

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS
WORKSHOP – FEMA
AUGUST 22, 2017**

PRESENT AND ACTING:

**DANNY RAY WISE, CHAIRMAN
GENE BAILEY, VICE-CHAIRMAN
DARRELL MCDUGALD
DENNIS JONES
JERAL HALL**

**MATT FUQUA, ATTORNEY
CARLA A. HAND, CLERK OF COURT AND COUNTY COMPTROLLER
SARAH WILLIAMS, CLERK ADMINISTRATIVE ASSISTANT**

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

Chairman Wise stated this workshop is for everyone to become educated with the FEMA disaster project timeline minimizing the time between project performance and reimbursement. Chairman Wise asked Ms. Angie Smith to explain how the FEMA projects cycle.

Ms. Smith stated the County is in the reimbursement request stage of the FEMA DR4177 disaster grant. Ms. Smith stated she requested \$416,000.00 yesterday, and estimated the remainder of the reimbursement requests will be submitted by September 30. Ms. Smith stated there are only a few FEMA projects left to complete, the Coy Lindsey Road has not been started yet but will be soon. Ms. Smith stated there is one project she requested a version on, which was denied one (1) year later, so the county will have to self-perform the work on the project due to the lack of funds allocated by FEMA. Ms. Smith stated she has requested a time extension and a version to be written on Jim Godwin Road. Ms. Smith stated this version will likely be denied as well. Commissioner McDougald asked which road has already been denied. Ms. Smith stated PW 299, (Blon Carter, Red Horse Sucker, Stump Knocker, Shell Cracker, Blue Bream, and Bass Drive) is the project that was denied a version. Ms. Smith stated the project worksheet included placing fill material on the roads and spreading it, the worksheet does not include lime rock. Commissioner McDougald asked if the roads qualified for lime rock. Ms. Smith stated they did not; FEMA would only bring the roads back to pre-disaster condition. Ms. Smith stated she has spoken to Mr. Edenfield, the Road Department Superintendent, and made him aware the County will have to self-perform PW 299 soon, as the project expires on November 6. There was further discussion about PW 299. Commissioner Jones asked who determines which roads are submitted to FEMA. Ms. Smith stated the County does a preliminary damage assessment to determine which roads have the most damage, and then the State and FEMA send in an engineer to ride through the area to determine which roads will be submitted to become FEMA approved projects.

Chairman Wise asked if there is qualified staff available to take over Ms. Smith's position should she change positions. Ms. Smith stated she has been working with Ms. Chelsea Snowden and she would handle most of the grants in the case she was no longer employed in Emergency Management. There was further discussion about grants. Ms. Snowden stated she has been involved in all the grant processes except FEMA, which Ms. Smith has handled. Ms. Snowden stated she is comfortable with handling all the other grants, and believes Ms. Smith would be available to help her should she have any

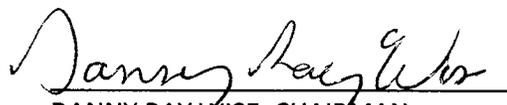
questions. Ms. Snowden stated she has worked alongside Ms. Smith on the FEMA projects, but does not have authorization to request reimbursements and does not know the background on the projects since this grant has been ongoing for some time now. Ms. Smith stated the County has strictly followed the scope of work for this FEMA disaster, and she has been preparing and submitting closeouts. Ms. Snowden stated Ms. Smith has also worked with the other two (2) Emergency Management employees training them in the closeout process, so they as well have some knowledge of the FEMA grant process. Ms. Snowden stated in the future, if the county were declared to have access to another FEMA grant, she would be involved in the process. There was further discussion about the FEMA grant. Chairman Wise asked what amount has not been submitted for reimbursement on the FEMA DR4177 grant. Ms. Smith stated she did not have the amount, and would have to check with Ms. Kathy Stewart. Commissioner Bailey stated he believes there is less than \$300,000 to be requested. There was further discussion about the FEMA grant. Chairman Wise stated on the Commissioner trip to Washington D.C., they met the FEMA Director, and were advised the County could call the headquarters and deal with them directly without going through Atlanta. Ms. Smith stated there is a plan to distribute her duties including Emergency Management. There was further discussion about the Emergency Management office. Ms. Smith stated she would be available for assistance in the event she is no longer employed in Emergency Management.

Commissioner Bailey stated included in the Regular Meeting agenda packet there was a draft Transfer Policy for the Board's consideration to adopt and add to the Personnel Policy. This policy sets forth the conditions regarding the transfer of an employee from one department to another or within the same department. Chairman Wise asked if the transferred employee would start over as a new hire. Commissioner Bailey stated they would not be considered a new hire, the employee would transfer with all their benefits (leave accumulated). Chairman Wise asked if the probationary period is necessary if they are already an employee. Clerk Hand stated many transfer policies have probationary periods in them, in case the employee did not work out. There was further discussion about the probationary period. Commissioner Bailey stated the probationary period could be removed from the policy. Commissioner Jones stated a probationary period may be a good idea in some cases, and does not think the probationary period needs to be removed. There was further discussion about the policy. Clerk Hand stated she made sure conditions in the draft Transfer Policy are consistent with the current Personnel Policy. Commissioner Bailey stated currently if hiring from within the County, the employee must complete the same testing as a new hire, and the Transfer Policy would eliminate the requirement for testing. Commissioner Bailey stated reference checks would be done as well, but since the employee will already be employed by the county, they will already know whether they do a good job or not. There was further discussion about the Transfer Policy. Attorney Fuqua stated he could simplify the Transfer Policy and make it more universal if the Board would like. Commissioner Bailey and Commissioner Hall stated they do not have any issue with the proposed policy. Chairman Wise stated if the policy becomes cumbersome later, they could have Attorney Fuqua look to make some changes in the policy.

Commissioner Bailey asked Chairman Wise if he had talked to any more employees regarding their preference between Paid Time Off (PTO) and sick leave and annual leave. Chairman Wise stated the majority of the employees he has talked with prefers sick leave and annual leave. Mr. Clifford Edenfield stated he gets asked often by employees if the County will go back to sick leave and annual leave so they can get their time back. Chairman Wise stated when he was a Commissioner previously, the policy helped employees when they got sick and needed time off. Attorney Fuqua stated the policy was changed by a previous Board to PTO because there were employees who were abusing the sick time, and using it to take off when they were not actually sick. Attorney Fuqua stated the department heads had trouble tracking the time and making sure the employee was actually sick because of HIPPA. Ms.

Smith stated PTO would have been fine with the employees, but they earn less leave under the current policy compared to the previous policy which separated leave into sick leave and annual leave. There was further discussion about the leave policy. Mr. Edenfield stated he has not seen abuse of the leave policy since he has been employed. Chairman Wise stated he would like to see the policy changed back to sick leave and annual leave. Mr. Edenfield stated his employees primary concern is they are losing 60 hours of leave per year under the current policy. There was further discussion about the leave policy. Commissioner Jones asked how the county would retroact the time accrued with PTO. Chairman Wise stated from what he has heard, the employees will be happy to start fresh. Commissioner Jones asked how the PTO balances would be allocated between sick and annual. Commissioner Jones stated a system to divide the time would need to be created. Clerk Hand stated all the time could be called annual. Commissioner Bailey stated the employees could also be asked how they would like their PTO balance allocated between sick and annual leave. There was further discussion about the leave policy. Commissioner McDougald asked if employees with sick leave remaining at termination (with no or limited payout) feel like they are losing time in this respect in comparison to PTO (with 100% payout). Mr. Edenfield stated he believes his employees are looking more at the possibility of getting sick, and with the sick and annual leave as opposed to PTO, they know they will be able to get through their illness with less issues of not having enough time off. Mr. Edenfield stated his employees would like to be able to accumulate sick leave for use when needed.

There being no further business, the workshop adjourned at 5:52 P.M., CT.


DANNY RAY WISE, CHAIRMAN

ATTEST:


CARLA A. HAND, CLERK