



**JASPER COUNTY COUNCIL
COUNCIL CHAMBERS CONFERENCE ROOM
ADMINISTRATIVE SERVICES COMMITTEE**

**358 THIRD AVE.
RIDGELAND, SC 29936
OCTOBER 6, 2009
1:00 P.M.**

MINUTES

OFFICIALS PRESENT:

HENRY ETHERIDGE, COMMITTEE CHAIRMAN
DR. GEORGE HOOD, COMMITTEE MEMBER

STAFF PRESENT:

ANDREW FULGHUM, ADMINISTRATOR
JUDITH FRANK, CLERK TO COUNCIL
MARVIN JONES, ATTORNEY.

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.

CALL TO ORDER:

COMMITTEE CHAIRMAN ETHERIDGE CALLED THE MEETING TO ORDER AT 1:00 P.M.

PLEDGE OF ALLEGIANCE:

COMMITTEE CHAIRMAN ETHERIDGE LED THE PLEDGE OF ALLEGIANCE.

INVOCATION:

COMMITTEE CHAIRMAN ETHERIDGE OFFERED THE INVOCATION.

EXECUTIVE SESSION:

THE COMMITTEE WENT INTO EXECUTIVE SESSION TO DISCUSS DISCUSSION OF EMPLOYMENT, APPOINTMENT, COMPENSATION, PROMOTION, DEMOTION, DISCIPLINE, OR RELEASE OF AN EMPLOYEE, A STUDENT, OR A PERSON REGULATED BY A PUBLIC BODY OR THE APPOINTMENT OF A PERSON TO A PUBLIC BODY; HOWEVER, IF AN ADVERSARY HEARING INVOLVING AN EMPLOYEE OR CLIENT IS HELD, THE EMPLOYEE OR CLIENT HAS THE RIGHT TO DEMAND THAT THE HEARING BE CONDUCTED PUBLICLY. NOTHING CONTAINED IN THIS ITEM SHALL PREVENT THE PUBLIC BODY, IN ITS DISCRETION, FROM DELETING THE NAMES OF OTHER EMPLOYEES OR CLIENTS WHOSE RECORDS ARE SUBMITTED FOR USE AT THE HEARING.

RETURN TO REGULAR SESSION:

THE COMMITTEE RETURNED TO REGULAR SESSION; NO ACTION TAKEN.

MONTHLY REPORTS:

FINANCE DEPARTMENT

UPDATE AND BALANCE OF ALL COUNTY BANK ACCOUNTS –REVIEW OF ALL COUNTY BANK STATEMENTS FOR THE MONTH OF AUGUST; REVIEW ALL CHECKS AND INVOICES PAID TO ALL OUTSIDE LEGAL FIRMS 2008-2009, 2009-2010 BUDGET YEARS AND STATUS OF ALL CASES; UPDATE ON AMOUNTS IN ALL COUNTY FUND ACCOUNTS ON SEPT. 1, 2009; UPDATE OF ALL OUTSIDE FINANCING, LOANS AND DEBTS; UPDATE ON TIMBER IN HARDEEVILLE; UPDATE ON ALL VEHICLES THAT WERE REPLACED IN THIS YEAR’S BUDGET STATUS OF WORKERS AT THE COURTHOUSE; TOTAL FUNDS TO CHAMBER OF COMMERCE – DUES, A-TAX, DONATIONS- JANUARY, 2009- PRESENT:

COMMITTEE CHAIRMAN ETHERIDGE ASKED WHY SPECIFICS WERE NOT LISTED ON THE CHECKS TO THE OUTSIDE ATTORNEYS. COMMITTEE MEMBER HOOD ASKED IF THEY BILL IN 15 MINUTE INCREMENTS. COMMITTEE MEMBER HOOD SAID THAT ALL EMPLOYMENT MATTERS MUST GO TO ATTORNEY JONES AND THEN ATTORNEY JONES WOULD DECIDE IF AN OUTSIDE ATTORNEY NEEDED TO BE CONTACTED. COMMITTEE MEMBER HOOD SAID HE DID NOT WANT ANY EMPLOYEES PICKING UP THE PHONE AND CALLING OTHER ATTORNEYS. MR. FULGHUM SAID THAT A LOT OF THE EXPENSES DEALT WITH THE PERSONNEL POLICY AND THE SURVEY DONE BY CHRIS JOHNSON. COMMITTEE MEMBER HOOD AND COMMITTEE CHAIRMAN ETHERIDGE AGREED THAT THE STUDY DONE BY MR. JOHNSON WAS A WASTE OF TIME AND MONEY. MR. FULGHUM SAID THAT IF MR. JOHNSON IS CONTACTED, IT IS ABOUT AN INDIVIDUAL OR INCIDENT AND NOT JUST SOMETHING GENERIC. COMMITTEE CHAIRMAN ETHERIDGE SAID THEY STILL NEED TO DISCUSS IT WITH ATTORNEY JONES. MR. MALPHRUS SAID THEY USUALLY CALL HIM FIRST FOR AN OPINION AND HE WOULD DIRECT THEM TO CALL ATTORNEY JOHNSON. ATTORNEY JONES SAID THAT A LOT OF THE BILLS ARE DUE TO BACK AND FORTH CALLS FROM THE EEOC TO MAKE SURE THEY HAVE ALL THE INFORMATION. MR. JONES SAID THAT THERE ARE FILE NUMBERS ON THE BILLS AND THE ATTORNEY’S OFFICE CAN TELL YOU WHAT THE BILL RELATED TO. MR. MALPHRUS ADDED THAT THERE IS NO FILE NUMBER FOR EVERY LITTLE THING. MR. JONES SAID THAT THE ATTORNEY’S OFFICE WOULD HAVE A MISCELLANEOUS FILE NUMBER FOR THOSE ITEMS.

COMMITTEE CHAIRMAN ETHERIDGE ASKED ABOUT ANY LITIGATION THAT THE COUNTY IS INVOLVED IN AND HE ASKED ABOUT THE STATUS OF CASE INVOLVING EVELYN LEE. MR. MALPHRUS SAID THAT THEY WERE IN LITIGATION AND THEY WOULD NEED TO GO INTO EXECUTIVE SESSION TO DISCUSS THOSE CASES. MR. JONES SAID THAT THE COUNCIL WOULD BE GETTING A WRITTEN UPDATE ON ALL THE COUNTY CASES INCLUDING THE ONES THE INSURANCE RESERVE FUND ARE HANDLING.

COMMITTEE CHAIRMAN ETHERIDGE ASKED ABOUT THE BANK ACCOUNTS. COMMITTEE CHAIRMAN ETHERIDGE SAID THAT HE THOUGHT THAT IF

MONEY WAS DESIGNATED FOR A PARTICULAR USE, IT SHOULD STILL BE IN THE ACCOUNT. COMMITTEE CHAIRMAN ETHERIDGE SAID THAT THOSE FUNDS ROLLED OVER INTO THE GENERAL FUND ACCOUNT AND WERE SPENT. COMMITTEE CHAIRMAN ETHERIDGE SAID THOSE FUNDS NEED TO BE REPLACED. MR. MALPHRUS SAID THAT THERE WAS \$700,000.00 IN A FUND, BUT THERE IS NO BANK ACCOUNT FOR THAT FUND WITH THAT MONEY. MR. MALPHRUS SAID IN THE PAST, THEY HAD SEPARATE ACCOUNTS, HOWEVER, NOW THERE IS ONLY ONE BANK ACCOUNT AND THE MONEY IS TRACKED BY FUNDS. MR. FULGHUM SAID THAT BY HAVING THE MONEY ALL IN ONE PLACE, INTEREST IS BEING MADE ON ALL THE FUNDS AND HOWEVER THE GRANTOR WANTS THINGS DONE, THAT IS HOW IT IS DONE. MR. MALPHRUS SAID THE ONLY OTHER ACCOUNT IS THE ONE WITH THE 1% TAX THAT WAS COLLECTED TO BUILD THE DETENTION CENTER. COMMITTEE CHAIRMAN ETHERIDGE ASKED IF THE TREASURER HAD ANY MONEY INVESTED. COMMITTEE CHAIRMAN ETHERIDGE SAID THAT ANY DESIGNATED MONEY SHOULD STILL BE IN THE GENERAL ACCOUNT AND HE DID NOT UNDERSTAND HOW THEY CAN SPEND THOSE DESIGNATED FUNDS WITHOUT COUNCIL APPROVAL. MR. FULGHUM SAID THAT WITH THE CHANGE IN EMPLOYEES WHO NEED TO SIGN THE CHECKS, THE ACCOUNTS NEEDED CLEANED UP. COMMITTEE MEMBER HOOD SAID THAT HE HOPED TAX MONEY WOULD START COMING IN. MR. MALPHRUS SAID THAT THE FUND ACCOUNTS SHOW THE BALANCES IN EACH OF THEM. COMMITTEE CHAIRMAN ETHERIDGE SAID THEY DON'T HAVE ANY MONEY IN THEM. COMMITTEE MEMBER HOOD SAID HE DID NOT MIND ONE ACCOUNT, BUT EACH FUND NEEDS TO BE KEPT UP AND DESIGNATED MONEY SHOULD NOT BE USED.

COMMITTEE CHAIRMAN ETHERIDGE ASKED ABOUT LOANS AND DEBTS. MR. MALPHRUS SAID THAT THERE ARE BANS, A LOAN FOR THE BUTTERFLY KINGDOM ROAD AND THE TAX ANTICIPATION NOTE. COMMITTEE CHAIRMAN ETHERIDGE ASKED ABOUT THE FUNDS FOR THE FIRE TOWER ROAD FIRE STATION. MR. MALPHRUS SAID THAT THE MONEY WAS IN THE COMMERCIAL DEVELOPMENT FUND AND IT WAS BUDGETED FOR THE FIRESTATION, BUT THE STATION DID NOT GET BUILT. MR. MALPHRUS SAID THE COUNTY BORROWED MONEY AND DID NOT MOVE THE MONEY FROM THE COMMERCIAL DEVELOPMENT ACCOUNT, BUT THEY USED IT TO PAY OFF THE LOAN.

MR. MALPHRUS SAID THAT HE MET WITH MR. BOYLES AND JOHNNY DAVIS REGARDING THE TIMBER AT SGT. JASPER PARK. THE TIMBER IN THE PARK NEEDS TO BE MARKED BEFORE IT CAN BE CUT. MR. BOYLES RECOMMENDED JEFF RICHARDSON TO DO THE MARKING. MR. MALPHRUS SAID THAT HE WOULD CONTACT MR. RICHARDSON FOR A PRICE AND THAT NO AREAS WERE GOING TO BE CLEAR CUT.

COMMITTEE CHAIRMAN ETHERIDGE ASKED ABOUT THE COUNTY VEHICLES. MR. MALPHRUS SAID THE SURPLUS VEHICLES/EQUIPMENT ALL SOLD EXCEPT FOR ONE MOWER. COMMITTEE MEMBER HOOD ASKED ABOUT THE EXCURSION AND MR. MALPHRUS SAID IT WAS AT PUBLIC WORKS. COMMITTEE MEMBER HOOD ASKED IF A DECAL WAS PUT ON IT AND MR. MALPHRUS SAID HE WAS NOT SURE. COMMITTEE MEMBER HOOD SAID

THAT ALL COUNTY VEHICLES SHOULD HAVE A DECAL. MR. FULGHUM SAID THAT THERE MAY BE TIMES WHEN THEY WOULD NOT WANT A DECAL ON THE VEHICLE AND ONE THE NEW SUV DOES NOT HAVE A DECAL. IT WAS THE CONCENSUS OF THE COMMITTEE THAT ALL COUNTY VEHICLES HAVE DECALS.

COMMITTEE CHAIRMAN ETHERIDGE SAID HE WAS STILL GETTING COMPLAINTS ABOUT THE WORKERS AT THE COURTHOUSE. MR. FULGHUM SAID THAT MOST CONTRACTORS COME UNDER THE AIA CONTRACT AND THEY ARE REQUIRED TO MAKE SURE ALL THE WORKERS ARE LEGAL AND THEY NEED TO HAVE LETTERS FROM THE SUB-CONTRACTORS THAT ALL THEIR WORKERS ARE LEGAL. MR. FULGHUM SAID THAT THEY HAVE TO GO THROUGH THE FEDERAL CERTIFICATION PROCESS.

COMMITTEE CHAIRMAN ETHERIDGE COMMENTED THAT THE COUNTY HAS FUNDED \$136,931.00 TO THE CHAMBER OF COMMERCE THIS YEAR. COMMITTEE CHAIRMAN ETHERIDGE ASKED WHAT DO THEY PAY FOR BESIDES SALARIES. MR. MALPHRUS SAID THAT THEY PAY FOR BILL BOARDS, EVENTS, ADVERTISING, WEBSITE AND OTHER ITEMS. COMMITTEE CHAIRMAN ETHERIDGE SAID HE WOULD LIKE TO SEE THEIR BUDGET.

HUMAN RESOURCES

COUNTY PERSONNEL POLICY

DISCUSSION REGARDING ANNUAL REVIEW OF EMPLOYEES POSITIONS PAID OVERTIME OTHER THAN EMS, SHERIFF AND DETENTION:

COMMITTEE CHAIRMAN ETHERIDGE SAID THAT THE COUNCIL NEEDED TO DO THE ANNUAL REVIEW OF THE ADMINISTRATOR. MR. FULGHUM SAID THAT HE PROVIDED INFORMATION AT THE LAST MEETING AND MS. LUCAS PROVIDED THE COUNCIL COPIES OF THE FORMS FOR EACH POSITION AND THAT THE SUPERVISORS WILL NEED TO BE EDUCATED ON HOW TO DO THE FORMS. MR. FULGHUM SAID HE WAS COMMITTED TO HAVING A REVIEW DONE FOR EACH EMPLOYEE THIS YEAR. COMMITTEE MEMBER HOOD AGREED THAT THE REVIEW OF THE ADMINISTRATOR NEEDED DONE AND THAT AN EVALUATION PROCESS IS NEEDED FOR EVERYONE.

COMMITTEE CHAIRMAN ETHERIDGE ASKED ABOUT OVERTIME. MR. MALPHRUS SAID THE ONLY EMPLOYEES PAID OVERTIME ARE THE FIRE AND PAREMEDICS, DETENTION CENTER, SHERIFF'S DEPARTMENT AND PUBLIC WORKS.

ASSESSOR'S OFFICE

COMMITTEE CHAIRMAN ETHERIDGE COMMENTED THAT THE ASSESSOR'S OFFICE WAS WORKING WITHOUT A FULL STAFF AND STILL TRYING TO GET THE REASSESSMENT DONE. COMMITTEE CHAIRMAN ETHERIDGE ASKED HOW MUCH MONEY SHOULD THE COUNTY COLLECT IN TAXES. MR. MALPHRUS RESPONDED THAT \$13,000,000.00 WAS BUDGETED FOR THE COUNTY; \$11,900,000.00 FOR THE SCHOOLS AND \$1,400,000.00 FOR THE

BOND.

DELIQUENT TAXE DATE OF TAX SALE AND NUMBER OF PROPERTIES TO BE SOLD

NUMBER OF PROPERTIES NOT REDEEMED FROM LAST YEAR'S TAX SALE AND AMOUNT OWED

COMMITTEE CHAIRMAN ETHERIDGE COMMENTED THAT 503 NOTICES WERE PAID LAST MONTH AND MR. MALPHRUS SAID THEY HAD UNTIL OCTOBER 30' 2009 TO PAY AND OCTOBER SHOULD BE A BIG MONTH. MR. MALPHRUS REMINDED THE COMMITTEE THAT THE BID MONEY CANNOT BE USED AS IT HAS TO BACK TO THE BUYER WHEN THE PROPERTY IS REDEEMED. COMMITTEE MEMBER HOOD SAID THAT 91 PROPERTIES HAVE NOT BEEN REDEEMED YET FROM LAST YEARS SALE. COMMITTEE MEMBER HOOD ADDED THAT THE PREVIOUS YEAR ONLY 15 PROPERTIES WERE NOT REDEEMED.

RECORDER OF DEEDS

COMMITTEE CHAIRMAN ETHERIDGE ASKED WHO WAS TO HIRE THE ROD. MR. FULGHUM SAID THAT TECHNICALLY THE COUNCIL IS TO APPOINT THE ROD. COMMITTEE MEMBER HOOD ASKED IF THE ROD WAS AN EMPLOYEE OF THE COUNCIL. COMMITTEE CHAIRMAN ETHERIDGE SAID THAT IS NOT HOW IT IS LISTED ON THE ORGANIZATIONAL CHART. MR. FULGHUM SAID THAT THE COUNCIL APPOINTS THEM AND TELLS THE ADMINISTRATOR TO HIRE THEM. MR. FULGHUM SAID THAT THEY CAN KEEP IT THE WAY IT IS OR CHANGE IT.

ADJOURN

COMMITTEE CHAIRMAN ETHERIDGE ADJOURNED THE MEETING AT 3:30 P.M.

RESPECTFULLY SUBMITTED BY:

APPROVED BY:

JUDITH M. FRANK, CCC
CLERK TO COUNCIL

HENRY ETHERIDGE
COMMITTEE CHAIRMAN