

MINUTES
PLANNING RETREAT OF THE
COLQUITT COUNTY BOARD OF COMMISSIONERS
Tuesday, January 18, 2022
Gin Creek Plantation
Moultrie, Georgia
8:00 a.m.

CALL TO ORDER: The planning retreat was called to order by Chairman Denver Braswell. The purpose of the retreat was to present, develop, and discuss strategic planning ideas and concepts for the upcoming year.

PRESENT: Those present were Commissioners Barbara Jelks, Chris Hunnicutt, Marc DeMott, Mike Boyd, Paul Nagy, Johnny Hardin and Chairman Denver Braswell. Also present were County Administrator Chas Cannon, Finance Director David Zeanah, Human Resources Director Dawn Carter, and County Clerk Melissa Lawson.

WELCOME, OVERVIEW, AND INTRODUCTIONS: Chairman Braswell turned the meeting over to Nancy Farage, Trainer with the Carl Vinson Institute of Government, who introduced herself and gave a brief overview of the agenda.

ACCOMPLISHMENTS: At this time, Mr. Cannon reviewed a list of accomplishments from the previous year:

- Purchase of lots adjacent to Annex to expand parking;
- Paying off all county debt;
- Pay increase for Correctional Officers and Salary Adjustments for employees;
- Increase in Local Vendor Preference Policy from 5% to 7%;
- Designated as Conduit for Airport Authority funding;
- IGA with Airport to provide 50% of tax revenue generated at airport;
- Increased funding for Library and Mental Health;
- Eagleview Imagery to improve accuracy of aerial tax maps;
- Committed \$1.5M for expansion of Philadelphia College of Osteopathic Medicine;
- Committed \$1M in local funding for Ag Processing Facility;
- Purchased mapping software for E-911;
- Provided 50k in capital infrastructure funding for the Humane Society;
- Ongoing provision of services, without interruption, despite challenges presented as a result of the pandemic;
- Awarded CDBG grant for street and drainage improvements to Coy Cox Road;

Discussion ensued regarding the accomplishments presented.

STOP, START, AND CONTINUE: The Board and senior staff participated in an exercise regarding things that the county needed to stop doing, start doing, and continue doing.

All suggestions presented were discussed thoroughly.

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(Maintenance Superintendent Mac Lawson, Taylor Benefit Resource President John Taylor, and Purchasing Director Lena Mercer entered the meeting at 10:30 a.m.)

(Solid Waste Manager Stacy Griffin and Road Superintendent Stan Kirksey entered the meeting at 10:50 a.m.)

2021 ISSUE DISCUSSION AND ACTION PLAN REVIEW: At this time, discussion and action issues resulting from the previous year's retreat were thoroughly reviewed and discussed. Among the topics discussed were:

- *Debt Reduction beginning January 2021* – Complete;
- *Insurance Portability* – Ongoing;
- *Increasing County Match for Retirement Contributions* – Ongoing;
- *Local Vendor Preference* – Complete;
- *County Fee Schedule* – Complete;
- *Courthouse and Annex Security Issues* – Ongoing;
- *Road Reclamation* – Ongoing;
- *Cleaning Up Hwy 133 into the City* – Ongoing;
- *Employee Evaluation System* – Ongoing;

John Taylor presented details regarding a retiree insurance benefit program. It was the consensus of the Board for internal staff to compose a proposal to be presented for further review.

ISSUE AND ACTION PLAN GROUP ACTIVITY: At this time, topics identified as potential goals were divided between groups assigned to three tables. Each group was assigned two topics in which to discuss and develop an action plan to be shared with the group.

The issues discussed were:

- Two Week Preview before action taken
- Employee retention
- Insurance Portability
- Website Refresh
- Senior Citizen / Low Income Tax Exemption
- Benefit Plan Flexibility
- Regular Employees vs Constitutional Officer Employees

Issues identified and action plans developed for each of the abovementioned issues were presented and thoroughly discussed.

The subject of regular, contracted, and part time employee classifications, and the benefits associated with them, was also thoroughly discussed.

In closing, Mrs. Farage thanked the Board for allowing her to serve as facilitator.

MID – MONTH REVIEW: At this time, Mr. Cannon presented a list of upcoming agenda items to be reviewed:

- Approval of Invoice – Southwest Georgia Regional Commission – Mr. Cannon presented an invoice, in the amount of \$7,828.42, submitted by the Southwest Georgia Regional Commission regarding the mandatory dues assessment for the agency. Mr. Cannon noted that funding would be derived from the FY 21 – 22 General Fund.
- Approval of Invoice – Carr, Riggs, & Ingram – Mr. Cannon presented an invoice, in the amount of \$9,684.15, submitted by CRI regarding the final billing for the FY 20 – 21 audit. Mr. Cannon noted that funding was included in the FY 21 – 22 General Fund budget for this expenditure.
- Approval of Resolution – Amended and Restated ACCG 401(a) Plan – Mr. Cannon presented a request received from ACCG Retirement Services to amend and restate the 401(a) plan to reflect changes in applicable laws.

Discussion briefly ensued regarding the issue.

- Establishment of New account – Tax Assessor’s Office – As a result of the Superior Court Clerk’s Authority requiring all documents to be electronically filed, Mr. Cannon suggested opening an escrow account via county bank account on the Clerk’s Authority Portal. Mr. Cannon explained that this would avoid passing on mandatory credit card fees to the taxpayer.

Discussion ensued regarding the issue. It was suggested that more information be obtained prior to establishing the account.

- Request for Partial Road Closure – Baldy Road – Mr. Cannon stated that a request had been received to close the remaining portion of Baldy Road. Upon Board approval, Mr. Cannon noted that the County Clerk would begin the road closure process.
- Approval of Contract – Health Care Third Party Administrator (TPA) – Mr. Cannon noted that the original contractual agreement with Taylor Benefit Resources originated in the early 1990’s. As a result, Mr. Cannon suggested that an updated contract be drafted and approved.

Discussion briefly ensued regarding the contractual document.

- Amendment to Personnel Policy – Mr. Cannon presented the following proposed amendments to the Personnel Policy:
 - Change in Holiday Observance Dates – Policy currently reads if a holiday falls on the weekend it will be observed the following Monday. Suggested

change is that if the holiday falls on Saturday, it will be observed on Friday and if the holiday falls on Sunday, it will be observed on Monday;

- o Bereavement Policy – Employees currently utilize sick leave upon the death of a family member. Suggested bereavement policy states that an employee may be granted up to three days of bereavement leave upon review and approval of the respective department head.

Discussion ensued regarding the amendments presented.

ADMINISTRATOR UPDATES: At this time, Mr. Cannon discussed pertinent topics to be brought to the attention of the Board:


- Upcoming RFP / RFQ Items;
- County T-SPLOST Recommendations;
- Request to bid out dump trucks and motor graders with slopers;

All discussion points presented were thoroughly discussed.

KEY DATES: Mr. Cannon presented a list of key, upcoming dates to the Board.

There being no further information to discuss, the meeting was adjourned at 1:33 p.m.

Respectfully submitted,


Denver Braswell
Chairman


Melissa Lawson
County Clerk

Approved: February 1, 2022