

## JACKSON COUNTY CITIZENS ACADEMY OVERVIEW

Jackson County would like to establish a Citizens Academy, also known as County Government 101 or Citizens/Neighborhood College. The Citizens Academy offers a unique opportunity for county residents to get an in-depth look at the functions of county government. The participants get a behind-the-scenes look at various departments within county government. The Citizens Academy provides interaction with department heads and elected officials allowing the participants to learn more about their roles throughout the county. The main goals are knowledge (learn how county government operates), involvement (let citizens know how they can be involved) and public relations (the chance to meet and make connections with county employees and other civic-minded residents).

The program is a 8 week course that focuses on services provided by the county, such as Administration/Governing Body, Register of Deeds, Emergency Management, Public Works (Solid Waste management/recycling, Green Energy Park, etc.), Sheriff's Office, Court System, Health Department (Public/Environmental Health, Animal Shelter), Social Services, Planning, Permitting and Code Enforcement, Parks and Recreation, and Aging to name a few. The program consists of interactive sessions facilitated by various local government officials. A program agenda will provide individual session information and location of each session, sessions will take place at various county offices. Sessions will be held once a week for 8 weeks, and will last 2 to 3 hours.

An application will be submitted to County Manager's office during the recruitment period. Applicants must be 18 years old, be a resident of Jackson County, and commit to attend all sessions. Applicants will be selected to create a diverse participant population and obtain a mix that will represent a cross-section by commissioners districts. Space is limited to 25 participants.

The benefits to the organization, participants and community are:

- Familiarize citizens with the function and purpose of Jackson County government
- Increase citizens awareness of services offered by local government
- Meet county government leaders
- Learn how citizens can take a more active role in local government
- Better informed citizens through first-hand knowledge of the structure of County government
- Gain knowledge and personal contacts to become more effective leaders in their communities by sharing new information with friends and neighbors
- An understanding of opportunities to serve the county through advisory boards
- Get to know the men and women who oversee the day-to-day operation of departments that provide services

We reserve to right to make necessary changes regarding date, time, location and material covered.

# Citizens Academy Timeline-2017

**Commissioners and Community organizations will submit names to attend the first Citizens Academy.**

Place on Work Session Agenda-July 11<sup>th</sup>

Place on BOC Agenda – July 17<sup>th</sup>

Application Deadline-August 16<sup>th</sup>

Finalize Participants-Week of August 21<sup>st</sup>  
If more than class maximum received

Notify Participants-August 28<sup>th</sup>

## Academy Dates

Session Begin	Session End	No. of Weeks
Week of September 11 <sup>th</sup>	Week of November 13 <sup>th</sup>	8

The session end date week of November 13<sup>th</sup> has two extra weeks built in for flexibility in schedule, if needed. If eight week course runs with no schedule changes, session will end week of October 30<sup>th</sup>.

The above has sessions beginning the week after Labor Day and ending prior to Thanksgiving week. Columbus Day is on Monday, October 9<sup>th</sup> (not a County holiday) and Veterans Day holiday will be observed on Friday, November 10<sup>th</sup>.

## JACKSON COUNTY CITIZENS ACADEMY

SESSION NO.	DATE AND TIME	TOPIC	LOCATION	MISCELLANEOUS
1		INTRODUCTION TO COUNTY GOVERNMENT OVERVIEW OF PROGRAM ADMINISTRATION/COUNTY MANAGER-DON ADAMS FINANCE-DARLENE FOX, DIRECTOR BOARD OF ELECTIONS-LISA LOVEDAHL, DIRECTOR HUMAN RESOURCES-DANIELLE WITTEKIND, DIRECTOR	JACKSON COUNTY JUSTICE CENTER- COMMISSIONERS BOARD ROOM	401 GRINDSTAFF COVE ROAD SUITE A-201 SYLVA, NC DON ADAMS, COUNTY MANAGER
2		EMERGENCY MANAGEMENT COMMUNICATIONS/CALL CENTER 911 ADDRESSING FIRE MARSHAL/FIRE DEPARTMENTS GIS-KEVIN JAMISON, DIRECTOR	EMERGENCY MANAGEMENT COMPLEX	1620 US HWY. 441 SYLVA, NC TODD DILLARD, EM DIRECTOR
3		PUBLIC SAFETY-SHERIFF'S OFFICE ADMINISTRATION, PATROL AND DETENTION  CLERK OF COURT-ANN MELTON	SHERIFF'S OFFICE  COURT ROOMS	SHERIFF CHIP HALL 399 GRINDSTAFF COVE ROAD SYLVA, NC JUSTICE CENTER-2 <sup>ND</sup> FLOOR
4		PARKS AND RECREATION DEPARTMENT ECONOMIC DEVELOPMENT-RICH PRICE, DIRECTOR TOURISM DEVELOPMENT AUTHORITY-NICK BREEDLOVE, EXECUTIVE DIRECTOR	RECREATION COMPLEX AT CULLOWHEE	88 CULLOWHEE MOUNTAIN CULLOWHEE, NC RUSTY ELLIS-PARKS AND RECREATION DIRECTOR
5		TRANSIT-CHUCK NORRIS, DIRECTOR  PUBLIC WORKS-SOLID WASTE AND RECYCLING MAINTENANCE, GROUNDS AND GREEN ENERGY PARK	TRANSIT OFFICE  GREEN ENERGY PARK TRANSFER STATION	1148 HAYWOOD ROAD SYLVA, NC CHAD PARKER, PUBLIC WORKS DIRECTOR
6		REGISTER OF DEEDS-JOE HAMILTON TAX OFFICE-BOBBY MCMAHAN, DIRECTOR PLANNING-MIKE POSTON, DIRECTOR PERMITTING AND CODE ENFORCEMENT DEPARTMENT TONY ELDERS, DIRECTOR	JACKSON COUNTY JUSTICE CENTER	401 GRINDSTAFF COVE ROAD REGISTER OF DEEDS-SUITE 108 TAX OFFICE-SUITE 132 PLANNING-SUITE A-258 PERMITTING-SUITE 145
7		HUMAN SERVICES-DEPARTMENT OF PUBLIC HEALTH ENVIRONMENTAL HEALTH/ANIMAL SHELTER  CO-OPERATIVE EXTENSTION-ROB HAWK, DIRECTOR	HEALTH DEPARTMENT	538 SCOTTS CREEK ROAD, SUITE 100 SYLVA, NC SHELLEY CARRAWAY, HEALTH DIRECTOR  SUITE 205

		<b>SOIL AND WATER CONSERVATOIN-BARRY STEVENS, DIRECTOR</b>		<b>SUITE 110</b>
<b>8</b>		<b>HUMAN SERVICES-DEPARTMENT OF SOCIAL SERVICES- JENNIFER ABSHIRE, DIRECTOR</b>	<b>DSS COMPLEX</b>	<b>15 GRIFFIN STREET SYLVA, NC</b>
		<b>DEPARTMENT ON AGING-EDDIE WELLS, DIRECTOR</b>	<b>AGING COMPLEX</b>	<b>100 COUNTY SERVICES PARK SYLVA, NC</b>
		<b>VETERANS SERVICES-DAVID PLASTER, DIRECTOR</b>	<b>AGING COMPLEX</b>	
		<b>GRADUATION</b>		<b>DEPARTMENT ON AGING HERITAGE DINING ROOM</b>



# Jackson County Citizens Academy Application

The Citizens Academy offers a unique opportunity for county residents to get an in-depth look at county government.

Thank you for applying to Jackson County Citizens Academy. Applicants must be 18 years old and resident of Jackson County. Please print legibly and complete the entire application. All applications are reviewed, you will be notified if selected to participate.

Position Desired:  Jackson County Citizens Academy Applicant

Class Start Date:

Full Legal Name: (Please Print):

Street Address:

City:

State:

Zip Code:

Home Phone Number:

Cell Phone Number:

Email Address:

Driver's License State & Number:

Last 4 Digits of SSN:

Date of Birth:

Ethnicity:  White  Black  Am. Indian  Asian/Pacific Islander  
 Other

Gender:  Male  Female

Are you currently employed by Jackson County?  Yes  No If yes, in what department?

What do you hope to gain from attending the Citizens Academy?

### Reference & Background Information

Please provide professional or personal references to include previous employers, volunteer supervisors, program instructors or other personal references.

Reference Name:

Phone:

Relationship to you:

Reference Name:

Phone:

Relationship to you:

Have you ever been convicted or pleaded guilty before a court for any federal, state, or municipal criminal offense? (Not including minor traffic misdemeanors)

Yes  No

If yes, please provide details below: (Include state, county, date of offense, and details of conviction)

**Consent to Perform Background Check:** In connection with my application and desire to engage in Citizens Academy, I have been advised and I hereby consent and authorize Jackson County and its agent, at any time during or subsequent to my application process to conduct a background check that may include a criminal record check and such additional verifications and reference checks as deemed necessary. I do hereby consent to Jackson County's use of any information provided during the Citizens Academy application process to perform related background check.

I agree to release, indemnify, and hold harmless Jackson County and any agency used by Jackson County with regard to any information provided by the agency. I have been informed that I will have a reasonable opportunity to clear up any mistaken information provided by the agency within a reasonable time frame established within the sole discretion of Jackson County.

Further, all applicants are required to inform the county within five (5) days after he or she is convicted for violation of any federal or state laws. Such convictions are to be reported to the County Manager.

**Jackson County will accept background checks completed by other entities for Citizens Academy applicants if the entity is willing to release copy. If another entity is providing copy of completed background check, please provide the organization's name and contact person.**

Organization Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

**Certification of Information Provided:** I hereby certify and attest that the information provided is true, correct, and complete. I understand that any falsification of information will disqualify me for the Jackson County Citizens Academy.

Applicant Signature:

Date:

Parent or Guardian Printed Name and Signature (if applicant is a minor):

Date:

If approved for Citizens Academy, we request each individual provide us with an emergency contact:

Emergency Contact Name:

Emergency Contact Phone:

--- FOR INTERNAL USE ONLY ---

Background Check Conducted:  Yes  No

Background Findings:  Acceptable  Unacceptable

Reviewed By: (Staff Signature)

Date: