

**WASHINGTON COUNTY BOARD OF COUNTY COMMISSIONERS
December 16, 2014 Special Meeting - Commission Board Room
1331 South Blvd., Chipley, FL 32428**

DISTRICT 1	DISTRICT 2	DISTRICT 3	DISTRICT 4	DISTRICT 5
Alan Bush Chairman	Charles Kent	Charles Brock	Todd Abbott	Lynn Gothard Vice-Chair

I. PROCLAMATION – Deputy Woolover

Present at the meeting were Chairman Bush, Commissioners Brock, Kent, Abbott, and Gothard. Also attending the meeting were County Attorney Goodman, Clerk Bell, County Coordinator Corbin, and Deputy Clerk Brantley.

A. Call to Order – Chairman Bush

B. Invocation/Pledge – County Coordinator Corbin/Chairman Bush

II. ADOPT THE AGENDA – **Commissioner Brock offered a motion, seconded by Commissioner Kent and carried to adopt the agenda.**

III. NON AGENDA AUDIENCE – Effective October 1, 2013, Florida Statute 286.0114 mandates that “members of the public shall be given a reasonable opportunity to be heard on a proposition before a Board or Commission.” Each individual shall have three (3) minutes to speak on the proposition before the board. – No Comments

IV. CONSENT AGENDA

Personnel Policies and Procedures – Marla Hayes and Ruth Brooks, Human Resource Directors – Marla addressed the Board in reference to the personnel policy.

Page 3. The County Administrator/Coordinator reserves the right to deviate from this handbook in emergency situations in order to achieve its primary mission of providing orderly and cost efficient services to its citizens.

Marla advised the recommendation is to remove the entire sentence. There should not be anytime the County Administrator/Coordinator deviates from the handbook without approval of the Board.

There was discussion by the Board, County Coordinator, Ruth Brooks, and Marla Hayes.

The consensus of the Board is to remove the section.

Page 7. Finally, if the employee's direct supervisor, Human Resource Director, and County Administrator are involved in the alleged inappropriate conduct or are unavailable, immediately contact the Chairman of the Board of County Commissioners.

Marla advised the recommendation is to change the above to immediately contact any member of the Board.

There was discussion among the Board, County Attorney Goodman, and Human Resource.

The consensus of the Board is to change Chairman to contact the County Attorney.

Page 8. Marla pointed out the section that contained the word vulgar under workplace violence.

Marla advised the recommendation is to remove the word vulgar.

There was discussion among the Board, Marla Hayes, County Coordinator Corbin, and Ruth Brooks.

The consensus of the Board is do not remove the word vulgar.

Page 9. Marla Hayes referenced conflict of interest. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the County's business dealings.

For the purposes of this policy, "Relative," unless otherwise specified in chapter 112 means and includes. The definition that is currently listed in the Board's policy is not listed in the ethics policy. It is not that broad.

Marla advised the recommendation is removal and to follow the ethics definition.

There was discussion among the Board, Marla Hayes, Ruth Brooks, County Attorney Goodman, and County Coordinator Corbin.

The consensus of the Board is to follow the state statute.

Page 9. Chairman Bush referenced the sentence, business dealings with outside firms should not result in unusual gains for those firms.

Chairman Bush asked if the sentence should state for or from those firms.

Marla Hayes, Human Resource suggested from.

The consensus of the Board is to include for/from in the sentence.

Page 10. Marla Hayes recommended clarifying and adding the contractual relationships in reference to doing business with ones on agency. This would be included by Florida Statute 112.313(7)(a).

There was discussion by Commissioner Gothard, Abbott, Marla Hayes, and County Attorney Goodman.

The consensus of the Board is to include the addition.

Page 10. Political Activity – Marla Hayes referenced the sentence that states, any employee who is elected or appointed to the Board of County Commissioners or other constitutional office must resign from County employment immediately upon such election or acceptance of appointment.

There was discussion among the Board.

County Attorney Goodman suggested including election and acceptance.

*Human Resource suggested including the clause of constitutional officers.
Marla Hayes advised they would specify constitutional officers.*

Page 11. Employment of Relatives – The section cites Florida Statute 112.3135, which does not include grandchildren or grandparents.

Marla Hayes recommended including grandchildren or grandparents. The reference to Florida Statute should be left out and include a statement that the county policy also includes grandchildren.

There was discussion among the Board, County Coordinator Corbin, and County Attorney Goodman.

The consensus of the Board is to follow the state statute.

Page 12. Solicitation and Distribution – This policy does not prohibit distribution of literature during employee’s breaks or in areas not designated as part of the employees work area.

There was discussion among the Board, and Marla Hayes.

The consensus of the Board is to remove distribution of literature.

Page 12. Drug Testing – Marla advised the recommendation is include employees involved in work related accidents may be subject to post accident drug testing in accordance with the County’s Drug Free Workplace policy.

There was discussion among the Board, Marla Hayes, Ruth Brooks, and County Coordinator Corbin.

The consensus of the Board is to include the addition.

Page 13. Position Control – The Board may authorize the establishment of new or additional positions; the consolidation of positions, or the elimination of positions upon the recommendation of the County Administrator/Coordinator subject to adequate justification based on the need and availability of funds.

Marla Hayes suggested clarification.

The Board held discussion.

Marla Hayes suggested the Board authorizes the establishment of all new positions.

The consensus of the Board is to remove the sentence and add the Human Resource suggestion.

Marla clarified the Board will authorize the establishment of all new positions and remove the additional.

Page 15. Request to Fill – The County Administrator/Coordinator must approve all “Request to Fill” prior to advertisement.

Marla Hayes suggested the Supervisors submit a request to fill form.

Marla finished reading the section: The County reserves its right not to post a particular opening. The County Administrator/Coordinator reserves the right to hire or promote individuals to vacancies without posting the position if it is in the best interest of the County.

There was discussion among the Board.

The consensus of the Board is all positions would be posted.

Marla Hayes addressed the Board there is a recommendation to add the Chairman can approve all request to fill in the absence of the County Administrator/Coordinator.

The consensus of the Board is to leave the Chairman.

b. Marla read, Washington County values its employees and as such may advertise for vacant positions internally prior to seeking applicants from outside sources.

Marla Hayes advised the recommendation is to clarify that it does not require positions to be advertised internally first.

There was discussion among the Board.

Marla Hayes clarified if the Board was saying they would always advertise externally or advertise internally when it is in the best interest of the County.

Marla Hayes advised there should be an option. The County should maintain the flexibility to advertise internally or to advertise it open.

Marla Hayes advised the Board she is going to change it to read, there will be the flexibility to advertise internally or externally. Current employees are eligible to apply for positions advertised internally or externally.

Page 15. – Marla read, all county employees are eligible to apply for advertised vacancies regardless of their status. (i.e., probationary, temporary, etc.)

This section was read to ensure the Board realized this was included in the policy.

Page 16. d) Temporary employments may be extended with the approval of

the Board based on the needs of the County.

Marla Hayes advised the recommendation is to limit one six-month extension.

There was discussion among the Board, and Human Resource.

The consensus of the Board is to leave the section as it is.

c. Screening Process – Marla read, all County positions would require a minimum of a high school diploma or a general education diploma to be considered for employment or transfer. This provision excludes positions in the Recycling Department, Animal Control Department, Sod Farm, and all Public Works positions with the exception of supervisors and office staff.

Marla Hayes advised the recommendation is it should require all positions to have high school diploma or none.

There was discussion by Ruth Brooks, the Board, County Attorney Goodman, and County Coordinator Corbin.

The consensus of the Board is to remove section c.

Page 21. Employee Personnel Records – Marla Hayes advised the recommendation has been made to add an employee may be exempt under public records laws and it is their responsibility to inform the County if they feel they qualify for an exemption.

There was discussion among the Board and Human Resource.

County Attorney Goodman suggested to include it is the responsibility of each employee to alert the County of an exemption.

Marla Hayes advised the Board they would make the revisions and provide an edited version to the Board.

Chairman Bush called a recess. 10:44 a.m.

Chairman Bush called the meeting back to order at 11:00 a.m.

- Fire Coordinator Recommendation – David Corbin, County Coordinator addressed the Board he was tasked with readdressing the Fire Coordinator Position. He went over the qualifications and recommended Eugene Brando for the Fire Coordinator.

Commissioner Gothard offered a motion, seconded by Commissioner Brock for discussion to accept County Coordinator Corbin's recommendation of Eugene Brando for the Fire Coordinator.

There was discussion among the Board and Marla Hayes.

David Corbin, County Coordinator advised the Board the committee is solid with the selection.

Commissioner Brock addressed Chairman Bush and closed the question.

Chairman Bush referenced the motion on the table.

Roll Call Vote

Commissioner Gothard - Yes

Commissioner Abbott - No

Chairman Bush - Yes

Commissioner Kent - Yes

Commissioner Brock - Yes

The motion carried 4 to 1, with Commissioner Abbott voting against the motion.

Marla Hayes advised the start date is January 5.

- Alcohol Ordinance Update – County Attorney Goodman addressed the Board in reference to their previous request to amend the on-site consumption alcohol ordinance.

He went over current restrictions, authority the Board has, and the history of ordinances in Washington County that reference alcoholic beverages.

There was discussion among the Board, County Attorney Goodman, and Jim Town.

Gary Hartman advised the Board the City is looking at being in unison with the county ordinance.

Michael DeRuntz, Senior Planner addressed the Board in reference to a proposal in the land development amendment is a special exception for alcoholic beverage for consumption in commercial districts.

County Attorney Goodman clarified the proposal as regardless of the distance from a building an individual would have to come before the

Planning Commission for a special exception.

There was additional discussion among the Board, Jim Town, and County Attorney Goodman in reference to the draft ordinance.

County Attorney Goodman provided the Board a memo as well as a draft ordinance.

Chairman Bush adjourned the meeting until 1:15 p.m.

The meeting reconvened.

County Attorney Goodman addressed the Board there are three applicants for the Financial Advisor that was previously advertised, First Southwest, Harbor Financial, and PFM Group.

County Attorney Goodman went over the scoring sheet with the Board.

First Southwest, Mark Galvin, and Joel Tindale presented to the Board in reference to the Financial Advisor.

Harbor Financial, Ralph Cellon, presented to the Board in reference to the Financial Advisor.

Public Financial Management, Inc., Jay Glover and Jeremy Niedfeldt presented to the Board in reference to the Financial Advisor.

The Board, Bill Bogan, and County Attorney Goodman held discussion on the Financial Advisor Presentations.

The Board submitted their ranking sheets to County Attorney Goodman.

County Attorney Goodman advised the Board per their ranking sheet PFM Group is ranked first, and he advised that he would enter into negotiations to have a contract to propose to the Board January 2015.

The second ranked company is First Southwest.

- V. **ADJOURN – Commissioner Abbott offered a motion, seconded by Commissioner Kent and carried to adjourn.**

Deputy Clerk Brantley

Date Board Approved