

**Tom Green County Commissioner's Court
Special Called Staff Meeting –September 11, 2003**

The Tom Green County Commissioners' Court met in a Special Session in the Commissioners' Court Room of the Edd B. Keyes Building Tuesday, September 11, 2003 with the following present:

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

1. **Judge Brown** called the meeting to order at 2:04 P.M.
2. **A.** Stephen Brown made a proposal to the Court regarding the Inmate Work Camp at the State School at Carlsbad. He reminded the Court of the work that this crew has done by clearing 30,000 acres of brush off of the water sheds, cleaning up after the storms, putting up the Christmas lights for the light tours and helping with various functions at the stock show and rodeo. His proposal asked for the County to pledge \$25,000.00, with a recommendation that the City of San Angelo pledge \$15,000.00, the Upper Colorado River Authority to pledge \$10,000.00 and the San Angelo Stock Show and Rodeo Association to pledge \$5,000.00. The amount needed will be \$80,000.00 to maintain the work camp. Mr. Brown asked for a two-year commitment from the County.

Commissioner Easingwood moved to provide meals and laundry service for the TDC Work Camp located in the State School at Carlsbad in an amount not to exceed \$25,000.00 per year with a two-year commitment. Judge Brown seconded the motion and all voted in favor.

- 2**B.** Due to the resignation of Judy Stovall, September 9, 2003, from the Grievance Committee, six additional names to be drawn and to be contacted in the order in which they are drawn. The Grievance Committee is to meet this afternoon, so contact will be done by telephone. The following names were drawn:

Lori Hines-----No answer
Alton Tomerlin-----No number listed.
Danny Welch-----Accepted.
Teri S. Rogers-----Not contacted
Claudia Cleere----- Not contacted
Robert Garza-----Not contacted

2. Commissioner Easingwood introduced the Kick off for the United Way. He introduced Anne Bramble as the County's United Way Chairperson for this year. He also introduced Jay Michaels who is the Concho Valley United Way Chairperson who made a presentation. The County's Goal for this year is \$18,000.00. Theme for the year "Give From the Heart". The Department Heads may tour the San Angelo Day Nursery on September 19, 2003 to see on of the United Way Agencies.

Mark Barta addressed Risk Management Issues.

Dianna Spieker addressed the HIPPA regulation and passed out forms for each department addressing the privacy issues. Department heads cannot ask why someone is out if they call in sick. If it is explained, it cannot go beyond that person as public information.

Stanley Liles asked that all Department heads verify encumbered amounts and get bills cleared out as soon as possible and clear up all PO.

Dianna Spieker also addressed the streamlining of FMLA reporting issues and other insurance verification processes. She noted that a change would be coming to the time clocks that will beep if vacation or time is in excess of allowable time. She also addressed the change in personnel policy directing only flex time with no longer allowing comp time. The flextime is to be resolved within the week of occurrence. The District attorneys notated an exception that need to be considered due to the setting of courts that conflicts with this policy. Mark

Williams also stressed that this would make it impossible for his officers to do their job efficiently. The comp time issue would have to be an emergency issue and present an agenda item for the Courts approval. The supervisor should be writing up employees that come in early or stay late without prior authorization in order to build up additional time. It is up to the supervisors to schedule employees to only work 40 hours per week and in the event of working overtime, flex time is to be taken within the 40-hour workweek. The FLSA has set standards for the County to comply with. Grant funded personnel must take their vacation time during the period of the grant with no carry over to the next year. Ms. Spieker also addressed the issue of unauthorized sick and vacation time, stating that if an excess of allowable time is taken, the excess time will be docked from employee's paycheck. The personnel policy, as currently stated, will create problems for many of the Departments and the Court may have to readdress the policy to come up with a more applicable policy for ALL departments. This will be readdressed on a later agenda. **No action taken.**

Building Repairs addressed: Steve Smith requested that the bathrooms on both floors of the annex building be repaired and the chipped areas of the elevator repaired. All request for repairs needs to be addressed to Don Killam in building maintenance. No one is to make any changes to their office including painting, etc. without going through Don Killam. The pest control problem is taken care of through a contract. Notification goes through the building maintenance department.

Space Allocations: the space allocation committee has addressed The Housekeeping area. Judge Brown informed all present that the Court had decided to put all space allocation in the Keyes Building on hold for this year. District Attorney's office requested consideration for the Texas Room for storage. County Clerk requested an additional vault for storage of birth and death records that have to be locked in a secure area. She also requested consolidation of her records in one location when allocating future storage areas. The District Clerk advised that she would be out of space soon for her records and would be needing additional storage space.

The meeting was adjourned 3:55 PM.

Michael D. Brown, County Judge

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