

**AT A WORKSHOP HELD IN AND FOR GADSDEN
COUNTY, FLORIDA ON SEPTEMBER 22, 2025,
AT 6:00 P.M., THE FOLLOWING PROCEEDING
WAS HAD, VIZ:**

Present: Eric Hinson, Chair, District 1
Ronterious Green, Vice- Chair, District 5
Alonzetta Simpkins, District 2
Brenda Holt, District 4
Shawn Wood, District 3
Reginald James, Interim County Administrator
Louis Baptiste, Interim County Attorney
Adriana Quijada, Deputy Clerk

Call to Order, Invocation and Pledge of Allegiance

Chair Hinson called the meeting to order at 6 p.m. Chair Hinson led into a moment of silence and the Pledge of Allegiance.

Citizens Requesting to be Heard on Non-Agenda Items (3-minutes Limit)

The Gadsden County Board of County Commissioners welcomes and encourages public participation at all meetings of the Board. Citizens are free to speak for up to three (3) minutes on non-agenda items. Public comments and participation are also encouraged for items on the agenda. Additionally, if you are unable to attend a meeting in person, comments from the Public can also be submitted via email to CitizensToBeHeard@gadsdencountyfl.gov until noon on the date of the meeting. Comments submitted after the deadline, but prior to the meeting, will be added to the official record, but the County cannot guarantee that Commissioners and staff will have adequate time to review comments prior to the meeting. Citizens are further encouraged to participate on the County's website at www.gadsdencountyfl.gov.

Chair Hinson read aloud the above statement.

Commissioner Green appeared at 6:02 p.m.

5. GENERAL BUSINESS

5.a. Discussion on Architectural and Engineering Services

Mr. James presented the above item and asked for Mr. Yarborough and Mr. Rutherford to appear before the board. Chair Hinson stated they have nothing in front of them to look at and asked to go into recess to give staff time to bring them the information.

Chair Hinson recessed the workshop at 6:15 p.m. and resumed at 6:26 p.m.

Brian Yarborough, Architect, and William Rutherford, Owner, appeared to discuss projects. Mr. Rutherford stated they are working on the EMS building, the Chattahoochee NPCF, the Havana Library and Public Safety Facility.

Mr. Yarborough stated for the EMS building, drawings were completed and they have been submitted to Commerce for approval. They are working with Ms. Sheree on the RFQ for construction manager.

For the Chattahoochee library, schematic plans have been provided to Ms. McGlenn. Then, they will get documents prepared for bidding. For the Havana Medical Center edition, they just had the hazardous material test performed on that building and the results came back good, so they can move forward with the design.

Commissioner Simpkins asked about the time frame for the Havana center. Mr. Yarborough stated for both Havana and Chattahoochee they are shooting to have documents done by mid to end November.

Commissioner Green stated most of their concerns is due to the plethora of projects they have and they want to make sure they are comfortable with meeting the deadlines. Mr. Yarborough stated they will have the documents done on time; the EMS building was done on their side.

Commissioner Holt stated they need a calendar from the administrator to tell them where they are. Commissioner Wood stated he has not really seen anything in Chattahoochee and it was concerning, but he had faith in them.

Commissioner Simpkins asked if they could push to the beginning or middle of November for the Havana design completion. Mr. Yarborough stated yes, they could push it as fast as they can.

Mr. Rutherford stated for the Public Safety Complex, they have a plan for EOC already completed. He mentioned connecting the building to the Sheriff's Office and they have submitted a conceptual floor plan to Colonel Collins to see if it would work. They have requested a few changes and they are in the process of updating the floor plan. Within the next week, they plan on having the conceptual floor plan put together and they could give them timelines.

Commissioner Simpkins asked about the timeframe before they could put out bids. Mr. Rutherford stated about 5 months to put documents together. It would take about 45 days for it to be advertised for bids.

Commissioner Holt asked about the deadline for the complex. Mr. Rutherford stated it will take about 12 or 14 months to build it, 2 months to advertise and hire a construction manager, 5 months to get documents ready. Mr. Baptiste mentioned that he will get a timeline on each grant agreement expiration date.

Commissioner Green asked if the numbers he is seeing are real dates or could they be off a little. Ms. McGlenn appeared and stated they are real dates, they received estimates from their construction team and also met with the contractors regarding these dates. While these are real dates, they know that things come up along the way like bad weather.

Commissioner Simpkins stepped out at 7:14 p.m.

Commissioner Holt stepped out at 7:20 p.m.

Bret Hammond from Hammond Architects appeared regarding the Boys & Girls Club. Chair Hinson stated they need to make sure to have a meeting with the City of Quincy to make sure this is something they want to do.

Commissioner Simpkins returned at 7:20 p.m.

Commissioner Holt returned at 7:21 pm.

Mr. James stated they submitted a request to the City of Quincy to have a special meeting but they have not heard back from them yet. Mr. Baptiste stated he has drafted a letter for the City of Quincy and they plan on attending the city meeting tomorrow to request for this to be added to their agenda. He stated he and Mr. Morris had reached out and found out the cost associated with dividing that lot and developing a new parcel ID number. Then, they City of Quincy can transfer that parcel to the county. They also received a cost estimate on what it may cost and his proposal was to let the City of Quincy know that the county would cover that cost of the transfer, which was a small cost under \$3,500.

Commissioner Holt asked if the city voted to give them that property or not. Mr. Baptiste stated the city voted to authorize Attorney Roberts to work with him on coming back to them with a plan. They have not officially voted to give them the property but they voted to evaluate the next steps in giving that property to them. Mr. Hammond stated the site was crucial and impacts the design.

5.b. Discussion on Prescription Assistance Medical Service Request

Mr. James requested to pull from the agenda item 5.b., Discussion on PAMS Request. Commissioner Holt asked what the holdup was.

Mr. Baptiste stated he communicated with the organization regarding the structure of their board and from the minutes he received from the previous administrator, it has been rectified. The budget office provided him a list of the money that was paid through the PAMS program, and it was initially set up for \$6,760 to go out each month. Finance recorded a total of 141 payments, totaling \$953,000. The last payment recorded was from March 2023. The money that was going through PAMS was not a reimbursement mechanism. He stated today, he will not issue a legal opinion on this and hopefully could provide legal information in the next meeting. Commissioner Holt stated they need to come back with a contract for PAMS.

Commissioner Wood stated for them to have a solution to this by their October 7 meeting. Commissioner Simpkins stated prior conversation needs to be had with the health department prior to their next regular meeting.

6. Motion to Adjourn

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, CHAIR HINSON DECLARED THE WORKSHOP ADJOURNED AT 7:39 PM.

GADSDEN COUNTY, FLORIDA

**ERIC F. HINSON, Chair
Board of County Commissioners**

ATTEST:

NICHOLAS THOMAS, Clerk