

# **CHAUTAUQUA COUNTY BOARD OF COMMISSIONERS**

November 30, 2018

Chairman Rodney Shaw called the regular meeting to order on November 30, 2018, at 8:30 a.m. in the commission room of the Court House. Commissioner Jack Carpenter, Commissioner Goff Searl, Clerk Niki Collier, Deputy Clerk Becky Smilko, and County Counselor Zoe Newton were all present. Commissioner Goff Searl opened the meeting with prayer.

Commissioner Searl moved to approve the minutes of Monday, November 19, 2018. Commissioner Carpenter gave the second and the motion passed 3-0.

Road & Bridge Superintendent Joel Haden stated that rock had been applied to the following locations Rd. 32 & Bronco, Rd. 30 & Gallop, Rd. 2 & Union, Rd. 18 & Bronco, Rd. 29 & Bronco, and Rd. 26 north of the Independence shortcut. A stop sign was replaced at Rd. 6 & Marshall. The open position of truck driver has been filled. Commissioner Searl asked that the rock picker be deployed in his district. Mr. Haden advised that currently grading of the roads is the priority and as soon as that is caught up the focus can shift to the rock picker.

County Counselor Zoe Newton requested an executive session. Commissioner Shaw moved for a 10 minute executive session to consult with Mrs. Newton to protect attorney-client privilege. Commissioner Searl gave the second. The motion passed 3-0 at 8:40 a.m. Regular meeting resumed at 8:50 a.m.

Paulia Hubert joined the meeting to request a records correction regarding the names on three parcels. After discussion, Mrs. Hubert was asked to attend the meeting on Monday with Appraiser Jeremy Hendren in attendance.

Health Department Administrator Annie Blankinship provided the Board with a letter of resignation effective February 28<sup>th</sup>, 2019. Mrs. Blankinship thanked the Board for the support provided during her 16 years of employment with the County. Mrs. Blankinship stated that her family has an exciting opportunity that requires them to relocate. The Board expressed their regrets at losing a valuable employee and wished Mrs. Blankinship the best. The Board directed HR Administrator Crystal Wade to begin the process of filling the Health Department Administrator position.

Ms. Wade provided information regarding the attorney review of the employee handbook by USI, the county's health insurance broker. USI suggested a time limit needs defined for any leave of absence outside of FMLA, Mrs. Newton advised that a clear guideline for approval be established as well. Commissioner Carpenter felt that a guideline was unnecessary. Commissioner Shaw stated that consistency should be a careful consideration if any leave not covered by FLMA were to be granted. Ms. Wade explained that department heads are responsible for employees updating timesheets daily, Ms. Wade believes that it is necessary to add language to the handbook to make this clarification. Commissioner Searl asked if the "Probation" wording would be changed as well. Ms. Wade stated that "Initial Training Period" will now be used as the County is an at will employer. Commissioner Carpenter requested a copy to review after changes are made. Mrs. Newton will review at that time as well. Ms. Wade scheduled annual reviews with the Board for Dec. 10<sup>th</sup> and Dec. 17<sup>th</sup>.

Treasurer Amy Goode and Sheena Talley joined the meeting. Mrs. Goode requested an executive session. Commissioner Carpenter moved for a 20-minute executive session for non-elect personnel to maintain confidentiality. Commissioner Searl gave the second and motion passed 3-0 at 9:40 a.m.

The regular meeting resumed at 10:00 a.m. Commissioner Shaw moved for a 30-minute executive session for non-elect personnel to begin employee reviews. Commissioner Carpenter gave the second and the motion passed 3-0. At 10:30 the executive session was extended for 30 minutes. The regular meeting resumed at 11:00 a.m.

County Clerk Niki Collier briefed the Board about a man video recording throughout the Courthouse last week. Mrs. Newton noted that the action was legal. Mrs. Newton suggested that the Board might want to make a practice of notifying all employees of these type of occurrences and how best to respond.

Commissioners reviewed, and approved expenditures as follows:

<b>Fund</b>	<b>Amount</b>
General Fund	\$ 8,456.23
Law Enforcement/EMS	\$ 8,517.17
Ambulance Dist #1	\$ 4,230.00
Ambulance Dist #2	\$ 14,890.00
Appraiser	\$ 2,086.55
Election	\$ 5,574.94
Health	\$ 6,244.50
Noxious Weed	\$ 45.00
Road & Bridge	\$ 17,076.30
Special Bridge	\$ 183.00
County 911	\$ 943.15
Solid Waste	\$ 1,109.43
<b>Total Expenditures</b>	<b>\$ 69,356.27</b>

Commissioner Searl motioned to adjourn the meeting at 11:15 a.m., seconded by Commissioner Shaw, motion passed 3-0.

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Goff Searl, First District Commissioner

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Rodney Shaw, Chairman, Second District Commissioner

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Jack Carpenter, Third District Commissioner

ATTEST:

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Niki Collier, County Clerk