



Minutes
ADMINISTRATIVE SERVICES COMMITTEE

January 25th, 2024

9:00 A.M.

Caucus Suite 204

STAFF PRESENT:

Allison Watters, *Committee Chair, Board of Commissioners*
Larry Maxey, *Committee Co-Chair, Board of Commissioners*
Susie Gass, *Committee Chief of Staff, Administrative Services Division Director*
Jamie McCord, *County Manager*
Randy Self, *Assistant Director of Purchasing*
Erin Elrod, *County Clerk, Community Services Division Director*
Kevin Brown, *IT Director*
Darryl Bowie, *Human Resources Director*
Todd Wofford, *Rome-Floyd Parks and Recreation Director*
Jessica Sharp, *Committee Secretary, County Manager's Office*
Amanda Tierce, *Assistant Finance Director-Budget/Cash Management*
Amy Dawkins, *Assistant County Clerk, County Manager's Office*

NOT PRESENT:

Danny Womack, *Chief Appraiser, Assessor's Office*
Davlon Ezell, *Court Administrator*

I. Call to Order

Commissioner Larry Maxey called the meeting to order.

II. Review Minutes from Previous Meeting

The minutes from the November 16, 2023, meeting was approved by common consent.

III. Public Participation

None.

IV. Purchasing

Assistant Director of Purchasing Randy Self stated that Procurement Policy is still a work in progress. He stated that temporary locker rooms for the Emperor Stadium were approved at the last commission meeting so a PO will be issued soon. He stated that the drawings for Glenwood School are nearing completion and will be out for bid in the next few weeks. Mr. Self discussed the Brighton

Water Plant bids have returned and that they will be upgrading to ARPA funding. They have decided to move forward with the current bid submissions and provide those vendors with the ARPA documentation that is required. Stated that the prison fire alarm upgrade is still in progress but will be on the next agenda. He stated that Airport Taxiway and extension is waiting on the engineer recommendation and funding issues to be worked out. Mr. Self stated that the Cell Tower HVAC systems are about to be installed and should be complete in a few months. Stated that the janitorial and paper products bid was awarded to two local companies, Camp Industries and Roman Chemical and the contract will last three years. Stated that interviews are being scheduled via ZOOM for the Architectural Services for the Historic Courthouse. Mr. Self discussed an update on the HR payroll project. He stated evaluations have been done with eight bids submitted but due to budget constraints, they are holding off as of now and will wait until mid-year to interview the top four vendors. Mr. Self also stated that their employee Amanda Jenkins just completed her master's in public administration.

V. County Clerk

County Clerk Erin Elrod stated that employee participation during Commission meetings for recognition of Years of Service has been dwindling. She discussed holding special-called meetings in the morning to offer breakfast to employees being recognized as well as presenting a monetary award of five dollars per year served. Stated this would begin in April to recognize 2024's first quarter employees. Ms. Elrod stated this would hopefully allow more employees to attend based on their schedules and the meetings would be more casual and would give the county a better chance to express their gratitude for the employee's hard work and loyalty. Ms. Elrod stated she would get with Finance to see what the projected budget for the monetary award for Years of Services would be. Ms. Elrod also stated that with the increase in open records, NextRequest has been a huge help in her office. She stated she expected this year's open records request to increase as it is an election year.

VI. Information Technology (IT)

IT Director Kevin Brown stated they are preparing to convert the prison over to SharePoint next week followed by the jail in two to four weeks then they will move on to the Tax Commissioners and the Tax Assessor's office. He stated that the Internet Usage Policy is out of date, and he will be working on updating it to fit our current operations. Mr. Brown stated he has renewed the contract with Cylance antivirus for another three years. He also stated he would be renewing the email training software that has been a huge help in keeping our servers safe and helping employees spot phishing emails. Mr. Brown stated they are currently working with an electrician at Glenwood to make sure there is dedicated power for some of the servers the police department works with as well as getting them

set up with Parker Fibernet later this year. Mr. Brown also stated they were working on the problems with Public Works and their Wi-Fi not working, as well as self-serve on cellphones not working since the upgrades in October. Finance Director Susie Gass added that the position for Kevin's assistant is in review for pay adjustment and as of now the position is still up so once the salary is adjusted, they are hoping to bring more applicants in.

VII. County Manager

County Manager Jamie McCord stated the committee will need to meet again in February to discuss several position adjustments and JAQs that need to be reviewed now that the budget has been approved. Mr. McCord stated Human Resources Director Darryl Bowie submitted the rules and they are currently in legal review. Stated the budget will be tough as there is limited capital, but he is hoping there will be State grants that can help. Mr. McCord stated the employee Focused on Floyd resumed this year and the citizen Focused on Floyd will be in the fall. Ms. Elrod stated she has reorganized the program and will use employees to test it first. Chair Watters asked if there was feedback from employees of Focused on Floyd and Ms. Elrod stated she sends out a survey to employees who go through the program. Ms. Elrod stated the citizen appointments are up to date until June and she will meet with Chair Watters and Vice Chair Maxey in March to begin reviewing upcoming expirations. Commissioner Maxey stated SPLOST project updates would be helpful and Chair Watters agreed that social media posts with updates may be a good idea. Mr. McCord gave a brief update on the Texas Valley water project.

VIII. Human Resources

Human Resource Director Darryl Bowie stated that that Public Works has requested to reclassify an Equipment Operator I position to Equipment Operator II as the position has been assigned dump truck driving duties that requires a commercial driver's license. Mr. McCord added that it needs to be specified if the CDL needs to be Class B or Class A as there are a lot of differences between the two with different certifications. Mr. Bowie stated that Probate Court is requesting a special salary adjustment for an employee that has been performing more functions in the office and is requesting a 6% salary adjustment. He stated Magistrate is also requesting a special salary adjustment for the Clerk of Magistrate Court as the pay rate is far below what you would hire someone with this employee's current experience and education.

IX. Finance

Finance Director Susie Gass stated they are in the process of starting their Fiscal Year 2023 audit and field work should start in mid-April. She stated there should be unaudited financial statements available in February and that they are still in the process of closing out the 2023 year. Ms. Gass stated Internal Auditor Brandi

Bagget just finished the third part of her CPA exam with just one more to go and Misty Schrock is working on her certified finance officer certificate.

X. Court Administrator

Mr. McCord stated he spoke with Judge Niedrach and there aren't any updates he is aware of. He stated their budget had been approved and that Judge Niedrach did recommend a change to a contract for the court administrator though that is something to be brought to the committee next month.

XI. Parks and Recreation

Rome-Floyd Parks and Recreation Director Todd Wofford stated this is the last week for ice skating. He stated that he would be getting with Finance about their final portion of the proceeds, which should be around \$70,000. Mr. Wofford stated plans are already underway for the next season with sponsors ready to commit. Stated that basketball season has 478 games and there have been some issues, but thankfully there has been support from the police. Mr. Wofford stated they had to reschedule some games due to moisture on the floor from the HVAC. Stated he spoke with community service officers about having individuals work on the weekends or for special events. Mr. Wofford stated that he spoke with someone from Land and Water Conservation regarding a possible land swap near Sims Mountain Trail, but he hasn't heard back from them about scheduling a meeting. Stated the Joint Rome-Floyd Parks and Recreation Committee meeting is next month. He discussed the golf and soccer renewals coming up and Ms. Elrod stated the County Attorney is reviewing the contracts. Mr. Wofford stated Armuchee High School is using North Floyd because their football fields are currently being redone. He stated he was in contact with a soccer coach who is discussing using North Floyd Park for a soccer program or for practices for existing teams. Mr. McCord stated he would like to work with the schools with helping them with their sports programs during field renovations and Mr. Wofford agreed.

XII. Tax Assessors

Chief Appraiser Danny Womack was not present. Ms. Elrod stated the appeal season is still ongoing, and that they are usually wrapped up with those by November or December. She stated its projected that they won't be done until March, which is an issue because the 2024 Digest needs to be set by the end of April.

XIII. Chief of Staff Report

No Report.

XIV. Chair's Report

Commissioner Maxey stated he would like to get more information about SPLOST projects out for the public. It was discussed that it's still confusing for citizens on where they are at on projects and why some projects take longer than others.

XV. Other Business

Mr. McCord gave a brief update on SPLOST funds and interest rates on bonds. He stated he has done a bond issuance proposal and will also be working on a cash flow proposal. Mr. McCord also stated he was working on an administrative issue about a water bill for the city, which is something that would be discussed at the next Joint Services meeting.

XVI. Adjourn

With no other business to come before the committee, the meeting was adjourned.