



**FULTON
COUNTY**

**FULTON COUNTY, GEORGIA
OFFICE OF THE COUNTY AUDITOR
FULTON COUNTY STATE COURT
TITLE VI COMPLIANCE SITE REVIEW REPORT**

July 25, 2019

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INTRODUCTION

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin under any program or activity receiving Federal Financial Assistance (FFA). Title VI compliance requirements apply to any county department, agency or sub-recipient that receives FFA.

The Office of the County Auditor conducted a site review of the Fulton County State Court on July 12, 2019 with Jennifer Hubbard, Court Program Administrator and Erika Wells, Senior Court Associate. The site review addressed the Title VI compliance requirements for the Self-Help Strategic Planning Project for the period of February 01, 2019 – November 01, 2019 in the total amount of \$50,000.00.

BACKGROUND

State Court operates under the laws of the State of Georgia to govern all criminal cases below the grade of felony. State Court also presides over all civil actions regardless of the amount of controversy. These civil actions include attachments, garnishments, proceedings against tenants, foreclosures and all other actions in which jurisdiction are not in the Superior Court. The criminal and civil cases are governed by ten (10) state court judges including the Chief Judge.

OBJECTIVES

The Office of the County Auditor has the responsibility of conducting Title VI Compliance Site Reviews of Federal financial assisted recipients and sub-recipients to determine whether they are honoring their commitments, as represented by certification, to comply with the Title VI/Non-discrimination Civil Rights requirements.

The primary objective of the site review was to determine if the Fulton County State Court has met its General Reporting and Program-Specific contractual requirements of the state, federal and county laws, policies, rules and regulations relating to Title VI. In addition, requirements and guidance measures of Limited English Proficiency (LEP) for program recipients, sub-recipients and contractors were discussed.

The secondary objective of the Title VI Compliance Site Review was to provide technical assistance in the form of training and to make recommendations regarding corrective actions as deemed necessary and appropriate.

SCOPE

The scope of this Title VI Compliance Site Review of the Fulton County State Court examined the following requirements according to the agreement with the State Justice Institute (SJI):

- (1) General Requirements
 - a. Each application for federal assistance contains signed assurances or award contract agreement of compliance with Civil Rights regulations.

- b. A copy of the agency’s Title VI complaint procedures.
- c. A copy of the agency’s Title VI and LEP plan for providing access to Limited English populations.
- d. A posted copy of appropriate civil rights posters, pamphlets and notice to public information.
- e. Placement of “babel” notice in service locations and on service documents.
(Notification of translation services provided at no additional cost to participants)

(2) Program-Specific Requirements

- a. A description of how the agency monitors its sub-recipients for compliance with Title VI (if applicable).
- b. A copy of sub-recipients’ Annual Title VI Certifications and Assurances (if applicable).
- c. Ensure meaningful access to programs and activities by persons with limited English proficiency.
- d. Promote the full and fair participation of all affected populations of programs and activities through public outreach strategies.

METHODOLOGY

An initial email was sent to Judge Fred Eady, Chief Judge, providing notification of the site review. In addition, an email was sent to LeNora Ponzio, Chief Clerk, and Jennifer Hubbard providing an electronic copy of the Title VI Compliance Site Review Tool used to conduct the monitoring. The tool provided a preview of compliance areas that would be assessed.

The review tool was utilized to assess the various areas of the Agency’s Title VI requirements as well as gather information relating to Title VI specialty areas (Public Participation/Outreach and Service Recipient Demographics (when applicable)).

In addition, the recipient’s Title VI Liaison was provided Title VI Basics and Compliance Training and law updates (if applicable) during the site review. This training assists with the efforts of understanding, obtaining and maintaining continuous non-discrimination compliance.

REQUIREMENTS, FINDINGS AND RECOMMENDATIONS

Findings

No findings of Title VI deficiencies.

CONCLUSION

The Fulton County State Court demonstrated Title VI compliance as required. The recipient displayed proper Title VI signage in appropriate places, providing Title VI awareness to citizens and employees. Also, the recipient provided a copy of the mandatory assurances/awarded contract agreement signed off by the Chairman of the Board of Commissioners.

The department has adopted the Fulton County’s Title VI complaint process; however, a recommendation was made to provide Fulton’s complaint process information via signage postings throughout the department’s common areas (public waiting areas and reception areas).

The Fulton County State Court also provides public notification of rights and accessibility of Title VI. In addition, the recipient ensures LEP compliance through the use of vital documents and interpretation and translation services through the use of the County’s Foreign Language Line service, when needed and bi-lingual staff at no additional cost to clients. The office also has “We Speak” poster placed at the front receptionist’s desk and at entrance of lobby areas.

The department is compliant with Title VI Civil Rights policies, regulations, procedures and contract agreements. The compliance site review demonstrated that the Fulton County State Court is thorough in complying with Title VI requirements of the State Justice Institute.

The Office of the County Auditor has worked diligently to develop Title VI/Non-discrimination guidelines, policies, tools and training as well as provide technical assistance to Fulton County federal recipient programs and its sub-recipients. We will continue to ensure that each department and agency promotes and implements proper measures to meet and maintain compliance with Title VI requirements, policies and procedures.

Please provide a written response to this review within 10 business days if findings and/or concerns are listed in this report. You may email your written response to the County Manager, Dick Anderson, and Trina Alston, Title VI Coordinator, in the Office of the County Auditor. We would like to thank management and staff for their timely cooperation and assistance during this Title VI site review. The distribution of this report is reserved for the executive management of Fulton County and the Board of Commissioners.