

**MINUTES OF A SPECIAL MEETING OF THE GILCHRIST COUNTY BOARD OF
COUNTY COMMISSIONERS HELD SEPTEMBER 26, 2011**

The Gilchrist County Board of County Commissioners, in and for Gilchrist County, Florida, convened in a **Special Meeting** on **Monday, September 26, 2011**, at **4:00 p.m.**, in the Board of County Commissioners Meeting Facility, located at 210 South Main Street, Trenton, Florida, with the following members' present to-wit:

District I	Commissioner Sharon A. Langford
District II	Commissioner D. Ray Harrison, Jr.
District III	Commissioner Randy Durden, Chairman
District IV	Commissioner Tommy Langford
District IV	Commissioner Kenrick Thomas, Vice Chairman

Others in Attendance: Joseph W. Gilliam, Clerk of Court; Jacki Johnson, Director of Finance; Patty McCagh, Board Secretary; John K. McPherson, County Attorney; Julee Brideson, Administrative Assistant; John Ayers, Gilchrist County Journal; Billy Cannon, Road Department Superintendent; Ray Earl Thomas; Roger Irvin; Stephen Millard; Robert Walpole & Kevin Hewett, CHW, Inc.; Kristin Giannas, WCJB TV 20; and Jackie Barron.

Call to Order: Chairman Randy Durden called the meeting to order at 4:01 p.m.

Agenda: Chairman Durden called for approval of the Agenda as presented.

Motion made by Commissioner Sharon A. Langford, seconded by Commissioner Tommy Langford, to approve the Agenda as presented. Motion carried unanimously.

CDBG Engineering Contract

Mr. McPherson presented the Engineering Agreement, for Phase I (design) and II (construction) of the CDBG Grant Project, with Causseaux, Hewett & Walpole, Inc., for the Boards approval. Mr. McPherson stated that he has reviewed the contract and recommended approval.

Motion made by Commissioner Tommy Langford, seconded by Commissioner D. Ray Harrison, Jr., to approve the Engineering Agreement with Causseaux, Hewett & Walpole, Inc., for Phase I & II of the CDBG Grant Project; and to allow the Chairman to sign. Motion carried unanimously.

Mr. Robert Walpole, with Causseaux, Hewett & Walpole, Inc., addressed the Board and stated that they are looking forward to working with Gilchrist County.

CDBG General Administration Contract

Mr. McPherson then presented the General Administration Contract, for the Phase I (design) and II (construction) of the CDBG Grant Project, with Fred Fox Enterprises, Inc., for the Boards approval. Mr. McPherson stated that he has reviewed the contract and Staff recommends approval.

Motion made by Commissioner Kenrick Thomas, seconded by Commissioner Sharon A. Langford, to approve the General Administration Contract with Fred Fox Enterprises, Inc., for Phase I & II of the CDBG Grant Project; and to allow the Chairman to sign. Motion carried unanimously.

County Administrator Transition

Mr. John McPherson, County Attorney, presented a memorandum that arose out of meetings that were held by Chairman Randy Durden, Joe Gilliam, Clerk and himself addressing the issues that needed to be considered/addressed during the interim period while searching for a new County Administrator.

Mr. McPherson presented the issues and discussion took place on the following:

1. Advertising for New Position
2. Proposed Schedule for Hiring New Administrator
3. Assignment of Interim Responsibilities
4. Purchasing
5. Supervisor Meetings

Advertising for New Position

The following proposed *Announcement of Job Opening* was presented for the Boards consideration:

Job Opening: County Administrator

Posted On: Tuesday, September 27, 2011

Closing On: Friday, October 21, 2011

Job Type: Full Time

Pay Rate: \$75,000 - \$100,000

Gilchrist County, population 17,000, is located in North Central Florida and covers 2,000 square miles. The County seat, Trenton, is an attractive, traditional small town, located less than an hour from Gainesville and the University of Florida, and such coastal resources as Cedar Key and the Town of Suwannee. Gilchrist County is known for its quiet rural atmosphere and its natural resources which include several first magnitude springs and the Santa Fe and Suwannee Rivers. Gilchrist County's economic base is dominated by agriculture and ecotourism and the influence of these industries is mirrored throughout the community.

Gilchrist County operates under a County Administrator form of government, with the County Administrator serving at the pleasure of the County Commission. The General Fund budget for FY 2011-2012 is \$24 million. There are approximately 80 full-time and 35 part-time County employees under the control of the County Administrator.

The County Commission is seeking a proven, dedicated, innovative and experienced individual for the new County Administrator. The Commission prefers an individual who has a background in county administration and who is a strong leader and manager. The successful individual will possess as a minimum a Bachelor's degree or higher from a four-year college or university with a major in Public/Business Administration, Management, Finance or other related field. A Master's degree in Public/Business Administration or a related field, an ICMA Credentialed Public Manager, and/or knowledge in planning and development would be viewed with favor. The ideal candidate should possess at least five years of progressively responsible experience in management, preferably in public administration; or any combination of education, training and/or experience equivalent to the minimum qualifications stated above.

The starting salary will be in the range of \$75,000 to \$100, 000, depending on experience and qualifications, with health insurance and other benefits provided. Reimbursement of reasonable relocation expenses may be considered. Gilchrist County is an Equal Opportunity Employer. Cover letters and resumes should be sent to Joe Gilliam, Clerk, by mail, P.O. Box 37, Trenton, FL, 32693-0037, or email, joeg@gilchrist.fl.us, and must be received by 5:00 p.m. October 21, 2011.

Motion made by Commissioner D. Ray Harrison, Jr., seconded by Commissioner Kenrick Thomas, to approve the proposed Announcement of Job Opening, for the County Administrator's Position. Discussion took place.

It was recommended that Florida Crown Workforce be utilized for the application process.

Chairman Durden then called for a vote... ***Motion to include the utilization of FCW; motion carried unanimously.***

Proposed Schedule for Hiring New Administrator

The following Proposed Schedule for Hiring New Administrator was presented for the Boards consideration:

Publish Advertisement:	September 27
Deadline for Submission:	October 21
Review by Selection Committee:	October 21 through November 4
Top 5 transmitted to BOCC:	November 7
Presentations to BOCC & Ranking:	November 21
Negotiate Contract:	November 22 through December 2
Approval of Contract:	December 5

Motion made Commissioner Tommy Langford, seconded by Commissioner D. Ray Harrison, Jr., to approve the Proposed Schedule for Hiring New Administrator. Motion carried unanimously.

Assignment of Interim Responsibilities

The request was made that the County Commission approve the following assignment to interim responsibilities and grant the authority to assignee to make administrative decisions within the areas of assignment:

Chairman Durden
 Roads
 Solid Waste
 EMS/Fire/Emergency Management
 Florida Association of Counties
 County Extension

Joe Gilliam
 Personnel
 SHIP
 Veterans Services
 Maintenance
 Library
 Grant Administration
 Guardian ad Litem
 Jail
 IT
 911

John McPherson
 Development (Planning, Building, Code Enforcement)
 Animal Control
 Parks
 Tourist Development

Discussion took place.

Motion made by Commissioner Tommy Langford, seconded by Commissioner Kenrick Thomas, to approve the Assignment to Interim responsibilities as presented. Motion carried unanimously.

Purchasing

It was requested that Ms. Jacki Johnson, Director of Finance, be authorized during the interim period to approve purchases of up to \$5,000 in place of the County Administrator approval.

Discussion took place.

Motion made by Commissioner Tommy Langford, seconded by Commissioner Sharon A. Langford, to authorize Ms. Jacki Johnson to approve purchases up to \$5,000, in place of County Administrator. Motion carried unanimously.

Supervisor Meetings

Mr. McPherson stated that it is recommended that he, Randy and Joe meet with the supervisors on Tuesday, September 27th and monthly thereafter during interim period. **Board agreed.**

Agenda Items/Department Reports

Mr. McPherson explained that all items and reports, from County Departments, are to be submitted to Julie Brideson, Administrative Assistant, who will compile and prepare for the agenda packet. A cover page with brief summary describing the request will be prepared. The Department Heads will be present to give presentation to the Board.

Selection Committee

Mr. McPherson stated that he and Mr. Gilliam are doing some research to see what other counties are doing and will bring back some ideas at the next meeting.

Severance Agreement with the County Administrator

Mr. McPherson stated that he talked to Mr. Ron McQueen in regards to a severance package; one thing that has complicated this is a new statute that the legislature has passed which has put pretty severe limits on what you can do in a way of a severance agreement. Mr. McPherson stated that we are following the guidelines of what our labor lawyer has suggested. Mr. McPherson stated that most people are interpreting the unclear statute to be that in the absence of contract that spells out the severance package that a person will get, is that the most a person can get under this new law is 20 weeks of salary as a severance package; that's our limit. According to Mike Grogan, Labor Lawyer, we cannot add to that by paying for any medical or health insurance over that period, it is strictly 20 weeks salary.

Mr. McPherson stated that Mr. Ron McQueen requested 16 weeks of pay. Mr. McPherson also stated that a very simple agreement will be prepared (if the Board approves) saying that we agree to pay 16 weeks of pay with the condition of the items belonging to the County, such as cell phone, laptop, possibly a hand held radio are returned to the County in good condition; Mr. McQueen is also entitled to 1/2 of sick pay, all of annual leave and comp time.

The following proposal was presented to the Board, for their consideration:

- It was Mr. McQueen's recommendation to be compensated for 16 weeks of pay @ \$3,028.74/bi weekly x 8 = \$24,229.91; plus accrued time of \$12,459.54

Mr. Gilliam presented Mr. McQueen's Leave Time as follows:

- Annual/Vacation Leave \$7,612.67
- Sick Leave @ 50% \$5,694.36
- Comp Time @ 160 hrs \$6,057.43
- \$19,364.46 Gross

- After Deductions **\$12,459.54** Net Pay

Discussion took place.

Mr. Ray Earl Thomas, Jr., addressed the Board on behalf of Mr. McQueen, advising the Board on his request of 16 weeks of pay and arrangements will be made to return County property.

Motion made by Commissioner D. Ray Harrison, Jr., seconded by Commissioner Sharon A. Langford, to adhere to what is in our written policy and compensate Mr. McQueen accordingly and to not part from the written policy that we have in place (Annual/Vacation Leave \$7,612.67, Sick Leave @ 50% \$5,694.36, Comp Time @ 160 hrs \$6,057.43, total gross \$19,364.46; After Deductions \$12,459.54 Net Pay).

Mr. McPherson clarified that it is Mr. McQueen's request is to be compensated the noted proposal of \$12,459.54 plus the addition of 16 weeks of pay totaling \$24,229.91. Discussion continued.

Chairman Durden clarified the motion and then called for a vote. ***Motion carried unanimously.***

Old Business: None noted.

New Business: None noted.

Public Participation

Mr. Steve Millard, Concerned Citizen, addressed the Board and provided a recommendation made by Mr. Carlos Perez, for the Board to consider the County Administrator's job requirements.

Adjourn: With there being no further business... a ***Motion was made by Commissioner D. Ray Harrison, Jr., seconded by Commissioner Kenrick Thomas, to adjourn. Motion carried unanimously.*** Chairman Durden adjourned the meeting at 4:48 p.m.

Board of County Commissioners
Gilchrist County, Florida

Attest:

Approved:

Joseph W. Gilliam, Clerk of Court

Randy Durden, Chairman