

**Tom Green County Commissioner's Court
Special Called Staff Meeting –January 9, 2003**

The Tom Green County Commissioners' Court met in a Special Session in the Commissioners' Court Room of the Edd B. Keyes Building Tuesday, January 9, 2003 with the following present:

Clayton Friend, Commissioner Precinct #1
Karl Bookter, Commissioner Precinct #2
Jodie R. Weeks, Commissioner Precinct #3 (Absent)
Richard Easingwood, Commissioner Precinct #4
Michael D. Brown, County Judge

1. **Judge Brown** called the meeting to order at 9:03 A.M.
2. **Judge Brown** moved to approve the paying of the bills from 12/18/02 – 1/7/03 in the amount of \$1,044,823.97 and purchase orders from 12/30/02 – 1/3/03 in the amount of 26,319.76. **Commissioner Weeks** seconded the motion and all voted in favor.
3. **Commissioner Weeks** moved to adopt the Resolution Approving the Submission of a Grant Application for Project Kick to the Office of the Governor, Criminal Justice Division as presented by Mark Williams of the Juvenile Justice Center. **Judge Brown** seconded the motion and all voted in favor.
4. **Judge Brown** moved to award RFB 02-026 Parking Lot Project to Reece Albert in the amount of \$56,600.00. **Commissioner Friend** seconded the motion and all voted in favor.
5. **Judge Brown** moved to raise the amount required for a purchase order to \$200.00 and to include this change in the Purchasing Policy handbook. **Commissioner Friend** seconded the motion and the motion carried.
6. A. Mark Barta, Risk Manager, outlined the procedures for the modified "Incident Investigation Report". He pointed out that the form includes a block indicating "near misses" or almost accidents. Report is to be filled out and filed by the employee involved and submitted ASAP or a maximum of a 24 hour period. This report is to also be filled out by any non-employee that is involved in an incident. A vehicle use policy is being worked on including the required drug screening if an accident occurs.
The Loss Control Committee has been decreased in size and will now consist of the following members: Commissioner Clayton Friend, Cindy Jetton (Tax Assessor/Collector), Javier Valdez (Road and Bridge 1&3), Karl Braden (Road & Bridge 2&4), Don Killam (Maintenance), Truman Richey (Sheriff's Office), Mark Barta (Risk Manager). They will be developing a Departmental Inspection Team to conduct Safety inspections at least one time a year.
Don Killam will act as the Right to Know Co-ordinator for the County. Inventory forms will be distributed to each employee to complete a full inventory of their desk, department, section or other occupied space. These completed inventory list will be submitted to Don Killam to decipher the chemical contents and comprise a list of hazardous materials in each County building. An Annual training will be established to relay the proper information regarding the Right to Know about chemicals that could be involved. Training and usage manual for blood pathogens will be initiated. Annual training will be conducted, according to schedule, until all have been trained then the 1st (9:00 AM) & 3rd (2:00 PM) Wednesday of the month for new employee orientation. A defensive driving and driving safety course will be mandated for anyone driving any County owned vehicle.
- B. Dianna Spieker, County Treasurer, explained the new HIPA laws and right to privacy regarding the handling of insurance information and claims. She also explained the W4 forms and the distribution and return involving these. She urged all departments to turn bills to be paid in on a daily basis rather than holding them to all be turned in at once. Time clock training will be conducted for the departments that have not had the time clocks initiated at this time. Ms. Spieker reiterated that the FMLA policy does not guarantee an employee a pay check unless they have acquired the required accumulated sick time or vacation time, so the Treasurer's office must be notified if an excess of sick or vacation time is used to avoid over payment by the County.
- C. Johnny Grimaldo, Purchasing Manager, and Don Killam, Maintenance, expressed an interest in obtaining a bar coding system that could be used to track inventory of equipment and supplies, especially those that do not require an inventory number. Don Killam expressed a desire to use these for both fixed assets and inventory. Judge Brown requested that more information, pricing, and variety of systems available be obtained and presented at a later date.
- D. There was a discussion regarding the effectiveness, usefulness for various departments for the use of wireless network utilizing PDA's. The Maintenance Department decided that the wireless network would not meet their needs, at this time. The individuals using the pocket PC's or palm devices are owned by the individual and not County issued.
- E. There was a lengthy discussion regarding the fairest way to equalize the employee pay scale. Longevity was discussed as an issue. Job experience was discussed. Training and turn overs were discussed. Job performance was discussed. Reinstating the grade and step process was discussed. An increase in cost of living was discussed. A possibility of another feasibility study was discussed, but was considered a waste of resources since recommendation have not been followed in the past. The bottom line, according to the Court, is that State mandates have used up any extra funds and taxes would have to be raised excessively in order to bring the pay scale for the employees up to where it should be. **No solutions were reached and no action was taken.**

The Special Meeting was adjourned at 11:20 A.M.

Michael D. Brown, County Judge

Elizabeth McGill, County Clerk and Ex-officio Clerk
of the Commissioners' Court

RESOLUTION NO: _____

Whereas, Tom Green County has, in the past, provided support to at-risk youth in conjunction with local agency initiatives in an effort to ensure that at-risk youth have the knowledge and skills necessary to be constructive law-abiding citizens; and

Whereas, Tom Green County finds it in the best interest of the citizens of Tom Green County that Project KICK be operated for the 2003-2004 year; and

Whereas, Tom Green County has authorized the Program Director and Authorized Official to apply for, accept, reject, alter, or terminate the grant; and

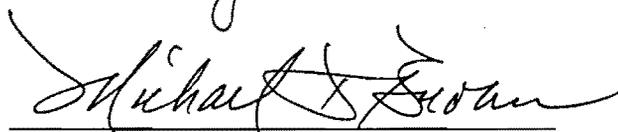
Whereas, Tom Green County supports the proposed juvenile delinquency prevention program and the funding of the project with Title V funds equal to \$128,960.00, matching in-kind funds of \$66,480.00 for a total program cost of \$195,440.00, and

Whereas, Tom Green County has agreed to provide the minimum matching percentage (34%) for the said project as required by Title V grant application and as indicated on the grant budget as in-kind donation sources; and

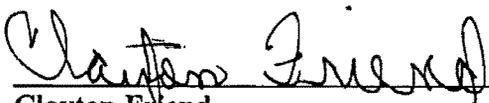
Whereas, Tom Green County has agreed that in the event of loss or misuse of the Criminal Justice Division funds, Tom Green County Commissioners Court assures that the funds will be returned to the Criminal Justice Division in full; and

Therefore, be it resolved that Tom Green County approves submission of the grant application for Project KICK to the Office of the Governor, Criminal Justice Division.

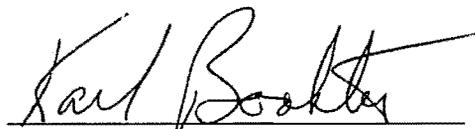
Passes and approved this the 8 day of Jan. 2002.



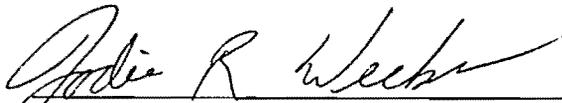
Michael D. Brown, County Judge
Tom Green County, Texas



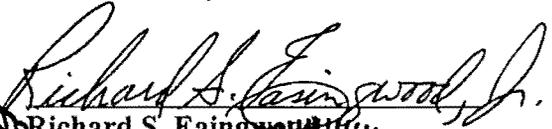
Clayton Friend
Commissioner, Precinct 1



Karl Bookter
Commissioner, Precinct 2

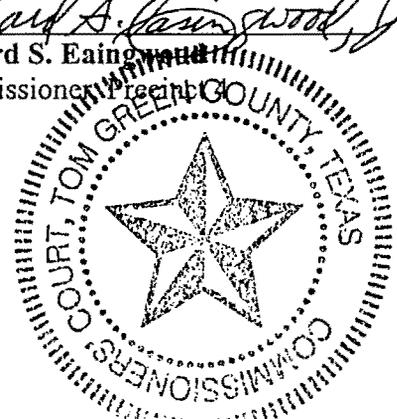
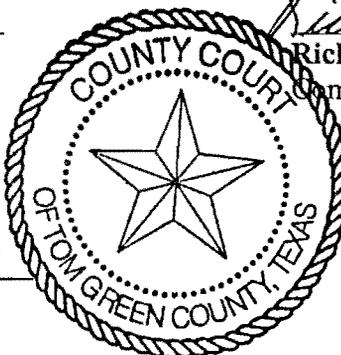


Jodie R. Weeks
Commissioner, Precinct 3



Richard S. Easingwood, Jr.
Commissioner, Precinct 4

Attest:



RFB 02-026 Parking Lot Project for Tom Green County Justice Center Spreadsheet

2-Jan-02

Company	Reece Albert	Seidel, INC
Cost	\$ <u>56,600.00</u>	\$ 62,300.00
Warranty	12months	12 months
Explain Warranty	Repair of any work found to be defective due to materials or workmanship, excluding work caused by abuse or normal wear and tear	Contractor shall remedy any defects in the work which shall appear within 12 months from the date of final acceptance of the work.
Earliest Start Date	1.06.03	1.02.03
Days to Complete Project	30 days	60 days