

# **CHAUTAUQUA COUNTY BOARD OF COMMISSIONERS**

December 17, 2018

Chairman Rodney Shaw called the regular meeting to order on December 17, 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 December 10, 2018. Commissioner Carpenter gave the second, and the motion passed 3-0.

County Clerk Niki Collier presented email correspondence to the Board, a brief discussion was held and no action was required.

Road & Bridge Superintendent Joel Haden stated that rock had been applied to several location throughout the county. Commissioner Searl stated Rd. 5 and Highway 166 needed attention and requested Mr. Haden review a location that a school bus uses for a turn around to see if it could be improved. Mr. Haden discussed the suggestions from the bridge engineer to best prevent erosion around the new bridge project. Commissioner Shaw moved for a 30-minute executive session for non-elect personnel in order to conduct employee evaluations. Commissioner Carpenter gave the second, and the motion passed 3-0 at 8:48 a.m. The executive session was extended to continue evaluations for 30-minutes, the open meeting resumed at 9:48 a.m.

Commissioner Shaw requested additional information regarding the Equipment Reserve Fund for better understanding.

District Court Clerk Cynthia Weaver joined the meeting to discuss safety improvements to the District Court offices. Mrs. Weaver stated that she was awaiting the return of two bid requests. Mrs. Weaver requests a portion of this year's remaining budget be moved to the equipment reserve fund to provide for State required upgrades to the computer system in 2019. After discussion, the matter was tabled, and the request will be revisited on December 28, 2018.

HR Administrator Crystal Wade provided the Board with the proposed Employee Handbook for review. Ms. Wade stated she had made the requested changes to the FMLA (Family and Medical Leave Act) section. Commissioner Searl moved to approve the 2019 Employee Handbook, Commissioner Carpenter gave the second and the motion passed 3-0. Ms. Wade presented travel request for approval and provided the Commissioners with documentation for a signature, regarding wage increases.

Ms. Wade requested \$6,000 of the remaining Human Resource budget be moved to the Equipment Reserve Fund. Commissioner Shaw advised her that the Equipment reserve requests will be reviewed at the December 28<sup>th</sup> meeting.

The Board took a 5-minute recess and the meeting resumed at 10:50 a.m. Discussion continued on the topic of the Equipment Reserve Fund and best budgeting practices.

Commissioner Shaw moved to adjourn the meeting of December 17<sup>rd</sup> at 11:25 a.m., seconded by Commissioner Carpenter, 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