



*A Golden Past.
A Shining Future.*

Finance Committee Meeting Minutes

Glynn County Board of Commissioners

8:30 am, Tuesday, August 7, 2012

Third Floor Conference Room

W. Harold Pate Courthouse Annex Building

Brunswick, Georgia

Present:

Committee Members: *T. Sublett, M. Hunt, C. Taylor*

Other Commissioners:

Staff: *B. Aldinger, J. Catron, R. Coolidge, W. Davis, M. Doering, R. Glisson, D. Hainley, J. Johnson, B. Mauney, P. McNicoll, A. Ours, O. Reed, B. Rowell, C. Temple, A. Thomas, M. Tindall, D. West, W. Worley*

Press: *M. Permar*

Others: *Mike Harris, Nathan Sparks*

To view an item's support documentation, click on its [Link](#).

- 1) Consider approval of the July 10, 2012 Finance Committee Minutes. (P. McNicoll)

The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Approve the July 10, 2012 Finance Committee Minutes. (Vote: 3-0) 5 pages [LINK](#)

- 2) Receive the monthly Workers Compensation Report. (R. Coolidge)

Mr. Rick Coolidge, HR Generalist, presented the July Workers Compensation Report. He stated that there were no 2013 costs because it was still early in the fiscal year. There were thirteen accidents in July, six of which were report only. There was one serious accident which will be a lost time claim but no life-threatening injuries. Commissioner Taylor commented on the Blythe Island accident and stated that County employees need to think safety all the time and that safety must be a part of the culture. He stated that it is management's responsibility to instill a safety culture in each employee. Mr. Coolidge responded that the County has ongoing supervisory training and safety is stressed in the training. Commissioner Hunt questioned whether it was mandatory that supervisors review safety measures with employees and Mr. Coolidge stated that each department is supposed to have safety briefings on a regular basis. Commissioner Sublett stated that the County needs a campaign such as "Safety First" and it should be communicated to all employees each month.

No action was taken on this item. 6 pages [LINK](#)

- 3) Receive the monthly EMS Collection report. (A. Thomas)

Fire Chief Al Thomas presented the EMS Collection report and stated that \$2,101 was collected in the past month. He stated that no new accounts had been turned over to the collection agency.

No action was taken on this item. 1 page [LINK](#)

- 4) Consider recommending that the Board of Commissioners adopt the Resolution to amend the FY11/12 Budget. (B. Aldinger)

Mr. Bob Aldinger, Accountant, presented the fourth quarter budget resolution for the prior fiscal year. He informed the Committee that there would be additional adjustments to the prior year at future Finance Committee meetings. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners adopt the Resolution to amend the FY11/12 Budget. (Vote: 3-0) 9 pages [LINK](#)

- 5) Consider recommending that the Board of Commissioners amend the FY13 budget to include the attached list of prior year budgeted items that were not expended or encumbered in FY12. (P. McNicoll)

Ms. Phyllis McNicoll, Finance Director, presented a list of FY12 budgeted items that had not been expended or encumbered within the fiscal year and requested that they be re-budgeted in FY13 in order to complete the projects and purchases. She stated that budget amendments would be brought to them later for grant funds and year-end outstanding purchases orders. The following motion made by Commissioner Taylor and seconded by Commissioner Hunt passed unanimously.

Recommend that the Board of Commissioners amend the FY13 budget to include the attached list of prior year budgeted items that were not expended or encumbered in FY12. (Vote: 3-0) 2 pages [LINK](#)

- 6) Consider recommending that the Board of Commissioners approve a policy that would allow any employee with County health insurance who is 55 but less than 65 years old with 25 or more years of service to continue the county health insurance coverage at the same rate as active employees until the retiree is age 65 and eligible for Medicare coverage. (P. McNicoll)

Ms. Phyllis McNicoll, Finance Director, stated that retirees can currently continue health insurance at a cost equal to the amount paid by current County employees plus the amount funded by Glynn County. In an effort to reduce the budget, staff requested that if an employee retires at age 55 or older with 25 or more years of service, the retiree's insurance would cost the same as current County employees and the County would continue to fund the County portion. This would continue until the retiree is eligible for Medicare coverage. This would enable employees who could not retire because they couldn't afford the insurance, to retire at an earlier date. The County would then evaluate the vacant position and either fill it at a lower pay rate or eliminate the position altogether. This policy would apply to the Tax Commissioner employees who are covered by the County's health plan but not covered under the County pension plan. It would also apply to current retiree insurance participants. The following motion made by Commissioner Taylor and seconded by Commissioner Hunt passed unanimously.

Recommend that the Board of Commissioners approve a policy that would allow any employee with County health insurance who is 55 but less than 65 years old with 25 or more years of service to continue the county health insurance coverage at the same rate as active employees until the retiree is age 65 and eligible for Medicare coverage. (Vote: 3-0) 2 pages [LINK](#)

- 7) Consider recommending that the Board of Commissioners accept the boat and trailer donated by Mr. Larry Credle which will be placed in the EMA's Search and Rescue Fleet and used by the EMA Volunteer Search and Rescue Squad. (M. Doering)

Police Chief Matthew Doering stated that EMA Director Jay Wiggins had contacted Mr. Larry Credle concerning the purchase of the 1986 Hovercraft and Mr. Credle offered to donate the boat to the EMA Search and Rescue Squad. Chief Doering stated that Mr. Wiggins had operated the boat and reported that it was in good operating condition. Chief Doering requested that the Board accept the boat and trailer for EMA use. Commissioner Hunt questioned the cost to maintain the equipment and Chief Doering estimated \$200 per year. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners accept the boat and trailer donated by Mr. Larry Credle which will be placed in the EMA's Search and Rescue Fleet and used by the EMA Volunteer Search and Rescue Squad. (Vote: 3-0) 4 pages [LINK](#)

- 8) Consider recommending that the Board of Commissioners authorize the Police Department to retain the seized and condemned 2002 Chevrolet van and add it to their fleet to be officially used. (M. Doering)

Police Chief Matthew Doering stated that the Police Department has no vehicle for dedicated specialized investigations and that the Police Department had seized a van and had received a court order that allowed the County Police to retain the van for official use. He stated that they would use seized funds to do any needed repairs. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners authorize the Police Department to retain the seized and condemned 2002 Chevrolet van and add it to their fleet to be officially used. (Vote: 3-0) 1 page [LINK](#)

Property Appraisal Items

- 9) Consider recommending that the Board of Commissioners approve the corrections to the digest as recommended by the Board of Assessors and the Chief Appraiser at their Tuesday, July 19, 2012 meeting with clarification that this does not approve a tax refund. (R. Glisson)

Mr. Ron Glisson, Interim Chief Appraiser, was available to answer any questions. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners approve the corrections to the digest as recommended by the Board of Assessors and the Chief Appraiser at their Tuesday, July 19, 2012 meeting with clarification that this does not approve a tax refund. (Vote: 3-0) 5 pages [LINK](#)

Water and Sewer Variances

- 10) Consider recommending that the Board of Commissioners approve application WSV2427, Pauline Jones Estate / 7440 Blythe Island Highway for a sewer variance under §606.1 of the Glynn County Subdivision Regulations for a two-lot subdivision consisting of 3.851 acres. Parcel ID: 02-00759. Paul Sanford, agent for Pauline Jones Estate, owner. (D. Hainley)

Mr. David Hainley, Community Development Director, presented this item and stated that the Capital Improvements Coordinating Committee (CICC) had approved the variance request. The following motion made by Commissioner Taylor and seconded by Commissioner Hunt passed unanimously.

Recommend that the Board of Commissioners approve application WSV2427, Pauline Jones Estate / 7440 Blythe Island Highway for a sewer variance under §606.1 of the Glynn County Subdivision Regulations for a two-lot subdivision consisting of 3.851 acres. Parcel ID: 02-00759. Paul Sanford, agent for Pauline Jones Estate, owner. (Vote: 3-0) 2 pages [LINK](#)

Contracts and Agreements

- 11) Consider recommending that the Board of Commissioners approve the 2012 Performance Partnership Agreement with the Office of Homeland Security/Georgia Emergency Management Agency and authorize the Chairman to execute the applicable Performance Partnership Agreement subject to the county attorney's approval. (J. Wiggins)

Police Chief Matthew Doering presented this item and stated that this was the annual grant that helps to fund the salary of the EMA Director. The following motion made by Commissioner Taylor and seconded by Commissioner Hunt passed unanimously.

Recommend that the Board of Commissioners approve the 2012 Performance Partnership Agreement with the Office of Homeland Security/Georgia Emergency Management Agency and authorize the Chairman to execute the applicable Performance Partnership Agreement subject to the county attorney's approval. (Vote: 3-0) 7 pages [LINK](#)

- 12) Consider recommending that the Board of Commissioners approve the Third Amendment to the Operational and Funding Agreement between Glynn County and the Brunswick and Glynn County Development Authority, and that the Chairman be authorized to execute same. (A. Ours)

Mr. Alan Ours, County Administrator, stated that Mr. Nathan Sparks, Economic Development Authority Director, was present to answer any questions that the Committee might have. Mr. Ours stated that the original contract called for an increase in funding and the proposed amendment would keep the funding at \$800 thousand and extends the agreement by one year to the 2020/21 fiscal year. Commissioner Taylor asked Mr. Sparks if the Development Authority agreed with the amendment and Mr. Sparks stated that they did. The following motion made by Commissioner Taylor and seconded by Commissioner Hunt passed unanimously.

Recommend that the Board of Commissioners approve the Third Amendment to the Operational and Funding Agreement between Glynn County and the Brunswick and Glynn County Development Authority, and that the Chairman be authorized to execute same. (Vote: 3-0) 5 pages [LINK](#)

Bids, Request for Procurement, and Procurement Contracts

- 13) Consider recommending that the Board of Commissioners issue a Purchase Order for Architectural and Engineering Services for Selden Park Pool Repairs to the lowest quoter, Markey and Associates, Inc. at a cost of \$16,100 with funding to be provided by the Capital Projects Fund. (B. Mauney)

Mr. Ben Mauney, Facilities Supervisor, presented this item and stated that they had received two quotes and recommended the lowest quoter. Commissioner Taylor questioned why they were requesting A&E services and Mr. Mauney stated that Facilities didn't have the expertise to design the repairs and the professional design would provide for a competitive bid process. Commissioner Taylor questioned if the pool would be open the next year and Mr. Mauney stated that it would. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners issue a Purchase Order for Architectural and Engineering Services for Selden Park Pool Repairs to the lowest quoter, Markey and Associates, Inc. at a cost of \$16,100 with funding to be provided by the Capital Projects Fund. (Vote: 3-0) 2 pages [LINK](#)

- 14) Consider recommending that the Board of Commissioners approve the purchase of four Cardiac Monitors to Physio Control with funding to be provided by the 2011 Assistance to Firefighters Grant in the amount of \$95,652.64 with 20% matching funds of \$23,913.16 to be provided by the FY12 EMS capital budget designated as Machinery & Equipment for Cardiac Monitor replacement. (A. Thomas)

Fire Chief Al Thomas stated that the Assistance to Firefighters Grant that was approved by the Board of Commissioners in July will be used to fund 80% of the cardiac monitors purchase. He stated that Physio Control was the only vendor that supplies the standardized equipment of cardiac monitors that Glynn County utilizes. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners approve the purchase of four Cardiac Monitors to Physio Control with funding to be provided by the 2011 Assistance to Firefighters Grant in the amount of \$95,652.64 with 20% matching

funds of \$23,913.16 to be provided by the FY12 EMS capital budget designated as Machinery & Equipment for Cardiac Monitor replacement. (Vote: 3-0) 7 pages [LINK](#)

- 15) Consider recommending, per section 2-2-13(c)2 of the Purchasing Ordinance, that the Board of Commissioners approve the authorization of an agreement with Claim Audit and Recovery Services, LLC to conduct a true "100%-of-claims audit" of medical claims processed and paid by Glynn County's third party administrator, Cigna Health Care, during the 24 month period including January 1, 2010 through December 31, 2011 at a fee of 35% of the overpayments recovered as a result of their audit. (O. Reed)

Ms. Orah Reed, Human Resources Director, presented this item and stated that average medical claims error rates is estimated at 2% to 5% of total claims paid. She stated that the County would probably recoup a large amount of erroneously paid claims if the County has a 100%-of-claims audit for the 24 month period ended December 31, 2011. The following motion made by Commissioner Taylor and seconded by Commissioner Hunt passed unanimously.

Recommend , per section 2-2-13(c)2 of the Purchasing Ordinance, that the Board of Commissioners approve the authorization of an agreement with Claim Audit and Recovery Services, LLC to conduct a true "100%-of-claims audit" of medical claims processed and paid by Glynn County's third party administrator, Cigna Health Care, during the 24 month period including January 1, 2010 through December 31, 2011 at a fee of 35% of the overpayments recovered as a result of their audit. (Vote: 3-0) 3 pages [LINK](#)

- 16) Consider recommending, per section 2-2-13(c)2 of the Purchasing Ordinance, that the Board of Commissioners award a contract for the not to exceed amount of \$35,860 to Integrated Documentation Services LLC, dba Multivista, of Atlanta, Georgia to provide for photographic documentation of the construction of the new detention center from preconstruction conditions through punch list completion with final contract language approval from County Attorney. (D. Hainley)

Mr. David Hainley, Community Development Director, referred to the presentation made by Multivista to the Board of Commissioners at it July Worksession. He stated that the video documentation would be a good investment which would be used for the life of the new Detention Center. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Recommend , per section 2-2-13(c)2 of the Purchasing Ordinance, that the Board of Commissioners award a contract for the not to exceed amount of \$35,860 to Integrated Documentation Services LLC, dba Multivista, of Atlanta, Georgia to provide for photographic documentation of the construction of the new detention center from preconstruction conditions through punch list completion with final contract language approval from County Attorney. (Vote: 3-0) 8 pages [LINK](#)

- 17) Consider recommending that the Board of Commissioners approve a request to solicit bids for the extension of the proposed Detention Center access from Sulphur Springs Road to Southern Street including the closing of Sulphur Springs Road and Brimstone Lane from 341. (D. Hainley)

Chairman Tom Sublett removed this item from the agenda.

- 18) Consider recommending that the Board of Commissioners authorize staff to issue an RFP soliciting firms to conduct an assessment of Information Technology to meet the objectives of the scope attached with a project amount not to exceed \$100,000 with funding to be provided by General Fund fund balance. (J. Catron)

Mr. John Catron, Information Technology Director, stated that it would benefit Glynn County to have a professional assessment of the County's Information Technology. He stated that technology is changing very fast and the assessment would provide a long-range plan for data applications and technology. Commissioner Taylor commented that staff should mention to the City that the County is doing this and they might want to participate. The following motion made by Commissioner Taylor and seconded by Commissioner Hunt passed unanimously.

Recommend that the Board of Commissioners authorize staff to issue an RFP soliciting firms to conduct an assessment of Information Technology to meet the objectives of the scope attached with a project amount not to exceed \$100,000 with funding to be provided by General Fund fund balance. (Vote: 3-0) 9 pages [LINK](#)

- 19) Consider recommending that the Board of Commissioners exercise the third and final option year with Express Lube Car Wash for vehicle wash services at a cost of \$10.26/basic wash and \$10.98/special wash per vehicle per month with funding from the user departments' operating budget. (B. Rowell)

Ms. Becky Rowell, Public Works Director/Asst. County Administrator, stated that the 2nd option year ended on June 30, 2012 and requested that the third and final option year be exercised. The following motion made by Commissioner Hunt and seconded by Commissioner Taylor passed unanimously.

Recommend that the Board of Commissioners exercise the third and final option year with Express Lube Car Wash for vehicle wash services at a cost of \$10.26/basic wash and \$10.98/special wash per vehicle per month with funding from the user departments' operating budget. (Vote: 3-0) 1 pages [LINK](#)

- 20) Request that Chairman Sublett identify the Finance Committee items which should be included as consent items in the Commission's Meeting Agenda.
- a) Items 4-5, 7-16, and 18-19 will be placed on the Board of Commissioners' Consent Agenda.
 - b) Item 6 will be placed on the Board of Commissioners' Regular Agenda.
 - c) Items 1-3 and 17 will not be forwarded to the Board of Commissioners' Agenda. Item #17 was removed from the agenda by Chairman Tom Sublett.