



# Council of Accountability Court Judges

**Chief Judge Kathlene F. Gosselin**  
*Northeastern Judicial Circuit  
Executive Committee Chair*

**Taylor Jones**  
*Executive Director*

## **MEMORANDUM OF UNDERSTANDING**

This agreement is entered into the \_\_\_\_\_ day of \_\_\_\_\_ 2020 by \_\_\_\_\_ (hereinafter referred to as the "Employee"), \_\_\_\_\_ (hereinafter referred to as the Court Program) and the Council of Accountability Court Judges, an agency of the State of Georgia (hereinafter referred to as the "CACJ").

### **STATEMENT OF PURPOSE**

The CACJ exists to assist the improvement of accountability courts, the quality and expertise of the judges and the administration of justice. While doing so, and under the direction of the Training Committee (standing committee under the CACJ Executive Committee) the CACJ provides training priorities and program – specific trainings for all accountability courts in the State of Georgia that are currently certificated courts and/or receiving state funds.

THEREFORE, in consideration of these premises and the mutual promises and agreement hereinafter set forth, the parties hereby agree as follows:

- ☐ CACJ will pay for the lodging costs and training certification costs and reimburse the Employee ONLY for meals and mileage expenses while attending the **CBI- SA Training** as outlined in the State Accounting Office (SAO) Policy and Procedure Handbook. CACJ provided meals are for the Employee ONLY.
- ☐ The Employee should arrive on time and not leave training sessions early. Failure to do so may result in the Employee's inability to obtain training certification. In the event the Employee fails to obtain training certification the Accountability Court Judge and Court Coordinator will be notified by CACJ staff. Further, if the Employee fails to obtain training certification, the cost associated with the training certification is subject to de-obligation from the Court's state grant fund. It will be up to the court program to obtain reimbursement from the Employee.
- ☐ Should the Employee no longer work with the Court Program within twenty-four months of gaining certification from the **CBI- SA Training** Employee should reimburse the Court program for the fee associated with the certification.
- ☐ The Employee must be the lead facilitator for the Court program and be administering the training curriculum to the Court program participants.
- ☐ The court shall implement the evidence-based treatment within 60 days of the training attendee achieving certification.
- ☐ All attendees that achieve evidence-based certification are subject to fidelity monitoring by a CACJ treatment support fidelity staff member. Subgrantees shall provide treatment scheduling documentation to CACJ to support the fidelity visit.
- ☐ Court programs will only be able to register attendees for trainings once within a 24 month period. Unless the court program can submit in writing the need for needing to register additional attendees.

Court Program (Signature)	Training Attendee (Print & Sign)
Judge:	Print:
Coordinator:	Signature:
Date:	Date: