

January 16, 2008
Special Session
Bonifay, Florida

The Holmes County Board of Commissioner met in a Special Session on the above date with the following members present: Commissioner Kenneth Williams, Commissioner Monty Merchant, Commissioner Jim King, Commissioner Phillip Music, Commissioner Raymon Thomas, Chairman of the Board.

Mr. Greg Wood, County Administrator, was present.

Angie Jonas, Deputy Clerk, was present and kept the minutes.

Chairman Thomas opened the meeting with the prayer and pledge.

The Board held a workshop to discuss the first draft of the Employee Policy and Procedure Manual and motor grader purchases for the year. Chairman Thomas deviated slightly from the order of the agenda to allow time for discussion of the draft manual.

The Board discussed the motor grader purchases for the County. Administrator Wood presented several cost figures for several models of graders. Commissioner King made a motion to table this item until the first meeting in February and for Administrator Wood to gather more information regarding purchase options. Commissioner Music seconded the motion. The motion passed unanimously.

Administrator Wood asked the Board for direction regarding the insurance settlement for the Workers' Compensation Claim of former employee, Ms. Theresa Wilson. He stated that correspondence had been received and that response was needed by January 18, 2008. He also stated that the payment of the settlement would be paid out by the additional coverage provided by the insurance carrier, rather than directly from the County. Commissioner Williams made a motion to advise the insurance company to settle. Commissioner Music seconded the motion. The motion passed unanimously.

Administrator Wood stated that the Health Department's Health Fair will be taking place January 26, 2008. He asked the Board to allow him to use money from the contingency fund, to cover the costs for Board employees to take advantage of the Cancer and cholesterol screenings offered by the Health Department. He stated that the estimated total costs for the tests would be between \$250.00 and \$400.00. Commissioner Music made a motion to allow Administrator Wood to use money from the contingency to cover costs for screening tests during the Health Fair for Board employees. Commissioner Williams seconded the motion. The motion passed unanimously.

Administrator Wood asked the Board to for authorization to send Cathy Britton of the Road Department to an Excel training course being offered in Dothan, Alabama or Panama City, Florida. Commissioner King made a motion to pay the course tuition for Ms. Britton and to allow her to utilize a County vehicle during the training. Commissioner Music seconded the motion. The motion passed unanimously.

Administrator Wood stated that the Health Department is in need of a repair for the condenser fan of one of the compressor units. He asked the Board whether he needed to obtain three quotes for the repair, since the cost for the repair was estimated to be \$735.00. The Board agreed.

Commissioner Merchant updated the Board regarding the progress on the D.D. Eldridge Park project. He stated that Eddie Whitehurst, Project Manager, will be compiling a list of equipment that will be needed to complete the road, baseball field and parking lot areas of the project. Chairman Thomas stated that a schedule for the remaining projects would be helpful for completion of this project. The Board agreed.

Commissioner Music updated the Board regarding the abandonment request for Blount Drive. Administrator Wood stated that a Public Hearing would be needed to consider closure. The Board agreed that the Public Hearing regarding the possible abandonment would take place at the February 12, 2008 meeting.

The Board discussed the draft Employee Policy and Procedure Manual and made several changes for sections one through fourteen. The second half of the manual will be reviewed at a later date.

(Draft Manual)

Commissioner King made a motion to adjourn the workshop. Commissioner Music seconded the motion. The motion passed unanimously.

Clerk

Chairman