



CLAY COUNTY BOARD OF COMMISSIONERS

Commission Chambers, Fort Gaines, Georgia
Amended Minutes

June 4, 2013
Regular Meeting
7:00 p.m.

1) Call to Order and Opening Prayer

Commissioner Hubbard, presiding Chairman, called the meeting to order at 7:05 p.m. with an opening prayer. Vice Chairman James Davenport (arrival time; 7:10) and Commissioners Lee Hubbard, Ernest Jenkins, and James Snyder were in attendance as well as County Administrator James Crozier, Sheriff Roger Shivers, Public Works Director Bobby Dupree, EMS Director Ron Brown, and Clerk Adria Williams. Chairman David Shivers was unable to attend.

2) Agenda Approval

Motion made by Commissioner Jenkins and seconded by Commissioner Snyder to approve the agenda as written. All votes in favor; motion carried.

3) Annual Appointments

4) Presentations before the Board

a. Geer & Associates – FY12 Audit Report

Will Geer presented the FY12 audit report to the Board stating that his firm began performing our audits in 1999 and that the county's financial reports have improved dramatically since that time. Overall, the FY12 audit was good and cash assets were reported being up.

Commissioner Hubbard turned the meeting over to Vice Chairman Davenport to preside.

5) Minutes

a. May 21, 2013 Regular Meeting

Motion made by Commissioner Jenkins and seconded by Commissioner Hubbard to approve the May 21, 2013 regular meeting minutes. All votes in favor; motion carried.

6) Correspondence Requiring Action

a. Approval of Clay County Volunteer Fire Department Request
Admin Rec_2 Holes for total of \$100

Administrator Crozier informed the Board that the request was fulfilled by Clay County Economic Development Council; they voted to sponsor the fire department on behalf of the county.

7) Unfinished Business

a. LMIG Project

1. Oxford Construction Proposal

2. Recommendation of Award

3. Call for Vote on Notice of Award

Motion made by Commissioner Jenkins and seconded by Commissioner Hubbard to award the bid to Oxford Construction. All votes in favor; motion carried.

4. Approval of Agreement between Owner and Contractor

Motion made by Commissioner Hubbard and seconded by Commissioner Jenkins authorizing the Administrator to sign the agreement between Clay County and Oxford Construction. All votes in favor; motion carried.

5. Call for Vote on Notice to Proceed

Motion made by Commissioner Hubbard and seconded by Commissioner Jenkins to proceed with construction. All votes in favor; motion carried.



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- 8) **New Business**
- 9) **Comments from the Public**
- 10) **Comments from Department Heads & Constitutional Officers**
Bobby Dupree – Public Works Report
Ronald Brown – EMS Report
Both supervisors provided the Board with their departments' monthly status report.
- 11) **Administrator Comments, Reports & Recommendations**
- a. Update on Request from Coroner Crozier and Sheriff Shivers – Concerning Transport
Administrator Crozier contacted Phoebe CEO Joel Wernick in an effort to solve the issues Coroner Crozier was having transporting deceased bodies to Phoebe North and with using their Morgue. He reported that conversations involving, Mr. Wernick, Phoebe North CFO, Tom Sullivan, Albany's Deputy Coroner, Coroner Crozier, and he resolved the issue.
 - b. Implementation of Performance Based Raises for Public Works
Administrator Crozier was given Board approval at the 5/21/13 meeting to implement a performance based raise system for the public works department. He informed the Board of his plans to implement the system in the new fiscal year pending final Board approval.
 1. Evaluation Form – He has developed a form that contains five core principles: Core Job Competencies Rating Category, Core Conduct and Values Competencies Rating Category, Management Competencies Rating Category, Scoring Matrix of Parts I, II and where applicable III, and Employee Feedback and Development Plan.
 2. Power Point for Evaluators – A power point to help the employees understand what they're being evaluated for was developed for the department head to use.
 3. Modifications to the Policy – Administrator Crozier informed the Board that the third component of the Boards vote will require a slight change in the county's Policy and Procedures Handbook; he's in the process of revamping.
 - c. Grants Update- Clay County is applying for two grants
 1. Rural Emergency Responders Initiative – USDA can pay for up to 75 percent of an ambulance's cost with community facilities grants. The Office of Rural Development awards the grants through its Rural Emergency Responders Initiative to help town, cities and counties with 20,000 residents or fewer improve their public services, including those from a fire department. Communities receive grants based on their median income levels.
 2. First Responders Grant – The County is need of portable defibrillators for patrol cars and funds for the purchase of tire spikes and safety vests. The grant description includes funding of tuition for all NRA training classes; purchase of portable defibrillators, training of K-9 dogs, purchase of individual body armor, "Quic-Clot", tire spikes, and etc.
 - d. Training Updates
 1. MCSJ Accounts Payable Processing- County Admin and Acct Payable Clerk webinar training
 2. Leadership Institute / CCAP Advanced Leadership Institute- Commissioners Jenkins and Snyder and County Admin attending July 10-12 at Callaway Gardens
 3. June 5th – Speaker at the Lower Chattahoochee River Annual Meeting- Dawson- County Admin attending round table meeting representing rural municipalities under 5000.
- 12) **Attorney Status Report**
- 13) **Comments from the Board**
Vice Chairman Davenport- thanked office for job well done on budget; informed Public Works Director of sign down on Thornton Rd.
Commissioner Jenkins- thanked Administrator Crozier for work put in for last two weeks; inquired on status of Phenomenon Trail



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- 14) **Invoices to Be Approved**
Motion made by Commissioner Jenkins and seconded by Commissioner Hubbard to approve the invoices. All votes in favor in favor; motion carried.
- 15) **Signing of Checks**
- 16) **Consent Agenda**
- 17) **Executive Session (If Needed)**
- 18) **Continuing Business as a result of Executive Session (If needed)**
- 19) **Adjourn**
There being no further business the meeting adjourned at 7:50 p.m.


James Davenport, Presiding

7-16-13
Date

I HEREBY AFFIRM THAT I AM THE COUNTY CLERK AND THAT THIS IS A TRUE AND CORRECT COPY OF THE JUNE 4, 2013 REGULAR MEETING OF THE CLAY COUNTY BOARD OF COMMISSIONERS.


Adria Williams, County Clerk

7/16/13
Date