

# **BOARD OF COUNTY COMMISSIONERS**

January 4, 2016

Chairman Goff Searl called the meeting of the Chautauqua County Board of Commissioners to order on Monday, January 4, 2016 at 8:30 a.m. in the commission room of the courthouse. Commissioner Jack Carpenter and Danny Williams were present as was County Counselor, Ruth Ritthaler and County Clerk Janice A. Fine. Danny Williams opened the meeting with prayer.

Minute's approval: Goff Searl made a motion to approve the minutes of December 30, 2015 with three corrections. Jack Carpenter seconded the motion. Motion carried 3-0.

Crystal Wade, HR Administrator joined the meeting to invite commissioners to her HR organizations yearly seminar on Ethical Dilemmas in the Workplace. Wade will remind commissioners as the event gets closer. A TMHC Services letter was received requesting information for 2016 services. Commissioners agree to remain at the same level of service for employee drug testing. Wade brought a travel request for one staff member in the Treasurer's Office for commercial vehicle training. Commissioners approve the travel.

Commissioners reviewed and corrected the list for 2016 appointments. Official list will be published in the paper and available on the website. Danny Williams made a motion to approve the Official Appointments for 2016 as discussed. Jack Carpenter seconded the motion. Motion carried 3-0.

Janice Fine, County Clerk brought the following to commissioners: 1) A change order for signature. 2) GAAP Resolution for 2016 that determines how we report our financial status. Danny Williams made a motion to approve the GAAP Resolution 2016-01 as presented. Goff Searl seconded the motion. Motion carried 3-0. 3) Discussed work related materials for the courthouse general fund.

Commissioners discussed personnel policies and procedures. Crystal Wade, HR Administrator joined the meeting to offer information from the employee handbook. Healthcare was discussed.

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

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Goff Searl, Chairman, First District Commissioner

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Danny D. Williams, Second District Commissioner

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Jack Carpenter, Third District Commissioner

ATTEST:

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Janice A. Fine, County Clerk