

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS  
WORKSHOP – GRANTS ADMINISTRATION  
JANUARY 12, 2016**

**PRESENT AND ACTING:**

**MARION "LEE LEE" BROWN, CHAIRMAN  
WOODROW "LEE" SHELTON, VICE-CHAIRMAN  
THOMAS G. FLOWERS  
DENNIS JONES  
DARRELL MCDUGALD**

**MATTHEW FUQUA, ATTORNEY  
CARLA HAND, CLERK OF COURT AND COUNTY COMPTROLLER  
BECKY BROWN, DEPUTY CLERK**

The workshop was called to order by Chairman Brown at 5:00 p.m., CT.

**GRANT ADMINISTRATION APPLICANTS**

Chairman Brown opened the discussion on the applications for the Grants Administration position. Mr. Wood advised the Board CareerSource Chipola administered competency tests for math, Microsoft Word and Microsoft Excel. Mr. Wood read the minimum qualifications advertised in the The County Record's November 25, 2015 and December 2, 2015 issues.

Each applicant had the opportunity to give a brief description of their qualifications for the advertised position. Ms. Carrie Baker stated she attended Florida A&M University where she took Construction Engineering and Electronics classes and received a four (4) year degree in Industrial Arts and has volunteered with Habitat for Humanity building homes for citizens. Commissioner Jones asked Ms. Baker what can be done to improve the State Housing Initiatives Program (SHIP) and Weatherization Departments. Ms. Baker stated she would bring experience for both grant writing and grant reporting at the Federal, State and Local levels to help Calhoun County and the citizens of Calhoun County. Mr. Kevin Parrish stated he owned a Heating, Ventilation and Air Conditioning (HVAC) business for eight (8) years, has experience in building and construction, is certified as a Fire Inspector, is a Building Construction Instructor at Chipola College, and has a four (4) year degree in Public Safety Administration with a Major in Emergency Management and a Minor in Fire Science. Mr. Parrish stated he took a Grants writing course and has written grants which have been awarded to Magnolia Volunteer Fire Department.

Commissioner McDougald stated the biggest part for handling the SHIP and Weatherization programs is conducting the pre-inspections and post-inspections and determining the phase of the construction projects. Mr. Jerry Guilford briefed the Commissioners on procedures for project write-ups for the SHIP and Weatherization programs. Commissioner Flowers asked each applicant if they both read the applications and filled them out to the best of their ability. Ms. Baker and Mr. Parrish stated they both read the applications and filled them out to the best of their ability.

The Workshop was adjourned.

  
MARION "LEE LEE" BROWN, CHAIRMAN

ATTEST:

  
CARLA A. HAND, CLERK

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