

**AT A PRE-MEETING WORKSHOP OF THE BOARD OF
COUNTY COMMISSIONERS HELD IN AND FOR
GADSDEN COUNTY, FLORIDA ON FEBRUARY 20, 2018
AT 4:30 P.M., THE FOLLOWING PROCEEDING WAS
HAD, VIZ:**

Present: Brenda Holt, Chair, District 4-arrived late
Dr. Anthony "Dr. V" Viegbesie, Vice Chair, District 2-arrived late
Eric Hinson, District 2-absent
Gene Morgan, District 3
Sherrie Taylor, District 5
Dee Jackson, Interim County Administrator
David Weiss, County Attorney
Marcella Blocker, Deputy Clerk

INVOCATION, PLEDGE OF ALLEGIANCE

Mrs. Jackson asked everyone to stand for the Invocation and Pledge of Allegiance. Kembre Jackson gave the Invocation.

GENERAL BUSINESS

1. DEPARTMENT UPDATES

Mrs. Jackson said there were no Department updates.

2. AGENDA DISCUSSION

Mrs. Jackson explained there would be three presentations tonight at the meeting.

Public Hearing

Item 6-Approval to Transfer Insurance Proceeds for Stevens School from General Fund to Capital Project Fund

She said there will be a public hearing to discuss transfer insurance funds regarding Stevens School from General Funds to the Capital Project Fund and said there had been community meetings at Stevens School to discuss development of the project. She said the committee had decided for the time to restore the current building but that would not be voted on tonight. They will only discuss if the funds should be placed in the General Operating budget for Stevens School and the plans for the building would be brought back at a later time.

Commissioner Morgan asked if she was recommending that the insurance dollars be placed in a specific Capital Projects Fund for Stevens School and she said yes. He asked the amount of money left and she said money left from the proceeds they would stay within those compounds. She said the Committee was asking to change out the floors, lights, etc. and the Building Official could expound on it. She reiterated that was not being discussed tonight, only placing the funds in the Capital Projects Fund.

Mr. Collins explained the committee wanted to use money to renovate the cafeteria. He said they would do a preliminary budget and bring it before the Board for approval.

Item 7-Approval of Contractual Agreement between CenturyLink and Gadsden County

She explained this item would be pulled.

Item 8-Approval of Contract with IFW Security LLC to Provide Security Services at Edward J. Butler Building

She said at a previous meeting the Board approved for them to have security at the entrance door and have placed signs to instruct the public to enter at the door by the elevator by the stairs and a Security person would be stationed at that deck. She said while the Board approved the Security, the contract was to come back before them for approval. She said in the contract, if they were closed they would not get paid or if not satisfied with the company at any time, they could discontinue the contract.

Item 9-Approval of Purchasing A New Fire Truck

Andre Walker explained about the new fire truck they wished to purchase for the Havana Volunteer Fire Department being purchased for \$299,487 via the Florida Sheriff Association-Fire Rescue Vehicles Bid #FSA16-VEF12.0. Mrs. Jackson said \$300,000 was budgeted for this item. Commissioner Morgan asked what research and information was done to determine this was the route to go.. Mr. Walker said they went by which department had the oldest fire truck. Commissioner Morgan asked how they came up with The Sheriff Association to get the truck. Mr. Walker said he got with Allen Meeks and vehicles were usually purchased through the Sheriff Association.

Item 10-2016 Paving Project Phase III-Change Order #3

Curtis Young said this item was reducing the amount by \$99,915.49 and the money would be going back into the paving budget.

Item 11-CR 65B (Old Federal Road) Professional Services

Pulled

Item 12-Bell Road (SCRAP) Professional Services

Justin Ford said this was previously approved in the Agreement with FOT and they have since given the Notice to Proceed so they could begin the design process for the widening and resurfacing of that road.

Item 13-Cooks Landing Road (SCOP)

Mr. Ford said this was the same deal as Bell Road but a different funding source.

Item 14-Amendment to the Contract for the Resurfacing and Reconstruction of Howell Road

Pulled

Item 15-FDOT Grant Cycle

Mr. Ford explained that in years past when they had brought the applications before the Board for consideration, normally there were five: two SCRAP, two SCOP and a CIGP. HE said this year they have gone to one of each. He added if there were any roads the Commissioners wished to add, there was time; the list was not due until the end of March. He said he would like direction by the first meeting in March. Mrs. Jackson said there had been a request to add Dogtown Road and she planned on doing that for the Board to consider tonight. Commissioner Holt asked for a flowchart

and a map. Commissioner Viegbesie said Dogtown Road was now being used as a connector road by the big trucks and there were quite a bit of potholes. He said he traveled that road and counted 41 newly patched holes and were still several that had not been patched.

Item 16-Approval of Resolution No. 2018-002 Amending State Housing Initiatives Partnership Program (SHIP) Local Housing Assistance Plan (Technical Revision) for FY(s) 2014-2015, 2015-2016 and 2016-2017

Sonya Burns explained this proposed Resolution would adopt a technical revision to the LHAP for fiscal years 2014-2015, 2015-2016 and 2016-2017 to include moderate income households as eligible for owner occupied rehabilitation funds. Commissioner Morgan asked how this would be explained to the public. Mrs. Jackson this this would put them in line with what the State standards were for the SHIP money and currently they had been approved with moving forward for 2017 and beyond but was trying to retroactively correct their files so they would coincide with the funding source. Commissioner Morgan asked why they were doing that and Ms. Burns said to correct the technical error, the LHAP that was approved in 2014 did not include moderate income applicants. Commissioner Morgan asked if that meant there were homes funded that should not have been and she said that was correct. He asked if they were changing the standards for that and Mrs. Jackson said the LHAP was their local SHIP policy and previously the County's standards did not fit the State's standards. When they did their audit this year, they recommended that the County fix errors in the local policy that the Board approved so it fit their standards. Commissioner Morgan asked what would happen if this was not approved and Ms. Burns explained there could be a possible repayment because the County's LHAP was not current with Florida Housing Finance requirement. Commissioner Morgan asked why the County's requirements did not mirror the State and Mrs. Jackson said that was a Board decision. Commissioner Morgan said he did not think so, he did not think they would approve anything that did not mirror...Mrs. Jackson said their LHAP had not been updated in a while and was something Staff should have brought before the Board as standards changed at the State level and she took full responsibility for Staff, but those changes in State standards happened some years ago and the County was trying to update theirs so they were in compliance with what the State requested of them. Commissioner Morgan asked how many were affected and was told two houses. He asked the total dollar amount and Ms. Burns said she did not have that information but would get it for him by the meeting. Commissioner Holt asked if everything was in line now and was told yes.

Item 17-Appointment of Commissioner and Alternate to Canvassing Board

Mrs. Jackson said this was for appointment of a Commissioner and an alternate to the County Canvassing Board. Chair Holt said it had to be a Commissioners not running. Commissioner Morgan said if the Chair was up for re-election but had no opposition, she should be the one that did that. Mrs. Jackson said she was not certain if it was a preference or a Statute but the Supervisor of Elections said it was their preference that it be two persons who was not up for re-election this year. Mr. Weiss said it was by Statute it was the Chair unless the Chair was disqualified from them running or support was somehow involved. Commissioner Morgan said if the Chair did not have opposition, it was automatically her. Mr. Weiss said if she was unopposed, she was automatically on the Board. He said if she did have opposition or was somehow involved, they had an Alternate to serve.

Item 18-Software License Agreement

Mrs. Jackson said this was for approval of a software license agreement purchase. Andre Walker said this was for renewal for the software license for EMS for their billing, collection, etc. He said

this was for a one year contract and the fiscal impact was \$2,250.00. Mrs. Jackson asked him to speak to how it would save time and money. He said this was software that was downloaded, they key in the information and it was automatically sent to insurance companies and Medicare for collection and sends information to the State EMS where they keep information as to the types of calls, etc.

3. FOLLOW UP ITEMS

Mrs. Jackson thanked everyone and said she felt this was a benefit to her and to Staff and felt they were better prepared for the 6:00 p.m. meeting. She said the Follow-up Items piece was where the Commissioners could give them work orders, roads or concerns that her Staff could take care of.

Chair Holt said they were trying to get funds from the Legislation for Item 6 and they wanted the property to follow County standards and not below. She asked Mr. Young how things were going on the road across from the Highway Patrol Station and he said he had talked to one of the land owners and was told they were moving along pretty good. He said there were three land owners they were still trying to get in contact with and getting things worked out with.

Chair Holt asked if there was a way that people that would be presenting on the items could be near the front to report.

Chair Holt said wanted to see some perfection on the Policy and Procedures in different areas.

Mrs. Jackson said Staff was currently working on updating certain policies and procedures and they would be making recommendations that would be coming before the Board. She said the next meeting they would have the Travel Policy and there would be others for updates and concerns. She said within the next two weeks the Commissioners would be receiving a survey for feed-back and priorities as far as the Strategic Plan. She said Staff was working on a Comprehensive Strategic Plan that would include goals and was working on years out.

Commissioner Morgan said he thought they would be get updates from different departments and asked about that.

Mr. Collins the Building Department was trying to streamline their permits. He said the Building Permits were pretty much already cloud-based permitting. He added they were getting it to where each contractor would have a log-on and could see their inspections, permitting on-line and even paying on-line for small projects. He said big projects would have to come in and do some hands on work.

He said for an update on the USDA Building- the City has the plans for review and the USDA in Gainesville was reviewing the plans. He said they expected them back any time so they could put them out for bid and was hoping to do that the second week in the month but the plans had not come back yet. Commissioner Morgan asked if they were on schedule and he said yes, they were currently spending money on it. He said he knew it would not be built by June, it would be into their budget year before they were going on that. Commissioner Morgan asked when it was supposed to be completed by and Shep Eubanks said June 30th was the drop-dead date by Department of Ag. He said the guy he had been dealing with, thinks his feeling was once they do have a contract with someone to build it and they see the County was serious and moving forward,

that they knew they were spending money on it and that was good. Mr. Collins said they held the Architect's contract for 364 days and gave it to the County the last day. Commissioner Morgan asked if there were any concerns that they would not receive (inaudible). He was told no, they did not think so. Mrs. Jackson said they do know that sometimes they would hold plans at USDA and she had the privilege to meet the person that was over the Gainesville office and she sent an email to them in hopes they would expedite getting the plans back to get started with it. She said at the last Economic Development retreat, Dr. Perry said the uptick in this County was they had created 315 jobs in the last twelve months and was excited to say they had seen a large increase in permits for housing. Mr. Collins said here had been an uptick in single family homes, which were mostly custom homes, \$200,000-\$500,000 homes. Mrs. Jackson said there were six new businesses that would be moving, she could not say yet who, but one was coming from Jacksonville.

Kembrew said they were trying to streamline the way they were using technology and in the Boardroom they added ports on the floor to make the podium mobile and added an additional screen for Ulysses Jenkins so he could prep materials and information on one side before presenting on the second screen. They had rewired and cleaned up the wires that were on the floor and would be planning on mounting the camera to reclaim more of the floor space and incorporating use of the timer more to be more efficient. He said they also increased the capacity of the equipment they were using since more of the public was using it during the meetings. Commissioner Viegbesie asked if the IT Department was working with the Supervisor of Elections to explore eminent cyber-security to their election system. He said at the last Legislative Day, the Secretary of State sounded an alarm to all Counties about the eminent threat of cyber interference in their elections and he said every County should be prepared against any threats to their elections system. He said it was recommended that the County IT Department work closely with the Supervisor of Elections to explore resources to deal with that. Kembrew said speaking to that aspect, there were certain services in place that no-one could not give 100% guarantee that they could not be hacked, but they had processes in place in services that would allow them to identify if there was intrusion and also had a service that gives them a back-up in the event they were attacked by something such as ransomware. He said with the Supervisor of Elections, they had not had any direction as far as to involve themselves with their network, they were explicitly separate from them.

Commissioner Morgan asked if there were any initiatives going on in the County that the Board should be aware of and Mrs. Jackson said there was a project called Hoover Wood Treatment Products in Havana. Commissioner Morgan said they had received an email regarding that. She said other than that she had no knowledge of. She said she had been working with Commissioner Viegbesie looking for a permanent site for the Veterans' Memorial Monument the Board voted on last year at the Capital Outlay project. She said they were looking at a piece of property that the CRA currently owned and they did not feel that was the best place for that and the original place that was approved by the Board was the Courthouse and would be where the monument would go. She said she had requested quotes from two companies with designs for the monument and plaque and will come before Board prior to purchase for approval. She said even though it was under the threshold that was given to her, she still felt it should come before the Board for approval or modification. Commissioner Morgan asked if the monument would go on Courthouse grounds and she said yes. Commissioner Morgan said no matter the costs, it had to come before the Board. Chair Holt said she was present at the meeting to speak against CRA's and not in favor at the Legislature last year and was not passed and the reason was misuse of funds throughout the State. She said she said those dollars were captured from the County and should be used in that

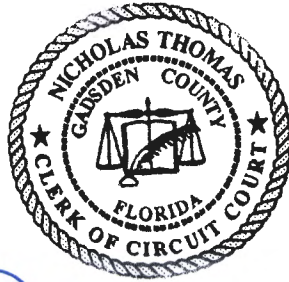
area. She added if it was County funds, the County should have some representation with CRA and she would be fighting right or wrong. She said there was ½ Million in the CRA now.

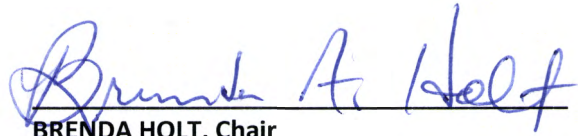
CITIZENS REQUESTING TO BE HEARD ON NON-AGENDA ITEMS

MOTION TO ADJOURN

**THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, THE WORKSHOP WAS
ADJOURNED AT 5:33 P.M.**


GADSDEN COUNTY, FLORIDA





**BRENDA HOLT, Chair
Board of County Commissioners**

ATTEST:



NICHOLAS THOMAS, Clerk