

BOARD OF COUNTY COMMISSIONERS

July 31, 2015

Chairman Goff Searl called the meeting of the Chautauqua County Board of Commissioners to order on Friday, July 31, 2015 at 8:30 a.m. in the commission room of the courthouse. Commissioner Danny Williams and Jack Carpenter were present as was County Counselor, Ruth Ritthaler and County Clerk Janice A. Fine. Danny Williams opened the meeting with prayer.

Minute's approval: Jack Carpenter made a motion to approve the minutes of July 20, 2015 as presented. Danny Williams seconded the motion. Motion carried 3-0.

Commissioners discussed a piece of property that appears to be land locked and the process the land owner needs to do to move forward.

Commissioner Searl brought information regarding upcoming meetings.

Danny Williams made a motion to appoint Parker Massey to the Fire District #1 Board. Jack Carpenter seconded the motion. Motion carried 3-0.

Janice Fine, County Clerk brought the following to commissioners: 1) The Health Department had an annual contract with USD 286 that needed approval and the Chairman to sign. Ruth Ritthaler, County Counselor reviewed the contract. Goff Searl made a motion to approve and sign the annual contract with USD 286. Danny Williams seconded the motion. Motion carried 3-0. Chairman Searl signed the contract. 2) Presented commissioners with a quarterly report from the Register of Deeds. 3) Discussed pay increases for Clerk's Office staff. In May 2015 most employees received a \$1.00 per hour raise. Clerk's Office did not give raises at that time as the clerk's budget is tight. After reviewing the budget the Clerk is giving Amy Goode, Deputy Clerk a .53 per hour raise, Wendy Kirchner, Financial Manager a .50 per hour raise. The Clerk asked commissioners permission to give Crystal Wade, HR Administrator a .48 per hour raise. Commission approved the office raises after discussion. 4) An estimate from McNown Tree Service to remove the dead limbs from the Elm trees on the east side of the courthouse.

Chairman Searl discussed an appointment to the Draft Board. A possible appointment will review the process before accepting the appointment.

Commission received and reviewed a letter regarding a housing meeting.

Crystal Wade, HR Administrator joined the meeting to discuss department business with commissioners. Wade presented two travel approval forms for commission review and approval. The employee weight loss program begins on August 3, 2015. Applications were brought to the commissioners to participate. An additional challenge is available for employees to maintain don't gain program. Our program is certified with our health plan program to accumulate points. Wade received the KWORCC claims letter for commissioners to review and discuss for understanding. Wade asks to prepare a survey to acquire employee satisfaction. Wade wanted to discuss current duties with commissioners. Handbook compliance was discussed. Ritthaler offered her understanding of case law regarding personnel policies for Chautauqua County. Every department must comply with the Chautauqua County Employee Handbook. Sheriff's Office must provide the simple employee evaluation so those employees can be put on permanent status.

Danny Williams made a motion to go into executive session for 15 minutes to discuss non-elected personnel with Crystal Wade, HR Administrator and Ruth Ritthaler, County Counselor present at 9:23 a.m. Jack Carpenter seconded the motion. Motion carried 3-0. Chairman Searl called the

regular meeting back in session at 9:38 a.m. No action was taken as a result of the executive session.

Danny Williams made a motion to go into executive session for 10 minutes to discuss non-elected personnel with Crystal Wade, HR Administrator and Ruth Ritthaler, County Counselor present at 9:40 a.m. Jack Carpenter seconded the motion. Motion carried 3-0. Chairman Searl called the regular meeting back in session at 9:50 a.m. No action was taken as a result of the executive session.

Ruth Ritthaler, County Counselor, brought resolutions to commissioners for their review. A resolution for Disposal of Surplus Property was reviewed and discussed. Danny Williams made a motion to approve the Disposal of Surplus Resolution 15-03. Jack Carpenter seconded the motion. Motion carried 3-0.

Ruth Ritthaler, County Counselor brought a resolution to commissioners for their review and approval regarding Coroner Services for indigents. Judi St Clair joined the meeting as observer. There was discussion on the county's legal responsibilities for indigents. The statutes were reviewed. Danny Williams made a motion to approve the resolution for county indigents 15-04. Jack Carpenter seconded the motion. Motion carried 3-0.

Judi St. Clair joined the meeting to bring Council on Aging 2016 budgets to commissioners. Some Sr Center budgets increased minimally. There was discussion on all budget requests received from St. Clair.

Danny William made a motion to go into executive session to discuss nonelected personnel at 10:30 for 30 minutes with Janice Fine, County Clerk and Ruth Ritthaler, County Counselor present. Jack Carpenter seconded the motion. Motion carried 3-0. Chairman Searl called the regular meeting back in session at 11:00 a.m. No action was taken as a result of the executive session.

Janice Fine, County Clerk made commissioners aware of a situation that occurred on Wednesday, July 22, 2015 regarding non-payment of USD 286 January 2015 Capital Outlay distribution in the amount of \$15,365.16. The County Clerk managed the situation, with the assistance of Kristi Loftin, and delivered a check to USD 286 as the Treasurer was absent from work. This distribution was the responsibility of the Treasurer's Office.

Commissioners reviewed and approved the Warrants Payable expenses for End-of-Month expenditures as follows:

FUND	TOTAL
General Fund	\$25,643.34
Appraiser	\$2,755.13
Elections	\$21.13
Employee Benefit	\$1,798.87
Health	\$3,661.08
Noxious Weed	\$1,356.06
Road & Bridge	\$68,161.27
Special Bridge	\$2,252.11
Juvenile Detention	\$1,684.00

County 911	\$741.20
Solid Waste	\$1,896.65
Treasurer's Auto	\$844.10
Payroll Clearing	\$62,998.60
TOTAL ALL FUNDS	\$173,813.54

Danny Williams made a motion to adjourn at 11:10 a.m. Jack Carpenter seconded the motion. Motion carried 3-0.

Goff Searl, Chairman, First District Commissioner

Danny D. Williams, Second District Commissioner

Jack Carpenter, Third District Commissioner

ATTEST:

Janice A. Fine, County Clerk