

**JASPER COUNTY COUNCIL  
ADMINISTRATIVE SERVICES COMMITTEE  
CONFERENCE ROOM  
MARCH 21, 2007  
10:00 A.M.**

**OFFICIALS PRESENT:**

CHAIRMAN- GLADYS JONES, COUNCILMAN- GEORGE HOOD, ADMINISTRATOR- ANDREW FULGHUM, DEP. ADM. OF ADM. SERVICES – RONNIE MALPHRUS, HR DIRECTOR- GLORIA LUCAS AND CLERK TO COUNCIL – JUDITH FRANK

IN ACCORDANCE WITH THE FREEDOM OF INFORMATION ACT THE ELECTRONIC AND PRINT MEDIA WERE NOTIFIED.

DURING PERIODS OF DISCUSSION AND/OR PRESENTATIONS MINUTES ARE TYPICALLY CONDENSED AND PARAPHRASED.

COUNCILMAN HOOD COMMENTED THAT HE GAVE A PRESENTATION TO THE HISTORICAL SOCIETY AT THE HOLY TRINITY CHURCH AND HE USED INFORMATION PROVIDED BY HARDEEVILLE. COUNCILMAN HOOD SAID HE FELT THE COUNTY AND RIDGELAND NEED TO PROVIDE THE SAME TYPE OF INFORMATION. MR. FULGHUM SAID THAT MR. MOYD HAS BEEN TASKED WITH KEEPING THE COUNTY'S REPORT UP TO DATE. CHAIRMAN JONES SAID THAT THE COUNTY NEEDED TO FOLLOW THROUGH AND START THE JOINT MEETINGS WITH THE MUNICIPALITIES AGAIN.

**HOSPITAL:**

CHAIRMAN JONES AND COUNCILMAN HOOD REQUESTED THAT MR. FULGHUM HAVE A COMMERCIAL APPRAISAL DONE ON THE LOW COUNTY GENERAL HOSPITAL AS SOON AS POSSIBLE. MR. FULGHUM SAID HE REQUESTED A CONTRACT FROM AGAPE SENIOR AND ALSO SOME FINANCIAL DATA.

**WORKER'S COMP. CLAIMS AND INSURANCE:**

CHAIRMAN JONES ASKED ABOUT THE WORKERS' COMPENSATION CLAIMS. MS. LUCAS SAID THAT THERE WERE NO CLAIMS LAST MONTH; HOWEVER, THERE WERE A FEW THIS MONTH. CHAIRMAN JONES ASKED IF PEOPLE WERE BEING INVESTIGATED AS TO THE VALIDITY OF THE CLAIMS. MS. LUCAS SAID THE HR DEPARTMENT DID THE INVESTIGATING AND REPORTED TO THE INSURANCE COMPANY. CHAIRMAN JONES ASKED IF ANYONE WAS FOLLOWING UP SINCE A LOT OF INDIVIDUALS WHO HAVE BEEN PAID SETTLEMENTS ARE OUT WORKING AND THEY ARE NOT DISABLED. MS. LUCAS SAID THE HR DEPARTMENT DID NOT DO THAT AND SHE DIDN'T THINK INSURANCE CARRIERS DID IT EITHER. COUNCILWOMAN JONES ASKED ABOUT AN INDIVIDUAL OUT ON WORKERS' COMPENSATION AND MR. FULGHUM SAID IT NEEDED TO BE DISCUSSED IN EXECUTIVE SESSION. CHAIRMAN JONES ASKED IF THE COUNTY'S INSURANCE COSTS WERE DETERMINED BY THE NUMBER OF CLAIMS ACROSS THE STATE. MR. MALPHRUS SAID THE HEALTH INSURANCE THIS YEAR IS BEING EVALUATED BY COUNTY AND THIS YEAR THERE MAY NOT BE AN INCREASE. CHAIRMAN JONES ASKED ABOUT OFFERING THE EMPLOYEES AN INCENTIVE IF THEY DO NOT USE THEIR SICK TIME OR INSURANCE. MR. FULGHUM SAID PERHAPS THE EMPLOYEES WHO DO NOT NEED THE COUNTY'S INSURANCE COULD BE OFFERED \$100.00 PER MONTH IF THEY DO NOT TAKE THE INSURANCE.

**NEW POSITIONS:**

MS. LUCAS SAID THAT THE HR GENERALIST POSITION AND THE ASSESSOR'S POSITION ARE BEING POSTED ON THE WEBSITE AND WILL BE IN THE PAPERS THIS WEEK. CHAIRMAN JONES SAID SHE FELT THE ASSESSOR'S OFFICE NEEDED MORE HELP. MR. FULGHUM SAID THAT IT WAS BEING ADDRESSED IN THE BUDGET.

**PERSONNEL POLICY:**

MS. LUCAS SAID SHE HAS FOLLOWED UP WITH A LETTER TO ATTORNEY EDWARDS AND MS. EDWARDS RESPONDED THAT THE POLICY SHOULD BE BACK TO THE COUNTY THIS WEEK.

**MAGISTRATE'S INSURANCE:**

THE COMMITTEE DISCUSSED THE MAGISTRATES. MR. MALPHRUS SAID THE MAGISTRATES THAT WERE WORKING 30 HOURS PER WEEK THOUGHT THAT THEY WOULD QUALIFY FOR INSURANCE. MR. MALPHRUS SAID THE STUDY DONE BY MGT SAID EMPLOYEES QUALIFY FOR INSURANCE IF THEY WORK 40 HOURS PER WEEK. MS. LUCAS SAID THE NEW PERSONNEL POLICY ALSO STATES 40 HOURS PER WEEK. IT WAS THE CONSENSUS OF THE COMMITTEE THAT THE MAGISTRATES WORKING 30 HOURS PER WEEK DO NOT QUALIFY FOR INSURANCE. CHAIRMAN JONES ASKED ABOUT A MAGISTRATE'S SUSPENSION AND MR. FULGHUM SAID THAT NEEDED TO BE DISCUSSED IN EXECUTIVE SESSION.

**CHANGE OF PAY PERIOD ENDING DATE:**

THE COMMITTEE DISCUSSED THE HOLDING OF ONE WEEK'S PAY SO THAT THE HR DEPARTMENT CAN PROCESS THE TIMECARDS IN A TIMELY MANNER. CURRENTLY THE TIME CARDS ARE DUE ON MONDAY AND THE PAYROLL MUST BE COMPLETED AND REPORTED TO THE BANK ON WEDNESDAY. MR. MALPHRUS SAID THAT SINCE AUGUST HAS 3 PAY PERIODS, THE ONE WEEK WOULD BE HELD BACK AT THAT TIME, THUS THE CARD WOULD ACTUALLY BE TO PAYROLL A WEEK BEFORE THE CHECKS WOULD BE ISSUED. CHAIRMAN JONES SAID SHE FELT THE EMPLOYEES NEEDED TO BE NOTIFIED AS SOON AS POSSIBLE SO THAT THEY COULD START PREPARING FOR THAT WEEK BEING HELD BACK. MR. MALPHRUS SAID THAT THEY PLANNED TO LET PEOPLE USE VACATION TIME TO COVER THE SHORTAGE IN THE PAYCHECK IF THE EMPLOYEE HAS VACATION TIME AVAILABLE. MS. LUCAS SAID THAT WILL EFFECT THE NEW HIRES AND ASKED THAT PERHAPS THEY COULD BE ADVANCED VACATION HOURS.

**ICMA – 457 ACCOUNTS:**

THE COMMITTEE DISCUSSED THE ICMA PLAN FOR THE COUNTY COUNCIL AND CHAIRMAN JONES ASKED MR. MALPHRUS TO DISCUSS THIS PROGRAM WITH THE OTHER COUNCIL MEMBERS WHO MAY NOT NEED THE COUNTY'S INSURANCE SO THAT THEY COULD TAKE ADVANTAGE OF THIS PROGRAM..

**EXECUTIVE SESSION:**

MR. FULGHUM REQUESTED THAT THE COMMITTEE GO INTO EXECUTIVE SESSION TO DISCUSS THE PERSONNEL RECOMMENDATIONS, THE PERSONNEL ISSUES IN THE BUILDING DEPARTMENT, AND THE MAGISTRATE ISSUE. THE COMMITTEE AGREED TO GO INTO EXECUTIVE SESSION. PRESENT IN EXECUTIVE SESSION WERE MR. FULGHUM, MR. MALPHRUS, MS. LUCAS AND THE COUNCIL COMMITTEE. THE COMMITTEE WENT INTO EXECUTIVE SESSION AT 10:55 P.M.

**RETURN FROM EXECUTIVE SESSION:**

THE COMMITTEE RETURNED FROM EXECUTIVE SESSION AT 12:10 P.M.

**EXSCHEATMENT PROCESS – CLERK OF COURT**

MR. MALPHRUS SAID THAT HE SPOKE WITH SOLICITOR STONE AND ON THE CURRENT BONDS, \$43,000.00 HAS BEEN DONE SO FAR AND THAT THE COUNTY WOULD GET 50% OF THOSE BONDS.

MR. DUFFY SAID HE WOULD ASSIGN A STAFF ATTORNEY TO GET STARTED WITH MS. BOSTICK ON THE OLD BONDS AND TRY TO GET THEM SETTLED.

**TRAFFIC TEAM FINES – MAGISTRATE COURT:**

MAGISTRATE SYSTEM CANNOT BREAK FINES DOWN BY DEPARTMENT, BUT THAT THEY ARE GOING TO SCHEDULE THE COUNTY'S CASES ON A SEPARATE DAY AND THEY MAY BE ABLE TO TRACK THE FINES THAT WAY.

THE COUNTY GETS TO KEEP 40% OF THE FINES AND THE REST GOES TO THE STATE.

**ASSESSOR'S DATA:**

MR MALPHRUS SAID THAT HE AND MR. FULGHUM AGREED THAT THE MILLAGE SHOULD BE SET DURING THE BUDGET PROCESS SO THE COUNCIL CAN KNOW HOW IT IS GOING TO AFFECT THE CITIZENS. MR. MALPHRUS SAID THE ASSESSOR'S OFFICE IS ALMOST DONE WITH THE NEW CONSTRUCTION SO THEY SHOULD BE ABLE TO HAVE THE NUMBERS TOGETHER.

**REVENUE EXPENSE REPORT:**

MR. MALPHRUS HANDED OUT THE REVENUE EXPENSE REPORT TO REVIEW AND COMMENTED THAT A BUDGET AMENDMENT WILL BE NECESSARY DUE TO THE OVERAGE IN THE VEHICLE MAINTENANCE LINES IN EMERGENCY SERVICES AND ROADS AND BRIDGES. COUNCILMAN HOOD ASKED ABOUT OVERTIME AND MR. MALPHRUS SAID THAT SOME DEPARTMENTS WERE OVER BUDGET, BUT OTHERS WERE NOT AND IT SHOULD BALANCE OUT.

**OFF-SITE DATA BACKUP CONTRACT:**

MR. MALPHRUS SAID THAT THE CONTRACT SIGNED BY THE COUNTY FOR OUTSIDE BACKUP OF THE COUNTY'S COMPUTERS WAS BASED ON 25 GB AND IT HAS BEEN WAY OVER THAT AMOUNT. MR. FULGHUM EQUATED IT TO A CELL PHONE AND USING MORE MINUTES THE CONTRACT ALLOWED. MR. MALPHRUS SAID THAT WHEN STEVEN MALPHRUS AND *IT* ESTIMATED THE AMOUNT IT WAS NOT ENOUGH AND THEY HAVE CUT BACK TO THE BARE BONES WHAT IS BEING BACKED UP. THE ORIGINAL CONTRACT WAS ABOUT \$4,000.00-\$5,000.00. MR. MALPHRUS SAID THE COUNTY HAS PAID \$12,000.00-\$15,000.00 IN OVERAGE CHARGES. MR. MALPHRUS ASKED THAT THE COMMITTEE RECOMMEND TO COUNCIL TO DO A NEW CONTRACT FOR 150 GB AT A COST OF ABOUT \$19,440.00 AND IF THEY WOULD RENEW RIGHT AWAY THE COMPANY WOULD GIVE A DISCOUNT OF \$2,745.00. THE COMMITTEE ASKED MR. MALPHRUS TO BRING THIS BEFORE COUNCIL DURING HIS ADMINISTRATOR'S REPORT AT THE NEXT COUNCIL MEETING.

**SALE/USE TAX AUDIT \$22,296.00:**

MR. MALPHRUS EXPLAINED THAT THE SC IRS AUDITED THE COUNTY'S USE TAX FOR THREE YEARS (2004, 2005, 2006). MR. MALPHRUS SAID THAT THE COMPANIES IN THE STATE WERE RESPONSIBLE TO COLLECT THE SALES TAX. COMPANIES OUTSIDE OF THE STATE DID NOT HAVE TO COLLECT THE SALES TAX, HOWEVER, SOME OF THE COMPANIES DO COLLECT IT. THE AUDITOR EXPLAINED THAT THE COMPANIES IN THE STATE ONLY HAD TO COLLECT THE STATE'S PORTION AND NOT THE LOCAL AND SPECIAL OPTION TAXES. BASED ON THE BELIEF THAT THE SOUTH CAROLINA COMPANIES WERE COLLECTING ALL THE TAXES, OUR REPORTS WERE INCORRECT AND THE COUNTY OWED \$22,296.00 WHICH WAS BASICALLY THE 2% FOR THE LOCAL OPTION SALES TAX AND THE SPECIAL LOCAL OPTION SALES TAX. THE AMOUNT LISTED COVERS THE TAXES OWED PLUS INTEREST. THE AUDITOR SAID MOST OF THE 2% WOULD COME BACK TO THE COUNTY SINCE THEY WERE LOCAL TAXES. MR. MALPHRUS SAID THAT IT COULD BE PAID NOW OR HE COULD APPLY FOR AN EXTENSION, HOWEVER, BY WAITING UNTIL THE NEXT BUDGET YEAR AN ADDITIONAL INTEREST. THE COMMITTEE SAID THAT THEY WOULD RECOMMEND PAYING IT NOW AND ADD IT TO THE BUDGET AMENDMENT.

**CLOSE HOSPITAL ACCOUNT AND MOVE FUNDS TO COMMERICAL DEVELOPMENT:**

MR. MALPHRUS SAID THAT THE AUDITORS RECOMMENDED CLOSING THE HOSPITAL ACCOUNT AND PUTTING THE FUNDS INTO THE COMMERICAL DEVELOPMENT ACCOUNT. MR. MALPHRUS SAID THAT THERE WAS ABOUT \$43,000.00 IN THE HOSPITAL ACCOUNT. MR. FULGHUM SUGGESTED CLOSING THE DEVELOPMENT BOARD ACCOUNT AND PUTTING IT IN THE COMMERICAL DEVELOPMENT ACCOUNT. MS. HONEY JOHNSON HAS THE CHECKBOOK FOR THIS ACCOUNT. MR. MALPHRUS SAID THAT ACCOUNT HAD ABOUT \$35,000.00 IN IT. THE COMMITTEE ASKED MR. MALPHRUS TO COVER THIS UNDER THE ADMINISTRATOR'S REPORT AND THE COMMITTEE WOULD RECOMMEND APPROVAL.

MR. MALPHRUS SAID THAT MS. MACK-HUFF NOTIFIED HIM AND SAID THAT THE SCHOOL DISTRICT RECEIVED A LETTER FROM THE STATE DEPARTMENT OF EDUCATION STATING THAT DUE TO THE COUNTY'S PAYING ABILITY, THEY CUT THE SCHOOLS BUDGET BY ONE MILLION DOLLARS. MR. MALPHRUS SAID HE WOULD CHECK INTO THIS AND REPORT BACK TO THE COMMITTEE IN APRIL.

THE MEETING ENDED AT 12:35 P.M.

RESPECTFULLY SUBMITTED BY:

APPROVED BY:

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JUDITH M. FRANK, CCC

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GLADYS JONES, CHAIRMAN

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DR. GEORGE M. HOOD, COUNCILMAN