

SPALDING COUNTY BOARD OF COMMISSIONERS
MID-YEAR RETREAT UPDATE MINUTES
AS OF
SEPTEMBER 28, 2012 ~ 9:00 A.M.
BIG SHANTY – THE LAKES AT GREEN VALLEY INDUSTRIAL PARK

The Spalding County Board of Commissioners held their Mid-Year Retreat Update on Friday, September 28, 2012 at Big Shanty beginning at 9:00 a.m. with Commissioners Gwen Flowers-Taylor, Raymond Ray, Eddie Freeman, Samuel Gardner and Commissioner-Elect Bart Miller present. Also present were County Manager William P. Wilson, Jr. presiding, Attorney Jim Fortune, Administrative Services Director Jinna Garrison, Human Resources Director Bill Gay and County Clerk, Ex-Officio, Ricky L. Clark, Jr. to record minutes.

The following Department Heads, Second Level Supervisors & Budget Review Committee Members were also present: Judge Rita Cavanaugh (Magistrate Court), Jamie Clark (Fire Department), Terry Colling (Office of Elections), Tim Crane (Public Works), Judge Sid Esary (State Court), Brent Foster (Animal Control), Jake Garner (Public Works), Jennifer Goolsby (Administration), Louis Greene (Parks & Recreation), Beth Griffin (Correctional Institute), Sylvia Hollums (Tax Commissioner), Jimmy Hodo (Juvenile Probation), Jan Hunt (Probate Court), Wade Hutcheson (Cooperative Extension), T.J. Imberger (Parks & Recreation), Chad Jacobs (Community Development), Syble Jones (Juvenile Probation), Wayne Jones (Fire Department), Rocky Kenway (Water Authority), Wendy Law (Human Resources), Kelly Leger (Parks & Recreation), Barbara Lights (E-911), Larry Lillard (Tax Assessors), Cindy McDaniel (Community Development), Trudy McDevitt (E-911), Mike McPherson (Correctional Institute), Susan Norton (Public Works), Glenn Polk (Fire Department), Warden Jimmy Sikes (Correctional Institute), Terry Tardy (Construction & Maintenance), Cherie Taylor (E-911), Chief Kenny West (Fire Department), Chief Appraiser Tim Whalen (Tax Assessors Office) & Mike Windham (IT/Communications).

MINUTES of the FEBRUARY 18, 2012 RETREAT

1. There was discussion on why the Worker's Comp claims are so high? There was discussion on what types of injuries are occurring to have the costs so high. Workers' comp laws are very employee friendly, but not so employer friendly. County does more and more each year to increase safety among employees. Training measures have been improved to decrease injury risk to employees. BOC reviewed the claims that have occurred over the last year.
AT THE RETREAT, WORKERS COMP CLAIM HISTORY FOR THE PERIOD JUNE 1, 2011 – DECEMBER 31, 2011 WERE \$843,000. FOR THE FIRST TWO MONTHS OF FY 2013 CLAIMS PAID ARE \$59,800.
2. Next was a discussion of whether to go to a semi-monthly or biweekly pay system. There was a sample comparison sheet distributed by Bill Gay to show the difference for an employee going from a semi-monthly payroll (current system) to a bi-weekly payroll system. William suggested looking at changing to a bi-weekly payroll system in January 2013.

AS PART OF THE FY 2014 BUDGET, STAFF PLANS ON RECOMMENDING A BIWEEKLY PAY PERIOD (26 PAY PERIODS IN LIEU OF 24). STAFF HAS LOOKED AT SEVERAL WAYS TO INSURE THAT THIS CHANGEOVER HAS A MINIMAL EFFECT ON EMPLOYEES. EMPLOYEES WOULD BE PAID FOR ONE WEEK AT THE START OF THE CHANGEOVER BECAUSE IT WILL BE THREE WEEKS BEFORE THEY ARE PAID THE FIRST TIME. THIS CHANGE WOULD BECOME EFFECTIVE JANUARY 2014. THE AMOUNT OF THIS EXTRA WEEK OF PAY IS ROUGHLY EQUAL TO THAT OF A 2% COST OF LIVING RAISE (\$450,000).

Chairman Flowers-Taylor questioned what the advantages of going bi-weekly are. HR Director Bill Gay explained that by going bi-weekly employees will be paid for actual hours worked. Mr. Gay stated that right now employees are getting paid through the 23rd of the month. With a bi-weekly period, the hours within the two week period match up precisely with what's on the paycheck. Mr. Gay further noted that utilizing bi-weekly pay periods will make it easier in a payroll and time & attendance system.

3. Effective July 1, 2012 your paycheck will be direct deposit or your paycheck is mailed to your home on payday.

STAFF IS HAPPY TO REPORT THAT WE HAVE TRANSITIONED TO DIRECT DEPOSIT FOR ALL SPALDING COUNTY EMPLOYEES. THE FIRST PAPERLESS RUN WAS EMAILED FOR THE SEPTEMBER 15, 2012 PAYROLL. AT THIS TIME, ALL BUT EIGHTEEN (18) EMPLOYEES HAD DIRECT DEPOSIT. FOR THE SEPTEMBER 30, 2012 PAY PERIOD, ONLY EIGHT (8) CHECKS WILL BE PRINTED.

4. We are looking at creating an employee portal where an employee can get their information rather than printing a direct deposit notification

THE EMPLOYEE SELF-SERVE (ESS) PORTAL IS UP AND FULLY OPERATIONAL. EMPLOYEES CAN NOW SECURELY ACCESS INFORMATION IN THE COUNTY'S HR & PAYROLL SYSTEM SUCH AS LEAVE BALANCES, EARNINGS, DEDUCTIONS, TAXES, ETC. AND REQUEST LEAVE, CHANGES IN NAME, ADDRESS, WITHHOLDING ETC.

After questioning from Chairman Flowers-Taylor, Mr. Wilson advised that you can access information on your W-2; however, the system does not provide the W-2 form in a format that the IRS will accept.

Chairman Flowers-Taylor also questioned the cost savings. Mr. Wilson advised that with the County not printing paper payroll checks, the cost savings is approximately \$400 per pay period. Mr. Wilson advised that he will get a total cost savings and possibly prepare a press release.

5. **Leave Sharing Policy-** there is sentiment that the policy is becoming too lenient. Although it was designed for catastrophic situations, it is being used for other reasons. A decision does not need to be made today, but it will be brought to BOC in the future.

THE BOARD OF COMMISSIONERS APPROVED AMENDMENTS TO THE SHARED LEAVE POLICY ON APRIL 2, 2012. MOST OF THE CHANGES RETURN THE SHARED LEAVE POLICY TO ITS ORIGINAL INTENT- TO PROVIDE A METHOD FOR EMPLOYEES TO REQUEST DONATED LEAVE FOR USE DURING SERIOUS MEDICAL EMERGENCIES. THE CHANGES INCLUDE:

- A SERIOUS MEDICAL EMERGENCY IS REDEFINED TO REQUIRE AN INPATIENT ADMISSION IN EXCESS OF 23 HOURS TO A HOSPITAL, HOSPICE OR RESIDENTIAL MEDICAL CARE FACILITY.
- A LEAVE RECIPIENT MUST HAVE COMPLETED AT LEAST ONE YEAR OF CONTINUOUS FULL SERVICE.

- AN EMPLOYEE MAY DONATE UP TO 40 HOURS OF LEAVE DURING A CALENDAR YEAR.
- DONATED LEAVE MAY NOT BE USED PRIOR TO INPATIENT ADMISSION AND PRIOR TO THE DATE OF THE DONATION LEAVE REQUEST FORM.
- ANNUAL AND SICK LEAVE WILL NOT ACCRUE DURING ANY MONTH AN EMPLOYEE USES 16 OR MORE HOURS OF SHARED LEAVE.

Chairman Flowers-Taylor advised that she does not agree with the Leave Sharing Policy.

6. Longevity pay- there was discussion on the current policy. William will be developing criteria on this policy over the next several months.
ASSIGNED TO THE BUDGET REVIEW COMMITTEE WHICH WILL GIVE A PRESENTATION AT TODAY'S MEETING.

Sub-Committee Chair Chad Jacobs noted that the committee is reviewing possibly removing number 6 which gives the County Manager discretion to waiver leave requirements. Chairman Flowers-Taylor noted that she does not agree with the County Manager having the right to waive requirements and further noted that it should be equal for everyone else.

At this time there was also a presentation done on the Employee Incentive Program as recommended by the Budget Review Committee. Chairman Flowers-Taylor stated that the payouts for the Incentive Program should be raised.

Board Consensus to raise amounts to \$500, \$1000 & \$1500 for Employee Incentive Program. Commissioner Ray opposed.

7. William spoke about the possibility of cutting budget by 10% over the next fiscal year. This could mean positions, equipment, or a change in service delivery. Are we going to have furlough days? Some departments could not be shut down for a day, i.e.: Fire, CI. Could we look at the 10+ floater holidays that are given to employees? Will we have to decrease services? Most furloughs are on holidays so that they do not affect customers. William sees another reduction in force coming and wanted to brief the Commissioners.
WITH EVERYONE'S HELP, SPALDING COUNTY WAS ABLE TO NOT HAVE A REDUCTION IN FORCE & NOT IMPOSE FURLOUGH DAYS. THE COUNTY WAS ALSO ABLE TO MAINTAIN THE LEVEL OF SERVICE PROVIDED WITH THE EXCEPTION OF CLOSING RECYCLING CENTERS ONE ADDITIONAL DAY PER WEEK.

FY 13 BUDGET TOPICS OF INTEREST

- BUDGETED MONIES FOR EMPLOYEE INITIATIVE PAY
- BUDGETED MONIES FOR DEPARTMENT HEAD RETREAT AND COMMISSIONERS UPDATE RETREAT
- INSTITUTED INDIVIDUALIZED BUDGETS FOR COMMISSIONERS TRAINING & TRAVEL

FY 14 BUDGET TOPICS OF INTEREST

- PER-DIEM TRAVEL RATE IN LIEU OF PAYING ACTUAL EXPENSES
- PAPERLESS AGENDAS
- WEBSITE ENHANCEMENTS

Jinna Garrison Administrative Services Director explained that she was tasked with determining the best use for the memorial drive plaza open space. Ms. Garrison further noted that two County

Departments are already utilizing the space. Mr. Wilson added the following recommendations for the Memorial Drive Plaza:

1. Redo the facet of the roof
2. Roof to be Spalding County Blue
3. New Lighting
4. Uniform Signage

Mr. Wilson stated that Blue Cross gave \$40,000 towards health & wellness initiatives. All employees were required to do a biometric screening. Ms. Garrison advised that a subcommittee of the Budget Review Committee have been researching the feasibility in having an Employee Gym in the old Crown Center Church space. This facility would consist of showers and 24/7 security cameras. Ms. Garrison stated that the purpose of this gym would be target employees that didn't already belong to a wellness center and encourage them to exercise. Ms. Garrison further noted that the committee has visited three fitness centers in town and also First Baptist Church that has recently opened a wellness center. Ms. Garrison noted that with this, the committee was looking at the possibility of refunding a portion of the employee's membership with the \$40,000 provided by Blue Cross. Ms. Garrison advised the Board that after substantial research, the committee doesn't think there will be enough employees to buy in to the wellness program.

At this point in the Retreat, County Manager Wilson opened the floor up for suggestions for the upcoming year. The following are the comments made:

1. Jinna Garrison would like the Board to reinstate payment for more than 240 hours of annual leave each year.
2. Kenny West would like the Board to look into retirements for public safety employees.
3. Tim Whalen would like the Board to revisit the three tier plan for retirement.
4. Brent Foster would like the Board to remove the City of Griffin out of the Animal Shelter.
5. Trudy McDevitt would like more recognition for E-911 employees.
6. Commissioner Freeman requested the Board to look at the feasibility in using accrued leave time towards retirement.
7. Commissioner Gardner would like to look at different ways to address problems within the County.

PRIORITIZED SHORT TERM GOALS
&
OBJECTIVES FOR THE UPCOMING YEAR

GOALS:

NEW PHONE SYSTEM



FIRST CALL SYSTEM HAS BEEN IMPLEMENTED AND IS WORKING WELL. TO DATE THERE ARE OVER 4,000 CITIZENS SIGNED UP FOR THIS SERVICE.

EMERGENCY SIRENS



THE GRANT APPLICATION HAS BEEN SUBMITTED AND IS NOW AWAITING APPROVAL. ONCE APPROVAL IS GRANTED THERE IS A 120 DAY TURN AROUND FOR SIREN INSTALLATION.

CUVA COMMITTEE



LOCAL LEGISLATION WAS INTRODUCED BY REPRESENTATIVE DAVID KNIGHT THAT NULLIFIED THE NEED FOR A CUVA COMMITTEE.

SUCCESSION PLAN



SPALDING COUNTY DEPARTMENT HEADS DISCUSSED SUCCESSION PLANNING AT THEIR RETREAT HELD ON YESTERDAY. REPORT TO FOLLOW.

REFINE & PUBLISH SPALDING COUNTY POLICY & PROCEDURES



WILLIAM AND JINNA ARE FINALIZING FINANCIAL POLICIES AND PROCEDURES. PHYLLIS HAS COMPLETED PROCEDURAL MANUALS FOR PAYROLL, ACCOUNTS PAYABLE QUARTERLY VOUCHERS & END OF THE MONTH ACCOUNTING FOR GASOLINE.

**PROGRESS ON TRANSPORTATION
SPLOST & PAVING COUNTY ROADS**



LMIG PROGRAM REQUIREMENTS WERE CHANGED THIS YEAR BY GDOT. UNPAVED ROAD EVALUATION DATA COLLECTED BUT NOT ANALYZED. CURRENTLY WORKING WITH GDOT ON JORDAN HILL ROAD BRIDGE & SMOAK ROAD BRIDGE. CURRENT INTERSECTION IMPROVEMENT PROJECTS – SR 16 @ VAUGHN ROAD, SR 362 @ ROVER-ZETELLA. COLLECTIONS FROM 2008 SPLOST ARE RUNNING 8% UNDER REVENUE ESTIMATES AND ALL PROJECTS WILL NEED TO BE ADJUSTED.

PAPERLESS AGENDAS



RICKY HAS EVALUATED TWO DIFFERENT SOFTWARE SOLUTIONS; BOTH EXTREMELY EXPENSIVE. IN THE INTERIM, RICKY HAS DEVISED A .PDF METHOD FOR DISTRIBUTION THAT WILL WORK; HOWEVER, IS NOT USER FRIENDLY. WE ARE CONTINUING TO LOOK AT POSSIBLE SOLUTIONS UTILIZED IN OTHER COUNTIES FOR IMPLEMENTATION IN THE FY 2014 BUDGET.

**COMPREHENSIVE LIST FOR
EMERGENCY SITUATIONS**



EMERGENCY OPERATIONS PLAN WAS UPDATED AND APPROVED EARLIER THIS YEAR. COPIES OF THE EOP ARE AVAILABLE VIA DVD. THIS DOCUMENT IS APPROXIMATELY 300 PAGES.

REVIEW LAND USE MAP



FUTURE LAND USE MAP (FLUM) AMENDMENT FOR THE AIRPORT WILL BE ON THE PLANNING COMMISSION'S OCTOBER AGENDA AND TO BOC IN NOVEMBER.

2012 ACCOMPLISHMENTS & ACHIEVEMENTS



- Parks & Recreation placed 3rd in United Way Boat Race and County Employees pledged over \$10,000 to United Way.
- Reapportionment approved by Department of Justice
- Board of Elections relocated to Memorial Drive Plaza. Handicap parking improvements made to that portion of Memorial Drive Plaza. Additional traffic count scheduled for the end of October in hopes of justifying signalization of intersection.
- Spalding County Board of Elections announced cancellation of the August 21, 2012 Runoff Election. This saved the taxpayers of Spalding County approximately \$20,000 in direct and indirect costs.
- Local Option Sales Tax (LOST) renegotiations approved without additional expense for mediation or binding arbitration.
- Spalding County received Health Promotion & Wellness Incentive Grant to assist in developing or expanding employee health promotion activities.
- Spalding County Fire Department opens heat relief center to help citizens cool off during extremely hot times in June & July.
- Spalding County Removed from Nonattainment Area
- County Manager Wilson received ACCG Jerry R. Griffin Excellence in Public Service Award.
- Budget Review Committee formed.
- Automated Telephone Attendant System up & operational.
- Cost Saving Measure implemented to discontinue use of display ads and only using legal ads in the Griffin Daily News.
- E-Waste Collection event extreme success. Event focused primarily on electronic recycling.
- County Wide Animal Restrain imposed in Spalding County.
- Spalding County Parks & Recreation Department hosts a valentine dance with over 300 attendees. All proceeds benefitted the Spalding Senior Games.
- Reunion event held at the L.B. Norton Station commemorating the April 28, 2011 tornado.
- Smoke Free Parks Ordinance adopted by the Commission.
- Lame-Duck Travel Policy adopted by the Commission.
- Noise Amplification Permit Application & Ordinance adopted by the Board of Commissioners.
- Airport Authority Legislation introduced and approved by General Assembly.

- Airport Authority members appointed and initial and subsequent meetings held.
- Kay Perdue named 2012 recipient of “The Bain Proctor Award for Volunteerism”
- Blue Cross Blue Shield approved for the County’s health insurance provider at cost savings of \$304,557.
- Big Blue approved for “Mystery Trips” to assist with expense of maintenance trips.
- Spalding County Facebook Page created.
- Spalding County awarded for 11th Consecutive Year, Excellence In Financial Reporting.
- Chairman Gwen Flowers-Taylor received Gold Standard of Excellence Award from ACCG.
- Firehouse Subs Public Safety Foundation donated ATV’s to be used for Search & Rescue by the Fire Department.
- Illegal Burning Policy tighten Countywide
- Thirty + surplus/wrecked Vehicles sold via Sealed bid or GovDeals
- Spalding County a Work-Ready Certified Community
- Spalding County a Certified Storm Ready County
- Wendy Law, Mike Windham and Ricky Clark graduates of Leadership Griffin-Spalding Class
- First County-wide Revaluation completed since last project in the 1960’s
- Approved RASS –Responsible Alcohol Sales and Services Ordinance and training criteria
- Renegotiated long-term lease with Communications Towers LLC for 800 MHz tower
- J William Edwards Pavilion at the Park @ 6th constructed and dedicated
- REC1 on-line registration, reservation system implemented at Park & Rec
- Approved 2010-2030 Wastewater Management Plan
- Negotiated and approved contract with Tenet Health System, Inc. for lease of emergency communications equipment and emergency dispatch agreement
- Relocation and renovation of Department of Veterans Services Offices
- Wade Hutcheson receives Distinguished Service Award from National Association of County Agriculture Agents

As you can see much has been accomplished this year and it could not have been done without the people in this room and their dedicated employees. I want to thank each and every one of you for your hard work and dedication to Spalding County.

Motion/Second by Freeman/Flowers-Taylor to adjourn at 12:08 p.m. Motion carried by all.