September 14, 2021 Special Session Bonifay, Florida

The Holmes County Board of Commissioners met for a Special Session on the above date with the following members present: Commissioners Clint Erickson, Jeff Good, Phillip Music, Brandon Newsom, and Commissioner Earl Stafford, Chairman of the Board.

Brandon Young, County Attorney, and David Corbin, Project Director, were also present. Leigh Ann Ennis, Deputy Clerk, was present and kept the minutes.

Chairman Stafford called the meeting to order at 5:01 p.m. David Corbin, Project Director, led the prayer and pledge.

The first agenda item was Agenda Additions and Deletions. The following items were added:

Commissioner Item Ag Center Committee

County Coordinator Item
 Life Insurance

• County Coordinator Item Library Hours

• County Coordinator items Shop Surplus Items

• Attorney Item DOT Agreement

Commissioner Music offered the motion to accept the amended agenda. Commissioner Newsom offered the second and the motion passed unanimously.

Commissioner Erickson discussed funding the Sheriff's Office full-time inmate work squad to be utilized equally throughout all districts. Discussed project funding for the 2021-2022 fiscal year including:

- \$24,750.00 the Board will receive from the Clerk from estreated bond money
- \$7,000.00 to be cut from the Tax Collector's insurance budget
- \$13,000.00 of November 2021 insurance premium money budgeted to Board Contingencies
- Approximately \$30,000.00 was considered to meet the Sheriff's need to cover the work squad salaried supervisor
- Approximately \$14,700.00 to purchase needed equipment for the work squad

Commissioner Erickson offered the motion to provide the Sheriff's budget with \$44,750.00 to fund a full-time inmate work squad with \$24,750.00 from estreated bond money received from the Clerk, \$7,000.00 from the Tax Collector's insurance budget, and \$13,000.00 from Board contingencies. Commissioner Newsom offered the second and the motion passed unanimously.

Pursuant to public notice, the Board held a public hearing to adopt the tentative millage and budget. Chairman Stafford stated that the proposed millage is 9.4916 which is 3.25% greater than the rolled-back rate of 9.1932. He also advised that the current millage is 9.4916 and by adopting the same millage for 2021-22 this generates a small increase in revenue which is needed to balance the General and Transportation Trust Funds. The public was given the opportunity to speak with no one responding.

Brandon Young, County Attorney, read Resolution #21-22.

Commissioner Music offered the motion to adopt Resolution #21-22 establishing the tentative millage at 9.4916. Commissioner Newsom offered the second and the motion passed unanimously.

(Resolution #21-22) (Tentative Budget Changes)

Commissioner Erickson discussed hiring an additional temporary employee for District 3. Discussion included:

- Hiring an additional temporary employee for District 3 at \$14.00 per hour, 40 hours per week for
 6 months
- Hiring a heavy equipment operator (HEO) or a road maintenance tech (RMT) as the temporary employee for District 3
- Using the \$25,000.00 budgeted to repay the Development Commission loan, up to \$15,000.00 to pay the temporary employee and place the remaining in Board Contingencies

Commissioner Music offered a motion to hire a temporary employee for District 3 at \$14.00 per hour, working 40 hours per week for six months, and using \$15,000.00 of the \$25,000.00 budgeted to repay the Development Commission loan, while placing the remaining into Board Contingencies. Commissioner Newsom offered the second and the vote was as follows: Commissioners Erickson, Good, Music, and Newsom voted "Yes" and Chairman Stafford voted "No". The motion passed.

Commissioner Erickson discussed the open full-time position in District 3. Discussion included hiring an HEO rather than an RMT and keeping that operator with the new excavator even when the excavator is needed in another district. Commissioner Erickson offered a motion to change the District 3 advertised position to an HEO rather than an RMT and use \$4,000.00 from Board Contingencies for the salary difference between RMT and HEO, furthermore the HEO hired in District 3 will stay with the excavator. Commissioner Music offered the second and the motion passed unanimously.

Angie Purvee, Finance Supervisor, discussed the need to void the purchase orders issued for the pump and the excavator, due to the extended delay in delivering of both items, to close the books on the fiscal year 2020-2021. Ms. Purvee explained that new purchase orders will be issued for these items on October 1, 2021 when the books open for the 2021-2022 fiscal year. She went on to explain that the monies set aside for these purchases would become part of the roll forward and be reassigned to the equipment in the next budget year. Commissioner Music offered a motion to void the current purchase orders on the pump and the excavator and roll the funds forward into the new budget year, and issue new purchase orders for the 2021-2022 fiscal year. Commissioner Good offered the second and the motion passed unanimously.

Bandon Young, County Attorney, presented Resolution 21-23 approving the tentative budget for the 2021-2022 fiscal year. Commissioner Music offered the motion allowing the Chairman to execute Resolution 21-23 to include the previously approved changes. Commissioner Erickson offered the second and the motion passed unanimously.

(Resolution 21-23)

(Tentative Budget)

The Board agreed by consensus to hold the final budget hearing on Monday, September 27, 2021 at 5:01 p.m.

David Corbin, County Coordinator, discussed Board subsidized life insurance for all County employees. Mr. Corbin explained that \$15,000.00 of standard life insurance for each employee would cost the County approximately \$7,380.00 per year and \$20,000.00 in coverage would cost \$9,528.00. He went on to explain that no health questions would be asked during the first 30 days and there will be an opportunity to add spousal coverage with the employee paying the premium. Commissioner Erickson offered the motion to offer all County employees \$20,000.00 in life insurance coverage with the County paying the yearly premium of \$9,528.00 using \$6,000.00 from Board Contingencies and the remaining funds will come from the projected revenue increase in the 2021-2022 fiscal year. Commissioner Music offered the second and the motion passed unanimously.

(Insurance Application)

David Corbin, Project Director, discussed changes to the Library's hours. The Board agreed by consensus to allow Mr. Corbin to handle the changes to the library hours of operation.

(Email)

David Corbin, Project Director, presented a list of fluids specific to equipment no longer used by the County. Commissioner Erickson offered a motion to declare these items as surplus. Commissioner Good offered the second and the motion passed unanimously.

(Surplus List)

Commissioner Good explained that there are accessories that go with the chipper that has been declared surplus and will be sold at auction. Commissioner Good offered a motion to declare the accessories for the chipper as surplus. Commissioner Music offered the second and the motion passed unanimously.

Brandon Young, County Attorney presented a DOT Off System Project Maintenance Agreement for the CR 177A Safety Improvement Project. Mr. Young explained that DOT will be replacing guardrail on CR 177A and the County will maintain the guardrails once installed. Commissioner Newsom offered the motion to allow the Chairman to sign the agreement. Commissioner Music offered the second and the motion passed unanimously.

(Agreement)

Commissioner Newsom discussed the need to set an organizational meeting for the Ag Center Committee.

Mr. Corbin explained that a tentative meeting date had been set for the following Wednesday.

Commissioner Good discussed the County Employee recognition program and that at monthly department head meetings an employee would be selected. Further discussion included that this is not a performance review, but simply a recognition and the employee will receive a printed certificate of recognition. Commissioner Good offered a motion to proceed with the Employee Recognition Program where one employee is recognized per month for the entire County. Commissioner Music offered the second and the motion passed unanimously.

Steve Connell, EMS Director, discussed donating the ambulance cab and chassis that is being replaced in the County's vehicle fleet. Mr. Connell stated that Gritney Volunteer Fire Department had expressed interest in the cab and chassis. Commissioner Erickson asked that Mr. Connell check with all Volunteer Fire Departments in the County to determine if any other departments possibly have need of the vehicle and report back to the Board.

Stafford presented an invitation to the grand opening of Probes Unlimited Inc. to be help on September 17, 2021 at 10:00 a.m.

(Invitation)

There being no further business at this time, the meeting was adjourned at 6 p.m.

Chairman