

The Banks County Board of Commissioners held a called budget worksession/meeting on April 20, 2021 at 9:00 a.m. in the Board Room of the Banks County Courthouse Annex.

Members Present:

Chairman Charles Turk
Vice Chairman Danny Maxwell
Commissioner Keith Gardiner
Commissioner Bo Garrison
Commissioner Sammy Reece

Staff Present:

County Clerk Regina Gailey
Finance Officer Randy Failyer

Others Present:

Auditor Joe Kitchens

1. Call to Order

Ch. Turk called the worksession/meeting to order.

2. FY2022 Budget

Department budgets were discussed as follows:

- **Jail**

Sheriff Carlton Speed
Chief Deputy Shawn Wilson

- Sheriff Speed stated he would add 2 deputies to Patrol and 2 to Court Services along with an additional Detention Officer at the Courthouse. He also stated he would be adding 2 Detention Officers, one Inmate Work Detail Officer and one Investigator for a total of 9 additional positions. The projected amount would be \$450,000.
- Comm. Reece stated the current Prison Detail could be transferred to the Sheriff's Department.

- **Sheriff**

Sheriff Carlton Speed
Deputy Shawn Wilson

- Mr. Failyer stated the Sheriff would be taking Payroll in house effective July 1st. He then asked if they would be restructuring when taking on Accounts Payable as well.
- Sheriff Speed stated they would not be restructuring but would be reassigning duties.
- Chief Wilson stated Shannon Schenk would be going to part time and Nicole Bailes would be the Administrative Officer under Headquarters. Linda Barrett would be under Ms. Bailes as

Administrative Assistant overseeing the Quartermaster, Terminal Coordinator and Medical Clerk.

- Mr. Failyer stated that if the Commissioners approve, they would be providing the Sheriff's Office with public funds for operations. Chief Wilson further stated they would have a CPA come onboard to assist with the process and to prepare a bank reconciliation each month.
- He stated they had checked into the CSI program that the county currently uses but it was more expensive than they expected since they were not a multifaceted organization. He said the CPA is searching for a better option.
- Chief Wilson stated he did not include the match funds for the bullet resistant vest program grant which was a 50/50 matching grant.

Motion to purchase the vests at a total \$40,000 less the \$20,000 50/50 match before June 30, 2021: Charles Turk

Second: Bo Garrison

All aye votes and motion carried.

- Capital:
- Chief Wilson stated they were requesting 5 additional vehicles above the 2017 SPLOST request which would incorporate the requested new positions. He said the 2017 SPLOST was already spent.
- Sheriff Speed stated the inmate housing would be increasing especially if they have to start housing inmates out to other jurisdictions.
- He also stated that ultimately, they would also need to move the Investigators Division back in-house.
- Ch. Turk stated the Capital requests would be considered later in the budget process.

• **Senior Center**

Tracie Hammond

• **Public Transportation**

Tracie Hammond

• **E911/EMA**

Deidra Moore

- Ms. Moore requested that the Deputy Director position remain in the budget as a position but be \$0 until the position is needed again. Ch. Turk stated the HR Director could keep the position in the system.
- She asked that a fulltime Administrative Assistant be added instead in the budget.
- She also requested a Part time Radio Clerk for 20 hours per week with specific duties involving radios to be added.

Motion to purchase requested chairs out of the Capital Fund at a cost of \$6,800: Bo Garrison

Second: Sammy Reece

All aye votes and motion carried.

- Ms. Moore asked when a used vehicle comes up for surplus could she have it for addressing? Ch. Turk said yes.

Ch. Turk announced that there were streaming problems with the Banks County Government Facebook page which had resulted in the program stopping the live broadcast. He further stated if the problem persists, the afternoon session would not be streamed live.

- **Maintenance**

- Ch. Turk asked if the board wished to keep the 4th position in Maintenance. All agreed to keep the position.

Motion to recess at 11:09 a.m. to reconvene at 1:00 p.m.: Charles Turk

Second: Keith Gardiner

All aye votes and motion carried.

Reconvened: 1:00 p.m.

- **Commissioners**

- Ms. Ivey stated a 9% increase in employee United Health insurance had been quoted which would result in a premium of \$904/month per employee but she stated she was trying to negotiate the increase down to 6.5% which would result in \$879/month per employee. She further stated this would include currently approximately 172 fulltime employees and approximately 110 fulltime employees after the Sheriff's office transitions to their own plan. The 9% increase in premiums would be approximately \$100,000 increased expense per year.
- Education & Training: Ms. Gailey stated the new Commissioners would have to maintain a certain amount of training yearly. Mr. Failyer stated he would also be requiring the A/P Clerk to get training.
- Accounts Payable Clerk: Ms. Ivey recommended the fulltime Accounts Payable Clerk be reclassified due to added Finance duties as well. This would result in an increase from \$14.42/hour to \$15.50/hour or \$32,240/year to place the position within the higher classification effective July 1, 2021. She stated the position would also be eligible for a cost-of-living adjustment effective July 1, 2021 if approved by the Board.
- Assistant County Clerk: Ms. Ivey stated the gap between the Assistant County Clerk and the County Clerk needed to be closer. Ms. Gailey asked, due to additional duties such as Roads & Bridges, clerk to the Development Authority and other duties than assistant to the County Clerk, that Erin Decker be bumped up to a higher class and to place her at midpoint of the new class since she had been employed with the County for more than 20 years. Ms. Ivey stated she would prepare the recommendation and get it to the board for consideration.

- **Human Resources – Arlene Ivey**

- Human Resources Clerk/Generalist: Ms. Ivey stated that the position would be placed on the scale with starting pay \$40,000 due to previous experience which is what she offered the new clerk/generalist she just hired. She stated due to experience this would be just below midpoint on the proposed scale. She stated the private sector was

offering much higher salaries and was hard to compete with when recruiting qualified employees.

- Technical: Ms. Ivey stated she had checked on the possibility of integrating the time management program with the current vendor – Harris for a one-time cost of \$16,972.50 from Contingency. The cost to convert to the Cloud based Timeclock Plus program with Harris would be an annual fee of \$7,499 including licensing, up to 175 fulltime and 135 parttime employees and ongoing maintenance.
- Employee Self Service Module: Ms. Ivey stated she checked on going with a self-serve Cloud based program for employees. The cost would be a one-time fee of \$3,590 and a recurring annual cost of \$2,990 including hosting and maintenance.
- New Employees: Ms. Ivey also said with new hires who require training, an agreement will be signed by the employee that if they leave before 3 years of service, they will be required to repay any training expenses incurred.

Recess: 1:45 p.m.

Reconvened: 2:00 p.m.

- **Library** **Stacey Krumnow**
 - Employees: Ms. Krumnow requested a \$.25 per hour raise for all employees.
 - Technical: Ms. Krumnow requested 6 additional hotspots to the library for a total of 15 hotspots @ \$420 per year for patron checkout with unlimited use at someone's home. Applying for a stronger outside wireless access point as well.
 - Total amount requested resulted in a \$2,500 increase to the budget.
- **Superior Court** **Stephen Nevels, Court Administrator**
- **Juvenile Court** **Juvenile Judge Bill Hix**
- **Tax Assessors** **Vicki Krieg, Chief Appraiser**
 - Employees: Ms. Krieg requested an additional employee to provide succession planning.
 - She also requested additional \$100/day pay to cover training for the Board of Assessors.
- **Commissioners** **Arlene Ivey**
 - Assistant County Clerk: Ms. Ivey stated the current scale classification did not match with the responsibilities of the position. She said the classification plan was done in 2005 and the Assistant Clerk was placed in the position of a dispatcher. She stated the job responsibilities warranted a reclassification. She requested the position be moved from class 17 to class 26 at midpoint. She said Erin Decker is almost at max at the current scale and recommended moving her to midpoint of the new scale with no cost of living increase effective July 1, 2021 if approved by the board. Comm. Gardiner stated he had no problem with the reclassification and increase considering the responsibilities and that she had been employed for over 20 years. Comm. Reece stated he did not have a problem with the reclassification either. Ch. Turk instructed Ms. Ivey

to proceed with the reclassification and place it within the budget to be voted on when the budget is considered for approval.

- **District Attorney**

Brad Smith

- Ch. Turk asked about staff office hours. Atty Smith stated the employees are working from home during the COVID pandemic per state judicial order. He stated he monitors them by assigned caseloads and keystrokes.
- Atty Smith asked for an increase for the Assistant District Attorney to bring the salary into accordance with the state pay scale at a yearly salary of \$65,000. He also asked for the \$6,000 to be reinstated that was allotted some years back for a supplement for the traveling state paid Assistant District Attorney which is currently housed in Banks County for backup to ADA Hannah Hensley.

- **Recreation**

Brooke Whitmire

- Employees: Ms. Whitmire stated there were currently 5 fulltime employees.
- Field Maintenance: She stated that field #7 needed reworking since the soccer program is growing so rapidly. She said the field was very hard and needed work.
- Tennis Courts: She stated the courts were cracked and needed resurfacing and have not been resurfaced in approximately 10 years. She said since Pickle Ball has picked up, the courts stay full a lot of the time. The cost for resurfacing would be approximately \$13,600. Ch. Turk stated there may be money in the current budget for that project or it could be postponed and included on 2022 SPLOST.
- Vehicles: Ch. Turk stated a vehicle could also be included on the 2022 SPLOST. Ms. Whitmire also stated they may need an additional trailer to transport equipment for mowing to different locations.
- Uniforms: Ch. Turk stated that fees needed to be evaluated next fall.
- Special Events: Ch. Turk and Comm. Gardiner stated there needed to be a breakdown of the revenue for tournaments, participation fees and other events in order to get a better picture of the fee structure. Comm. Garrison also requested a calendar of events and a facilities-use fee schedule be provided to the board as well. Ms. Whitmire stated she would do a fee study comparison to other counties also. Mr. Failyer stated he could keep the revenue line item for "Recreation Fees" and change the "Special Events" to "Facilities Use Fees".
- Sponsorships: Comm. Garrison stated the county should consider sponsorships for helping the citizens with uniforms and to sponsor fields to help with maintenance. He further stated the sponsors could be recognized by uniform patches and field banners. Comm. Gardiner stated the Banks County children should have priority over travel teams that have other counties represented.
- Capital/Infrastructure: Ms. Whitmire stated vinyl coverings would help protect the courts in the case of a special event other than basketball that would require tables & chairs or other things rather than just rubber sole shoes. Ch. Turk stated he did not have a problem with the floor covering. Mr. Failyer stated that \$2,500 could go into building maintenance.

3. Adjournment

With no further business:

Motion to adjourn: Bo Garrison

Second: Keith Gardiner

All aye votes and meeting adjourned at 4:48 p.m.

Chairman

County Clerk
