

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS
SPECIAL BOARD MEETING
SEPTEMBER 24, 2018**

PRESENT AND ACTING:

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

**KATHY STEWART, CLERK ACCOUNTING MANAGER
SARAH WILLIAMS, CLERK ADMINISTRATIVE ASSISTANT**

Chairman Wise called the meeting held in the regular Board meeting room to order at 5:15 P.M., CT.

Ms. Bobbi Jo Chambers with the Emergency Management Office presented to the Board for approval and execution the Memorandum of Agreement between Calhoun County Emergency Management and the Federal Emergency Management Agency Integrated Public Alert and Warning System (IPAWS) program.

- ❖ Commissioner Hall made a motion to approve the Memorandum of Agreement. Commissioner Jones seconded the motion. The motion passed unanimously 5-0.

Ms. Chambers presented to the Board for approval and execution Modification # Z0361-1 to the Subgrant Agreement between the Division of Emergency Management and Calhoun County. Ms. Chambers stated this modification would increase the Federal funding by \$1,025.79 and the State share by \$56.99, with a maximum amount payable under the agreement to \$8,063.70. Ms. Chambers stated this agreement is pertaining to the Hurricane Irma Disaster Category A reimbursement requests.

- ❖ Commissioner McDougald made a motion to approve the Modification to the Subgrant Agreement. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

Chairman Wise stated the Board needs to address some vacant job positions. Chairman Wise asked Ms. Chambers if Mr. Adam Johnson has been working on an advertisement for the newspaper for her position (resigned effective 09/27/2018). Ms. Chambers stated Mr. Johnson wants to advertise her position as soon as possible; however, the position must be advertised internally before being advertised externally. Ms. Chambers stated Mr. Johnson is on his way to the meeting and could answer further questions on the job advertisement. Chairman Wise asked if current employees could apply for the open positions and transfer from another department. Ms. Pam Skinner stated this is allowable under the personnel policy, but there may be further testing required other than just turning in an application and a letter from the supervisor.

Chairman Wise stated Mr. Joe Wood resigned effective September 12, leaving the Director of Operations position vacant. Chairman Wise stated the Director of Operations was designated a senior management retirement position. Commissioner Bailey stated he would like to schedule a workshop next week to discuss the Director of Operations position and discuss the possible options. Commissioner Bailey stated instead of filling the position, the Board could buy two (2) vans and two (2) trailers and Mr. Edenfield could fill his two (2) vacant positions for two (2) inmate work squads at the Road Department.

Chairman Wise stated since Mr. Wood resigned, he assumes Mr. Jace Ford and Mr. Oby Borelli would be under the direct supervision of the Chairman or Vice-Chairman of the Board. Ms. Skinner stated that is how things are being handled currently. Commissioner McDougald asked if that is how it is stated in the personnel policy. Ms. Skinner stated she does not remember anything in the policy placing someone other than the Chairman or Vice-Chairman in charge in the event a supervisor is no longer employed, and there is no one else to step in during this time. Commissioner Bailey stated he feels any Commissioner who wanted to volunteer could be the supervisor for the two (2) positions until a decision is made. Commissioner Bailey stated if a decision is not made tonight, the two (2) employees (Ford and Borelli) could call any of the Commissioners for direction. Commissioner Bailey stated he would like the Board to agree by consensus that any Commissioner could sign approving payment for purchases made by Mr. Ford and Mr. Borelli so payment could be processed by the Clerk's Office. Commissioner McDougald stated the Chairman usually signs things regarding payment, and he would not have an issue with the Chairman approving invoices. Chairman Wise stated the Board could assign Mr. Ford and Mr. Borelli to another supervisor until the Director of Operations position is filled. Chairman Wise stated there is no one currently to make sure the employees are coming to work on time. Commissioner McDougald stated it has also been suggested to not fill the position. Commissioner Bailey stated timesheets should determine whether the employees are coming to work on time, and these are signed by the Chairman or Vice-Chairman. Commissioner Bailey stated until there is a workshop to decide how to proceed with the Director of Operations position there is no need to push a decision tonight. Chairman Wise stated a workshop could be scheduled for next week to discuss the Director of Operations position. There was further discussion about scheduling a workshop.

Chairman Wise asked Mr. Adam Johnson if he has been preparing an advertisement for Ms. Chambers' position. Mr. Johnson stated not yet, but if directed to do so by the Board, he could begin working on the advertisement with Ms. Skinner tomorrow morning. Ms. Skinner stated the in house advertisement is open from Monday to Friday, so if there is no interest in house the advertisement could be given to the newspaper by noon the following Monday to advertise for two (2) weeks. Ms. Skinner stated if in house advertisement begins tomorrow on a Tuesday, the in house ad would have to run for five (5) business days, which would end next Monday at 4:00. Ms. Skinner stated she could not send the advertisement to the newspaper by noon on Monday, unless the Board approves this. Ms. Skinner stated if there are in house applicants for the position that are turned in after noon, there would have been no need to turn in the advertisement to the newspaper but the advertisement would still run in the newspaper for two (2) weeks. There was further discussion about advertisement. Commissioner McDougald stated the in house advertisement should be put on the bulletin board as soon as possible and in the newspaper as well, so there would not be any wasted time filling the position. Chairman Wise stated this would be a good idea, and to get the position advertised as soon as possible. Ms. Skinner stated she would post the position in house Tuesday through Monday, and send the advertisement to the newspaper on Monday as well.

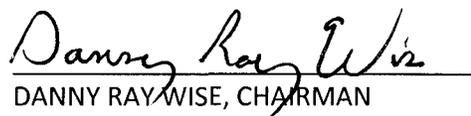
Ms. Skinner stated the Emergency Management Director position was supposed to be posted in house starting today, but the Board did not mention a salary range when they voted to advertise the position. Ms. Skinner stated the position could not be advertised until a salary range has been decided on by the Board. Ms. Skinner stated the advertisement has been prepared and could be posted tomorrow if she is provided with a salary range. Chairman Wise asked if there is a salary range in effect for the County for supervisor positions. Ms. Skinner stated there is no written policy on salary ranges, only the past salary history for previous employees who filled the positions. Commissioner Bailey stated exempt employees could not be paid less than \$23,660, or they would have to be paid for any overtime hours. There was

further discussion about salary range for the Emergency Management Director. There was consensus to set the salary range for the Emergency Management Director advertisement from \$24,000 to \$48,000. Chairman Wise asked what day next week the Board would like to hold a workshop. There was further discussion about scheduling the workshop. There was Board consensus to hold the workshop on Monday, October 1, 2018 at 4:30. There was further discussion about the workshop.

Mr. Kevin Parrish asked if he, as a volunteer fire fighter, would be eligible to apply for the internal job openings that would be advertised. Ms. Skinner stated she clarified with the employment attorney earlier today that this would be up to the Board whether they would allow volunteer fire fighters to apply for the internal job vacancies. Ms. Skinner stated Mr. Parrish is not an employee who receives a paycheck, but he is covered under the workers comp insurance policy for the County. Ms. Skinner stated the volunteer fire fighters are not privy to the information in the Board employee handbook, because they are not an employee, so if considered an internal transfer they would not know what needs to be done regarding internal transfers. There was further discussion about volunteer fire fighters applying for internally advertised job positions. Commissioner Jones asked if there would be a way to alert all the volunteer fire fighters there would be job openings available to them. Ms. Skinner stated she could send the information to the contacts (Fire Chiefs) she has, but she cannot say it would get to everyone because she does not handle anything other than workers comp insurance for the volunteer fire fighters. There was further discussion about the job opening postings.

- ❖ Commissioner McDougald made a motion to allow volunteer fire fighters to apply for jobs internally advertised for by the County. Commissioner Jones seconded the motion. The motion passed unanimously 5-0.

There being no further business, the meeting adjourned at 6:01 p.m., CT.


DANNY RAY WISE, CHAIRMAN

ATTEST:


CARLA A. HAND, CLERK