

DESOTO COUNTY BOARD OF SUPERVISORS
BOARD MEETING MINUTES
DISTRICT THREE BILL RUSSELL, PRESIDING

December 14, 2015

A. CALL TO ORDER

The December 14, 2015 meeting of the DeSoto County Board of Supervisors was called to order by Supervisor Bill Russell, Board President.

Sheriff Bill Rasco of the DeSoto County Sheriff's Department was present and 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
Supervisor Lee Caldwell	District 4
Supervisor Michael Lee	District 5
Sheriff Bill Rasco	Sheriff
W. E. Sluggo Davis	Chancery Clerk
Vanessa Lynchard	County Administrator
Tony Nowak	Board Attorney

B. INVOCATION

Supervisor Mark Gardner presented the invocation.

C. PLEDGE OF ALLEGIANCE

D. CITIZENS REMARKS & PRESENTATIONS

Supervisor Bill Russell asked if there was anyone present who wished to address the Board on items not regarding the agenda. No one came forward.

E. APPROVAL OF AGENDA: ADDITIONS AND DELETIONS

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

- a. **Chancery Clerk Sluggo Davis asked the Board if a judge signed an order on Friday, December 18 if he could send the order to payroll and the Board approve it on Monday, December 21. Mrs. Lynchard stated that the order could be approved in Consent. The Board agreed to Mr. Davis' request.**
- b. **Supervisor Gardner requested the Board consider potential litigation with the CVB in Executive Session. (Executive, J.4.)**
- c. **Supervisor Bill Russell requested the Board consider Personnel – Planning Commission in Executive Session. (Executive, J.5.)**
- d. **County Administrator Vanessa Lynchard requested to add Contract Administration – Revised Contract with AT&T to Old Business. (Old, G.5.)**
- e. **County Administrator Vanessa Lynchard requested add to New Business – Justice Court.**
 - 1) **Part Time Prosecutor (New, H.8.a.)**
 - 2) **Part Time Public Defender (New, H.8.b.)**
 - 3) **Special Emergency Appointment for a County Prosecutor (New, H.8.c.)**
 - 4) **Appointment of Special Public Defender on December 15th (New, H.8.d.)**

f. **County Administrator Vanessa Lynchard requested the Board to consider Personnel-Grants Administration to Executive Session** (Executive, J.6.)

g. **County Administrator Vanessa Lynchard requested to delete Personnel – Road Department from Executive Session.** (Executive, J.1.b.)

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to approve the Agenda with the above additions and deletions.

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>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

F. CONSENT AGENDA

The Board of Supervisors considered the following items on the meeting's Consent Agenda.

1. Office of Finance & Accounting

a. Inventory Disposition – Ambulance Trace In – Final

FISCAL YEAR: **2015/2016** PRELIMINARY - FINAL
 FORM REVISED: 08/25/13

DEPT NAME: EMS NRC - NON REPAIRABLE (COST) K - THOUSANDS DEPT #: 240
 NR - NON REPAIRABLE H - HUNDREDS LOC #: 240
 DAS - DECLARE AS SURPLUS D - DOLLARS

ASSET #	DESCRIPTION	SERIAL #	ISSUE/REASON FOR DISPOSAL	Y	M	C	LOCATION AT PRELIMINARY	PRELIMINARY APPROVAL DATE	DISPOSED OF BY	FINAL DISPOSAL LOCATION	FINAL APPROVAL DATE
34791	FORD 2006 AMBULANCE	1FDSS3MXP8DA23570	TRADE IN	06	51K		EMS LOT	-	FORD EMS	DEALER	

AUTHORIZATION TO DISPOSE		INVENTORY CLERK INFORMATION	NOTES
SIGNED BY: <u>Fiodor Baranuk</u>	DATE: <u>12/8/2015</u>	PRELIMINARY PRESENT TO BOS: <u>December 14, 2015</u>	UNIT TO BE PICKED UP IN A DAY OR SO
PRINT NAME: <u>FIODOR BARANUK</u>		FINAL PRESENT TO BOS: <u>DECEMBER 14, 2015</u>	
DISPOSED BY: _____	DATE: _____	DATE INVENTORY DISPOSED IN AS400: _____	
PRINT NAME: _____		DATE BOS FINAL MINS ATTACHED: _____	
INV CLERK: <u>Charmaine Medlin</u>	DATE: <u>12/08/2015</u>		
PRINT NAME: <u>CHARMAINE MCCOOL</u>			

b. Budget Amendment Requests – County Engineer, EMA Grants, Drug Court

DeSoto County, Mississippi						
BUDGET AMENDMENT REQUEST						
Fund/Department #		160 / 333		Updated 7/15		
Date:		12/14/2015				
1	County Engineer					
ACCT #	LINE ITEM	YEAR TO DATE EXPENSES	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET
160-333-555	Engineering Fees	\$ 12,315.25	\$ 112,000.00		\$ 7,000.00	\$ 105,000.00
160-333-920	Furn/Office Equip - Over \$5000	\$ -	\$ -	\$ 7,000.00		\$ 7,000.00
TOTALS			\$ 112,000.00	\$ 7,000.00	\$ 7,000.00	\$ 112,000.00
Reason for Request: (Show detailed justification)	To order additional flat filing cabinets for construction plan files.					
Requested by:	Scott Young					

DeSoto County, Mississippi						
BUDGET AMENDMENT REQUEST						
Fund/Department #		044 / 289				Updated 7/15
Date:		12/14/2015				
DeSoto County EMA Grants Fund						
ACCT #	LINE ITEM	YEAR TO DATE	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET
Revenue						
044-000-241	Restricted for Public Safety	\$ 66,621.09	\$ 36,000.00	\$ 16,000.00		\$ 52,000.00
Expense						
044-289-921	Other Capital Outlay Under \$5000	\$ -	\$ -	\$ 16,000.00		\$ 16,000.00
Reason for Request: (Show detailed justification)		To increase revenue and expenses to account for additional new grant funds to be received. This grant is for storage containers. This will change the overall budget for this fund.				
Requested by:		Chris Olson				

DeSoto County, Mississippi						
BUDGET AMENDMENT REQUEST						
Fund/Department #		026 / 244				Updated 7/15
Date:		12/14/2015				
Adult Drug Court						
ACCT #	LINE ITEM	YEAR TO DATE EXPENSES	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET
026-244-919	Furniture/Office Equipment	\$ 137.00	\$ 30,000.00		\$ 4,000.00	\$ 26,000.00
026-244-542	Vehicle Repair & Maintenance	\$ 417.31	\$ 3,000.00	\$ 4,000.00		\$ 7,000.00
TOTALS			\$ 33,000.00	\$ 4,000.00	\$ 4,000.00	\$ 33,000.00
Reason for Request: (Show detailed justification)		To cover cost of repairs to Dodge Charger for dog related incident.				
Requested by:		Craig Sheley				

2. Contract Administration: Auto Renew – Magnolia Data Solutions – Environmental Services

3. Chancery Clerk Allowances

4. Safety Report – Road Department

Workman Compensation Claims:

There was one workman compensation claim this month. Mr. Rodney Tuggle's hand was caught in the tailgate of truck resulting in three broken fingers.

Accidents

No accidents this month.

Safety Training

A meeting was held at the shop expressing the need for safety practices. The topic of having on a vest at all times when you are out of the truck was discussed in length.

Weather

Supplies for winter weather are being stockpiled. The trucks and tractors are ready for spreading sand and salt.

5. EMS Billing Report

Number of ambulance runs billed: 113

Amount billed: \$40,562.00

Amount collected: \$31,218.31

Un-collectable amount: \$2,930.02

	Eudora	Lewisburg	Walls
Dispatched Calls: 68	86	96	
Refusals:	18	38	47
Standby Only:	4	1	2
Billed:	38	37	40
Other:	8	10	7

Other = unable to locate patient, treated and transferred, treated and released, no treatment required, no patient found, dead at scene, cancelled and unknown.

(F. Consent, cont.)

October 2015
Number of ambulance runs billed: 118
Amount billed: \$42,791.00
Amount collected: \$36,969.56
Un-collectable amount: \$4,625.84

Fiscal Year To Date Collections:
Number of ambulance runs billed: 236
Amount billed: \$85,105.00
Amount collected: \$68,187.87
Un-collectable amount: \$7,555.86

6. Tax Assessor – Assessment Refund



Desoto County Board of Supervisors
Administration Building
365 Loshier Street
Hernando, Ms. 38632

Re: Parcel Number: 1077.2502.0 00002.01

Dear Sir:

Due to clerical error an erroneous assessment was made on the above listed parcel of land in the name of M. Lea Jones Etal for the Tax Years 2013, and 2014. We are asking that a tax refund be made to M. Lea Jones, Etal at 5540 Goodman Rd., Olive Branch, Ms. 38654, for both 2013 and 2014 Tax Years.

Sincerely,

Parker Pickle
Tax Assessor

Cc: Joey Treadway
Tax Collector

Cc: file

365 Loshier Street, Suite 100
Hernando, MS 38632
(662) 429-1335

Supervisor Jessie Medlin asked if the Budget Amendment for County Engineer was for new filing cabinets. Road Manager Andy Swims affirmed and stated the old cabinets were now for archives.

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to approve the actions and matters presented in the Consent Agenda.

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>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

See Exhibit F

G. OLD BUSINESS

1. Facilities Management – EMA Generator Connection

Facilities Manager Robert Jarman informed the board that there is no budget line for this particular

(G. Old Business, cont.)

item. He brought one quote to be sure the Board is interested in going forward with installing a generator connection at the EMA building. Mr. Jarman informed the Board that Chief Bobby Storey and Grant Administrator Melissa Zizmann have searched for grant money to no avail. The Board had some discussion about the alternatives listed in the quote.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to authorize Mr. Jarman to proceed with getting quotes to install a generator connection at the EMA building and bring them back before the Board when he has a recommendation.

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>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

See Exhibit G.1.

2. Election Commission – Request to Purchase Equipment

Mr. Danny Klein and Mrs. Sissie Ferguson of the Election Commission brought more concise information to the Board regarding the proposal of purchasing new scanners and printers that will be compatible with the electronic poll books already in use by the Election Commission. Director of Procurement and Administrative Services Pat McLeod has been researching the possibility of sole source purchasing of the equipment and thinks that the Election Commission will need to bid this purchase out.

The Board discussed the bidding process for this purchase and the money that was available to the Election Commission toward the purchase. The Election Commissioners expressed the benefits of ES&S equipment because it is compatible with the equipment last purchased.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to authorize Board Attorney Tony Nowak to work with Mrs. McLeod and the Election Commissioners to make a clear determination whether this needs to be a sole source purchase or a generic bid for election equipment, and come back as soon as possible to give a legal recommendation on how to proceed.

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>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

See Exhibit G.2.

The Board is going to the Election Commission office at lunch to see how the proposed equipment works. Mrs. Lynchard informed the Board that Hinds County recently put their equipment out for bid and ended up with ES&S because of the nature of what was needed. Supervisor Gardner reiterated that the Election Commission has time constraints to make this purchase.

Board visit to Election Commission at lunch: The Board saw the old handicapped machine, which weighs 87 pounds, and the proposed machine which weighs 20 pounds. The Election Commissioners demonstrated the complete polling process using the proposed equipment. The scanners have two zip drives that record the ballots. There was discussion of how this could expedite the process of getting voting information to the Circuit Clerk’s office on election days. It was discussed that one zip drive could be handed to a Circuit Clerk employee in a sealed bag, at the circle drive in back of the courthouse, so the poll workers would not have to park and go in the courthouse leaving election

(G. Old Business, cont.)

equipment in their vehicles. The other zip drive would be taken to the Election Commission office. Other options discussed were modems and SIM cards that could send information to the Election Commission and Circuit Clerk’s offices immediately. All the proposed machines have battery back-up. The Board expressed their appreciation to the Election Commissioners for taking time to show them the process.

3. Software Upgrade for Chancery

IT Director John Mitchell brought some preliminary quotes for the new software for Chancery to the Board for review. He stated that if the Board authorized this purchase, he would aggressively go after better quotes. Mr. Mitchell reminded the Board that the Chancery program would be a stand-alone program and would not be necessary to interface with the larger planned package that they discussed last meeting. He also pointed out that none of the vendors are on state contract, which is usually the case with this type purchase.

Supervisor Mark Gardner asked where the money would come from to pay for this purchase. Mrs. Lynchard said it could be spent out the Chancery Clerk’s excess funds, so ultimately out of the ending cash budget line. Supervisor Gardner asked incoming Chancery Clerk Misty Heffner if she was ready to make this purchase. Mrs. Heffner affirmed that it needs to be done soon. Mr. Mitchell stated that a conservative estimate of time to make the transfer to a new system would be 3 months.

Supervisor Mark Gardner made the motion to authorize John Mitchell, Pat McLeod, and Misty Heffner to put together a bid and get it out. Before a second was made, Chancery Clerk Sluggo Davis pointed out that support for this purchase would be approximately \$2500 per month or \$30,000 per year. If there is a decline in the Chancery Clerk’s office for whatever reason, there may not be enough money coming into the Chancery Clerk to pay that amount. He stated that the money varies every year, and he did not want to burden the incoming Clerk with a \$30,000 per year expense.

Supervisor Mark Gardner revised his motion and Supervisor Lee Caldwell seconded the revised motion to allow John Mitchell, Pat McLeod, and Misty Heffner to prepare a request for bids which includes the ongoing support as part of the bid.

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>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

See Exhibit G.3.

4. Inmate Medical Care

Board Attorney Tony Nowak informed the Board that the current Attorney General opinion seems to agree to have cities pay medical bills after being bound over to the Grand Jury. He would like to seek an Attorney General opinion if, by agreement, the cities can continue to pay medical care after inmates are bound over to the Grand Jury. Mr. Nowak stated that, if the Board receives a favorable opinion, they may want to amend the contract with the cities.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to authorize the firm of Smith, Phillips, Mitchell, Scott & Nowak to seek an Attorney General opinion regarding the cities continuing to pay medical care, by agreement, after inmates are bound over to the Grand Jury.

Supervisor Lee Caldwell stated that she had recently attended a meeting and this topic was addressed. She said she will get the name of the speaker to Mr. Nowak for more information.

The motion passed by a vote as follows:

(G. Old Business, cont.)

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

5. Contract Administration – Sheriff’s Department – AT&T

County Administrator Vanessa Lynchard stated that this is to approve the contract with the revision that states if funding is not available, the contract can be voided. Board Attorney Tony Nowak informed the Board that this is a standard clause for government contracts.

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to authorize the Board President to sign the revised AT&T contract with the Sheriff’s Department.

The motion passed by a vote as follows:

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

See Exhibit G.5.

H. NEW BUSINESS

1. Business Incentive Investments

a. Natureplex, LLC: Free Port Warehouse

Steve Alm, CFO of Natureplex, introduced himself to the Board and stated that Natureplex is a pharmaceutical manufacturer, located on Airport Road in Olive Branch, that sells to most retail chains in the USA and is now exporting. The company recently acquired a private label from Ohio and has a new warehouse facility located at 8300 Industrial Drive, Suite A in Olive Branch. Natureplex currently has 94 full-time employees and plans to have around 115 full-time employees by the end of January or first of February 2016. They are in the process of building 5 more production rooms.

Supervisor Lee Caldwell stated that the Board appreciates companies hiring DeSoto County residents. Mr. Alm stated that Mr. Flanagan of the DeSoto County Economic Council had directed them to the WIN Job Center and they are trying very hard to hire locally. Mrs. Caldwell also informed Mr. Alm that there are career centers at Horn Lake High School and Olive Branch High School that would like to know what he wants his job force to look like. Mr. Alm stated that Mr. Flanagan had also directed him there and he looked forward to meeting with school officials to have that discussion.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to approve the Free Port Warehouse Exemption to Natureplex, LLC for their new warehouse located at 8300 Industrial Drive, Suite A, in Olive Branch.

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>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

See Exhibit H.1.a.

(H. New Business, cont.)

b. Nortek Distribution Services, LLC: Free Port Warehouse

Director of Procurement and Administrative Services Pat McLeod stated that the officers from Nortek were unable to make the meeting after the date was rescheduled and she presented their request. Genco has been managing the site at 8735 South Crossroad Drive in Olive Branch and Genco/Nortek were granted a free port exemption in 2013. Genco is no longer managing the site; therefore, Nortek Distribution Services, LLC has taken over the lease and requested their own free port exemption.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to approve the Free Port Warehouse Exemption to Nortek Distribution Services, LLC for their warehouse located at 8735 South Crossroad Drive in Olive Branch.

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>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

See Exhibit H.1.b.

2. Grants Administration

Grant Administrator Melissa Zizmann presented the November Grant Update and informed the Board that she had received a letter stating that the County was denied the Technical Assistance Grant. She has been in contact with MDEQ and they are still in a transitional stage in their grant department. Supervisor Mark Gardner asked if there were any grants available to help with the Generator Connection for EMA. Mrs. Zizmann stated that she has not found anything yet. The County has used a lot of that type grant money in the past purchasing generators and do not qualify for more at this time.

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to make the November Grant Update a part of the minutes.

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>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

See Exhibit H.2.

3. Contract Administration

a. Finding of Fact – Pre-Payment – Digital Now

Director of Procurement and Administrative Services Pat McLeod stated that the Board needed to do a finding of fact for pre-paying this invoice quarterly. The County has been doing business with Digital Now for 7 years, they provide a necessary and immediate benefit to the Road Department, and they have the ability to perform immediately.

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to accept the recommendation from the Director of Procurement to pay Digital Now in advance of services based upon the finding of fact that Digital Now provides a necessary and immediate benefit to the County Road Department and they have the ability to perform immediately.

(H. New Business, cont.)

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>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

See Exhibit H.3.a

b. Siemens Healthcare Diagnostics – Adult Drug Court

Mrs. McLeod informed the Board that this contract allows adult drug court to do drug tests. Mr. Craig Sheley has requested to extend the contract for another year and at the end of that year, Adult Drug Court will own the drug testing equipment that is presently being leased. This is not a prepayment. Mrs. McLeod is requesting approval to amend the agreement with Siemens to extend the contract for another year.

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to approve the amendment to the agreement with Siemens Healthcare Diagnostics to extend the contract for one year.

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>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

See Exhibit H.3.b.

c. Physician Medical Control Directorship – Dr. Washington - EMS

Mrs. McLeod stated that the County had this contract with Dr. Washington last year. This is a new contract and it is paid in arrears.

Supervisor Mark Gardner asked to hold this over to the December 21st meeting in order to allow the EMS Committee time to meet in the coming week to discuss it.

See Exhibit H.3.c.

4. Office of Finance & Accounting

a. Fire Department Allocations

Chief Financial Officer Andrea Freeze stated that this is excess fire insurance rebate money that needs to be divided. Supervisor Bill Russell asked where the excess money came from. County Administrator Vanessa Lynchard explained that the first distribution is done in July after most of the taxes have come in and the insurance rebate has come in. When people pay taxes late, this money has to be disbursed at the end of the year.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to approve the Fire Department Allocations as recommended by Chief Financial Officer Andrea Freeze.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
--	------------

(H. New Business, cont.)

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

See Exhibit H.4.a.

b. Authorize Board Attorney to Submit Letter for Audit

Mrs. Freeze stated that, as part of the audit process, the Board Attorney must submit a letter regarding ongoing litigation and an explanation of the litigation.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to authorize the firm of Smith, Phillips, Mitchell, Scott & Nowak to draft the Litigation Report for submission to the County’s auditor.

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>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

c. Authorize Board President Signature – Equitable Sharing Agreement Certification – Sheriff’s Department

Supervisor Lee Caldwell made the motion and Supervisor Jessie Medlin seconded the motion to authorize the Board President to sign the Equitable Sharing Agreement Certification.

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>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

See Exhibit H.4.c.

d. Claims Docket

Chief Financial Officer Andrea Freeze presented a page by page declaration of the Claims Docket. Accounting Office Manager Stephanie Hanks brought invoice documentation to address any questions.

Supervisor Michael Lee asked about the following claims:

Page 7 – Service Master, \$14,210 – He asked if this was for one month and for all buildings. Mrs. Hanks stated that there is only one bill from Service Master each month.

Page 14 – Michelle Brown - \$599.00 – This is a subscription to court reporter software.

Page 22 – Paulsen Printing Co. - \$1,030.00 – Sheriff Rasco said this is for docket books for the jail.

Page 23 – State Treasurer Fund - \$2,200 – The Sheriff said this is for drugs that are sent to be tested.

Page 24 – Scan Technology \$6715 – The Sheriff said these are monitors for the new cars that are coming.

Page 27 – Boy Scouts - \$328 – The Sheriff said this is paid each year to have the Search & Rescue Explorers come under the Boy Scouts.

Page 27 – Mid South Solutions - \$99.98 – Uniforms for Search & Rescue

Page 37 – Panola Paper – Names plates for DHS – The invoice showed 11 name plates and holders.

Page 40 – Kaeser & Blair – This is part of the Sheriff’s Outreach money that was put in Advertising County Resources as approved during budget time.

(H. New Business, cont.)

Page 48 – Pigeon Mountain Ind. – Chris Olsen confirmed that this was for replacement inserts for helmets

Page 48 – Network Innovations – Chris Olsen said this was for satellite phones.

Supervisor Mark Gardner asked about the following claims:

Page 7 – Certified Labs - \$604.80 – Chemicals for chiller plant

Page 10 – CDW – Cradlepoint - \$1321.90 – John Mitchell said this is for communication devices for Sheriff’s Vehicles

Page 10 – Graybar Electric - \$412.13 – John Mitchell said this is a door controller that will be used to set up and test the doors in the new Sheriff’s Admin building, and will be used in the future on other projects.

Page 34 – He will recuse himself as it pertains to Region IV where his daughter works.

Page 49 – Rescue South – 2 Zodiac boats & motors – Was this 100% grant money? Mrs. Hanks stated that it was.

Page 55 – DeSoto County Coop – Mr. Swims stated this was for a pair of waders for employee that does beaver control and several pairs of muck boots for employees. They turn in old ones that are damaged and receive new ones.

Page 62 – Mitchell Signs – \$3280 – Mrs. Lynchard stated that the signs for buildings follow ADA compliance codes.

Supervisor Lee Caldwell asked about the following claims:

Page 8 – Michael Hatcher – The invoice showed clean up in the flower beds around the clock tower.

Page 47 – Chick-Fil-A – Mrs. Lynchard stated that grant money was used to buy food for the Task Force 1 Regional training on structural collapse for the North MS area that was held in Olive Branch.

In accordance with Section 19-13-31 and Section 19-11-23 of the Mississippi Code Annotated, Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to authorize the Chancery Clerk to pay the bills as presented by the Chief Financial Officer except for page 34 relating to Region IV.

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>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

Supervisor Gardner recused himself and left the meeting.

In accordance with Section 19-13-31 and Section 19-11-23 of the Mississippi Code Annotated, Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to authorize the Chancery Clerk to pay the bills as presented by the Chief Financial Officer on page 34 relating to Region IV.

The motion passed by a vote as follows:

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

e. Late Bills – ESRI, Stan Elam

Mrs. Hanks presented the two late bills. Mrs. Lynchard pointed out to the Board that the ESRI bill was reduced by approximately \$5,000 because the Board had asked questions. Mrs. Hanks stated that Mr. Elam needed to be paid for December and will be paid at the first of the month from now on. The company name is South Central Development and it is a lease for the helicopter hangar.

(H. New Business, cont.)

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to approve payment of the ESRI and Stan Elam bills and allow the Clerk to write the checks.

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>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

See Exhibit H.4.e.

5. Uniform Purchases for Undercover and Plain Clothes Officers

Sheriff Rasco stated that, after much discussion and research, it has been determined that a policy will be put in place that states undercover and plain clothes officers will use their own money or credit card for clothing purchases related to their job and be reimbursed up to their total amount allowed. The officers will be required to sign a letter saying they will not wear the clothing when off duty and will turn the clothing in if they leave employment with the County.

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to approve the above policy for uniform purchases for undercover and plain clothes officers.

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>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

6. County Health Insurance

Mr. Matt Lipscomb, Mr. Mike McClendon, and Mr. Craig Wright were present representing the firm of Lipscomb & Pitts.

County Administrator Vanessa Lynchard stated that Mr. Lipscomb feels his firm could save the County a significant amount on health insurance. Mr. Lipscomb stated that he is very confident they can save the County 10%-20% on stop loss expenses and 11%-20% on ancillary (individual life, individual disability, dental, vision) expenses. Mr. Lipscomb informed the Board that the Affordable Care Act has many fines and penalties. His firm has a certified ACA Director to be sure clients are not out of step with Obamacare, and this service is provided at no cost to the client. They also have a Director of Benefits Analyst to serve as liaison to the insurance carrier. Mr. Lipscomb further stated that, because of the size of his company, they use a real-time, reverse auction to get the best prices from carriers. When the carriers get to their lowest bid, Lipscomb & Pitts begins negotiations with their client's needs in mind.

Mr. Lipscomb pointed out the benefits of having his group locally. He has 30 DeSoto County residents as employees, he lives in DeSoto County and much of his senior staff does as well.

Supervisor Medlin said that Human Resources personnel like to have a point person to talk to at the insurance company. Mr. Lipscomb stated that could be put in the commitment.

Mrs. Lynchard informed the Board that the renewal is March 1, 2016 so it is time to go out for renewal quotes. Changing brokers requires a letter to the broker, but there is no term of contract. The Board asked Supervisor Medlin what the recommendation of the Insurance Committee was. Supervisor Medlin stated that the whole committee was not able to meet with Lipscomb & Pitts, but he feels that there have not been enough negotiations in the past to get the best quotes. He further stated

(H. New Business, cont.)

that it was the feeling of the committee members present that we need to change brokers and give Lipscomb & Pitts an opportunity to see what they can do for DeSoto County.

Supervisor Michael Lee stated that if this would save the taxpayers as much money as it seems it would, he feels the Board would be remorse in their duties not to allow Lipscomb & Pitts a chance to show the savings they are talking about. He stated his only allegiance is to the taxpayers.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to authorize the County Administrator to draft a letter in support of Lipscomb & Pitts as the health insurance broker for DeSoto County.

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>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

7. Road Department – Finding of Fact – 8929 Wilson Mill Road

Road Manager Andy Swims brought a finding of fact regarding 8929 Wilson Mill Road that flooding and water retention at the culvert presents a situation that would adversely affect the health, safety and welfare of the citizens of DeSoto County in accordance with Mississippi code section 19-5-92.1, and ultimately damage a public road.

Mr. Swims further stated that they would have to go beyond the right of way to make the ditch drain. The cost would be approximately \$1,966.

Supervisor Bill Russell stated that the ditch that is capable of taking the water away is about 30 feet from the road.

Supervisor Bill Russell made the motion and Supervisor Lee Caldwell seconded the motion to authorize the Road Department to do the work at 8929 Wilson Mill Road based on the finding of fact that there is a situation that would adversely affect the health, safety and welfare of the citizens of DeSoto County and ultimately damage a public road.

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>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

See Exhibit H.7.

8. Justice Court

County Administrator Vanessa Lynchard informed the Board that she has always kept up with the case load of Justice Court just to be aware of what goes on. She presented a spread sheet to the Board showing the case load numbers and collections since 2009.

a. Part Time Prosecutor

When Mrs. Lynchard met with the Justice Court Judges they said they needed an extra prosecutor on trial days. Mrs. Lynchard is of the opinion that they need help right away. Board Attorney Tony Nowak stated that the benefit of another prosecutor would be taking care of a trial on the spot and lessening the backlog case load. Mrs. Lynchard thinks that the additional

(H. New Business, cont.)

prosecutor might be paid from the money that comes through the court. She also said she had been looking at the options and there could be a pool of prosecutors or just hire an additional one.

Supervisor Lee Caldwell pointed out that the Justice Court did ask for another prosecutor at budget time. Mrs. Lynchard recommends hiring a part-time person to work 5 trial days a month and one plea day a month; 6 total days a month.

Supervisor Caldwell said she would like the County Attorney to come to a January Board meeting and discuss this situation.

See Exhibit H.8.a.

b. Part Time Public Defender

The Board was concerned that the FY16 budget year has just begun and this request was not made known before the budget was finalized.

See Exhibit H.8.b.

c. Special Emergency Appointment for a County Prosecutor

While at Justice Court, Mrs. Lynchard witnessed an emergency situation where the County Prosecutor was held up in Circuit Court and could not make it to Justice Court as a result of an appeal. She requested the Board approve paying the ad hoc appointment of Mark Sorrell as prosecutor on December 11, 2015.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to approve paying Mark Sorrell as an ad hoc prosecutor for Justice Court on December 11, 2015.

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>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

See Exhibit H.8.c.

d. Appointment of Special Public Defender on December 15, 2015

Mrs. Lynchard informed the Board that Public Defender Joe Carney will not be available for court on December 15, 2015, and an appointment of a Special Public Defender, Jack Jones is requested.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to approve the appointment of Jack Jones as Special Public Defender on December 15, 2015.

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>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

See Exhibit H.8.d.

I. PLANNING COMMISSION

The Planning Commission will be heard on December 21, 2015.

J. EXECUTIVE SESSION

The executive session portion of these minutes is recorded under the portion of the minutes called "Executive Session".

Supervisor Jessie Medlin made the motion and Supervisor Mark Gardner seconded the motion to recess the Board meeting until December 21, 2015, 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>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

THIS the 14th day of December, 2015, these minutes have been read and approved by the DeSoto County Board of Supervisors.

Bill Russell, President
DeSoto County Board of Supervisors