

The Banks County Board of Commissioners held a called meeting on March 4, 2011 at 9:00 a.m. in the Board Room of the Banks County Courthouse Annex. Present were Chairman Milton Dalton, Vice Chairman Charles Turk and Commissioners Danny Maxwell, Sammy Reece and Ernest Rogers.

### **1. Call to Order**

Ch. Dalton called the meeting to order.

### **2. Approval of Agenda**

Commissioner Maxwell made a motion to approve the agenda. Vice Ch. Turk seconded. All aye votes and the agenda was approved.

Ch. Dalton stated the Transportation Local Option Sales Tax project list is due to the DOT by March 30<sup>th</sup> and will be on a referendum for voters to consider in 2012.

He also stated on March 21<sup>st</sup> Banks County will travel to the capitol to receive the designation of a "Camera Ready" community.

He stated the renovation of the Candler Building for additional office space and storage was progressing rapidly. He stated the Registrars Office would be the first office space to be occupied.

Comm. Reece encouraged department heads to contact him anytime with any concerns they may have.

Comm. Maxwell stated it was good to see the department heads together for discussion on issues of concern or for information that may need to be presented.

### **3. Records Retention**

County Clerk Jenni Gailey stated the Secretary of State had released the updated 2011 Records Retention Schedule. She stated she had emailed the link to each department head. She reminded them that they were responsible for the records created by their department and encouraged them to check the website regularly for updates.

### **4. Personnel**

Personnel Officer Judy Greer updated the department heads on various personnel issues as follows:

#### **County Vehicles**

Ms. Greer stated seatbelts should be worn at all times in all county vehicles. She stated only county employees and county business affiliated passengers should ride in county vehicles and county vehicles are to be used for county business only. This includes no dropping off and picking up of children from school. There shall be no loaning, renting or leasing of county vehicles by county employees.

#### **Employees Children in the Workplace**

Ms. Greer reminded the department heads of a policy that was approved in 2008 stating that employees are responsible for providing afterschool care for their children and children are not

permitted to spend time in the workplace. Acceptations may only be granted by the Commission Chairman.

**Employee Badges for Employee Use Only**

Ms. Greer stated employee badges are the responsibility of the employee and are for employee use only and should not be used by any other individuals including friends and family. She stated this was put into place for the security of employees in all county buildings.

**PTO – Paid Time Off Leave Requests**

Ms. Greer stated leave forms must be completed for all absences including salaried and hourly positions as stated in memo sent to employees in 2009 by the Personnel Officer. The Chairman approves all leave requests by Department Heads.

**Compensatory Time**

Ms. Greer stated comp time is not recognized by Banks County. She stated comp time was frozen several years by the Chairman of Commissioners and had not been lifted. She stated if it is not possible to take time off during the same week for hours worked above 40 hours then overtime will be paid to hourly employees. Salaried positions do not accrue comp time.

**5. General Discussion**

Ch. Dalton stated the Community Developer should be on board no later than the end of the month.

The new 1,000,000 gallon clearwell plant is currently on line. The construction was paid for with a 70/30 GEFA loan with 70% being paid for with stimulus funds.

Deidra Moore, E911/EMA director stated the weather radios that were purchased with grant money would be available in a week. Jenni Gailey commended Ms. Moore for acquiring the grant for the radios and the weather siren.

Randy Failyer, Finance Officer stated the county financial audit was clean and in order for FY2010. He thanked the department heads for helping to keep budgets in line. He stated revenues continue to drop and prove to be the biggest challenge. He stated the FY2012 budget process would begin soon.

Comm. Reece commended the Ms. Moore and Wayne Andrews, Road Foreman for work well done.

Ms. Greer commended Senior Center Director Tabor McCoy and Recreation Director Joe Gailey for their community involvement.

Mr. Gailey stated opening day would be March 26<sup>th</sup>.

Comm. Rogers commended all department heads for work well done and told department heads to work toward a 3% cut in the 2012 budget.

Vice Ch. Turk expressed his appreciation to the department heads for working to keep the budget as low as possible.

Margaret Ausburn, Tax Commissioner stated 2010 collections were at 80% or above which is outstanding considering the economy and considering that two tax bills were due in 2010.

Stoney Harness, Building Official asked if the county contributions to employee retirement would remain frozen or is this temporary. Comm. Rogers and Vice Ch. Turk stated they hoped it would be temporary but would depend on the available funds at budget time. Ms. Greer stated all employees had been really understanding of the budget crunch.

Ms. Moore commended Mr. Harness for crossing department lines to help with mapping and addressing. Ms. Gailey stated several staff members have been working hard as a team to do whatever it takes to get the job done in all areas, especially within the last year or so.

Ms. Gailey commended Kenny Crumley for the work accomplished at the Candler Building and other projects using prisoner labor. Mr. Crumley could not attend the meeting due to responsibilities with the prison crew.

**6. Executive Session: Personnel & Land Acquisition**

Comm. Reece made a motion to go into executive session at 9:50 a.m. Comm. Rogers seconded. All aye votes and motion carried. Comm. Maxwell made a motion to come out of executive session at 12:20 p.m. Vice Ch. Turk seconded. All aye votes and motion carried. ***(Copy of affidavit filed in Attachment to Minutes Book #9-2)***

**7. Adjournment**

With no more business, Comm. Maxwell made a motion to adjourn the meeting. Vice Ch. Turk seconded. All aye votes and motion carried. The meeting adjourned at 12:21 p.m.

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Chairman

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County Clerk

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