

**Tom Green County Commissioners' Court  
April 8, 2003**

The Commissioners' Court of Tom Green County, Texas, met in Regular Session April 8, 2003 in the Edd B. Keyes Building, with the following members present:

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

**County Judge, Mike Brown, called the meeting to order at 8:32 AM.**

The Pledge of Allegiance to the United States and the Texas flags were recited.

**Judge Brown** gave the invocation.

**4. Judge Brown moved to approve the Consent Agenda as presented with the exception of Item D (Consider accepting the Collection Department's Quarterly Report). Commissioner Easingwood seconded the motion. The following items were presented:**

- A. Approved the minutes of the Regular Meeting, March 25, 2003.
- B. Approved the Minutes of the Accounts Allowable from 3/ 26 /03 – 4/ 1 /03 in the amount of \$1,140,600.11 and from 4/ 2 - 8 /03 in the amount of \$162,148.13 for a combined total of \$ 1,302,748.24. Purchase Orders from 3/ 17 - 28 /03 in the amount of \$ 91,402.39 and from 3/ 31 /03 – 4/ 4 /03 in the amount of \$71,999.50 for a combined total of \$163,401.89.
- C. Accepted Personnel Actions as presented:

The following salary expenditures are being presented for your **Approval:**

<b><u>NAME</u></b>	<b><u>DEPARTMENT</u></b>	<b><u>ACTION</u></b>	<b><u>EFF. DATE</u></b>	<b><u>GRADE /STEP</u></b>	<b><u>SALARY</u></b>
BARRON, Alexis J.	Library	New Hire	04/02/03	N/A	\$ 5.55 /HR
BOYER, Ben J.	Juvenile Detention	New Hire	03/26/03	Standby	\$ 5.50 /HR
PITTMAN, Jennifer L.	County Clerk	New Hire	04/07/03	13/1	\$ 735.52 S/M
WAGNER, Ronnie D.	Road & Bridge 2/4	New Hire	04/09/03	13/1	\$ 735.52 S/M
YNOJOSA, Jesse J.	Road & Bridge 2/4	New Hire	04/02/03	13/1	\$ 735.52 S/M
BRADSHAW JR, J.W.	Road & Bridge 2/4	Promotion	04/09/03	15/1	\$ 811.97 S/M
CARLANDER, Debra K.	Jail	Salary Increase	04/01/03	N/A	\$1,153.28 S/M
ROBINSON, Josephina	Jail	Salary Increase	04/01/03	N/A	\$1,056.67 S/M
STEVENS, Trey M.	Jail	Salary Increase	04/01/03	N/A	\$1,056.67 S/M
CARDONA, Arturo V.	Jail	Promotion	04/01/03	18/1	\$ 942.28 S/M
GARCIA, Eric	Jail	Promotion	04/01/03	18/1	\$ 942.28 S/M
SPENCER, Steven L.	Jail	Demotion	04/01/03	16/4	\$ 918.58 S/M
SOUTHERN, Terry E.	Jail	Transfer	04/01/03	16/6	\$ 964.89 S/M

The following personnel actions are presented for **Acknowledgement** and as a matter of record:

<b><u>NAME</u></b>	<b><u>DEPARTMENT</u></b>	<b><u>ACTION</u></b>	<b><u>EFF. DATE</u></b>	<b><u>GRADE /STEP</u></b>	<b><u>SALARY</u></b>
BRYAN, Michael T.	Jail	Resignation	03/31/03	16/1	\$ 852.90 S/M
DANIELS, Pamela D.	Jail	Resignation	03/31/03	16/1	\$ 852.90 S/M
PECHACEK, Sydonia L.	Jail	Resignation	04/04/03	N/A	\$ 929.16 S/M
COLLINS, Kathy F.	Vehicle Registration	Resignation	04/02/03	13/2	\$ 753.83 S/M
CASTANEDA, Monica J.	Juvenile Detention	Dismissal	03/21/03	Stand-by	\$ 5.50 /HR
HERRERA, Oscar S.	Juvenile Detention	Dropped	04/01/03	Stand-by	\$ 5.50 /HR
INGRAM, Judy A.	Juvenile Detention	Dropped	04/01/03	Stand-by	\$ 5.50 /HR
WILKS, Raquel J.	Juvenile Detention	Dropped	04/01/03	Stand-by	\$ 5.50 /HR
PAVOLICH JR., John G.	CRTC	New Hire	04/01/03	N/A	\$ 751.42 S/M
BETHANY, Dwight M.	CRTC	Rehire	04/01/03	N/A	\$ 751.42 S/M
HAWKINS, Derrick B.	CRTC	Rehire	04/01/03	N/A	\$ 751.42 S/M
VASQUEZ, John L.	CRTC	Resignation	03/31/03	N/A	\$ 751.42 S/M
GALINDO, Sandra	CSCD (156)	Promotion	04/14/03	N/A	\$1,178.38 S/M
BYRD, Toni L.	CSCD (218)	Transfer	04/04/03	N/A	\$ 784.05 S/M
SCHNITZER, Diane W.	CSCD (218)	Salary Increase	03/01/03	N/A	\$1,062.83 S/M
SAMANIEGO, Jimmy R.	RKR	Rescinded Job offer	04/01/03	Stand-by	\$ 7.50 /HR

D. Tabled.

**All voted in favor of the motion.**

5. **Judge Brown moved to adopt a Proclamation Proclaiming April 2003 as Sexual Assault Awareness Month. Commissioner Weeks seconded the motion and all voted in favor.**
6. Becky Harris, Director of Roy K. Robb Post Adjudication Center, gave highlights of events since Tom Green County took over management of the facility. She reported that delicensing of 24 of the 48 beds had been approved by the Texas Commission of Alcohol and Drug Abuse and the new license for the 24 general correction beds was received April 7, 2003. Veribest ISD is purchasing the software for the A+ curriculum program and will be installed and operational by May 1, 2003. A brochure has been sent out to all the counties about the programs that will be offered at the facility including the new summer program. They have 5 clients pending for the summer program at present. There will be 3 additional clients coming into the facility in the next couple of weeks. One client will graduate out this month. There are currently 12 residents. Becky Harris and Cash Jetton will be attending the Texas Juvenile Judicial Conference April 12-16, 2003 and will be marketing the facility at the conference. The facility scored 100% on the TJCP Audit. All students scored high on their TAAS Exit test. To promote a savings to the County, the janitor has been laid off and the staff is taking over the duties. Several other cuts have been made and the staff is filling the void. There will be three types of programs available. One summer program at \$55 a day and two long-term programs at \$78 a day. (Report recorded with these minutes.)
7. **Commissioner Weeks moved to authorize Jerry Johnson, on behalf of the Roy K. Robb Post Adjudication Juvenile Facility, to apply to the Texas Education Agency (TEA) for an "Alternative Education" grant program. Commissioner Friend seconded the motion. Judge Brown, Commissioners Friend, Weeks and Bookter voted in favor of the motion. Commissioner Easingwood opposed the motion. The motion passed 4 to 1.**
8. **Judge Brown moved to facilitate a consolidation comparison of ING and Nationwide (FKA PEPSCO) options to the employees who currently participate in the programs. All participating employees are to be contacted for their input. Commissioner Weeks seconded the motion and all voted in favor.**
9. **Judge Brown moved to adopt the Resolution proclaiming April 6<sup>th</sup> – 12<sup>th</sup>, 2003 as National County Government Week. The Commissioners unanimously seconded the motion and all voted in favor of the motion.**

**Judge Brown reviewed the activities for the week.**

1. Monday-----Mock Commissioners' Court was held with some of the area High Schools.
  2. Tuesday -----Today's Commissioners' Court
  3. Wednesday----Travel to Austin for Texas Association of Counties gathering and visiting with Legislators.
  4. Thursday-----County Employees Appreciation luncheon.
  5. Friday-----County Representatives of various Departments will visit area High Schools for an overview of their Departments responsibilities. Water Valley, Veribest and Cornerstone Christian Schools requested visits and an overview of County Government.
10. **Commissioner Weeks moved to accept sealed bids from reputable licensed dealers for two sets of guns confiscated by the Sheriff's Office. May 1, 2003 is the date set for opening the sealed bids. The proceeds of the sale will go into a designated line item for ammunition and gun replacements for the Sheriff's Department. Commissioner Friend seconded the motion and all voted in favor.**
  11. The Treasurer's Report will be presented at the April 22<sup>nd</sup>, 2003 Commissioners' Court.
  12. **Judge Brown moved to adopt a Policy regarding "Business Advertising to be Distributed to Tom Green County Employees" as presented (by the Auditor, Treasurer, Administrative Assistant, and the County Judge) with the exception of striking "If more than one business seeks a particular distribution date," in the 9<sup>th</sup> paragraph. Commissioner Weeks seconded the motion with the adjustment. All voted in favor. (Recorded with these minutes.)**
  13. **There was no action** taken in regard to the Tom Green County Subdivision and Manufactured Home Community Rules and Regulations.
  14. **Commissioner Weeks moved to approve the following line item transfers:**

**Commissioner Friend seconded the motion.**

**Fund:** General Fund

<u>Department</u>	<u>Account</u>	<u>Budget Increase</u>	<u>Budget Decrease</u>
025 County Attorney	0428 Travel & Training	\$1,663.16	
025 County Attorney	0103 Salary/Assistants		\$1,163.16
002 Purchasing	0139 Contract Labor	\$1,127.00	
002 Purchasing	0105 Salary/Employees		\$1,127.00
081 Parks&Solid Waste	0343 Equipment Parts&Repairs	\$6,100.00	
081 Parks&Solid Waste	0453 Dumpground Maintenance		\$5,000.00
081 Parks&Solid Waste	0530 Building Repair		\$1,100.00
119 County Courts	0110 Salary/Appt. Comm. Ct.	\$60,046.00	
119 County Courts	0102 Salary Bailiff		\$60,046.00
004 Risk Management	0428 Travel&Training	\$ 600.00	
009 Non-Departmental	0402 Liability Insurance		\$ 600.00

**All voted in favor.**

**15. Future Agenda Items.**

1. County Government Week April 6<sup>th</sup> – 12th, 2003.
2. April 22<sup>nd</sup>, 2003 – Commissioner’s Court- Consider rescinding authorization of subdivisions that have not met the requirements for filing plats according to the Tom Green County Subdivision and Manufactured Home Community Rules and Regulations.
3. Consider bonding requirements for Subdivisions and Manufactured Home Communities.
4. Consider expanding use of Community Service under the direction of CSCD.

**16. Announcements:**

1. April 5, 2003 the 915 Area Codes changed to:  
Abilene and San Angelo -----325  
Midland and Odessa-----432  
El Paso will remain-----915
2. County cell phone users are scheduled to bring phones to the Hughes Room, May 25<sup>th</sup>, 2003 to reprogram their phones.
3. Legislative Day at the Capital in Austin is April 9<sup>th</sup>, 2003.
4. Various Elected Officials or their representatives will be participating in discussions at local area schools on April 11<sup>th</sup>, 2003.
5. Tax Assessor/Collector, Cindy Jetton, advised the Court that Road and Bridge revenue funds are down.
6. June 14<sup>th</sup>, 2003 is the date set for the City/County Surplus Auction.

**Judge Brown adjourned the meeting at 10:18 A.M.**

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Michael D. Brown, County Judge

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

SEXUAL ASSAULT AWARENESS MONTH  
2003 PROCLAMATION

Approximately 1.9 million Texans have fallen victim to sexual assault in their lifetime. Six out of ten adults in Texas consider sexual assault a personal worry. Texans recognize the trauma caused by sexual assault, not only to the victim, but also to all those attempting to aid in recovery: family, friends and colleagues.

Many Texans have dedicated their lives to ending sexual violence in Texas. Their work ranges from educating others about prevention to offering assistance to victims; from advocating for survivors to lobbying for legislative support in the fight to make Texas a no rape state.

Each year, the month of April provides an opportunity for the Texas Association Against Sexual Assault (TAASA) and rape crisis centers across the state to renew their commitments to serve their communities. For this period, educational efforts intensify, ensuring that Texans are aware of the sexual assault services available in their area.

TAASA's goal is to ensure that Texas is responsive to sexual abuse and assault victims and is committed to ending sexual violence. The theme for this year, Texas: A No Rape State, reflects the ideal and goal for a state that is intolerant of sexual violence in any form. This theme celebrates a proactive outlook towards prevention of sexual assault by educating and mobilizing Texans on every front.

The safety of Texans tomorrow depends on our vigilance against sexual assault today. I join in asking my fellow Texans to increase their awareness and learn how they can prevent sexual assault and all other forms of violence in communities across this great state.

Therefore, the Commissioners Court of Tom Green County, do hereby proclaim April, 2003, Sexual Assault Awareness Month in Tom Green County and urge the appropriate recognition whereof.



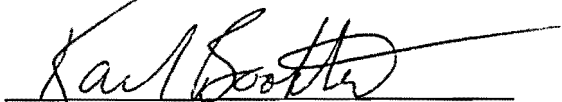
Michael D. Brown  
Tom Green County Judge



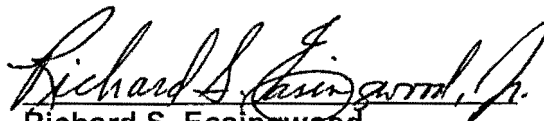
W. Clayton Friend  
Commissioner, Precinct 1



Jodie R. Weeks  
Commissioner, Precinct 3



Karl W. Bookter  
Commissioner, Precinct 2



Richard S. Easingwood  
Commissioner, Precinct 4

*"State of the" Roy K. Robb Post-Adjudication Facility  
Report*

- ◆ TCADA License
- ◆ Juvenile Board approved Summer Program
- ◆ Mail-outs to 161 Chief Probation Officers-3 occasions
- ◆ Mr. Jetton and I made over 40 follow-up phone calls
- ◆ JJAT Conference
- ◆ TJPC Executive Director sent e-mail to each county regarding facility status
- ◆ TJPC Audit
- ◆ TAAS Exit results
- ◆ A+ Program in place by May 1
- ◆ GED Instructor
- ◆ Population-12
- ◆ Referrals-3--\$42,120.00
- ◆ Summer Program Intents-5--\$22,550.00
- ◆ April Graduations-1
- ◆ "Corner Cuts"

*Roy K. Robb Post-Adjudication Facility  
Program Snapshot*

*Substance Abuse*

Individual Substance Abuse Counseling

Group Sessions  
Addiction Focus

Chemical Dependency Education

Academics  
GED  
Credit Recovery  
4-Core  
TAKS Tutoring

Support Groups  
Decision Making

Cognitive Life-Skills

Recreation

Physical Training

Field Trips

*Residential Treatment*

Individual Counseling

Group Sessions  
Coping Focus  
Behavior Focus

Chemical Dependency Education

Academics  
GED  
Credit Recovery  
4-Core  
TAKS Tutoring

Support Groups  
Decision Making

Cognitive Life-Skills

Recreation

Physical Training

Field Trips

*Summer Program*

Individual Counseling

Group Sessions  
Coping Focus  
Behavior Focus  
Decision-Making

Chemical Dependency Education

Academics  
Credit Recovery  
Credit Stability  
4-Core  
TAKS Tutoring

Support Groups  
Decision Making

Cognitive Life-Skills  
Selected Topics

Recreation/Ropes

Physical Training

Field Trips

# TOM GREEN COUNTY



## RESOLUTION

WHEREAS, county government is the oldest form of local government in the United States; and

WHEREAS, county governments are the citizen's local government voice, providing solutions that bring communities together, and

WHEREAS, county government provides parks, road, bridges for more livable communities in which to grow, and

WHEREAS, counties are on the front line of addressing many of the nation's most critical issues including environmental protection, indigent health care, special assistance for the elderly, job training, and public safety, and

WHEREAS, when natural or man-made disaster strikes, county emergency service keep children and their families safe and informed until order can be restored, and

WHEREAS, Counties provide many services that make America's communities stronger, safer places to live and raise families, and

WHEREAS, the mission of county government is to meet the needs of all our citizens without placing an undue hardship on local taxpayers.

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners' Court of Tom Green County of the State of Texas, hereby proclaims April 6<sup>th</sup> - 12<sup>th</sup>, 2003, National County Government Week, and encourages all its citizens to become more aware of the history and more involved in the future of Tom Green County.

A handwritten signature in cursive script, appearing to read "M. D. Brown".

Michael D. Brown, County Judge

A handwritten signature in cursive script, appearing to read "Clayton Friend".

W. Clayton Friend, Commissioner, Pct. 1

A handwritten signature in cursive script, appearing to read "Karl W. Bookter".

Karl W. Bookter, Commissioner, Pct. 2

A handwritten signature in cursive script, appearing to read "Jodie R. Weeks".

Jodie R. Weeks, Commissioner, Pct 3

A handwritten signature in cursive script, appearing to read "Richard S. Easingwood, Jr.".

Richard S. Easingwood, Jr., Commissioner, Pct. 4

## **BUSINESS ADVERTISING TO BE DISTRIBUTED TO TGC EMPLOYEES\***

### **Newsletter Advertising Inserts:**

Business must inform *County News* publisher (Administrative Services Director) **5 business days prior** to publication date in which proposed information is to be printed.

A minimum charge of \$25 per newsletter column shall be paid by check, made payable to *Tom Green County Treasurer*, **prior** to each printing date and credited to General Fund *Revenue* line item 001.390.3903. The minimum charge shall pay for up to a 1/3 page space. Additional space charges shall be charged based upon the 1/3 page rate.

A charge of \$50 per preprinted insert (one or two sided) shall be paid by check, made payable to *Tom Green County Treasurer*, **prior** to insertion date and credited to General Fund *Revenue* line item 001.390.3903.

Pre-printed inserts in the employee newsletter *COUNTY NEWS* must be received by TGC employee newsletter publisher (Administrative Services Director) not later than 25<sup>th</sup> day of the month prior to inclusion in next month's newsletter. All inserts are printed at the advertiser's expense.

### **Payroll Envelope Stuffers:**

Business must inform County Treasurer **8 days prior to pay date** in which proposed delivery of pre-printed, pre-stuffed information is to occur.

Pre-printed information must be 'pre-printed and pre-stuffed' in a #10 standard window envelope and delivered to the County Treasurer's office not less than **4 days prior to pay date** in which information is to be distributed.

A charge of \$20 *per distribution date* shall be paid, by check made payable to Tom Green County Treasurer, on date of delivery of pre-printed, pre-stuffed information. The \$20 will shall be credited as *revenue* to General Fund line item 001.390.3903.

Pre-printed, pre-stuffed information shall be accepted not more than every three months per business.

Businesses shall alternate distribution dates (only one set of non-county business information shall be used per pay date).

First Business to contact County Treasurer via e-mail or in writing shall be given preference for the date sought.

Remaining business shall be allowed to deliver pre-stuffed, pre-printed information on the next pay date.

*\* Any information that TGC Commissioner' Court mandates that a vendor provide to county employees shall be exempt from all rates above.*



# Commissioners' Court Tom Green County



## Line-Item Transfers

Michael D. Brown  
County Judge


March 15, 2003

Fund: General Fund

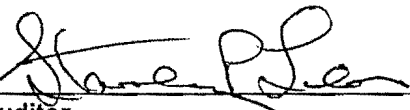
<u>Department</u>	<u>Account</u>	<u>Budget Increase</u>	<u>Budget Decrease</u>
025 County Attorney	0428 Travel & Training	1,663.16	
025 County Attorney	0103 Salary/Assistants		1,163.16


Reason

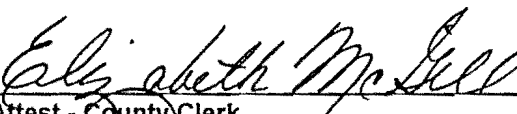
Transfer payroll funds to travel & training.

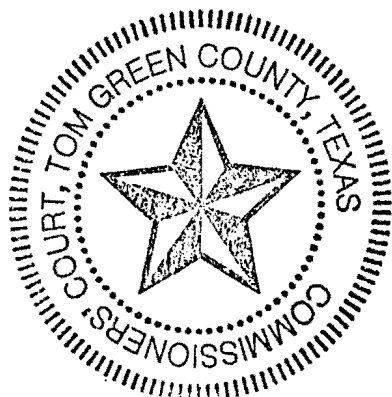
  
\_\_\_\_\_  
Department Head

4-8-03  
\_\_\_\_\_  
Date Approved by Commissioners' Court

  
\_\_\_\_\_  
Auditor

  
\_\_\_\_\_  
County Judge

  
\_\_\_\_\_  
Attest - County Clerk



# Commissioners' Court Tom Green County



## Line-Item Transfers

Michael D. Brown  
County Judge


March 15, 2003

Fund: General Fund

<u>Department</u>	<u>Account</u>	<u>Budget Increase</u>	<u>Budget Decrease</u>
002 Purchasing	0139 Contract Labor	1,127.00	
002 Purchasing	0105 Salary/Employees		1,127.00

Reason

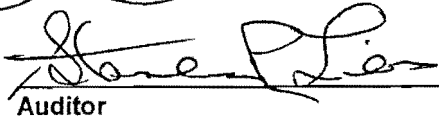
Transfer funds to cover temporary service employee(s).

  
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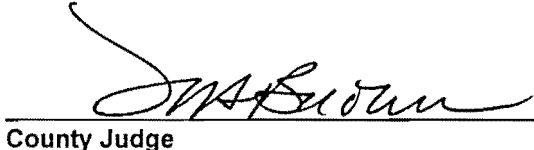
Department Head

4-8-03  
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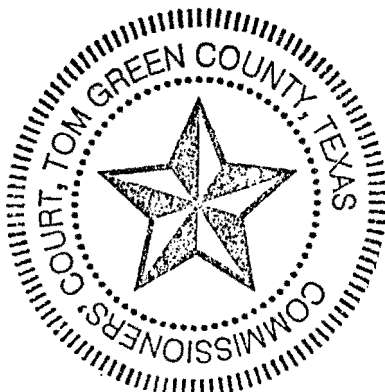
Date Approved by Commissioners' Court

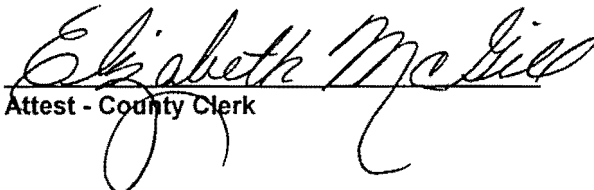
  
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Auditor

  
\_\_\_\_\_

County Judge



  
\_\_\_\_\_

Attest - County Clerk

# Commissioners' Court Tom Green County



## Line-Item Transfers

Michael D. Brown  
County Judge

April 7, 2003

Fund: General Fund

<u>Department</u>	<u>Account</u>	<u>Budget Increase</u>	<u>Budget Decrease</u>
081 Parks and Solid Waste	0343 Equipment Parts & Repairs	6,100.00	
081 Parks and Solid Waste	0453 Dumpground Maintenance		5,000.00
081 Parks and Solid Waste	0530 Building Repair		1,100.00

**Reason**

To cover current equipment repairs plus estimated amount to complete year.

*Myron L. Schmiedehorn*  
\_\_\_\_\_  
Department Head

4-8-03  
\_\_\_\_\_  
Date Approved by Commissioners' Court

*Steve P. Lion*  
\_\_\_\_\_  
Auditor

*Michael D. Brown*  
\_\_\_\_\_  
County Judge



*Elizabeth Mc Gill*  
\_\_\_\_\_  
Attest - County Clerk

# Commissioners' Court Tom Green County



## Line-Item Transfers

Michael D. Brown  
County Judge

March 15, 2003

Fund: General Fund

<u>Department</u>	<u>Account</u>	<u>Budget Increase</u>	<u>Budget Decrease</u>
119 County Courts	0110 Salary/Appt- Commissioners Crt	60,046.00	
119 County Courts	0102 Salary/Bailiff		60,046.00

Reason

To correct budget coding of county court bailiffs.

*4-8-03*

Date Approved by Commissioners' Court

*[Signature]*  
\_\_\_\_\_  
Auditor

*[Signature]*  
\_\_\_\_\_  
County Judge



*[Signature]*  
\_\_\_\_\_  
Attest - County Clerk

# Commissioners' Court Tom Green County



## Line-Item Transfers

Michael D. Brown  
County Judge


April 8, 2003

Fund: General Fund


<u>Department</u>	<u>Account</u>	<u>Budget Increase</u>	<u>Budget Decrease</u>
004 Risk Management	0428 Travel & Training	600.00	
009 Non-Departmental	0402 Liability Insurance		600.00

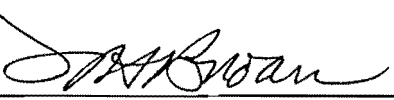
Reason

Transfer Funds for Mark Barta to attend Risk Management segments of the County Management Institute Seminar


  
\_\_\_\_\_  
Department Head

4-8-03  
\_\_\_\_\_  
Date Approved by Commissioners' Court

  
\_\_\_\_\_  
Auditor

  
\_\_\_\_\_  
County Judge



  
\_\_\_\_\_  
Attest - County Clerk