



**AGENDA
ADMINISTRATIVE SERVICES COMMITTEE**

December 1st, 2022

9:00 A.M.

Caucus Suite 204

PRESENT:

Allison Watters, *Committee Chair, Board of Commissioners*
Wright Bagby, *Committee Co-Chair, Board of Commissioners*
Jamie McCord, *County Manager*
Randy Self, *Assistant Director of Purchasing*
Erin Elrod, *County Clerk*
Amy Dawkins, *Assistant County Clerk*
La Sonja Holcomb, *IT Director*
Darryl Bowie, *Human Resources Director*
Davlon Ezell, *Court Administrator*
Danny Womack, *Chief Appraiser, Assessor's Office*
Lauren Chumbler, *Committee Secretary, County Manager's Office*

OTHERS PRESENT:

Julie Nunnelly, *Board of Assessors*
Ron Plunkett, *Board of Assessors*

NOT PRESENT:

Susie Gass, *Committee Chief of Staff, Finance Director*
Todd Wofford, *Director of Parks & Recreation*

I. Call to Order

Commissioner Bagby called the meeting to order.

II. Review Minutes from Previous Meeting

The minutes from the September 22, 2022 minutes were approved by common consent.

III. Public Participation

IV. Purchasing

a. Project Updates

Assistant Purchasing Director Randy Self stated they are moving forward with the Historic Court roof project. Stated he and Bill Gilliland met with Ken Howard the insurance adjuster and Jarred Gray with S&S Construction because the insurance company wanted a second estimate. Stated the insurance company felt using scaffolding was not the norm and this company will do it on weekends

with no scaffolding and the bid was under \$100,000.00. Mr. Self stated they picked a color that is similar to what is there currently and the work should begin after the first of the year. Mr. Self stated the repair and renovation of the rear loading dock at the Administration building will start soon. Stated the fireworks contract for New Years and July 4th has been awarded for the next three years. Mr. Self stated they continue to do well with the surplus program as they recently sold two lots of firearms for the Metro Task Force for over \$19,000.00. Stated they will do another one on December 5th for the Police Department. Mr. Self stated they are still working on the Solid Waste remote sites and deciding which direction they want to go in. Stated the contract does not end until March 1st so there is a little bit of time. County Manager Jamie McCord stated we may need to buy equipment and contract out for services, but would then we would have to deal with maintenance. Mr. Self stated they are reviewing copier lease agreement and the bid is currently open. Stated they are considering replacing all copiers at once or staggering the leases. Stated they are monitoring P-Cards and auditing transactions as well as monitoring invoicing & POs for departments. Mr. Self stated they are also working with Finance for purchases that may not be delivered by 2023. Stated they would like to go online with bid openings next year and Zoom has a free program they will try at the beginning of the year. Mr. McCord stated the roof and gutters are first step in the Historic Court remodel. Mr. Self stated the paving machine should be awarded this year for Public Works.

V. County Clerk

a. NextRequest

Assistant County Clerk Amy Dawkins stated the new Open Records Portal through NextRequest went live two weeks ago. Stated as of now there have been approximately fourteen hundred (1,400) open records requests for the year with twenty outstanding with the majority relating to Elections. Stated there is a one-hour mandatory training for users. Ms. Dawkins explained since this portal allows all communication to be stored; everything needs to go through the portal instead of email. Commissioner Bagby asked if this portal would negate some of the requests. Ms. Dawkins stated it could, as records can be made public so if someone has already made a request for the information, someone would not need to make a new request. Mr. McCord stated the attorney fees alone are over \$100,000.00 just for Open Record Requests, as you cannot charge attorney time. Commissioner Watters stated she would like to speak with the legislators regarding Open Records Requests. County Clerk Erin Elrod stated the employee Christmas gifts and employees for boards & committees will be distributed in the coming weeks.

VI. Information Technology (IT)

a. Working on the switch to Office 365

I.T. Director La Sonja Holcomb stated they are moving to Office 365. Stated they are moving I.T. over today and will move everybody else over by the end of year. Ms. Holcomb stated she will retire at the end of next year.

VII. County Manager

a. Discuss Holiday schedule

Mr. McCord stated they are discussing adding Juneteeth as a holiday for 2023 and adding it in the budget. Stated it is currently a State, Federal, and City holiday. Commissioner Watters asked that he get the information together so the Commission can discuss at their next Caucus.

Stated the County received a letter of termination from AdventHealth for the Wellness Clinic so they will be looking into other options. Mr. McCord stated Atrium has reached out and he will reach out to Piedmont and Harbin. Human Resources Director Darryl Bowie stated Cigna is also interested.

VIII. Human Resources

a. 2023 Classification Plan Proposal

Mr. Bowie stated this is the current class plan with updates since the last adoption and the proposed 2023 pay schedule included.

b. Regrade Deputy Clerk I to Courtroom Clerk for District Attorney's Office

Stated this item and Item F are based on job analysis and evaluation.

c. Reclassify Plumber position to an Electrician/Corrections for Facilities Management

Ms. Elrod stated if these are approved, all of Facilities staff will be corrections certified.

d. Reclassify HVAC Technician to HVAC Technician/Corrections for Facilities Management

e. Reclassify Equipment Operator II to Equipment Operator III for Public Works

f. Regrade 3 Human Resources Technician positions

Mr. McCord discussed premium pay and the need to continue the discussion. Stated he would like to revisit after the first of the year.

Commissioner Watters asked Mr. Bowie about the Animal Control Director opening. Mr. Bowie stated they have nine applicants so far.

IX. Finance

a. October Financial Statements

X. Court Administrator

No report.

XI. Parks and Recreation

Mr. McCord stated he is meeting with City Manager Sammy Rich on Friday. Commissioner Bagby stated he would like the Commission to be involved in the discussions.

XII. Tax Assessors

a. Assessor's Office Job Reclassification Plan

Chief Appraiser Danny Womack discussed the issue he is facing in his department regarding positions that are tied to a certificate level. Mr. Womack stated if he had a staff of real property appraisers and personal property appraisers that dictated the level of certification they had instead of positions tied to a certificate level, he wouldn't have this problem. Stated because the positions are tied to a certification level, he is restricted on who he can hire. Mr. Bowie stated the best practice would be to have a certain number of appraisers, but still distinguish them based on the job they are doing as they have different responsibilities. Mr. Womack also explained the state dictates how many appraisers they must have due to the amount of parcels in the county.

XIII. Chief of Staff Report

XIV. Chair's Report

XV. Other Business

XVI. Adjourn

With no further business to discuss, the meeting was adjourned.