



*A Golden Past.
A Shining Future.*

Finance Committee Meeting Minutes

Glynn County Board of Commissioners

2:00 pm, Tuesday, June 9, 2015

Third Floor Conference Room

W. Harold Pate Courthouse Annex Building
Brunswick, Georgia

Present:

Committee Members: *B. Brunson, J.R. Stambaugh and R. Strickland*

Elected Officials/Staff: *P. Andrews, D. Austin, D. Bragdon, C. Browning, J. Catron, M. Doering, K. Downs, R. Grolemond, H. Herndon, J. Johnson, N. Jump, J. Lowe, B. Mauney, W.N. Mann, B. Nyers, C. Overstreet, V. McClinton, T. Miller, A. Ours, O. Reed, V. Stevenson, S. Usher, D. West and W. Worley*

Press: *M. Hall and M. Permar*

Other:

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

Commissioner Stambaugh made a motion to add item #21.

1) Consider approval of the May 12, 2015 Finance Committee Minutes.

The following motion made by Commissioner Stambaugh and seconded by Commissioner Brunson passed unanimously.

Approval of the May 12, 2015 Finance Committee Minutes. (T. Miller) 12 pages [REPORT](#) (Vote: 3-0)

2) Receive a report on Health Insurance Claims and Prescription Drug Costs for FY15.

Ms. Reed presented this item. She explained that some employees or their dependents had met the stop loss. She further explained the specialty drug issues and the drug for Hepatitis C (which is not a specialty drug). She stated that there had been three claims for this drug and that they were \$30,000 each, but the individuals were cured of Hepatitis C. Ms. Reed then stated that the County has increased out of pocket expenses for employees. Commissioner Strickland asked if our copay amounts were in line with other governments in the State of Georgia and Ms. Reed responded that although she had not done a survey recently she believed the County's rates were competitive. Commissioner Brunson asked if she had looked at what our costs would have been had we not made changes to the features of the plan and Ms. Reed responded that she had not. Commissioner Stambaugh then stated that we needed to look at costs like different premiums for different people. Commissioner Strickland asked how much the anticipated shortage was and Mr. Ours responded that it was approximately \$1 million and explained that staff would be presented this to the Commission in August when the numbers were more finalized – this was an update presented so the Commissioners were aware of the ongoing issue.

Receive a report on Health Insurance Claims and Prescription Drug Costs for FY15. (O. Reed) pages [REPORT](#)

3) Consider recommending that the Board of Commissioners declare the unusable items listed on the attached pages as surplus and approve the disposal of these items in the best interest of the County.

Mr. Grolemond presented this item. Commissioner Brunson asked if someone showed up with a truck and loaded item up and Mr. West responded that would occasionally. Mr. West also stated that often they would advertise a lot of items for sale and that there were no bids so a recycling company would show up and take the items.

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh passed unanimously.

Recommend that the Board of Commissioners declare the unusable items listed on the attached pages as surplus and approve the disposal of these items in the best interest of the County. (R. Grolemond) 10 pages [REPORT](#) (Vote 3-0)

Budget

- 4) Receive a report from the Sheriff on overages in personnel and utilities costs and consider recommending an increase in revenues and expenditures to cover the overages. (N. Jump)

Sheriff Jump presented this item. Commissioner Brunson stated that he had a problem with the County not budgeting all the line items. The Sheriff responded that they have always said that the budget for overtime should be higher – even when Sheriff Bennett was here. At the old jail they were allotted 100 detention officers and he said that he needed 13-15 more for the new jail. He compromised with nine extras. He stated that the detention officers and the inmates had to be safe. Commissioner Brunson stated that we needed to focus on where we were going not where we have been. The Sheriff stated that salaries were not high enough to attract and keep detention officers. Commissioner Strickland questioned how much of the overage was for training and the Sheriff responded that probably \$100,000 - \$150,000 was for overtime for training. Commissioner Strickland then asked if the rest was all overtime and the Sheriff responded that until there were 109 officers they would have this overtime. Mr. Ours then stated that the Sheriff has 100 positions now and that the Commissioners told him that if he was under budget he could hire nine more. He wasn't under budget which is why we are all here today. He is paying overtime to fill 109 slots and is budgeted at 100. Commissioner Strickland asked what needed to be done for next year and Mr. Ours responded that unless the Board of Commissioners provided enough money the Sheriff would not have enough money next year if he operates at this level. He warned the board about taking ongoing operating costs from fund balance. Commissioner Strickland asked what nine additional officers would cost and stated that we needed to add that to the budget from fund balance. Commissioner Brunson then asked if anyone thought next year or the year after we were going to be able to run the government for less than we are today. Mr. Ours stated that if we were to continue to provide services at the same level of service we would not be able to operate for less.

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh passed unanimously.

Recommend that the Board of Commissioners increase expenditures in the Sheriff's Office by \$793,669, increase revenues for Boarding Fees-Federal Prisoners by \$341,000 for personnel, increase the use of General Fund Fund Balance by \$349,769 for personnel, and increase the use of General Fund Fund Balance by \$102,900 for Utilities.” (N. Jump)

- 5) Consider recommending that the Board of Commissioners approve an increase to the expenditure accounts in the Jail Commissary Fund in the amount of \$148,550 with funding to be provided by the Jail Commissary Fund fund balance.

Sheriff Jump presented this item.

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh passed unanimously.

Recommend that the Board of Commissioners approve an increase to the expenditure accounts in the Jail Commissary Fund in the amount of \$148,550 with funding to be provided by the Jail Commissary Fund fund balance. (N. Jump) 1 page [REPORT](#) (Vote 3-0)

Bids, Contracts and Agreements

- 6) Consider recommending that the Board of Commissioners approve and execute the contract with the Brunswick Judicial Circuit Public Defender.

Ms. Miller presented this item and Mr. Worley provided further explanations.

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh passed unanimously.

Recommend that the Board of Commissioners approve and execute the contract with the Brunswick Judicial Circuit Public Defender. (T. Miller) 12 pages [REPORT](#) (Vote 3-0)

- 7) Consider recommending that the Board of Commissioners approve and authorize the Chairman to sign the Anticipated Collections Addendum to the SAVE program Memorandum of Agreement with the Department of Homeland Security with funding to be provided by the FY16 Finance Administration Operating Budget.

Ms. Miller presented this item.

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh passed unanimously.

Recommend that the Board of Commissioners approve and authorize the Chairman to sign the Anticipated Collections Addendum to the SAVE program Memorandum of Agreement with the Department of Homeland Security with funding (in the amount of \$300) to be provided by the FY16 Finance Administration Operating Budget. (T. Miller) 4 pages [REPORT](#) (Vote 3-0)

- 8) Consider recommend that the Board of Commissioners approve the request for a professional Exemption for Spay and Neutering Services from Dr. William Disque, Dr. Kimberly Hart and One Veterinary Technician in the amount not to exceed \$57,750.00 with operational funding from the Animal Control Spay and Neutering Costs.

Chief Doering presented this item and explained that this was a necessary cost for in-house services that would cost a lot more if we used a veterinarian for the service. He anticipated two to three times more.

The following motion made by Commissioner Stambaugh and seconded by Commissioner Brunson passed unanimously.

Recommend that the Board of Commissioners approve the request for a professional Exemption for Spay and Neutering Services from Dr. William Disque, Dr. Kimberly Hart and One Veterinary Technician in the amount not to exceed \$57,750.00 with operational funding from the Animal Control Spay and Neutering Costs. (M. Doering) 1 page [REPORT](#) (Vote 3-0)

- 9) Consider recommending that the Board of Commissioners approve the purchase of Emergency Medical Dispatch software for the Glynn-Brunswick 911 Center from Priority Dispatch, pending final approval of the contact by the County Attorney, in the amount of \$152,841 with funding to be provided by the General Fund fund balance.

Mr. Steve Usher presented this item and explained some of the history with this bid. Commissioner Strickland asked what EMD software was for and Mr. Usher responded that it was the protocols that 911 dispatchers used when speaking to customers.

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh passed unanimously.

Recommend that the Board of Commissioners approve the purchase of Emergency Medical Dispatch software for the Glynn-Brunswick 911 Center from Priority Dispatch, pending final approval of the contact by the County Attorney, in the amount of \$152,841 with funding to be provided by the General Fund fund balance. (S. Usher) 31 pages [REPORT](#) (Vote 3-0)

- 10) Consider recommending that the Board of Commissioners accept the proposal for property and liability coverage and risk management services and approve the contract with the Association County Commissioners of Georgia– Interlocal Risk Management Agency for said services at a cost of \$604,783 for the July 1, 2015 – June 30, 2016 period and flood insurance for selected buildings at standard National Flood Insurance Program rates for Glynn County with funding to be provided by the County Insurance Fund.

Ms. Reed presented this item and stated that only one bid was received.

The following motion made by Commissioner Stambaugh and seconded by Commissioner Brunson passed unanimously.

Recommend that the Board of Commissioners accept the proposal for property and liability coverage and risk management services and approve the contract with the Association County Commissioners of Georgia– Interlocal Risk Management Agency for said services at a cost of \$604,783 for the July 1, 2015 – June 30, 2016 period and flood insurance for selected buildings at standard National Flood Insurance Program rates for Glynn County with funding to be provided by the County Insurance Fund. (O. Reed) 6 pages [REPORT](#) (Vote 3-0)

- 11) Consider recommending that the Board of Commissioners authorize staff to award a contract to Berry Dunn in the amount of \$75,000 to conduct an Information Technology Security Audit with funding to be provided by the FY15 Information Technology Operating Budget (1921.52067).

Mr. West presented this item and stated that there was \$70,000 budgeted, but that the lowest bid came back at \$75,000 and the money is available because of other projects being under budget. Commissioners asked if this was necessary and Mr. Ours explained that about three years ago someone did get into our network and tried to withdraw funds from our accounts. He stated that staff is trying to ensure that we are doing all we can to make sure we are protected. Commissioner Brunson said perhaps this limits our liability. Mr. Catron stated that he wants to make it hard to get into our system and easier to find who does it.

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh passed unanimously.

Recommend that the Board of Commissioners authorize staff to award a contract to Berry Dunn in the amount of \$75,000 to conduct an Information Technology Security Audit with funding to be provided by the FY15 Information Technology Operating Budget (1921.52067). (D. West) 5 pages [REPORT](#) (Vote 3-0)

- 12) Consider recommending that the Glynn County Board of Commissioners award a contract to Power Systems Engineering for two UPS battery backup units and implement the project with funding provided by the FY15 E911 Budget (3415.54375).

Mr. West presented this item.

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh passed unanimously.

Recommend that the Glynn County Board of Commissioners award a contract to Power Systems Engineering for two UPS battery backup units and implement the project with funding in the amount of \$49,908 provided by the FY15 E911 Budget (3415.54375). (D. West) 3 pages [REPORT](#) (Vote 3-0)

- 13) Consider recommending that the Board of Commissioners approve the proposal for Tyler Technologies Fingerprint Biometrics Interface in the amount of \$8,650 funded by the Jail Operating Fund Operating Budget (3555.54720), and that the Chairman be authorized to sign the proposal.

Mr. Catron presented this item.

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh passed unanimously.

Recommend that the Board of Commissioners approve the proposal for Tyler Technologies Fingerprint Biometrics Interface in the amount of \$8,650 funded by the Jail Operating Fund Operating Budget (3555.54720), and that the Chairman be authorized to sign the proposal. (J. Catron) 14 pages [REPORT](#) (Vote 3-0)

14) Consider recommending that the Board of Commissioners approve the proposal for NEC-AFIS annual Maintenance in the amount of \$5,500 funded by FY 15/16 Information Technology operating budget (1921.52260), and that the Chairman be authorized to sign the proposal.

Mr. Catron presented this item.

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh passed unanimously.

Recommend that the Board of Commissioners approve the proposal for NEC-AFIS annual Maintenance in the amount of \$5,500 funded by FY 15/16 Information Technology operating budget (1921.52260), and that the Chairman be authorized to sign the proposal. (J. Catron) 9 pages [REPORT](#) (Vote 3-0)

15) Consider recommending that the Board of Commissioners approve the proposal eCivis, Inc., Grant Tracking and Reporting System in the amount of \$4,717.50 funded by FY 14/15 Information Technology Operating Budget 1921.52560, and that the Chairman be authorized to sign the proposal.

Mr. Catron presented this item.

The following motion made by Commissioner Stambaugh and seconded by Commissioner Brunson passed unanimously.

Recommend that the Board of Commissioners approve the proposal eCivis, Inc., Grant Tracking and Reporting System in the amount of \$4,717.50 funded by FY 14/15 Information Technology Operating Budget 1921.52560, and that the Chairman be authorized to sign the proposal. (J. Catron) 8 pages [REPORT](#) (Vote 3-0)

16) Consider recommending that the Board of Commissioners approve a purchase order to eGPS Solutions, Inc. for Leica GeoSystems survey grade GPS equipment and software for \$26,691.00 with the funding source provided by the Capital Project Fund - Information Technology Budget (1922.54725).

Mr. Catron presented this item and stated that staff was using 14-year old equipment for surveying now. This would be better technology and much more accurate.

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh passed unanimously.

Recommend that the Board of Commissioners approve a purchase order to eGPS Solutions, Inc. for Leica GeoSystems survey grade GPS equipment and software for \$26,691.00 with the funding source provided by the Capital Project Fund - Information Technology Budget (1922.54725). (B. Nyers) 2 pages [REPORT](#) (Vote 3-0)

- 17) Consider recommending that the Board of Commissioners exercise the first year option with Advanced Environmental Management, Inc. for landfill monitoring services in the amount of \$16,000 annually with funding provided by the Solid Waste Disposal Fund.

Mr. Andrews presented this item and stated that the same company had been doing this for several years.

The following motion made by Commissioner Stambaugh and seconded by Commissioner Brunson passed unanimously.

Recommend that the Board of Commissioners exercise the first year option with Advanced Environmental Management, Inc. for landfill monitoring services in the amount of \$16,000 annually with funding provided by the Solid Waste Disposal Fund. (P. Andrews) 1 page [REPORT](#) (Vote 3-0)

- 18) Consider recommending that the Board of Commissioners award a contract for the BIRP Small Access Dock Improvements project with Drury Land and Marine, in the amount of \$40,700 with funding provided by the Blythe Island Capital Improvements fund in the amount of \$30,000 and the remaining \$10,700 from the Capital Project Fund Balance.

Mr. Austin presented this item and showed a map of the area. He stated that this was an \$80,000 project and DNR was paying \$40,000. Commissioner Stambaugh asked if this was the low bid and Mr. Austin responded in the affirmative.

The following motion made by Commissioner Stambaugh and seconded by Commissioner Brunson passed unanimously.

Recommend that the Board of Commissioners award a contract for the BIRP Small Access Dock Improvements project with Drury Land and Marine, in the amount of \$40,700 with funding provided by the Blythe Island Capital Improvements fund in the amount of \$30,000 and the remaining \$10,700 from the Capital Project Fund Balance. (D. Austin) 2 pages [REPORT](#) (Vote 3-0)

- 19) Consider recommending that the Board of Commissioners award a contract for the McKenzie Road Sidewalk Improvement Project to Swindell Construction Company of Glennville, Georgia, the lowest responsive and responsible bidder, in the amount \$139,840 with funding from the General Fund fund balance.

Mr. Austin presented this item and stated that this was for 4.45 miles. Commissioner Stambaugh commented that he had never seen a kid walking there and that there was only one neighborhood there behind the school. Mr. Ours then stated that this was identified as a board project in February of 2014.

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh passed unanimously.

Recommend that the Board of Commissioners defer awarding a contract for the McKenzie Road Sidewalk Improvement Project to Swindell Construction Company of Glennville, Georgia, the lowest responsive and responsible bidder, in the amount \$139,840 with funding from the General Fund fund balance to the full Board of Commissioners. (D. Austin) 2 pages [REPORT](#)

- 20) Consider recommending that the Board of Commissioners award a contract for the Southport Parkway Sidewalk Improvement Project to Allen Owens Construction Company of Blackshear, Georgia, the lowest responsive and responsible bidder, in the amount \$430,488.40 with funding from the General Fund fund balance.

Mr. Austin presented this item and showed a map of the sidewalks.

The following motion made by Commissioner Brunson and seconded by Commissioner Strickland passed with a vote of 2 to 1.

Recommend that the Board of Commissioners award a contract for the Southport Parkway Sidewalk Improvement Project to Allen Owens Construction Company of Blackshear, Georgia, the lowest responsive and responsible bidder, in the amount \$430,488.40 with funding from the General Fund fund balance. (D. Austin) 2 pages [REPORT](#) (Vote 2-1)

21) Consider recommending that the Board of Commissioners authorize the immediate removal of the old radio tower at Station One with funding to be provided by the Fire Fund fund balance.

Chief Herndon presented this item.

The following motion made by Commissioner Brunson and seconded by Commissioner Stambaugh passed unanimously.

Recommend that the Board of Commissioners authorize the immediate removal of the old radio tower at Station One with funding to be provided by the Fire Fund fund balance. (H. Herndon) 4 pages [REPORT](#) (Vote 3-0)

Other Items

22) Request that the Chairman identify the Finance Committee items which should be included as consent items in the Commission's Meeting Agenda. **Commissioner Strickland identified as follows:**

- a) **Items #2-3, 5-18, and 20-21 and will be placed on the Board of Commissioners' Consent Agenda.**
- b) **Items #4 and 19 will be placed on the Board of Commissioners' Regular Agenda.**
- c) **Items #1 and 22 will not be forwarded to the Board of Commissioners' Agenda.**