

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS  
REGULAR MEETING MINUTES  
JANUARY 26, 2016**

**PRESENT AND ACTING:**

**MARION "LEE LEE" BROWN, CHAIRMAN  
WOODROW "LEE" SHELTON, VICE-CHAIRMAN  
THOMAS G. FLOWERS  
DENNIS JONES  
DARRELL MCDUGALD**

**MATT FUQUA, ATTORNEY  
CARLA HAND, CLERK OF COURT AND COUNTY COMPTROLLER  
BECKY BROWN, DEPUTY CLERK  
TAD SCOTT, DEPUTY SHERIFF**

The meeting held in the Regular Meeting Room was called to order by Chairman Brown at 6:00 p.m., CT. Chairman Brown led the Prayer and Pledge of Allegiance to the Flag.

Chairman Brown reminded everyone to silence their cell phones and reminded those on the agenda they will have three (3) minutes to speak on their topic. The public will have an opportunity to speak on items before the Board votes on a motion.

**APPROVAL OF VOUCHER**

- ❖ A motion to approve the minutes and vouchers as published on the agenda (January 12, 2016 Workshop – Grants Administration Meeting Minutes and January 12, 2016 Regular Board Meeting Minutes; vouchers for warrants: 1601-2G, 1601-2RD, 1601-2L, 1601-2E, 1601-2S, 1601-2EP and 1601-2EC; payroll warrants: PR15-B35 and PR011416) was made by Commissioner Flowers and seconded by Commissioner Jones. Chairman Brown called for public comment. There were no comments from the public. The motion passed unanimously 5-0. (Vouchers are available in the Clerk's Office)

**MARGIE LARAMORE – SUPERVISOR OF ELECTIONS**

Ms. Laramore advised the Board the County is required to purchase new voting equipment by 2020. The Supervisor provided the Board with a quote from Dominion Voting Systems in the amount of \$387,499 for equipment, software, installation, training, support, licensing, and annual fees. Ms. Laramore stated Calhoun County is eligible to receive a Voting Systems Assistance Grant of \$65,824 (\$13,165 per year for five (5) years) from the Florida Department of State, Division of Elections for 17 units of voter equipment (\$3,872 each). Ms. Laramore stated the total cost net of the grant funds received (\$321,675) can be leased or purchased at a net average annual cost of \$40,209.38 for eight (8) years. Ms. Laramore stated she received a Memorandum of Agreement which has to be executed by April 30, 2016 in order to receive grant funding from the State in the amount of \$65,824. (Net cost of voting system is \$321,675 after receipt of grant funds)

**CRAIG STEVENS, LANDOWNER IN PENNSYLVANIA – FRACKING FOR OIL AND GAS**

Mr. Stevens and Mr. Kimbel, landowners in Pennsylvania, addressed the Board with environmental concerns regarding drilling for oil and gas in Calhoun County. Their concerns are based on their experiences with fracking in Pennsylvania.

**TERESA BOYD – 6<sup>TH</sup> ANNUAL CAR SHOW-COOPER’S PARK**

Ms. Boyd asked the Board for their approval to hold the 6<sup>th</sup> Annual Car Show at Cooper’s Park on March 27, 2016 (Easter Sunday) from 4:00pm – 9:00pm. Ms. Boyd was asked which 501c (3) organization was sponsoring the event; she stated a sponsor had not yet been identified but stated St. Mary’s Missionary Baptist Church may be willing to sponsor the Car Show. There was further discussion regarding event insurance, security, and a non-profit sponsor. Commissioner Flowers asked Ms. Boyd if she would know by the next meeting whether St. Mary’s Missionary Baptist Church will sponsor the Car Show and suggested placing this on the agenda for February 9th. Ms. Boyd stated they need to make advance preparations and asked the Board to approve the event prior to having a 501c (3) sponsor. Chairman Brown asked the Board if there was a motion to approve the 6<sup>th</sup> Annual Car Show at Cooper’s Park contingent upon sponsorship by a 501c (3) nonprofit organization. (A motion was not made.) Ms. Boyd asked the Commission if they have a problem with the Car Show and was not given a reason for not taking action on approving the Car Show.

**KEVIN JACKSON – PROCEDURES/COUNTY COMMISSION**

Mr. Jackson addressed the Board with his concerns of Board Meeting procedures and asked the Clerk if she found out anything regarding per diem and Emergency Management State of Emergency pay in lieu of paying wages. The Clerk responded per diem is not appropriate pay for hours worked. Mr. Jackson then changed the topic back to County Commission procedures and stated everything should be in the “Sunshine” and decisions should be made to save the County money.

**KEN SHEPPARD – TRI-COUNTY AGRICULTURE PARK CHAIRMAN**

Mr. Sheppard gave the Board an update on the Tri-County Ag Park 2015 events which included a circus, several rodeos and numerous barrel races. Mr. Sheppard stated he has been receiving numerous phone calls from surrounding counties regarding the cost and availability of the Tri-County Ag Park for events.

Mr. Sheppard advised the Board of the Tri-County Ag Park Board recent improvements including completion of RV hookups with milling, installation of downspouts and guttering around the barn, and completion of the 10” water line. The Ag Park Board also purchased a tractor and bush hog and has made headway on the front parking lot and. Mr. Sheppard also mentioned a 30’ x 30’ will be installed for projections during events. Mr. Sheppard stated the Tri-County Ag Park Organization has purchased liability insurance and Board of Directors insurance.

Mr. Sheppard gave the Board a report for the Tri-County Ag Park 2016 activities which include a circus to be held March 3-4, 2016, several barrel events and a Community-Wide God and Glory Celebration event to be held July 3, 2016.

Mr. Sheppard advised the Board Washington County has an arena complete with bucking chutes, roping chutes, head catches, back pins, etc. and he is in negotiation to obtain the arena components for the Tri-County Ag Park. George Roberts has indicated he will move the arena components to the Tri-County facility at no cost.

Mr. Sheppard advised the Board the Tri-County Ag Park Board is trying to become a Tri-County Fair Association and they are working with Attorney B. J. Throne and the North Florida Fair Association.

Mr. Sheppard asked the Board to consider placing the Tri-County Ag Park in the budget for approximately \$5,000 per year to improve the park. Mr. Sheppard stated Altha School (Calhoun County School Board) has offered several portable buildings to utilize as permanent bathrooms which will need to be renovated to meet handicap accessible requirements.

#### **BOB FLECK – IDA BOARD CHAIRMAN**

Mr. Fleck advised the Board he was re-elected as the IDA Chairman, Gene Bailey was re-elected as the IDA Vice-Chairman and Kevin Parrish was re-elected as the IDA Secretary.

Mr. Fleck advised the Board the South Taxiway Development Project is underway and going well. Mr. Fleck stated the Contractor started on the lime rock base this week.

Mr. Fleck advised the Board the wetlands mitigation project at Sam Atkins Park still has too many nuisance, invasive and exotic plants, currently 16-23% and Department of Environmental Protection (DEP) and the U.S. Army Corps of Engineers allow a maximum of 5%. Chairman Brown asked did DEP advise how this could be remedied. Mr. Fleck stated some of the plants will be pulled by hand and others will need to be eradicated with herbicide during March and April 2016. Mr. Fleck mentioned the wetland mitigation is currently costing \$7,000 annually.

#### **JERRY GUILFORD/SANDY KELLY – STATE HOUSING INITIATIVES PROGRAM (SHIP) LOCAL HOUSING ASSISTANCE PLAN (LHAP)**

Mr. Guilford asked the Board for their permission to proceed with the SHIP, Weatherization and RCMP programs. Commissioner McDougald stated to hold off until later in the meeting once the Commissioners come to a decision for the Grants Administration position.

Ms. Kelly presented to the Board the updated Local Housing Assistance Plan (LHAP) for the next three (3) fiscal years.

- ❖ A motion to approve the LHAP was made by Commissioner McDougald and seconded by Commissioner Shelton. Chairman Brown called for public comment. There were no comments from the public. The motion passed unanimously 5-0

#### **BID AWARDING**

Mr. Wood collected score sheets from each Commissioner for the CDBG Grant Applications and Administrative Services, CDBG Grants Engineering Services and Continuing Engineering Services and asked the Board if the score sheets could be tabulated during a recess; once tabulated the Board will be advised of the high score for each category.

**Chairman Brown called for break at 7:06 p.m. to reconvene at 7:23 p.m.**

Mr. Wood advised the Board of the highest score for the proposals listed below:

- **CDBG Grant Applications and Administration Services – Roumelis Planning and Development Services, Inc.**
- **CDBG Grants Engineering Services – Preble-Rish, Inc.**
- **Continuing Engineering Services – Preble-Rish, Inc.**

- ❖ A motion to accept the proposer with highest score in each category was made by Commissioner McDougald and seconded by Commissioner Flowers. Chairman Brown called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

**DEBBIE BELCHER – ROUMELIS PLANNING AND DEVELOPMENT SERVICES, INC.**

Ms. Belcher asked the Board for their permission to contact the Citizens Advisory Task Force members to see if they would like to serve another term. Ms. Belcher stated she would bring back the list before the Board at the next meeting, February 9, 2016. The Board agreed by consensus for Ms. Belcher to contact the Citizens Advisory Task Force members.

**DONALD STANLEY – PREBLE-RISH – COUNTY ENGINEER**

Mr. Stanley gave the Board an update on ongoing County projects:

1. Cain Road – The contractor is currently working on the shoulders and front slopes as well as installing lime rock road base. There are 51 days remaining on the contract.
2. CR 287 SCOP – The contractor has finished installing shoulder dirt throughout the entire project. The contractor is dressing shoulders in preparation for sod, seed and mulch. The sub-contractor has completed all work associated with the cross drains and inlets. There are 25 days remaining on the contract.
3. Walter Potts Road – The sub-contractor has started construction by removing existing box culverts and water was dammed on the northern side to begin work on the southern side. The sub-contractor has excavated to the required depths, installed well point system and installed sheet piles as well as fill sand. There are 41 days remaining on the contract. Mr. Stanley presented the Board with Change Order #1 from GAC Contractors, Inc. for seven (7) additional calendar days. (Does not change the maximum lane closure days.)
  - ❖ A motion to approve Change Order #1 for seven (7) additional calendar days (does not change the maximum lane closure days) was made by Commissioner Shelton and seconded by Commissioner Flowers. Chairman Brown called for public comment. There were no comments from the public. The motion passed 5-0.

Mr. Stanley presented the Board with a handout of all ongoing FEMA DR 4177 projects noting several of the projects have been completed. Mr. Stanley presented the Board with several change orders for a time extension on several projects. (DR 4177 PW #162, DR 4177 PW #168, DR 4177 PW #169, DR 4177 PW #172, DR 4177 PW #173, DR 4177 PW #182, DR 4177 PW #185 and DR 4177 PW #186)

- ❖ A motion to approve Change Order #1 For DR 4177 PW #169 to extend the completion date to February 28, 2016 (an increase of 96 days) was made by Commissioner Shelton and seconded by Commissioner McDougald. Chairman Brown called for public comment. There were no comments from the public. The motion passed unanimously 5-0.
- ❖ A motion to extend the completion date by Change Order for seven (7) FEMA DR 4177 projects (PWs: 168, 172, 182,162,173,185,186) until April 30, 2016 was made by Commissioner McDougald and seconded by Chairman Brown. Chairman Brown called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

Mr. Stanley advised the Board additional FEMA DR 4177 projects will be advertised and sealed bids opened during the Board meeting on February 9, 2016. Mr. Stanley stated the projects will be for Districts 2, 3 and 5.

Mr. Stanley advised the Board Marianna Hi-Cal, LLC and Dolomite, Inc. have been producing lime rock and the Contractors have to wait in line to pick-up the lime rock.

Mr. Wood advised the Board Mr. Ellis Cook has been notified the timber to be harvested has been marked on John F. Bailey Road. Mr. Wood stated once the ground is dry the timber will be harvested.

**ANGIE SMITH – EMERGENCY MANAGEMENT DIRECTOR**

Ms. Smith presented to the Board for their approval and execution Resolution 2016-1 Correction which authorizes Chairman Brown to execute the LAP agreement for CR 69A Paved Shoulders Phase I Grant Agreement. (This resolution should read construction instead of design.)

**RESOLUTION 2016-1**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF  
CALHOUN COUNTY, FLORIDA, AUTHORIZING THE CHAIRMAN OF THE  
BOARD OF COUNTY COMMISSIONERS TO EXECUTE AND ENTER INTO  
THE “STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION  
LOCAL AGENCY PROGRAM AGREEMENT”**

**WHEREAS**, Calhoun County, Florida, has requested the State of Florida, Department of Transportation, for financial assistance for costs directly related in the construction of the County Road 69A Paved Shoulders Project (Phase I); and,

**WHEREAS**, the State of Florida, Department of Transportation, has agreed to participate in the construction up to the amount of Seven Hundred Six Thousand Three Hundred Dollars (\$706,300.00); and,

**WHEREAS**, the State of Florida, Department of Transportation, requested that Calhoun County enter into a “State of Florida, Department of Transportation, Local Agency Program Agreement”, attached hereto; and,

**WHEREAS**, the “State of Florida, Department of Transportation, Local Agency Program Agreement” requires that a Resolution be passed by the Board of County Commissioners of Calhoun County, Florida, authorizing the Chairman of the Board of County Commissioners of Calhoun County, Florida, to execute and enter into the “State of Florida, Department of Transportation, Local Agency Program Agreement”, attached hereto.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Calhoun County, Florida, as follows:

1. The Chairman of the Board of County Commissioners of Calhoun County, Florida, is authorized to enter into and execute the “State of Florida, Department of Transportation, Local Agency Program Agreement: attached hereto as EXHIBIT “A”.

**DULY PASSED AND ADOPTED** by the Board of County Commissioners of Calhoun County, Florida, this **26<sup>th</sup>** day of **January**, 2016.

- ❖ A motion to adopt Resolution 2016-1 correction was made by Commissioner McDougald and seconded by Commissioner Jones. Chairman Brown called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

Ms. Smith presented to the Board for their approval and execution Resolution 2016-2 Correction which authorizes Chairman Brown to execute the LAP agreement for CR 69A Paved Shoulders Phase II Grant Agreement. (This resolution should read construction instead of design.)

## **RESOLUTION 2016-2**

### **A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF CALHOUN COUNTY, FLORIDA, AUTHORIZING THE CHAIRMAN OF THE BOARD OF COUNTY COMMISSIONERS TO EXECUTE AND ENTER INTO THE "STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION LOCAL AGENCY PROGRAM AGREEMENT"**

**WHEREAS**, Calhoun County, Florida, has requested the State of Florida, Department of Transportation, for financial assistance for costs directly related in the construction of the County Road 69A Paved Shoulders Project (Phase II); and,

**WHEREAS**, the State of Florida, Department of Transportation, has agreed to participate in the construction up to the amount of Four Hundred Twelve Thousand Three Hundred Ninety-Four Dollars (\$412,394.00); and,

**WHEREAS**, the State of Florida, Department of Transportation, requested the Calhoun County enter into a "State of Florida, Department of Transportation, Local Agency Program Agreement", attached hereto; and

**WHEREAS**, the "State of Florida, Department of Transportation, Local Agency Program Agreement" requires that a Resolution be passed by the Board of County Commissioners of Calhoun County, Florida, authorizing the Chairman of the Board of County Commissioners of Calhoun County, Florida, to execute and enter into the "State of Florida, Department of Transportation, Local Agency Program Agreement", attached hereto.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of County Commissioners of Calhoun County, Florida, as follows:

1. The Chairman of the Board of County Commissioners of Calhoun County, Florida, is authorized to enter into and execute the "State of Florida, Department of Transportation, Local Agency Program Agreement: attached hereto as EXHIBIT "A".

**DULY PASSED AND ADOPTED** by the Board of County Commissioners of Calhoun County, Florida, this 26<sup>th</sup> day of January, 2016.

- ❖ A motion to adopt Resolution 2016-2 correction was made by Commissioner McDougald and seconded by Chairman Brown. Chairman Brown called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

Ms. Smith advised the Board a representative from the Department of Emergency Management will be coming Wednesday, January 27, 2016 for the Residential Construction Mitigation Program (RCMP). Ms. Smith stated they will assist in trying to identify some eligible projects.

Ms. Smith asked the Board for their direction regarding the Department of Homeland Security (DHS) 2016 Homeland Security Exercise and Evaluation Program (HSEEP) exercise proposals. Ms. Smith stated Kratos' proposal did not follow the submittal requirements for the following:

- Cost Proposal: a single cost proposal for the facilitation and development of the exercise including all deliverables
- List of References: provide at least two letters of reference from previous clients, preferably governmental entities, receiving this type of deliverable

Ms. Smith stated the concern is for the deliverables, which are required for reimbursement. Mr. John Sieh, representative of Digital Fusion Solutions, Inc., stated they followed the proposal guidelines as stated, "Proposers will coordinate with Calhoun County Emergency Management to develop exercises that meet goals and objectives identified by the exercise planning committee to facilitate the HSEEP exercise." There was further discussion of whether the cost of deliverables was included in Digital Fusion's proposal. Attorney Fuqua stated the Board made a motion during the January 12, 2016 meeting to award the 2016 HSEEP exercise to Digital Fusion Solutions, Inc. The Board agreed by consensus to continue with Digital Fusion Solutions Inc. for the 2016 HSEEP exercise.

Ms. Smith advised the Board she will be hosting the Regional Emergency Management meeting in March 2016.

Ms. Smith asked the Board for their consideration to advertise for a grants position to help facilitate grants for the County. Ms. Smith stated she needs assistance administrating grants for the County. Commissioner Shelton stated he had mentioned during the last Board meeting, January 12, 2016 to offer the SHIP, Weatherization and RCMP program responsibilities to Mr. Jerry Guilford and Ms. Sandy Kelly and advertise for a grants position who can help Ms. Smith with administrating grants for the County. The Board agreed by consensus to bring this back during the Commissioner time for further discussion.

#### **JOE WOOD – DIRECTOR OF OPERATIONS**

Mr. Wood advised the Board it is time to renew the inmate medical insurance for the County. Mr. Wood stated quotes have been received from two (2) insurance companies. Mr. Wood asked the Board to allow Chairman Brown to review the quotes, compare the coverages, and choose the insurer.

- ❖ A motion to approve Chairman Brown to review the quotes, compare the coverages, and choose the insurer was made by Commissioner Flowers and seconded by Commissioner McDougald. Chairman Brown called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

Mr. Wood asked the Board for their permission to allow the Chairman to sign the Property Damage release from Westfield Insurance Company. The County will be paid \$34,643.22 for damages to the guardrail and asphalt on County Road 392. (The County will install the guardrail.)

- ❖ A motion to allow the Chairman to sign the Property Damage release was made by Commissioner Flowers and seconded by Commissioner McDougald. Chairman Brown called for

public comment. There were no comments from the public. The motion passed unanimously 5-0.

Mr. Wood asked for their permission to advertise for the resurfacing of Elijah Morris Road which connects Highway 549 to County Road 69. (To be paid from 01511-46000/District)

- ❖ A motion to advertise for the resurfacing Elijah Morris Road and McCullum Ervin Road was made by Commissioner Flowers and seconded by Chairman Brown. Commissioner Shelton asked if these roads could be included with some of the other projects that have been recently awarded. There was further discussion of having Mr. Stanley check with the Contractors to see if this could be included with those projects. Mr. Stanley stated he would report to the Board at the next Board meeting, February 9, 2016.
- ❖ A motion to table advertising for resurfacing Elijah Morris Road and McCullum Ervin Road until the next Board meeting was made by Commissioner Flowers and seconded by Commissioner McDougald. Chairman Brown called for public comment. There were no comments from the public. The motion passed unanimously 5-0. (To allow Mr. Stanley to report back to the Board on whether these projects can be a change order on an existing project.)

Mr. Wood advised the Board, WFSU, owner of the Frink Tower, would like to sell the Tower because of changing needs, technology changes, and repairs needed. The Road Department, Calhoun County Sheriff Department, Calhoun-Liberty Hospital, Calhoun County School Board and all of the Volunteer Fire Departments use this tower for radio communications. Mr. Wood stated there is an outside entity interested in procuring the tower and a meeting has been set up for Friday, January 29, 2016. Mr. Wood asked the Board for their permission for a representative of the County Commissioners to be present during the meeting. The Board agreed by consensus to allow Commissioner Flowers to be present during the meeting.

Mr. Wood advised the Board a Road Department employee is having surgery and has requested to take time off without pay. Mr. Wood stated the Personnel Policy doesn't allow this for certain reasons. Attorney Fuqua stated the County has a Personnel Policy to cover personnel and every time someone has an issue it shouldn't be brought before the Board for a decision.

- ❖ A motion to continue to follow the Personnel Policy was made by Commissioner Jones and seconded by Commissioner Flowers. Chairman Brown called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

#### **CARLA A. HAND – CLERK OF COURT AND COUNTY COMPTROLLER**

The Clerk advised the Board a Planning Commission meeting has been set for Tuesday, February 23, 2016 at 5:00 p.m. The Clerk asked the Board if the meeting should be moved to 5:30 p.m. Attorney Fuqua stated he has drafted the Ordinance. Attorney Fuqua asked if the vacating of the St. Joe plat will be held during the February 23<sup>rd</sup> Planning Meeting. Since there will be two items on the Planning Commission Agenda the Board agreed by consensus to leave the Planning Commission meeting for Tuesday, February 23, 2016 at 5:00 p.m.

The Clerk advised the Board a representative from Opportunity of Florida will discuss the Port St. Joe Port and ask the Board to send letters of support to our Legislators at a later meeting.

The Clerk asked the Board for permission to approve and for the Chairman to execute the Memorandum of Agreement (MOA) with the Department of Economic Opportunity. The purpose of the MOA is to



document the terms and conditions of the implementation of the Rural Area of Opportunity (RAO), formerly the Rural Area of Critical Economic Concern (RACEC) designation.

- ❖ A motion to approve and authorize the Chairman to execute the MOA with the Department of Economic Opportunity was made by Commissioner McDougald and seconded by Commissioner Flowers. Chairman Brown called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

### **ATTORNEY FUQUA**

Attorney Fuqua advised the Board he is working with Mr. Wood and Mr. Snowden on the road abandonment by the County for the East side of Glory Hill Road to the Scott family. Attorney Fuqua recommended the Board vacate rights to Glory Hill Road instead of a road abandonment. Mr. Wood asked the Board to maintain 60 feet beside Ms. Cathy Brock's property to allow access to her property. Attorney Fuqua stated he would bring the documents to the next meeting, February 9, 2016.

### **COMMISSION TIME**

#### **COMMISSIONER MCDUGALD**

Commissioner McDougald had nothing to report.

#### **COMMISSIONER JONES**

Commissioner Jones advised the Board Mr. James Hawkins, District Four IDA Board representative, has passed away. Commissioner Jones stated he would have another IDA Board nominee at the next Board meeting, February 9, 2016.

#### **COMMISSIONER FLOWERS**

Commissioner Flowers had nothing to report.

#### **CHAIRMAN BROWN**

Chairman Brown advised the Board a decision needs to be made regarding the Grants Administration position. Chairman Brown read aloud the motions made during the last Board meeting, January 12, 2016.

- ❖ A motion to assign Mr. Guilford the SHIP/Weatherization/RCMP grants effective January 27, 2016 was made by Commissioner McDougald and seconded by Commissioner Shelton. Ms. Baker stated it bothers her that the Board has excluded her and Mr. Parrish for the position and make a recommendation for someone who didn't apply for the position. Mr. Parrish stated how can the Board say an applicant is not qualified when the Board didn't administer a construction test. There was further discussion if the County was to administer further testing. Mr. Jackson stated there was discussion before of filling the Grants Administration position in-house. There were no further comments. The motion failed 2-3. (Chairman Brown, Commissioner Flowers and Commissioner Jones opposed)

Mr. Wood asked the Board for their direction as to how to proceed Wednesday morning, January 27, 2016 with the Weatherization auditor and the RCMP representative. Commissioner McDougald stated it is not right to ask Mr. Guilford and Ms. Kelly to keep handling SHIP/Weatherization/RCMP for the County and not give them the positions. There was further discussion if Mr. Guilford needs to pass the Building Inspector tests to conduct inspections for SHIP/Weatherization/RCMP. Ms. Smith stated Mr. Guilford will have to become certified as a Quality Control Inspector (QCI). Ms. Kelly stated a post project inspection is performed by the QCI. Mr. Wood stated they have someone contracted to handle

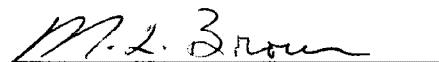
the QCI inspections for the County at this time. Mr. Wood advised the Board there was discussion of not hiring another position but to add additional duties to the positions already within the County. Ms. Baker stated it would probably be best to have Mr. Clemons come back in during the audit to handle any questions that should arise.

- ❖ A motion to assign Mr. Guilford the SHIP/Weatherization/RCMP grants effective January 27, 2016 was made by Chairman Brown and seconded by Commissioner McDougald. Chairman Brown called for public comment. There were no comments from the public. The motion passed 3-2. (Commissioner Flowers and Commissioner Jones opposed)

**COMMISSIONER SHELTON**

Commissioner Shelton asked the Board to consider hiring someone under Ms. Smith to assist with administrating grants for the County. Ms. Smith stated the applicant will need to have experience with grants. Commissioner McDougald asked the Board to table any decision regarding the advertising of a Grants Administration position until the next Board meeting, February 9, 2016. The Board agreed by consensus.

There being no further business, the Chairman adjourned the meeting at 9:01 pm.



MARION "LEE LEE" BROWN, CHAIRMAN

ATTEST:



CARLA A. HAND, CLERK