

March 20, 2018  
Special Session  
Bonifay, Florida

The Holmes County Board of Commissioners met in a Special Session on the above date with the following members present: Commissioner Mickey Locke, Commissioner Clint Erickson, Commissioner Bobby Sasnett, Commissioner Phillip Music and Commissioner Danny Powell, Chairman of the Board.

Joey Marsh, Acting County Coordinator and Brandon Young, County Attorney, were present.

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

Chairman Powell called the meeting to order at 5:01 p.m. Special Road Projects Manager Albert Jordan led the prayer and pledge.

The first agenda item was Agenda Additions or Deletions. The following additions were made to the agenda:

- 5-C) Retrofit Grant for Bonifay K-8 School
- 5-D) Jail Inmate Work Crew Discussion with Sheriff
- 5-E) CDBG Contract Extension
- 5-F) Sick Leave Buy Out

Commissioner Music offered a motion to adopt the amended agenda with Commissioner Locke offering a second. The motion passed unanimously.

Jody Bush, *Relay for Life* Event Coordinator, requested permission to hold the Empty Shoes event on the Courthouse steps on Saturday, April 14<sup>th</sup> from 1:00 p.m. to 1:30 p.m. to honor loved ones lost to cancer by displaying a pair of empty shoes in their memory. Commissioner Locke offered a motion to grant the request with Commissioner Sasnett offering a second. The motion passed unanimously.

Jody Bush, *Relay for Life* Event Coordinator, presented the proclamation to "Paint the County Purple" the week of April 22<sup>nd</sup> through April 27<sup>th</sup> in support of the American Cancer Society. Commissioner Music offered a motion to adopt the proclamation with Commissioner Locke offering a second. The motion passed unanimously. Ms. Bush also discussed the lack of local support for the *Relay for Life* events and requested the Board's support and participation.

(Proclamation)

Darlene Bradley Moody discussed the condition of Bradley Road and requested information on the plans for paving the road. Joey Marsh, FEMA Director, explained the restrictions of using FEMA funds and stated that Bradley Road is on the alternative procedure list for paving.

Garrett Griffin, West Florida Regional Planning Council, presented Resolution 18-05 for approval to increase the \$60,000 spending limit to \$75,000 for two SHIP projects. Discussion included that this is a one-time exception and there are plans to amend the housing assistance grant in the future to increase the current limit. Commissioner Sasnett offered a motion to adopt Resolution 18-05 with Commissioner Music offering a second. The motion passed unanimously.

(Resolution 18-05)

Garrett Griffin, West Florida Regional Planning Council, presented Resolution 18-04 for approval waiving the minimum residence requirement from five years to three years for a SHIP project currently joined with a CDBG housing grant. Discussion included that this is a one-time exception, the mortgage requirements and that surrounding counties do not have a minimum residence requirement. Bob Jones, CDBG Director, discussed that there is no such requirement under the CDBG housing assistance grant. Commissioner Sasnett offered a motion to adopt Resolution 18-05 with Commissioner Music offering a second. The motion passed unanimously.

(Resolution 18-04)

Hannah Benton, Board Secretary, presented the cost and features of a Verizon cell phone plan that could be utilized for the County workers currently receiving a monthly cell phone stipend for the use of their personal phone. Discussion included the optional features available, archiving cell phone records and updating the cell phone policy to reflect the change to a county owned phone. Commissioner Locke offered a motion to enroll the County in the Verizon cell phone plan with Commissioner Music offering a second. The motion passed unanimously.

Wendy Mayo, Emergency Management Director, presented a letter from the School Board approving use of the generator at the Bonifay K-8 School for the shelter retrofit grant if certain conditions are met. Discussion included the companies allowed to complete the work, maintenance costs and warranties for the equipment. Commissioner Music offered a motion to send a letter to the School Board accepting the conditions stated in the letter. Commissioner Locke offered a second and the motion passed unanimously.

(Letter)

John Tate, Holmes County Sheriff, was present to discuss the use of jail inmates to pick up trash along the roads. Discussion included the following:

- Restrictions of available trustees
- Use of Teen Court participants to earn community service hours

- Lack of manpower to supervise inmates
- Use of Recycling's trustee and truck
- Use of FEMA crews when road work is not possible
- County Coordinator meeting with DOC regarding prison inmate crews

The Board directed Albert Jordan, Special Road Projects Manager, to contact Mike Moore, Jail Administrator, to work out a system for providing trustees for road clean up.

Bob Jones, CDBG Director, presented a modification to the grant agreement with the Department of Economic Opportunity extending the CDBG grant deadline and revising the activity work plan. Commissioner Locke offered a motion to execute the agreement with Commissioner Sasnett offering a second. The motion passed unanimously.

(Agreement)

Brandon Young, County Attorney, presented the terms of the employment contract for County Coordinator Joey Marsh. The discussion included the following:

- Salary and severance package
- Mr. Marsh will retain his Veterans Service Office Certification
- Veterans Program Assistant to be hired with a salary range of \$28,000 to \$33,000 annually
- Mr. Marsh can return to his Veterans Office job if terminated
- Extending Veterans Office hours to Monday through Friday 8:00 a.m. to 5:00 p.m.
- Projected completion date of FEMA work
- Cost savings with retaining certification and waiving health insurance coverage
- Obtaining a vehicle for use by the Commissioners and the Board's office

Commissioner Erickson offered a motion to accept the terms of Joey Marsh's employment contract pending inclusion of an indemnity clause and correction of typographical errors. Commissioner Music offered a second. Commissioners Erickson, Sasnett, Music and Powell voted yes with Commissioner Locke voting no. The motion passed.

(Employment Contract)

Brandon Young, County Attorney, stated that adding President's Day as a County holiday will increase the budget for the Emergency Medical Services department and advised that the matter should be tabled at this time.

Brandon Young, County Attorney, discussed the update and revision of the County's Policies and Procedures manual. Discussion included the uniform allowance, mandatory uniform shirts for the Road

Department and requirement to wear long pants. Steve Connell, Emergency Medical Services, discussed his department's use of a uniform allowance. The Board will consider this matter when the costs of requiring uniforms is established.

Brandon Young, County Attorney, advised that there are two County employees that have sick leave remaining and that funds are currently available to buy out the leave to take it off the books since all leave is now designated as PTO. Commissioner Erickson offered a motion to buy out the remaining sick leave in the amount of \$4,358.17 with Commissioner Music offering a second. The motion passed unanimously.

Brandon Young, County Attorney, recommended giving all Department Heads 1½ hours of PTO above regular class employees for each step of continuous employment. Commissioner Erickson offered a motion to accept the recommendation with Commissioner Music offering a second. The motion passed unanimously.

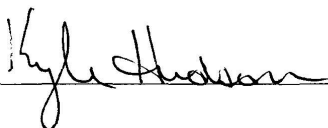
Brandon Young, County Attorney, advised that the RFQ for the engineering services will be ready for the next session and should be advertised in time for a 04/24/18 closing date. Discussion included FEMA alternative procedures, separate engineers for design and construction and hiring a County engineer.

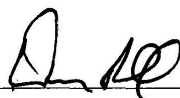
The Board discussed if it will be mandatory for all County employees to use the county owned cell phones instead of receiving the monthly stipend for the use of their personal phone. This matter is tabled until the next meeting to review the list of employees receiving the stipend.

Joey Marsh, County Coordinator, recommended Jace Albury as the Holmes County citizen for the Highway 79 Corridor Planning Committee. Commissioner Sasnett offered a motion to accept the recommendation with Commissioner Music offering a second. The motion passed unanimously.

Albert Jordan, Special Road Projects Manager, advised that the paving on Deal Lane is scheduled to begin tomorrow.

There being no further business at this time the meeting was adjourned at 7:04 p.m.

  
Clerk

  
Chairman