

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS  
EMERGENCY BOARD MEETING  
OCTOBER 31, 2018**

**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**

Chairman Wise called the Emergency Board meeting held in the regular Board meeting room to order at 4:00p.m., CT.

**CAREERSOURCE CHIPOLA: AGREEMENT FOR HIRING TEMPORARY EMPLOYEES**

Mr. Richard Williams, Executive Director of CareerSource Chipola, stated they received some funding as a result of Hurricane Michael that allows them to put individuals to work that have lost their job due to the hurricane or have been unemployed for six (6) out of the last thirteen (13) weeks. Mr. Williams stated these individuals could work for either public or nonprofit entities. Mr. Williams stated there are two (2) ways CareerSource Chipola could facilitate this program, by contracting with a company called QLM who could be operational by November 14 or by contracting directly with the County. Mr. Williams stated they would reimburse the County for wages, taxes, and workers comp, and some reimbursement for administration expenses. Mr. Williams stated they received a call from Emergency Management requesting immediate assistance with employees, and the fastest way to get that assistance would be to contract with the County. Attorney Fuqua stated the best way would be to allow the other company to employ the individuals so the County would not be responsible for workers comp or unemployment. There was further discussion about hiring temporary employees. Commissioner Bailey asked if the County could administer the jobs for two (2) weeks, and then hand off the responsibility to QLM when they come on November 14. Mr. Williams stated this could be done. Attorney Fuqua stated he is unsure even if the County only has these individuals employed for two (2) weeks if the County would then be responsible for future unemployment or workers comp later. Attorney Fuqua stated once the chain of employer has been established, the County runs this risk. Clerk Hand stated her office only finished payroll fifteen (15) minutes before the deadline because payroll was very hard to process due to the additional coding for the hurricane. Clerk Hand stated it would be difficult for her office staff if additional employees had to be added to the system. Clerk Hand stated Mr. Johnson was concerned Ms. Maupin would be removing her library employees from the Emergency Management desk, but Ms. Maupin stated today she would keep her employees in Emergency Management as long as they were needed. There was further discussion about hiring temporary employees. Mr. Williams stated an agreement for the worksite would need to be in place before QLM could hire employees to work in the County. Mr. Williams stated they would like to form the agreement with the County as a whole so all the departments under the County could serve as worksites under the agreement. There was further discussion about the agreement and hiring temporary employees.

- ❖ Commissioner Bailey made a motion for the County to enter into the worksite agreement. Commissioner McDougald seconded the motion. The motion passed unanimously 4-0. There was further discussion regarding hiring temporary employees.

#### **HURRICANE MICHAEL CONSULTANT RFP**

Ms. Snowden stated she has provided the Board with a rough draft Request for Proposals (RFP) for a consultant for disaster recovery services. Ms. Snowden stated the public assistance process for the County following this disaster is going to be very intense and beyond the County's expertise, so the County would be moving forward with procuring a consultant to perform these services. Ms. Snowden stated Attorney Fuqua provided her with an RFP for consultant services, which she has sent to an attorney who works specifically with FEMA projects to make sure all the legal language needed was included in the RFP. Ms. Snowden stated it would be best if a consultant could be brought in by December 1. Ms. Snowden recommended the Board form a review committee comprised of potentially herself, Clerk Hand, Adam Johnson, Angie Smith, and a Board member to be sure the consultant would be tailored to fit the County's needs, and then provide a selection recommendation to the Board for approval. There was further discussion regarding a disaster recovery consultant. Commissioner Bailey asked when the RFP would be advertised. Ms. Snowden stated depending on when the RFP has been finalized; potentially it would be advertised next week for fourteen (14) days. Ms. Snowden stated if the Board agrees to form a committee, the RFPs could be reviewed for five (5) days and a Special Board meeting could be called for selection.

- ❖ Commissioner McDougald made a motion to approve advertisement of the RFP and for the committee mentioned by Ms. Snowden to be formed. Commissioner Bailey volunteered to serve on the committee. Commissioner Bailey seconded the motion. The motion passed unanimously 4-0.

#### **UPDATE ON COUNTY FINANCIAL INFORMATION**

Clerk Hand stated due to Hurricane Michael and the extended office closures and limited ability to return to normal functioning, she requested the Board approve an extension to November 30 for all Constitutional Officers to close out (2017-2018) and for the reporting and disposition of fees and excess funds. Clerk Hand stated the deadline is normally today, but none of the Constitutional Offices has had time to complete this.

- ❖ Commissioner McDougald made a motion to approve the extension. Commissioner Hall seconded the motion. The motion passed unanimously 4-0.

Clerk Hand stated payroll was processed today, and was about two (2) and a half times the normal amount due to emergency hours. Clerk Hand stated as of now, all employees are getting paid their normal rate up to forty (40) hours, and any hours over this amount is considered double time pay. Clerk Hand stated the Board stated this would be revisited at the next Board meeting whether to keep the overtime pay at double time or go back to the regular overtime rate of time and a half. Commissioner McDougald stated he is for leaving the overtime at double time pay as long as it is reimbursable. Mr. Edenfield stated he has pulled most of his employees back to regular work hours, but there are still quite a few employees working a good amount of overtime. Commissioner McDougald stated the issue could be addressed again at the next regular Board meeting. Commissioner Bailey requested a copy of the overtime report. Clerk Hand stated the report could be emailed.

Ms. Angie Smith addressed the Board regarding documentation for reimbursement purposes. Ms. Smith stated documentation of time and equipment by all employees is going to be key for reimbursement. Ms. Smith stated there are several different cost codes, so when someone documents what they have

completed during the day they need to be very specific and document the equipment used, down to the size, kilowatt, or horsepower of the equipment. Ms. Smith stated materials used for repairs must also be documented. Ms. Smith stated if there were not adequate documentation, the County would not be reimbursed. There was further discussion about documentation.

Clerk Hand stated yesterday she sent another letter to the Governor to support the County's request to the State for direct mutual aid expenditures. Clerk Hand stated she copied the Board members on the email. Commissioner Bailey asked if a copy of the adopted Resolution based on the letter has been sent to the Governor. Clerk Hand stated the Resolution has not been sent yet, and would make sure it is sent.

Clerk Hand stated her office received a \$42,000 invoice for some type of communications system. Clerk Hand stated she sent the invoice to Mr. John Scott for review to see if it were related to any missions. Mr. Scott stated the invoice is in the system, and he is currently trying to track down the name of the person who submitted the request. There was further discussion about the invoice.

Clerk Hand stated she forwarded pictures from Mr. Keith Maddox of the storm damage to the ambulance that is being rebuilt, and there are still issues with the work being done on the ambulance. There was further discussion about the ambulance rebuild. Clerk Hand stated pictures of the damage have been sent to the insurance company, along with a claim for the Weatherization truck that was damaged during the storm.

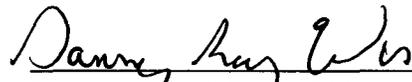
#### **FLORIDA LEAGUE OF CITIES UPDATE**

Mr. Kyle Evans (Project Manager) with Florida League of Cities updated the Board on their activities throughout the County securing damaged County property. Mr. Kyle Evans stated they have been receiving bids on replacing the roll up doors that were damaged or blown off during the hurricane on the Volunteer Fire Departments. Mr. Kyle Evans stated there were twenty (20) or more doors that were damaged. Mr. Kyle Evans stated it would take about six (6) months for the replacement doors to be received and installed. Mr. Kyle Evans stated in an effort to secure the fire departments in the meantime, they have come up with a temporary barn style door. Mr. Kyle Evans stated with the design they have come up with, these doors could possibly be used in the future as shutters to the roll up doors during storms. (Commissioner Jones entered the meeting at this time.) Mr. Kyle Evans stated they have also been receiving hangar demolition bids for the airport for two (2) hangars that were destroyed. Mr. Kyle Evans stated the bids are due to be turned in by Friday. Mr. Kyle Evans stated if there is an area that someone feels is a priority to please let him know so resources could be directed to the area. Mr. Mike Matheny (FMIT Recovery Program Director) discussed with the Board the insurance coverage for the County and explained how the insurance process works.

- ❖ Commissioner Bailey made a motion for the County Road Department to be able to use their equipment to remove trees from houses on personal property. Commissioner Bailey stated he knows this is not allowed because this uses gas tax money, but the County is in a local state of emergency and if they do not have the power to do some of the things that need to be done to help the constituents of the County, then he does not need to be serving the County, and if the State wants his job they can have it. Commissioner Hall seconded the motion. There was further discussion about the motion. Mr. Matheny with the Florida League of Cities advised the Board of a FEMA brief that allows the County to remove certain things from public property or public housing if it poses what the County deems a threat to public health and safety. Mr. Matheny stated this provides some leeway to the County, and he would provide this brief to the Board along with the Stafford (Evans) Act, and should be followed along with

receiving approval of the resident of the home and obtaining a signed waiver indemnifying the county against any exposure from a liability standpoint. Mr. Matheny stated as the County's liability carrier, they would want the County to be protected and to be sure, there is a consent form signed before any work is done. Mr. Matheny stated he could provide the language needed to do what needs to be done and seek Federal assistance later if it comes available. There was further discussion about work on private property. The motion passed unanimously 5-0.

There being no further business, the meeting adjourned at 5:04 p.m., CT.

  
DANNY RAY WISE, CHAIRMAN

ATTEST:

  
CARLA A. HAND, CLERK