

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS
SPECIAL MEETING – GRANTS ADMINISTRATION
NOVEMBER 19, 2015**

PRESENT AND ACTING:

**THOMAS G. FLOWERS, CHAIRMAN
MARION “LEE LEE” BROWN, VICE-CHAIRMAN
DARRELL MCDUGALD
WOODROW “LEE” SHELTON**

**GLENN KIMBREL, SHERIFF
MATT FUQUA, ATTORNEY
CARLA HAND, CLERK OF COURT AND COUNTY COMPTROLLER
BECKY BROWN, DEPUTY CLERK**

The special meeting held in the Regular Meeting Room was called to order by Chairman Flowers at 2:00 p.m., CT. Commissioner McDougald led the Prayer and Pledge of Allegiance to the Flag.

Chairman Flowers reminded everyone to silence their cell phones and reminded those on the agenda they will have three minutes to speak on their topic. The public will have an opportunity to speak on items before the Board votes on a motion.

GRANTS ADMINISTRATION

Commissioner Brown thanked Mr. Clemons for his service to the County and opened the discussion of the best possible way to fill the position being vacated by Mr. Clemons. Commissioner Brown stated the best possible (most qualified) person should be hired.

Commissioner Shelton asked Mr. Clemons to explain the Weatherization and State Housing Initiatives Partnership Program (SHIP) specific requirements of his job. Mr. Clemons advised the Board there are several requirements for Weatherization; the program administrator will need to be trained to handle certain tasks and be certified as a Quality Control Inspector (QCI) and inspect homes once completed or subcontract this task. Mr. Clemons stated the only requirement needed for the State Housing Initiatives Partnership Program (SHIP) is to have trade knowledge in the building industry. Commissioner Shelton stated the position needs to be advertised to avoid overloading someone and losing grants for the County.

Mr. Wood advised the Board Mr. Clemons not only handles the Weatherization, SHIP, and Residential Mitigation Construction Program (RCMP) grants but also administers the Airport grants and performs chemical spraying for the County. Mr. Wood asked the Board if a new employee is hired will their job duties include all duties now performed by Mr. Clemons. Mr. Wood stated there was discussion of having Mr. Guilford take responsibility for administering the Weatherization, SHIP, RCMP grants and the airport grants and shifting responsibility for the spray program to the Road Department. There was concern that adding additional job duties to Mr. Guilford may overload him and keep him from being able to study and pass the Building Official test.

- ❖ A motion to advertise the position was made by Commissioner Brown and seconded by Commissioner Shelton. Chairman Flowers called for public comment. Ms. Carrie Baker stated

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there is more to the Weatherization and SHIP programs than the write-ups of homes. Ms. Baker stated you need to know about the programs, how the citizens qualify for funding. Mr. Gene Bailey asked the Board what the salary range would possibly be. Commissioner Shelton stated possibly advertising with a salary range and determine upon hiring depending on the qualifications of the employee. There were no further comments. The motion passed 3-1. Commissioner McDougald opposed.

Mr. Wood asked the Board for their direction in regards to advertising for the position as to what job duties and salary range. Commissioner Brown stated to advertise the position to handle SHIP, Weatherization, RCMP and Airport Grants. Commissioner Brown stated he liked the idea of having a new hire at the Road Department handling the chemical spraying. The Clerk advised the Board of the breakdown of the salary for the SHIP, Weatherization, RCMP and Airport Grants. The Board agreed by consensus to advertise the position for SHIP, Weatherization, RCMP and Airport Grants with a salary range of \$25,000 - \$38,000.

MEETING ADJOURNED

There being no further business, Chairman Flowers adjourned the meeting at 2:46 p.m.



CHAIRMAN

ATTEST:



CARLA A. HAND, CLERK AND COUNTY COMPTROLLER

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