaced, or substantially improved in flood hazard areas shall be elevated such that the bottom of the frame is one foot or more above the elevation required, as applicable to the flood hazard area, in the Florida Building Code, Residential Section R322.2 (Zone A). ~~Manufactured homes that are placed, replaced, or substantially improved shall comply with Section 304.5 or 304.6 of this ordinance, as applicable.~~

~~**6 General elevation requirement.** Unless subject to the requirements of Section 304.6 of this ordinance, all manufactured homes that are placed, replaced, or substantially improved on sites located: (a) outside of a manufactured home park or subdivision; (b) in a new manufactured home park or subdivision; (c) in an expansion to an existing manufactured home park or subdivision; or (d) in an existing manufactured home park or subdivision upon which a manufactured home has incurred "substantial damage" as the result of a flood, shall be elevated such that the bottom of the frame is at or above the elevation required, as applicable to the flood hazard area, in the *Florida Building Code, Residential Section R322.2 (Zone A)*.~~

~~**7 Elevation requirement for certain existing manufactured home parks and subdivisions.** Manufactured homes that are not subject to Section 304.5 of this ordinance, including manufactured homes that are placed, replaced, or substantially improved on sites located in an existing manufactured home park or subdivision, unless on a site where substantial damage as result of flooding has occurred, shall be elevated such that either the:~~

- ~~1. Bottom of the frame of the manufactured home is at or above the elevation required in the *Florida Building Code, Residential Section R322.2 (Zone A)*; or~~
- ~~2. Bottom of the frame is supported by reinforced piers or other foundation elements of at least equivalent strength that are not less than 36 inches in height above grade.~~

8 Enclosures. Enclosed areas below elevated manufactured homes shall comply with the requirements of the Florida Building Code, Residential Section R322.2 for such enclosed areas.

9Utility equipment. Utility equipment that serves manufactured homes, including electric, heating, ventilation, plumbing, and air conditioning equipment and other service facilities shall comply with the requirements of the Florida Building Code, Residential Section R322.

SECTION 3. APPLICABILITY.

For the purposes of jurisdictional applicability, this ordinance shall apply in the Town. This ordinance shall apply to all applications for development, including building permit applications and subdivision proposals, submitted on or after the effective date of this ordinance.

SECTION 4. INCLUSION INTO THE CODE OF ORDINANCES.

It is the intent of the Town Council that the provisions of this ordinance shall become and be made a part of the Town's Code of Ordinances, and that the sections of this ordinance may be renumbered or relettered and the word "ordinance" may be changed to "section," "article," "regulation," or such other appropriate word or phrase in order to accomplish such intentions.

SECTION 5. SEVERABILITY.

If any section, subsection, sentence, clause or phrase of this ordinance is, for any reason declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the ordinance as a whole, or any part thereof, other than the part so declared.

SECTION 6. EFFECTIVE DATE.

This ordinance shall take effect upon adoption.

PASSED AND ADOPTED in open regular meeting this __ day of April, 2021,
after public notice and hearing were provided as required by law.

ATTEST:

Town of Sneads, Florida

Sherri Griffin, Municipal Clerk

Mike Weeks, Council President

Approved for legal sufficiency:

Daniel H. Cox, Town Attorney

RESOLUTION NO. _____

A RESOLUTION BY THE SNEADS TOWN COUNCIL, SNEADS, FLORIDA, APPROVING AN APPLICATION FOR A STATE OF FLORIDA, COMMUNITY DEVELOPMENT BLOCK GRANT DISASTER RECOVERY REBUILD FLORIDA HOMETOWN REVITALIZATION PROGRAM (CDBG-DR/HRP) GRANT FOR THE ACQUISITION AND DEMOLITION OF CERTAIN PROPERTIES AND ASSISTANCE TO CERTAIN SMALL BUSINESSES; PROVIDING AN EFFECTIVE DATE.

WHEREAS, The State of Florida has established the Community Development Block Grant Program Disaster Recovery Rebuild Florida Hometown Revitalization Program and it has been determined the Town of Sneads is eligible to make application for certain funds under this program; and

WHEREAS, the Town of Sneads was impacted by the 2018 Hurricane Michael disaster and certain instances of disrepair remain, and the Town has identified the following eligible activities as central to Hurricane Michael recovery efforts:

1. Acquisition/Demolition of 1995 Gloster Avenue

2. Acquisition/Demolition of 1989 Gloster Avenue

3. Restoration Assistance to Qualifying Small Businesses

WHEREAS, the grant program requires a public hearing to be held and the project be approved and adopted by the Town Council.

WHEREAS, the Town Council Vice President and Town Manager have authority and rights to execute all required grant related application and agreement documents in the absence of the Mayor, including acting as a Certifying Officer under Section 104(g) of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5304 (g)) (HUD Act), in connection with the receipt if assistance from the U.S. Department of Housing and Urban Development (HUD) under Title I of the HUD Act (or refer to specific assistance from HUD). Such authority hereby delegated includes, but is not limited to, the authority to execute the certification required under Section 104 (g) of the HUD Act; the authority to specify when appropriate that the jurisdiction has fully carried out its responsibilities for environmental review, decision making and action under Section 104(g) (1) if the HUD Act; the authority to consent to assume the status of a responsible Federal Official under the National Environmental Policy Act of 1969 and other provisions of law specified in the regulations of HUD in 24 CFR Part 58;

CDBG-DR/HRP 2021 Resolution

NOW, THEREFORE, be it resolved by the Sneads Town Council, Sneads, Florida, that the CDBG-DR/HRP application for acquisition and demolition of property and assistance to small businesses in support of Hurricane Michael recovery is hereby approved for submission.

SNEADS TOWN COUNCIL
SNEADS, FLORIDA

BY: _____
Mike Weeks
Council President

I, _____, Clerk for Sneads, Florida, do hereby certify that the foregoing is a true and correct copy of the resolution adopted by the Sneads Town Council at its meeting held on the _____ day of April, 2021.

Sherri Griffin, Town Clerk



Town of Sneads

PO Drawer 159

Sneads, Florida 32460

PH (850) 593-6636 Fax (850)593-5079

Email: Sneadsmgr@sneadsfl.com

CDBG-HR Public Hearing Minute Excerpts

April 14, 2021

6:00PM

Mike Weeks, Council President, called the meeting to order at 6:00 P.M.

The Town Council opened the CDBG-HR (Hometown Revitalization) Public Hearing. The meeting was properly noticed in the Jackson County Times newspaper.

President Weeks recognized Vance Coley, Melvin Engineering, to explain the CDBG-HR funding opportunity and the Town's planned application. He then invited the public to ask questions or make comment. There were some general questions about the program, and Anthony Money stated that he would like to see grant opportunities utilized to repair roads that were damaged during hurricane recovery efforts.

With no other comment or question from those in attendance, President Weeks closed the public meeting.

SHERRI GRIFFIN, TOWN CLERK

4/14/21

DATE



Town of Sneads

PO Drawer 159

Sneads, Florida 32460

PH (850) 593-6636 Fax (850)593-5079

Email: Sneadsmgr@sneadsfl.com

April 9, 2021

MEMO TO: Council President and Councilmembers

SUBJECT: Town Manager's Report – April 2021

1. I am glad to report more and more progress being made on our outstanding projects throughout the town. Work will begin very soon on getting our pivots up and running correctly at the WWTP spray field. We will have bids for the Gazebo and Health Department for your approval at council meeting. I am attaching a copy of the bid sheets to this report. I think we wound up with some good bids for both projects. Inspection services for both projects will be completed by Alday-Howell as part of our continuing engineering services contract.
2. I am sure by now all of you have been informed that we will not have anymore outside DC work crews at least until late summer, if then. Warden Maddox came by and discussed the personnel shortage problem with me earlier this week. We should continue to get 2 or 3 inmates per day to assist our crews. Based on this, we will have to go out for quotes on getting the large pole barn at the sports complex constructed. I need to wait on approval from FDEM to do this as it will require a change to what has already been approved. Our consultants are preparing the changes needed. Hope to have approval within a couple of weeks.
3. Attached please find copy of letter from Florida DEM approving Jackson County's Local Hazard Mitigation Plan, of which we are a part, for the next five (5) years. These are the funds being used to install emergency generators at our lift stations, police department and town hall, and available for future use in case of emergencies. All projects are on a list by priority within the county to be able to use these funds.
4. We will have the second and final reading of Ordinance No. 2021-01 regarding Elevation of Manufactured Homes in flood hazard areas. Copy of Ordinance is attached.
5. I would like approval to attend the Florida City/County Manager's annual conference in Orlando June 2-5, 2021. This is in our travel budget for the town. Also, a reminder that I will be on vacation the week of May 9th.
6. Florida Rural Water Association has started an Apprenticeship Program to assist local governments get qualified water/wastewater employees. This program will provide employer's the opportunity to get employees at minimum wage while they work and attend classes 2 days per month, getting certified, and then become employed as certified to meet the needs of the local government. I have agreed to investigate getting two (2) apprentice employees, get them trained and certified, and become fulltime employees of the town. Outline of program is attached for your information.
7. I was hoping to have the re-designed press box/concession stand and restrooms from Donfro for council meeting, but it will probably be another 10 days before they are ready. I have heard from

most of you, and it seems the agreement would be to go with the design we have, except for having a panoramic view from the press box so all fields can be observed. He is making that change to the design, at no cost to the city, and this design will save us many \$\$ toward the total cost of the facility. If you are all in agreement, so that we do not have to wait another month to allow for RFPs for the demolition of the current concession stand and construction of the new facility, I would like to request your approval to submit the RFP's when the new design documents arrive.

8. We need a city ordinance citation form to be used by Police Department to issue citations (non-criminal) for ordinance related issues found in the city. The Town Attorney has reviewed the attached proposed citation which has fines of \$25, \$50, and \$75 civil penalties as payment for such violations. If you approve of these fines, which will be for 1st, 2nd and 3rd offenses, we can have the citation books printed and the Police Department can start using them. We are looking mostly at dog ordinance violations, but they can be used for other violations as such. Payment would be made directly to Town Hall by the offender.
9. I have attempted to get scheduled for the first mosquito test with Dustin Pittman with Jackson County Extension Service for a couple of weeks, but with the change in personnel there, they have been unable to schedule it. As a result, I contacted the State Mosquito Control folks and they are working with Jackson County Extension Service to get the test to them, which after checking yesterday, appears to be very soon. We will take the test as soon as possible. In the meantime, I have started putting out mosquito control packets in areas where we have water standing most of the time. If any of you know of any ditches or low spots in your area of the town that has such areas, please provide me the addresses and I will place packets there to control the mosquitoes. We will request citizens to ensure that water holding places around their residences are emptied as another control mechanism.
10. As soon as the get clearance from our Consultants, (Iparametrics), we will issue RFPs for the demolition and installation of new lights at the sports complex area, to include the football field and varsity fields. They had to make some adjustments with FEMA/FDEM due to the changes in some of the repairs at the complex.
11. I have attached a copy of Resolution No. 21-04 which is required as part of our recent grant approved. We have willing owner statements that they would entertain an offer to purchase for the addresses listed.


ELMON LEE GARNER
TOWNMANAGER

CC: Town Clerk, Deputy Clerk, Town Attorney

FLORIDA CITY AND COUNTY MANAGEMENT ASSOCIATION

REGISTRATION NOW OPEN!

2021 ANNUAL CONFERENCE

June 2-5, 2021

Hilton Orlando Bonnet Creek



The full conference schedule will soon be available online at fccma.org.

SPEAKERS



Pre-Conference Session:

GILBERT KING

PULITZER-PRIZE-WINNING AUTHOR



Thursday Opening General Session:

TONY MOORE

CULTURE ARCHITECT



Friday General Session:

MICHAEL MCCONNELL

U.S. NAVY (RETIRED)



Saturday Closing Breakfast:

ROMIE MUSHTAQ, M.D.

NEUROLOGIST

PRE-CONFERENCE SESSIONS

So You Want to be a City/County Manager (Emerging Leaders)

Ethics Session (Gilbert King, Speaker)

SESSION TOPICS

So You Have a Strategic Plan in Place: Now What?

How Does Remote Working Impact Your Central Business District?

Negotiation and Persuasion Skills

Partnering to Improve the Education Systems in Our Communities

The Immigration Conversation

Long-Term Impacts of a \$15 Minimum Wage on Local Government Operations

Increasing Confidence and Pride in Local Government

Post-Disaster Recovery: Are You Ready?

Steering from the Back Seat: Building Consensus Among a Fractious Commission

Balanced Growth-Making Infrastructure Investments to Support Development

Journey's Session

Four Corporate Sessions

Awards Program: Celebrating Professional Management

[Register Here](#)

[Download Registration Form](#)

Find Us On Facebook and Twitter

Register Now

FCCMA 2021 Annual Conference

FCCMA 2021 Annual Conference

June 2-5, 2021

**Hilton Orlando Bonnet Creek, 14100 Bonnet Creek
Resort Lane, Orlando**



FCCMA will hold an in-person 2021 annual conference.

Safety Precautions

Per safety recommendations, FCCMA will be instituting multiple precautions onsite. These may include: face masks required at all times except when eating, drinking or adequately physically distanced (6 feet apart); daily temperature checks (anyone with a temperature over 100.4 will not be allowed into the conference); and physically distanced meeting space. Please note that, due to the need for physical distancing, some meeting rooms may fill up and we will not be able to add chairs. Your patience and understanding is appreciated. All attendees will be expected to comply with all FCCMA and hotel guidelines. If you do not feel that you can adhere to these conditions, please do not register for the conference



FEMA

March 16, 2021

Mr. Miles Anderson
State Hazard Mitigation Officer
Division of Emergency Management
2555 Shumard Oak Boulevard
Tallahassee, FL 32399-2100

Reference: Local Mitigation Strategy: Jackson County

Dear Mr. Anderson:

The Jackson County, FL Local Mitigation Strategy (LMS) Plan Update is in compliance with the Federal hazard mitigation planning requirements resulting from the Disaster Mitigation Act of 2000 as contained in 44 CFR 201.6. The plan is approved for a period of five (5) years to March 15, 2026. This letter is to confirm that the following jurisdictions are approved under the Jackson County, FL Local Mitigation Strategy Plan Update in accordance with the Program Administration by States (PAS) requirements, effective March 16, 2021, as follows:

This plan approval extends to the following participating jurisdictions that provided a copy of their resolutions adopting the Jackson County, FL LMS plan:

- Jackson County, Unincorporated
- City of Cottdale
- City of Graceville
- City of Marianna
- Town of Alford
- Town of Bascom
- Town of Campbellton
- Town of Sneads
- Chipola College

The approved participating jurisdictions are hereby eligible applicants through the State for the following mitigation grant programs administered by the Federal Emergency Management Agency (FEMA):

- Hazard Mitigation Grant Program (HMGP)
- Flood Mitigation Assistance (FMA)
- Building Resilient Infrastructure and Communities (BRIC)

National Flood Insurance Program (NFIP) participation is required for some programs.

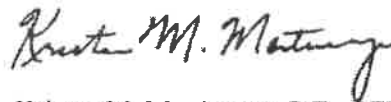
We commend the participants in the Jackson County, FL LMS plan for the development of a solid, workable plan that will guide hazard mitigation activities over the coming years. Please note that all requests for

funding will be evaluated individually according to the specific eligibility and other requirements of the particular program under which the application is submitted. For example, a specific mitigation activity or project identified in the plan may not meet the eligibility requirements for FEMA funding, and even eligible mitigation activities are not automatically approved for FEMA funding under any of the aforementioned programs.

We strongly encourage each community to perform an annual review and assessment of the effectiveness of their hazard mitigation plan; however, a formal plan update is required at least every five (5) years. We also encourage each community to conduct a plan update process within one (1) year of being included in a Presidential Disaster Declaration or of the adoption of major modifications to their local Comprehensive Land Use Plan or other plans that affect hazard mitigation or land use and development. When you prepare a comprehensive plan update, it must be resubmitted through the State as a "plan update" and is subject to a formal review and approval process by our office. If the plan is not updated prior to the required five (5) year update, please ensure that the draft update is submitted at least six (6) months prior to expiration of this plan approval.

The State and the participants in the Jackson County, FL LMS plan should be commended for their close coordination and communications with our office in the review and subsequent approval of the plan. If you or Jackson County have any questions or need any additional information, please do not hesitate to contact Gabriela Vigo, of the Hazard Mitigation Assistance Branch, at (229) 225-4546 or Darlene Booker, of my staff at, (770) 220-5404.

Sincerely,

A handwritten signature in black ink, appearing to read "Kristen M. Martinenza".

Kristen M. Martinenza, P.E., CFM
Branch Chief
Risk Analysis
FEMA Region IV



STATE OF FLORIDA

DIVISION OF EMERGENCY MANAGEMENT

Ron DeSantis
Governor

Jared Moskowitz
Director

March 22, 2021

Renee Scurlock-Lowe, Interim Director
Jackson County Emergency Management
2864 Madison Street
Marianna, Florida 32446

Re: Local Hazard Mitigation Plan Approval Notification

Dear Director Scurlock-Lowe,

Congratulations! The enclosed letter constitutes the Federal Emergency Management Agency's (FEMA) formal approval of the Jackson County Local Mitigation Strategy (LMS) plan for the following participating jurisdictions:

Jackson County, Unincorporated
City of Cottondale
City of Graceville
City of Marianna
Town of Alford

Town of Bascom
Town of Campbellton
Town of Sneads
Chipola College

The plan has been approved for a period of five (5) years and will expire again on March 15, 2026.

The Mitigation Planning Unit would like to thank you for all of your hard work. It has been a pleasure working with you and we look forward to serving you in the future. If you have any questions regarding this matter, please contact your LMS Liaison Laura Waterman at Laura.Waterman@em.myflorida.com or 850-815-4512.

Respectfully,

Miles E. Anderson

Digitally signed by Miles E. Anderson
DN: cn=Miles E. Anderson, o=DEM, ou=Mitigation,
email=Miles.anderson@em.myflorida.com, c=US
Date: 2021.03.23 14:09:02 -04'00'

Miles E. Anderson,
Bureau Chief, Mitigation
State Hazard Mitigation Officer

MEA/lw

Attachments: 03/16/2021 FEMA Approval Letter for Jackson County.