

After Agenda

Board of Commissioners of Spalding County
Work Session
Monday, November 18, 2013
4:00 PM
119 E. Solomon Street, Meeting Room 108

The Spalding County Board of Commissioners held a Work Session in Room 108 in the Courthouse Annex, Monday, November 18, 2013, beginning at 4:00 p.m. with Chairman Gwen Flowers-Taylor presiding. Commissioners Raymond Ray, Rita Johnson, Samuel Gardner and Bart Miller were present. Also present were County Manager William P. Wilson, Jr., Attorney Jim Fortune and Planning Technician Cindy McDaniel to record the minutes.

A. Call to Order

Invocation – *led by Vice-Chairman Samuel Gardner*

Pledge to the Flag – *led by Commissioner Rita Johnson*

B. Agenda Items:

1. Discussion relative to the Appendix A – Travel Policy and Appendix B – Board of Commissioners Training and Travel Expense Policy to become part of the Financial Policies and Procedures Manual.

Directives from the Board:

- a) **Combine Appendix A – Travel Policy and Appendix B – Board of Commissioners Training and Travel Expense Policy into one policy.**
- b) **Under Appendix A – Section 1 change State of Georgia to County of Spalding.**
- c) **Under Appendix A – Section 2(2) change the following sentence: “This form shall be submitted to the Finance Department no late than five (5) days following the travel” to “This form shall be submitted to the Finance Department no later than five (5) business days following the travel.”**
- d) **Under Appendix A – Section 2(3) change the following sentence: “Gratuities are reimbursable if documented on required receipt and the total does not exceed the maximum allowable expense” to “Gratuities are not reimbursable.”**

- e) Under Appendix A – Section 2(3) change the following sentence: “The allocation for meal reimbursement is as follows:

Meal	Reimbursement
Breakfast	\$12.00
Lunch	\$18.00
Dinner	\$30.00
Total	\$60.00

to “The maximum reimbursement for each meal is as follows:

Meal	Reimbursement
Breakfast	\$12.00
Lunch	\$18.00
Dinner	\$30.00

- f) Under Appendix A – Section 2(5) change the following sentence: “Hotel/Motel stays will not be reimbursed within sixty (60) highway driving miles of the County Annex building” to “Hotel/Motel stays will not be reimbursed within thirty (35) highway driving miles of the County Annex building unless the event you are attending commences before 8:00 a.m.

2. Discuss Citizens involvement in Budget Review Committee.

General consensus of the Board was that a Spalding County Citizens Government Academy be established to aid citizens in learning more about the Spalding County Government. The Board would also like to see more utilization of Social Media during budget process to inform citizens of budget meetings and budget information available on County’s website. The Board also wanted staff to explore the possibly of recording all meetings and placing them on website to be viewed at any time. The Board also agreed that should a citizen wish to attend Budget Review Committee meetings they could do so and possibly have a member of the Budget Review Committee mentor those individuals. Staff is to devise a method of collecting email addresses of anyone who might wish to attend these meetings and distribute meeting notices and agendas to those individuals.

C. Adjournment.

Motion/Second by Gardner/Johnson to adjourn at 5:37 p.m. Motion carried unanimously by all.