

**WASHINGTON COUNTY BOARD OF COUNTY COMMISSIONERS
August 4, 2016 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 Vice-Chair	Charles Brock	Todd Abbott	Lynn Gothard

I. PROCLAMATION

- A. Call to Order – Chairman Bush
- B. Invocation/Pledge – County Administrator Hamilton/Chairman Bush

The Washington County Board of County Commissioners met on the above referenced date with the following members present: Chairman Bush, Commissioners Kent, Abbott, and Gothard.

Commissioner Brock was present via polycom.

Also attending the meeting are as follows:

Jeff Goodman, County Attorney

Lora C. Bell, Clerk of Court

Hank Hamilton, County Administrator

Risha Brantley, Deputy Clerk

Johnnie Odom, Deputy Clerk

II. AGENDA ITEMS

- INSURANCE

Sheriff Haddock spoke on the health insurance for the county for fiscal year 2016-2017. The request is to combine the sheriff's employees with the other county employees.

The Board's insurance projection decreased 19% and the sheriff's increased 28%. The Board's employee's premium is currently more than the sheriff's, which combining will mean a cost factor of \$12,915.00. The renewal savings would be \$269,000.00 if combined.

Sheriff Haddock clarified that the billing would remain separate.

Chairman Bush clarified they will keep the same (3) plans, and same co-payments.

Commissioner Abbott asked Sheriff Haddock if he would make the same benefits available to his employees, as the rest of the county.

Sheriff Haddock advised yes.

Commissioner Abbott asked Sherriff Haddock if the proportions would be the same as far as paying for all employees.

Ruth Brooks, Human Resource addressed the Board. In the proposal it is not stating how much of the premium is paid by the employee and how much is paid by the employer. It needs to be decided upon today if any of the additional cost will be shifted to the employee.

The question Commissioner Abbott is asking, is are the sheriff's employees premiums going to be split identical to the other county employees.

Commissioner Abbott confirmed that is correct.

Ruth Brooks, Human Resource advised that with the county's highest deductible plan the employee does not have any cost, the mid-range plan the employee pays \$35.00 monthly, and the best plan the employee pays \$78.90 monthly.

Sheriff Haddock advised that he was not aware of that.

Commissioner Abbott asked Sheriff Haddock if he would duplicate that.

Sheriff Haddock advised that he would have to go to the (3) plans the Board currently has.

Commissioner Abbott asked Sheriff Haddock if the sheriff's employees will pay the same as the county employees.

Sheriff Haddock addressed Commissioner Abbott, they will have to.

Commissioner Abbott offered a motion, seconded by Commissioner Kent and carried to combine the insurance plan with the sheriff's department, with the co-pays being the same, for a savings of \$12,915.00. The motion carried unanimously.

A. 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.

Chairman Bush acknowledged failure to ask for public input.

There were no comments from the public.

- BUDGET

Hank Hamilton, County Administrator presented the Board with a budget workshop presentation, which will be included as an attachment to the minutes.

General Fund – Hank Hamilton advised the Board the estimated revenue

for the general fund is \$12,102,066.00.

Chairman Bush questioned the funds from Holmes County for animal control contractual services being included in the budget.

Mr. Hamilton advised those revenues were not included.

Chairman Bush clarified that the current contract ends in September and at that point the employee will be back working at the recycling center.

Mr. Hamilton went over the general budget.

Commissioner Abbott suggested IT service within the county departments, including elected officials, be combined.

Sheriff Haddock advised there are security features he would like to ensure that are maintained. He does not want to combine.

Mr. Hamilton advised that he is looking into using the same services as the Clerk, Tax Collector, and Property Appraiser in order to seek savings.

Mr. Hamilton advised the Board all uniforms, and communications were moved to the administrative budget.

The utilities were broken out into their own budget. Office supplies and operating supplies are combined.

Commissioner Gothard expressed concern of paying \$80,000.00 for advertising delinquent tax notes.

She advised the Board she has asked Mr. Hamilton to research this

advertising.

Mr. Hamilton advised the Board the expense for the FLUM grant for \$15,000.00 will be removed and moved to the administrative contingency line item.

Mr. Hamilton addressed the Board, there was discussion of the Supervisor of Elections funding being received in quarterly payments, which is how the other constitutional officers receive their funding. When the budget was prepared, it was prepared for quarterly payments but it was later agreed upon that this would be looked at the following budget year.

Mr. Hamilton advised the utility services are listed together in order to help serve as a guide for the budget next year.

At this point courthouse maintenance is not known.

Chairman Bush suggested the funds should come from the courthouse facilities fund, instead of the general revenue budget.

A line item for lights has been included in the budget at the request of the facilities personnel.

Commissioner Abbott asked if the audit with TRANE was considered.

Mr. Hamilton advised that the funds included are operating supplies, not necessarily the energy savings included with the agreement.

Mr. Hamilton addressed the Board. The increase in the Ag center budget

is due to state funds no longer paying for background checks and testing of 4-H volunteers. The estimated is \$1,000.00 - \$1,200.00 annually.

Commissioner Abbott suggested the background checks should be done by Sheriff Haddock's office.

Sheriff Haddock advised, if his office performs the background checks the funds are forwarded to the state.

The Board discussed the landfill fees.

The Board discussed economic development.

Commissioner Abbott addressed Clerk Bell and Mr. Hamilton in reference to the \$96,000.00 that the hospital is paying back to the county. The funds were designated for economic development with the first priority being to get the property/the legal allegations.

Commissioner Kent suggested the \$96,000.00 be used for project pipe payment of \$41,000.00.

Commissioner Abbott reminded the Board of the issue they are facing with the project pipe property, being an expensive proposition.

County Attorney Goodman addressed the Board. The projected time line of reaching an agreement this calendar year, estimated at \$650,000.00 - \$800,000.000.

Chairman Bush agreed with the \$41,000.00 coming from the \$96,000.00 funds.

Commissioner Abbott addressed the Board, it was approved to put the \$96,000.00 toward economic development with the first priority of it being used to purchase the property back.

Commissioner Gothard addressed the Board, the Board agreed with Economic Development Board would come before the Board with recommendations, which would require Board approval.

There was no consensus from the Board regarding this issue.

Commissioner Gothard spoke on the baker act charges. The fees decreased tremendously after meeting with Life Management at one point but since then there has been a change in staff and the invoices are increasing.

Another concern is the daily rate changes from month to month.

She advised that she and Mr. Hamilton have plans to meet with Life Management.

The Board, Clerk, and Sheriff Haddock held discussion with Sheriff Haddock suggesting that he provide the backup documentation that he has.

Deputy Clerk Odom advised the Board that neighboring counties, Jackson and Holmes are paying less than Washington County.

Mr. Hamilton advised the parks and recreation services have been moved to the administrative budget, resulting in a \$0.00 budget.

Commissioner Abbott asked where the funds from the state attorney's budget were relocated to.

Mr. Hamilton advised the communications and freight were moved to the administrative budget, and utilities were moved to a separate location along with other utilities.

Deputy Clerk Odom advised that rentals and leases were moved under the administrative budget.

Commissioner Abbott asked if there is an obligation to provide equipment to the state attorney's office with putting them in a brand new courthouse.

Clerk Bell advised they will still have to have their equipment to run their office. There is an obligation by statute.

Mr. Hamilton addressed the Board, the total general budget is \$12,102,066.00.

Sheriff Haddock asked if his budget was included in the projection as submitted.

Clerk Bell advised the funds for the bailiff were removed.

Deputy Clerk Odom advised that the amount removed is \$38,000.00.

Deputy Clerk Brantley advised Sheriff Haddock that she e-mailed the adjusted budget to Patty, Tiffany, and Andrea.

Sheriff Haddock advised the Board, his liability insurance, and worker's compensation, etc. have increased as well as FRS.

Commissioner Gothard addressed Sheriff Haddock, his budget increase of \$119,000.00 includes a 3% salary increase and liability insurance increases.

Mr. Hamilton addressed the Board, nobody will be over the top as far as the study is concerned. There are (6) employees who may need extra, which range from \$0.06 - \$0.91 in order to get them to the bottom on the Board's side.

Sheriff Haddock advised the Board that it is hard to keep dispatcher's due to the rate of pay that they can receive elsewhere.

There was discussion about whether retirement has to be paid on employees based on the hours that they work by Sheriff Haddock, Deputy Clerk Odom, Commissioners, and Marla Hayes, Human Resource who advised that retirement has to be paid on temporary employees once they reach the 7th month of employment.

Commissioner Kent asked Sheriff Haddock if it was his intent to provide the Board figures toward the pay study.

Sheriff Haddock advised yes.

Commissioner Abbott advised the Board that he supports a wage increase for all the employees. Although he does not want to see a 3% increase push someone out of the top of the study in any department.

Sheriff Haddock advised the Board, all his employees won't receive a raise with this money that is being talked about. It will start at dispatch, road, and corrections because they are the ones that are way out of range. There are (19) that fall within the range of that pay scale.

With the 3% that is being discussed; those at that bottom will be addressed, such as dispatchers, road, and corrections.

Discussion was held on the pay scale.

Sheriff Haddock advised that his intention is to do exactly what the Board is doing.

Mr. Hamilton went over the projected public works budget. Included in the public works budget is an increase in rentals and leases for the option of renting a motor grader in order to see if leasing heavy equipment is a better option for the county than buying heavy equipment.

A (3) year lease for a motor grader is \$45,000.00 annually, which would include a maintenance plan.

With previous older graders \$4,500.00 in maintenance has been spent.

A year is needed to analyze the data in order to see if it is cost effective.

A new grader cost \$275,000.00, plus the maintenance will increase with age.

If the lease turns out not to be a good option there is the option to terminate the lease after a year.

Mr. Hamilton continued to going over public works budget.

Commissioner Abbott questioned the line item equipment, \$5,000.00 and up, including \$450,000.00 asking if the idea behind this is to purchase new equipment?

Commissioner Abbott spoke on purchasing the mill from the resurfacing of hwy. 77 depending on the availability of funds.

Mr. Hamilton went over the funds classified as special funds.

Deputy Clerk Odom advised the special funds mainly include the transfer in's and out.

Mr. Hamilton went over the special funds.

Commissioner Gothard suggested to monitor the utilities at the parks this upcoming year. It has been mentioned in the past to include timers on lights.

Chairman Bush asked if the MSBU debt would be finished.

Deputy Clerk Odom advised that \$100,000.00 could be applied to the debt by the end of September.

As of this point Deltona has not paid their taxes, but if they do the loan will be able to be paid off this year.

Chairman Bush addressed the Board in referenced to the \$550,000.00 that is applied toward the debt.

Deputy Clerk Odom advised any funds remaining in September, up to \$550,000.00 can be paid toward it.

Commissioner Gothard asked if Five Points fire truck was paid off.

Deputy Clerk Odom advised no.

Mr. Hamilton continued summarizing the remaining special funds.

Mr. Hamilton requested Board guidance as to how they would like any future budget meetings set up or information included.

There were not any comments.

Commissioner Gothard confirmed the budget is balanced using the millage rate of 9.2520.

Mr. Hamilton advised the Board that 3% increase does not move anybody above the maximum in their range. Above doing 3% across the Board there are (6) employees remaining that would need an additional raise, which starts at \$0.06.

Commissioner Gothard asked if everyone received a 3%, would that bring everyone into the minimum.

Marla Hayes, Human Resource advised that it would not.

Mr. Hamilton advised that he would work on the figures.

Chairman Bush advised to ensure that he has the Sheriff's figures.

Chairman Bush questioned the location of the sod farm in the budget.

Deputy Clerk Brantley advised it was not included in the budget for 2015-2016.

Deputy Clerk Odom advised that the employee's salary comes out of recycling funds but if there is anything that is needed those items come from road and bridge funds.

Chairman Bush addressed the Board, the only thing that they have discussed that he did not see is payroll for the Board's employees being brought back under the Board, where it is currently being done under the Clerk.

Commissioner Kent addressed Chairman Bush, it was something that he felt they would discuss when they were in this situation.

Mr. Hamilton advised the Board currently pays 70% of payroll salary, with the Clerk paying 30%.

Chairman Bush addressed the Board, he knew that it was discussed but was unsure if it was something that was decided against.

Keith Adkison spoke on how the funding is split for reporting purposes to the state.

Commissioner Abbott addressed Keith Adkison, what has been suggested is not to keep the 70% on the Board side that is used to fund that

position and fund it in house.

Commissioner Gothard asked, what the advantage would be.

Commissioner Kent advised, to do it in house.

Commissioner Abbott addressed the Board, everyone else is contracting it out.

Clerk Bell advised that the employee that does the Board payroll is covered by 30% on the state side because that employee does the Clerk payroll.

Chairman Bush addressed the Board in reference to discussion that he and Mr. Hamilton had.

Mr. Hamilton is looking at another position besides Jackie. The funds currently allocated for payroll could be applied to the vacancy that he would like to fill. The job position could include assisting Jackie as well as doing payroll, and any other concerns that he has.

Mr. Hamilton commented, that is a true statement.

Commissioner Gothard addressed the Board, there is a setup fee in order to ensure everything is in line.

Mr. Hamilton suggested speaking with Mrs. Bell and ask about the software that is already in place.

Commissioner Abbott advised the Board, they have access to do that.

Chairman Bush advised, now is the time to do it because the budget can be adjusted to support it.

Clerk Bell addressed the Board, it would be a process and she does not know if the Board would want to make the decision so abruptly but that is the Boards decision.

Commissioner Gothard addressed the Board, she would want to know the set up.

Commissioner Kent addressed the Board, they have in-house employees that are trained; Ruth and Marla. Ruth worked in that quite often. They could train somebody or split off. There is (6) hours there. Somebody has to be supplemented, anyway.

Commissioner Gothard addressed the Board, she does not know about that.

Commissioner Kent addressed the Board, they say it's a no brainer.

That is what I was told.

He advised the Board they contract theirs out.

Commissioner Gothard addressed Commissioner Kent, she is not saying that she is against it but just saying you don't want to mess up anybody's money because they will get mad.

Commissioner Kent commented he didn't scream when his was messed up.

Clerk Bell advised the Board that they would look into that. Also, stating

that it is part of their duties as the Clerk and Comptroller. How the Board chooses to handle their portion of it, it is the Board's decision.

She does not want to have any issues statutorily.

Clerk Bell advised the county would have to become a chartered county, which would have to be on the ballot.

Commissioner Abbott offered a motion, seconded by Commissioner Bush and carried to adjourn.

Deputy Clerk Brantley

Date Board Approved