

DESOTO COUNTY BOARD OF SUPERVISORS
BOARD MEETING MINUTES
DISTRICT ONE JESSIE MEDLIN, PRESIDING

August 11, 2016

A. CALL TO ORDER

The August 11, 2016 meeting of the DeSoto County Board of Supervisors was called to order by Supervisor Jessie Medlin, Board President.

Sheriff Bill Rasco opened the DeSoto County Board of Supervisors meeting in a regular session to hear all business before the Board of Supervisors. The following officials were present:

Supervisor Jessie Medlin	District 1
Supervisor Mark Gardner	District 2
Supervisor Bill Russell	District 3 - ABSENT
Supervisor Lee Caldwell	District 4
Supervisor Michael Lee	District 5
Sheriff Bill Rasco	Sheriff
Misty Heffner	Chancery Clerk
Vanessa Lynchard	County Administrator
Tony Nowak	Board Attorney

B. INVOCATION

Supervisor Michael Lee presented the invocation.

C. PLEDGE OF ALLEGIANCE

D. CITIZEN REMARKS & PRESENTATIONS

E. APPROVAL OF AGENDA: ADDITIONS AND DELETIONS

Supervisor Jessie Medlin asked if there was anyone who wished to add or delete items to the Agenda.

1. Additions to Agenda

Sheriff Bill Rasco requested to add the following:

Sheriff Rasco informed the Board he received his department's E-Citation funds and asked the Board to approve accepting them. Sheriff Rasco also stated they had some radios that would not convert to the new system and he requested to order 10 radios with E-Citation funds.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to accept the E-Citation funds and to authorize the purchase of 10 radios with the E-Citation funds.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
Supervisor Mark Gardner, Second District	<u>YES</u>
Supervisor Bill Russell, Third District	<u>ABSENT</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

2) There were no deletions from the Agenda.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to approve the agenda items and actions with the additions, deletions, and changes as set forth above.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
Supervisor Mark Gardner, Second District	<u>YES</u>
Supervisor Bill Russell, Third District	<u>ABSENT</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

See Exhibit E.1.

F. CONSENT AGENDA

G. OLD BUSINESS –

1. Request Authorization to Seek AG Opinion Regarding Comp Time for Shift Workers

Board Attorney Tony Nowak informed the Board that he has been working with Mrs. Lynchard and Mrs. Richmann regarding the comp time for shift workers, and he feels they need clarification from the Attorney General.

Supervisor Gardner asked what points needed clarification. Mr. Nowak stated there is no clear law in MS regarding the amount of time compensated for holiday. He said they need to know if the employee gets 8-hour holiday pay or pay according to their normal shift hours. Mr. Nowak further stated, under FLSA if an employee gets comp time, they can take an alternate holiday; and the hours taken in that instance also need to be clarified. Mr. Nowak stated an AG opinion typically takes 4 to 6 weeks.

Supervisor Jessie Medlin made the motion and Supervisor Mark Gardner seconded the motion to authorize Mr. Nowak to seek an Attorney General opinion regarding holiday compensation, and related issues, for shift workers.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
Supervisor Mark Gardner, Second District	<u>YES</u>
Supervisor Bill Russell, Third District	<u>ABSENT</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

2. Budget FY17

Mrs. Lynchard stated Chief Financial Officer Andrea Freeze and Accounting Office Manager Stephanie Hanks have worked diligently on the budget this year. She said this is the most thorough look at the figures that has been done in a long time. Mrs. Freeze gave a brief explanation of the materials they put together for the Board.

All departments’ funding requests at this meeting will be taken under advisement by the Board of Supervisors unless immediate action is noted by a vote.

See Exhibit G.2.

a. Road Department

Road Manager Andy Swims reminded the Board he talked last year about a new building his Department needed. He said he has a basic layout drawing. There was some discussion regarding the specifics of the building, and Mr. Swims stated he put \$1.2 million in his budget request. He said that number reflected hiring a contractor and would decrease quite a bit when he determines how much of the work the Road Department and Facilities will be able to do in-house.

Mr. Swims also informed the Board that much of the payroll information has been changed around. He said they have been moving people around, and they are working with Accounting to get the salaries

coming from the right lines and truing things up.

Mr. Swims noted other significant amounts in his funding requests in repairs and equipment needs such as tandem axle dump trucks and limb trucks. He said his department has looked at repair costs and mileage, to determine which equipment needs to be replaced. He also said he increased the striping and crushed limestone budgets because of cost increases.

Mr. Swims pointed out the capital improvement projects and the percentages that are reimbursed with some of those, as well as the partnerships with cities on some. He also noted funds that keep money in reserves in case of emergency repairs such as drainage repairs, Holly Springs Road, Corps of Engineers, Nail Road, engineers for additional help if needed, Craft Road overpass is waiting for a bill, and bridge upgrades.

There was some discussion regarding purchasing new limb trucks and adding routes. The Board and Mr. Swims agreed a county-wide policy needs to be in place for limb pick up and the County needs to educate the work crews and the public.

The Board was very complimentary of Mr. Swims and the Road Department stating they think DeSoto County has the best Road Department in the State of Mississippi.

See Exhibit G.2.a.

b. Page by Page Look at Budget

Pages 1 & 2 - Revenue

Mrs. Lynchard pointed out an extra \$50,000 in Excess bids because of history. Mrs. Freeze stated the Sheriff's Fees are going to look different because she discovered that some revenue was showing on expense lines, and she will correct those to show as revenue and recognize expenses as expenses. She stated this will make his expenses look like they've increased for certain funds; but, in fact, there will be a revenue to offset the expense lines for those funds. One example is the School Resource Officer, and others are grant monies.

Mrs. Lynchard also pointed out the Chancery Clerk excess earning will be less, since it is Mrs. Heffner's first year. She said Mrs. Heffner will not have as much earnings and she had start-up costs also. Mrs. Heffner stated the Courts also cut \$18,000.

Mrs. Freeze stated that line 387, Transfers, has been used as a catch-all for other funds; and she prefers to handle these with budget amendments and journal entries.

Page 3 - Expenses

The Consultant line was determined to have been a feasibility study with MS State and is no longer needed.

Page 6 - Tax Assessor

Mrs. Lynchard stated several people in the Tax Assessor's office have gotten certified which will add \$31,000 to his budget. Mr. Pickle said he will be able to absorb the cost through the reappraisal update. The Board had some questions regarding the certifications and Mrs. Lynchard said she would get more information.

Page 7 – Tax Collector

Mrs. Lynchard stated there was a part-time person that went to full-time. Mrs. Freeze stated they tried up salaries in this department. Mrs. Lynchard stated that part of Fund 108 on page 96 goes to technology and IT pays the connection to the State with that. She said almost \$44,000 has been moved into salaries from that fund to pay for salary increases due to certifications.

Page 8 - Insurance

Mrs. Lynchard pointed out that since 2013 the County is paying basically the same rate despite the numbers of employees increasing, vehicle numbers increasing, and property limits are up. She said the County has done very well on property and casualty.

Page 9 – Planning

Supervisor Medlin asked where the money showed for the new employee. Mrs. Lynchard stated line 404 moved from part-time to full-time and line 437 showed the Plans Examiner position. She said the only other increase is for tablets for use in the field, and that will come from the IT budget.

Page 12 – Postage

This increase is due to an increase in mail volume.

Page 13 – Administrative Services

This item was held for discussion for Mrs. McLeod to be in attendance.

Page 14 – Finance & Accounting

Mrs. Freeze stated they have been able to cut some expenses. She noted her department has saved \$2,500 with the new postage machine. There was some discussion regarding a higher capacity copy machine, and Mrs. Lynchard said she would check into one to finish out the contract period.

Page 16 – Board Appointed Attorneys

Mrs. Lynchard pointed out a few years ago, this was a \$90,000 budget. She stated Mr. Nowak has helped in cutting this item back significantly.

Page 17 – Human Resources

The biggest change is the request to move Babette into this budget part-time at 1 or 2 days a week. Supervisor Medlin asked if they needed more help. Mrs. Lynchard stated HR does a lot more than just payroll; such as in-house training, discipline, and managing the health insurance.

Page 19 – IT

They are requesting a part-time person to be at the front desk for IT and GIS. They are also requesting the \$90,000 for new data storage, and \$60,000 recurring expenses for storing off-site.

Page 20 – Veteran Services

They need \$450 more for VIMS software, and there is a conference on the coast. The reductions in other lines make this a \$152 increase.

Page 21 – Chancery Court

Supervisor Medlin asked what the \$6,000 increase in office allowance was. Mrs. Lynchard stated it was ordered by the Judge.

Page 22 – Circuit Court

This line showed a decrease in items paid by the County.

Page 23 – County Court

The \$3,261 increase is because of court reporters and potential computer need.

Special Funds 024 & 027 - The Board discussed the Court Reporters salaries for Chancery and Circuit District Courts. Mrs. Freeze handed out a sheet that showed DeSoto County gave a 3% raise based on the court reporters' base (full district) salary, but DeSoto is only responsible for 46% of that salary, so the raise resulted in a 6.5% raise based on the County's obligation. She pointed out Tallahatchie and Panola gave the maximum amount allowed by statute, but they only pay 9% and 22% respectively of overall costs.

Page 24 – Juvenile Court

Supervisor Lee said the committee will meet regarding the Parent Attorney soon, but asked Mrs. Lynchard to be sure Judge Couch did not hire anyone yet. Mrs. Freeze stated on line 425, the intake officers did not get their pay increase right away because of an oversight. She said this has been corrected.

Page 25 – Youth Court

Judge Wilson wants to raise her court administrator's pay because she has gotten her bachelor's degree. This would result in an \$8,316 increase. Mrs. Freeze stated this is fully funded by AOC.

Page 26 – Lunacy Court

Mrs. Heffner stated this increase results in the increase in lunacy cases.

Supervisor Jessie Medlin made the motion and Supervisor Michael Lee seconded the motion to approve the budget funding request by Chancery Clerk for Lunacy Court at \$92,200.00.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
Supervisor Mark Gardner, Second District	<u>YES</u>
Supervisor Bill Russell, Third District	<u>ABSENT</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

Page 27 – Justice Court Clerk

Pat Sanford has requested increasing the part-time employee line and will make up the difference in other cuts. He has requested a budget of \$596,729 which is a \$500 decrease from FY16.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to approve the budget funding request by the Justice Court Clerk at \$596,729.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
Supervisor Mark Gardner, Second District	<u>YES</u>
Supervisor Bill Russell, Third District	<u>ABSENT</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

Page 28 – Coroner

The change in this budget is the result of a salary increase given during the FY16 budget year and approved by the Board.

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to approve the budget funding request by the Coroner at \$383,953.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
Supervisor Mark Gardner, Second District	<u>YES</u>
Supervisor Bill Russell, Third District	<u>ABSENT</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

Page 29 – District Attorney

Mrs. Freeze said the DA wants to increase his salaries and will make it up from the department allowance, but he wants to see what the Board is going to do about salaries. She said one employee needs to be moved to Victim Witness. Mrs. Lynchard said she was planning to talk to other counties about dispersing the DA fees.

Page 30 – County Prosecutor

Mrs. Lynchard stated the increase is for the part-time position the Board approved for a prosecuting attorney.

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to approve the budget funding request by the County Prosecutor at \$120,054.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
Supervisor Mark Gardner, Second District	<u>YES</u>
Supervisor Bill Russell, Third District	<u>ABSENT</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>

Supervisor Michael Lee, Fifth District YES

Page 31 – Public Defender - stayed level

Page 32 – Victim Witness

Mrs. Freeze stated Jackie Smith will be taken out of the DA’s budget and put in this one. Her salary will be reimbursed in part by other counties.

Page 33 – Vista Americorps Project

This fund came from the study in conjunction with MS State for a grant for Youth Court.

Page 34 – Justice Court Judges

Mrs. Freeze stated the \$1500 increase on line 587 was approved as a budget amendment earlier.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to approve the budget funding request by the Justice Court Judges of \$696,088.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
Supervisor Mark Gardner, Second District	<u>YES</u>
Supervisor Bill Russell, Third District	<u>ABSENT</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

Page 35 – Circuit Court Reporters – This item will be held until Monday.

Page 36 – Election Commissioners

Mrs. Freeze said this \$40,117 reduction includes a \$30,000 allocation to the project fund for equipment, and the insurance that is now paid out of the Accounting Department for Sissie Ferguson.

Supervisor Mark Gardner made the motion and Supervisor Jessie Medlin seconded the motion to approve the budget funding request by the Election Commissioners of \$249,280.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
Supervisor Mark Gardner, Second District	<u>YES</u>
Supervisor Bill Russell, Third District	<u>ABSENT</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

Page 37 – County Registrar

Mrs. Lynchard stated the Circuit Clerk wants \$50,000 restored to her budget for election equipment as needed. She stated the money was moved to another account previously.

Page 38 – Election Support

Mrs. Freeze stated the increase represents HAVA funds that will be received from the State.

Page 39 – Community Development Grant

Mrs. Freeze stated this is based on a grant. If awarded, she will submit a budget amendment. Mr. Kuntz stated he will apply, but repeat grants are not often given.

Supervisor Jessie Medlin made the motion and Supervisor Mark Gardner seconded the motion to approve the Community Development Grant of \$4,000.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
Supervisor Mark Gardner, Second District	<u>YES</u>
Supervisor Bill Russell, Third District	<u>ABSENT</u>

Supervisor Lee Caldwell, Fourth District YES
Supervisor Michael Lee, Fifth District YES

Sheriff's Department

Mrs. Freeze stated some of these lines show false increases because of the revenues that have been moved to revenue lines and were formerly shown in expense lines.

Page 40- Sheriff's Administration

The Sheriff said they have cut one clerical position, and are asking for \$35,000 for computer equipment. The Board and the Sheriff discussed the \$30,000 that the Sheriff's Department moved into IT's budget. Supervisor Medlin suggested Sheriff Rasco, Mrs. Lynchard, and John Mitchell meet to discuss what has transpired and what to do for the future.

Page 41 – Aviation

The Sheriff stated they are cutting one pilot position for a decrease of \$62,000.

Page 42 & 43 – Patrol/Law Enforcement

Line 403 - Increasing some hours in CID and promoting a Sgt. To a Lt. position.

Line 412 – Certification pay and increased hours

Line 433 – Mrs. Freeze stated this line was one that booked revenue previously.

Line 441 – Mrs. Freeze said \$23,000 was in another department and this is another line that booked revenue. She said she does not consider this a true increase.

Line 443 – Supervisor Caldwell stated she was concerned with putting money in for a grant that may or may not happen. She cautioned the Sheriff to be sure someone stayed on this.

Line 918 – Adding 2 motorcycles

Line 622 – Explorer Program decreased

Line 915 - This will change by \$38,000. They took off the proposed Expedition purchase. Chief Macon Moore stated they will sell the surplus Crown Vics on Gov Deals.

Line 921 – For 75 Body Armor vests.

Line 925 – The Sheriff stated some radios did not transfer over as thought and must be replaced.

Page 45 – Custody of Prisoners

Decreased by \$141,744

Medical fees have reduced by almost half, thanks to Dr. Thompson

Page 47 – Juvenile Detention

\$15,000 increase. The Sheriff said there are more juveniles than in the past; they put 2 extra deputies there, there have been certifications and increased hours.

Page 49 – Emergency Medical Services

Line 434 – Mrs. Lynchard stated this \$41,000 increase was to true up the line from increases through the year.

Line 610 – Mr. Davis explained this \$10,000 increase is for consumable supplies for ambulances.

Mr. Davis stated the warranties on the ambulances are up this year, so he left vehicle repair and tires in.

Page 50 – Juvenile Drug Court

Reimbursement account from AOC and Grants. AOC pays salaries

Page 51 – Adult Drug Court

Paid with fees.

Page 52 – EMA

Mrs. Lynchard stated Chief Storey is requesting \$658,000 for a new EOC building. The Board discussed the necessity and determined this could not be granted this budget year.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to deny the request for a new EOC building at this time.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
Supervisor Mark Gardner, Second District	<u>YES</u>
Supervisor Bill Russell, Third District	<u>ABSENT</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

Page 53 – Constables

Mrs. Lynchard stated the newly elected constables received an extra \$1,840 for equipment purchases last year, so that amount was removed this year. There was \$200 added to each constable for radio maintenance.

Page 56 – Environmental Services

Mrs. Lynchard said the employee increase can be taken off as the move occurred last year.

Page 57 – Fleet Management

Mr. Conlee presented earlier that the increase is for 5 new vehicles and 2 utility beds. (2 for Planning, 2 for Facilities, 1 for Environmental Services, utility beds for Facilities)

See Exhibit G.2.b.

I. PLANNING COMMISSION

J. EXECUTIVE SESSION

There was no Executive Session on this day.

Supervisor Jessie Medlin made the motion and Supervisor Mark Gardner seconded the motion to recess the Board meeting until August 15, 2016, at 9:00 a.m.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
Supervisor Mark Gardner, Second District	<u>YES</u>
Supervisor Bill Russell, Third District	<u>ABSENT</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

THIS the 11th day of August, 2016, these minutes have been read and approved by the DeSoto County Board of Supervisors.

Jessie Medlin, President
DeSoto County Board of Supervisors