

DESOTO COUNTY BOARD OF SUPERVISORS

BOARD MEETING MINUTES

DISTRICT ONE JESSIE MEDLIN, PRESIDING

September 26, 2016

A. CALL TO ORDER

The September 26, 2016 meeting of the DeSoto County Board of Supervisors was called to order by Supervisor Jessie Medlin, 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
Misty Heffner	Chancery Clerk
Vanessa Lynchard	County Administrator
Tony Nowak	Board Attorney

B. INVOCATION

Supervisor Michael Lee offered the invocation.

C. PLEDGE OF ALLEGIANCE

D. CITIZENS REMARKS AND PRESENTATIONS

Supervisor Jessie Medlin asked if there was anyone present who wished to address the Board for items not on the Agenda. No one came forward.

E. APPROVAL OF AGENDA: ADDITIONS AND DELETIONS

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

The following requests were made to add to the Agenda:

- 1. Sheriff Rasco requested to add changing medical bills from Select Administration to Gulf Guaranty – (Old, G.3.)**
- 2. Supervisor Mark Gardner requested an item be considered for Executive Session regarding Project Horizon. (Executive, J.2.)**
- 3. County Administrator Vanessa Lynchard requested to add:**
 - IRS Audit – (Old, G.1.)**
 - DHS Child Support Update - (Old, G.2.)**
 - To be considered for Executive – HR/EMS Personnel – (Executive J.1.)**
- 4. Supervisor Lee Caldwell requested to add:**
 - AgriEd Center Updates (Old, G.4.)**
 - Armory Update (Old, G.5.)**

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to

approve the Agenda with the additions and corrections set forth above.

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

There were no items on the Consent Agenda.

G. OLD BUSINESS

1. IRS Audit Update

Mrs. Lynchard stated the IRS is scheduled to be at the County office Tuesday, September 27th. She handed out copies of the 218 Agreement originally signed in 1955 and amended in 1960. Mrs. Lynchard pointed out on page 14 an exclusion of Justice of Peace and Constables as employees. She said the 218 Agreement was on a list of things the IRS wanted, and they got it from PERS. She further stated, the MS statute says the fees are reportable by a 1099, but the IRS says they have to run through payroll. Mrs. Lynchard said the contract with Butler Snow is helping Accounting to understand and correct things for the future.

Mrs. Lynchard handed out a proposed Order the IRS requested, and the following items were changed:

Change A & B to add Board Attorney Tony Nowak.

Change C & D to take off President Jessie Medlin and leave Board of Supervisors.

Take off E entirely as political bodies cannot extend statute of limitations.

Take off the sentence relating to Butler Snow on F.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to approve the Board order with the changes listed above as discussed.

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. DHS/Child Support Update

Mrs. Lynchard stated she has spoken to Kathy Sykes from the State DHS office and Brenda Russell from DFA and informed them there seems to be no statute to uphold the County providing space and office reimbursement to a private company. She informed the Board she has asked for the Attorney General's opinion, but he has been out of town and has not gotten back with her yet. Mrs. Lynchard also stated the State Audit Department says they do not think the County has authority to provide office space and reimbursement, but they are checking into it. Mr. Nowak stated he reviewed the statutes and could not find any authority to provide such things.

Mrs. Lynchard stated the goal of the private company is to end up with just a few offices to serve 17 counties. She also informed the Sheriff, his office will have to file paperwork with the company to receive compensation for carrying out DHS orders. Mrs. Lynchard stated the privatization begins on October 3rd. Supervisor Caldwell stated concerns in allowing a private company to occupy county office space and not pay rent. Mr. Nowak stated it puts the County in a tough position, but they will have to wait for the AG opinion.

3. Request to Change Medical Billing Reviewing from Select Administration to Gulf Guaranty.

Sheriff Rasco stated he would like to get started on the change from Select Administration to Gulf Guaranty for medical billing reviewing. He stated the savings will be significant as Select Administration bills per inmate, having apx. \$15,000.00 billed on the last month's docket, and Gulf Guaranty will charge 5% of the savings they find.

Mrs. Lynchard stated Mr. Nowak had some changes and Gulf Guaranty has agreed to them. She stated they will have the final paperwork before the 30-day notice period is up.

Supervisor Bill Russell made the motion and Supervisor Lee Caldwell seconded the motion to authorize giving 30-day notice to Select Administration of termination of the 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>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>

4. AgriEd Center Updates

Supervisor Caldwell asked the Board to have their nominees to the committee in by the October 3rd board meeting. She said the constituents who were at the meeting when the Board decided to make up an exploratory committee are very anxious to get things going.

The proposed appointees are currently:

Supervisor Medlin – Pam Padgett
Supervisor Mark Gardner – Greg Guy
Supervisor Lee Caldwell – Josh Pounders & Victoria Duerstock
Supervisor Michael Lee – George Ready & Jennine Ramage

Supervisor Lee also brought up the names of Harvey Ferguson & Milton Kuykendall to be the at-large appointees on the committee.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to approve the appointees to the AgriEd Center Exploratory Committee as presented and listed above.

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 Caldwell also stated she would like to hire Tracy Huffman of Waggoner Engineering to help determine where the Armory building can be built and to identify building areas for the future. She stated Mr. Huffman has done a lot of work on this project freely, but now he needs to meet with the Armory's engineer. Supervisor Caldwell stated they have contacted MDEQ to get maps and prior studies of the site. She said there are a lot of variables with the armory. They have to be so many feet from the road and property lines, and there is a flood area to work around, as well as a blue line stream. She also reiterated the fact that the cap cannot be disturbed at the old landfill site.

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to authorize the hiring of Waggoner Engineering to work on the Armory project and meet with their engineers with a cap of \$5,000.00 for services.

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>

H. NEW BUSINESS

1. Office of Finance and Accounting

a. Budget Amendment – Sheriff’s Office, Various Departments

Mrs. Lynchard informed the Board the budget amendment for the Sheriff’s Department was for holiday pay and the Sheriff and his staff came up with all the money needed. The Board expressed their appreciation to the Sheriff for his diligence and time to do that.

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to approve the budget amendment for the Sheriff’s Department as presented by the Chief Financial Officer.

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>

	Fund/Department #	001 - 200-223				Updated 7/15
	Date:	9/26/2016				
(1)	Sheriff's Departments					
ACCT #	LINE ITEM	YEAR TO DATE EXPENSES	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET
001-200-404	OFFICE CLERICAL	\$ 507,829.84	\$ 564,466.00		\$ 56,000.00	\$ 508,466.00
001-200-441	OVERTIME	\$ 23,804.26	\$ 33,500.00		\$ 9,000.00	\$ 24,500.00
001-200-465	STATE RETIREMENT MATCHING	\$ 109,959.23	\$ 123,659.00		\$ 13,000.00	\$ 110,659.00
001-200-466	SOCIAL SECURITY MATCHING	\$ 53,300.97	\$ 60,063.00		\$ 6,000.00	\$ 54,063.00
001-200-468	GROUP INSURANCE	\$ 89,526.33	\$ 100,750.00		\$ 11,000.00	\$ 89,750.00
001-200-476	MEALS AND LODGING	\$ 9,368.83	\$ 10,500.00		\$ 1,000.00	\$ 9,500.00
001-200-543	REPAIRS-OFFICE FURN. & EQUIP.	\$ -	\$ 1,700.00		\$ 1,700.00	\$ -
001-200-604	PRINTER CONSUMABLES	\$ 17,462.19	\$ 20,300.00		\$ 2,800.00	\$ 17,500.00
001-200-606	COMPUTER SUPPLIES	\$ 590.00	\$ 2,200.00		\$ 1,600.00	\$ 600.00
001-200-639	SIGNS	\$ -	\$ 500.00		\$ 500.00	\$ -
001-201-439	OTHER SERVICE EMPLOYEES	\$ 133,285.67	\$ 138,546.00		\$ 5,200.00	\$ 133,346.00
001-201-441	OVERTIME	\$ 5,618.35	\$ 10,000.00		\$ 4,300.00	\$ 5,700.00
001-201-465	STATE RETIREMENT MATCHING	\$ 17,929.73	\$ 30,168.00		\$ 12,200.00	\$ 17,968.00
001-201-466	SOCIAL SECURITY MATCHING	\$ 10,328.77	\$ 14,653.00		\$ 4,300.00	\$ 10,353.00
001-201-468	GROUP INSURANCE	\$ 14,207.60	\$ 23,250.00		\$ 9,000.00	\$ 14,250.00
001-201-501	POSTAGE/BOX RENT/COURIER	\$ -	\$ 500.00		\$ 500.00	\$ -
001-201-546	OTHER REPAIRS & MAINTENANCE	\$ 23,712.30	\$ 33,060.00		\$ 9,300.00	\$ 23,760.00
001-201-552	MEDICAL FEES	\$ -	\$ 500.00		\$ 500.00	\$ -
001-201-587	TRAINING & REGISTRATION	\$ 1,120.00	\$ 2,000.00		\$ 800.00	\$ 1,200.00
001-201-613	LAW ENFORCEMENT SUPPLIES	\$ 39.45	\$ 500.00		\$ 400.00	\$ 100.00
001-201-677	AVIATION FUEL	\$ 548.61	\$ 19,295.00		\$ 18,700.00	\$ 595.00
001-201-681	REPAIR & REPLACEMENT PARTS	\$ 18,472.31	\$ 28,300.00		\$ 9,800.00	\$ 18,500.00
001-201-691	UNIFORMS	\$ 613.85	\$ 2,355.00		\$ 1,700.00	\$ 655.00
001-201-921	OTHER CAP. OUTLAY UNDER \$5000	\$ 1,398.57	\$ 2,000.00		\$ 600.00	\$ 1,400.00
001-201-922	OTHER CAP. OUTLAY OVER \$5,000	\$ -	\$ 10,000.00		\$ 10,000.00	\$ -
001-202-403	INVESTIGATORS/DETECTIVES	\$ 538,002.34	\$ 537,597.00	\$ 410.00		\$ 538,007.00
001-202-404	OFFICE CLERICAL	\$ 141,956.14	\$ 142,228.00		\$ 200.00	\$ 142,028.00
001-202-412	BAILIFF	\$ 772,231.64	\$ 758,230.00	\$ 14,005.00		\$ 772,235.00
001-202-431	RADIO OPERATOR/DISPATCHER	\$ 726,816.37	\$ 720,054.00	\$ 6,765.00		\$ 726,819.00
001-202-433	COUNTY PATROL DEPUTIES	\$ 3,279,684.62	\$ 3,085,311.00	\$ 194,375.00		\$ 3,279,686.00
001-202-441	OVERTIME	\$ 586,088.46	\$ 591,604.00		\$ 5,515.00	\$ 586,089.00
001-202-442	SPECIAL INVEST. DIV.OFFICERS	\$ 559,852.40	\$ 528,162.00	\$ 31,695.00		\$ 559,857.00
001-202-443	SCHOOL RESOURCE OFFICERS	\$ 409,217.30	\$ 413,609.00		\$ 4,390.00	\$ 409,219.00
001-202-444	FUGITIVE OFFICERS	\$ 379,623.86	\$ 378,573.00	\$ 1,055.00		\$ 379,628.00
001-202-465	STATE RETIREMENT MATCHING	\$ 1,171,289.47	\$ 1,127,287.00	\$ 44,005.00		\$ 1,171,292.00
001-202-466	SOCIAL SECURITY MATCHING	\$ 547,472.76	\$ 537,097.00	\$ 10,380.00		\$ 547,477.00

001-202-468	GROUP INSURANCE	\$ 1,070,921.27	\$ 1,083,000.00		\$ 12,075.00	\$ 1,070,925.00
001-202-544	SERVICE/MAINTENANCE CONTRACT	\$ 70,093.54	\$ 77,637.00		\$ 7,500.00	\$ 70,137.00
001-202-548	RADIO REPAIR & MAINTENANCE	\$ 814.00	\$ 3,000.00		\$ 2,100.00	\$ 900.00
001-202-549	TOWING	\$ 5,790.00	\$ 10,000.00		\$ 4,200.00	\$ 5,800.00
001-202-554	CONSULTANT/COUNSELING FEES	\$ 19,652.78	\$ 23,630.00		\$ 3,900.00	\$ 19,730.00
001-202-587	TRAINING & REGISTRATION	\$ 46,048.94	\$ 47,000.00		\$ 900.00	\$ 46,100.00
001-202-595	UNDERCOVER OPERATIONS	\$ 26,818.00	\$ 35,000.00		\$ 8,100.00	\$ 26,900.00
001-202-622	PUBLIC OUTREACH	\$ 381.75	\$ 2,505.00		\$ 2,100.00	\$ 405.00
001-202-671	MOTOR VEHICLE FUEL	\$ 371,329.94	\$ 415,558.00		\$ 44,000.00	\$ 371,558.00
001-202-674	LUBRICATING OILS & GREASE	\$ 16,863.40	\$ 23,000.00		\$ 6,100.00	\$ 16,900.00
001-216-433	COUNTY PATROL DEPUTIES	\$ 145,961.93	\$ 139,499.00	\$ 6,465.00		\$ 145,964.00
001-216-465	STATE RETIREMENT MATCHING	\$ 21,557.63	\$ 24,335.00	\$ 585.00		\$ 24,920.00
001-220-432	JAILERS/GUARDS	\$ 2,675,101.94	\$ 2,541,542.00	\$ 133,560.00		\$ 2,675,102.00
001-220-465	STATE RETIREMENT MATCHING	\$ 468,558.01	\$ 448,300.00	\$ 20,260.00		\$ 468,560.00
001-220-466	SOCIAL SECURITY MATCHING	\$ 221,435.80	\$ 217,746.00	\$ 3,690.00		\$ 221,436.00
001-220-468	GROUP INSURANCE	\$ 578,837.37	\$ 612,250.00		\$ 33,400.00	\$ 578,850.00
001-220-568	TRANSPORTING PRISONERS	\$ 38,548.05	\$ 40,000.00		\$ 1,400.00	\$ 38,600.00
001-220-692	CLOTHES & DRY GOODS/PRISONERS	\$ 20,394.68	\$ 40,000.00		\$ 19,600.00	\$ 20,400.00
001-220-694	FOOD FOR PRISONERS	\$ 397,340.71	\$ 416,355.00		\$ 1,900.00	\$ 414,455.00
001-220-699	OTHER CONSUMABLE SUPPLIES	\$ 3,656.72	\$ 6,058.00		\$ 2,400.00	\$ 3,658.00
001-222-439	OTHER SERVICE EMPLOYEES	\$ 437,716.52	\$ 426,127.00	\$ 11,600.00		\$ 437,727.00
001-222-552	MEDICAL FEES	\$ 259,449.98	\$ 394,050.00		\$ 134,000.00	\$ 260,050.00
001-222-559	OTHER PROF. FEES & SERVICES	\$ 700.00	\$ 2,450.00		\$ 1,700.00	\$ 750.00
001-222-696	PHARMACY SUPPLIES	\$ 136,907.09	\$ 156,415.00		\$ 19,500.00	\$ 136,915.00
001-223-432	JAILERS/GUARDS	\$ 809,936.89	\$ 781,133.00	\$ 28,805.00		\$ 809,938.00
001-223-465	STATE RETIREMENT MATCHING	\$ 129,218.08	\$ 124,446.00	\$ 4,775.00		\$ 129,221.00
001-223-466	SOCIAL SECURITY MATCHING	\$ 60,682.25	\$ 60,446.00	\$ 250.00		\$ 60,696.00
001-223-468	GROUP INSURANCE	\$ 162,658.31	\$ 170,500.00		\$ 7,800.00	\$ 162,700.00
						\$ -
			\$ 18,374,499.00	\$ 512,680.00	\$ 512,680.00	\$ 18,374,499.00
Reason for Request:	To pay out holiday comp time liability.					
(Show detailed justification)						
Requested by:	Bill Rasco / Donna Ford / Andrea Freeze / Vickie Richmann					

Mrs. Freeze stated the second budget amendment is for various departments. Mrs. Lynchard stated Mrs. Freeze has been keeping up with these changes all year and saving them to present just once at the end of the year. Mrs. Freeze said this is just to true everything up, and the money is in the budget.

Supervisor Lee Caldwell made the motion and Supervisor Mark Gardner seconded the motion to approve the budget amendment for the various departments as presented by the Chief Financial Officer.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District

Supervisor Mark Gardner, Second District

Supervisor Bill Russell, Third District

Supervisor Lee Caldwell, Fourth District

Supervisor Michael Lee, Fifth District

YES

YES

YES

YES

YES

	Fund/Department #	various				Updated 7/15
	Date:	9/26/2016				
(2)	Various Dept's - End of Year Corrections					
ACCT #	LINE ITEM	YEAR TO DATE EXPENSES	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET
001-101-447	ATTEND BOARD MEETINGS	\$ 1,480.00	\$ 1,440.00	\$ 40.00		\$ 1,480.00
001-101-450	COPYING TAX ROLLS	\$ 8,716.62	\$ 9,200.00		\$ 40.00	\$ 9,160.00
001-107-401	ADMINISTRATIVE/MANAGER/FOREMAN	\$ 75,519.36	\$ 75,000.00	\$ 520.00		\$ 75,520.00
001-107-402	DEPUTIES/ASSISTANT MANAGERS	\$ 52,863.46	\$ 52,500.00	\$ 365.00		\$ 52,865.00
001-107-404	OFFICE CLERICAL	\$ 111,142.52	\$ 113,740.00		\$ 885.00	\$ 112,855.00
001-120-402	DEPUTIES/ASSISTANT MANAGERS	\$ 67,179.37	\$ 67,057.00	\$ 125.00		\$ 67,182.00
001-120-465	STATE RETIREMENT MATCHING	\$ 35,920.64	\$ 35,458.00	\$ 465.00		\$ 35,923.00
001-120-404	OFFICE CLERICAL	\$ 91,644.00	\$ 95,268.00		\$ 590.00	\$ 94,678.00
001-121-401	ADMINISTRATIVE/MANAGER/FOREMAN	\$ 90,623.14	\$ 90,000.00	\$ 650.00		\$ 90,650.00
001-121-404	OFFICE CLERICAL	\$ 97,018.17	\$ 101,157.00		\$ 650.00	\$ 100,507.00
001-160-468	GROUP INSURANCE	\$ 41,397.97	\$ 38,750.00	\$ 2,650.00		\$ 41,400.00
001-160-414	ATTENDING COURT	\$ 42,633.28	\$ 58,000.00		\$ 2,650.00	\$ 55,350.00
001-162-559	OTHER PROF. FEES & SERVICES	\$ 302.40	\$ 300.00	\$ 5.00		\$ 305.00
001-162-550	LEGAL FEES	\$ -	\$ 250.00		\$ 5.00	\$ 245.00
001-163-401	ADMINISTRATIVE/MANAGER/FOREMAN	\$ 4,004.00	\$ 4,000.00	\$ 5.00		\$ 4,005.00
001-163-425	YOUTH COURT INTAKE OFFICER	\$ 52,554.46	\$ 52,546.00	\$ 10.00		\$ 52,556.00
001-163-405	ATTORNEYS	\$ 49,806.42	\$ 54,863.00		\$ 15.00	\$ 54,848.00
001-164-401	ADMINISTRATIVE/MANAGER/FOREMAN	\$ 44,410.68	\$ 44,259.00	\$ 160.00		\$ 44,419.00
001-164-465	STATE RETIREMENT MATCHING	\$ 6,994.75	\$ 6,971.00	\$ 25.00		\$ 6,996.00
001-164-466	SOCIAL SECURITY MATCHING	\$ 3,026.78	\$ 3,386.00		\$ 185.00	\$ 3,201.00
001-167-401	ADMINISTRATIVE/MANAGER/FOREMAN	\$ 34,696.00	\$ 34,429.00	\$ 300.00		\$ 34,729.00
001-167-402	DEPUTIES/ASSISTANT MANAGERS	\$ 8,400.08	\$ 9,400.00		\$ 300.00	\$ 9,100.00
001-178-465	STATE RETIREMENT MATCHING	\$ 63,681.97	\$ 62,948.00	\$ 750.00		\$ 63,698.00
001-178-466	SOCIAL SECURITY MATCHING	\$ 19,863.10	\$ 20,860.00		\$ 750.00	\$ 20,110.00
001-181-455	COUNTY REGISTRAR	\$ 25,300.44	\$ 25,300.00	\$ 5.00		\$ 25,305.00
001-181-459	ELECTION FEES	\$ 20,496.00	\$ 21,800.00		\$ 5.00	\$ 21,795.00
001-240-401	ADMINISTRATIVE/MANAGER/FOREMAN	\$ 77,096.98	\$ 76,854.00	\$ 250.00		\$ 77,104.00
001-240-434	EMERGENCY MED EMPLOYEE	\$ 522,243.55	\$ 522,050.00	\$ 200.00		\$ 522,250.00
001-240-404	OFFICE CLERICAL	\$ 77,447.85	\$ 78,337.00		\$ 450.00	\$ 77,887.00

DEPT #: 151
LOC #:

[illegible]

AUTHORIZATION TO DISPOSE		INVENTORY CLERK INFORMATION	NOTES
SIGNED BY: <u>[Signature]</u>	DATE: <u>9-15-16</u>	PRELIMINARY PRESENT TO BOS	
PRINT NAME: <u>Robert Tarmann</u>		<u>9-26-16</u>	
		FINAL PRESENT TO BOS	
DISPOSED BY: _____	DATE: _____		
PRINT NAME: _____		DATE INVENTORY DISPOSED IN AS400	
INV CLERK: <u>[Signature]</u>	DATE: <u>9-26-16</u>	DATE BOS FINALMING ATTACHED	
<u>Angie Tapley</u>			

DEPT #: 225
LOC #: 225

[illegible]

AUTHORIZATION TO DISPOSE		INVENTORY CLERK	NOTES
SIGNED BY: <u>William J. Nichols</u>	DATE: <u>9.15.16</u>	INFORMATION	These were very old, dry rotted shirts that Vanessa & I saw @ S+R inventory and was disposed of.
PRINT NAME: <u>William Nichols</u>		PRELIMINARY PRESENT TO DODS	
		<u>9.26.16</u>	
		FINAL PRESENT TO DODS	
DISPOSED BY: _____	DATE: _____		
PRINT NAME: _____		DATE INVENTORY DISPOSED IN #5410	
INV CLERK: <u>Angie Tapley</u>	DATE: <u>9.26.16</u>		
<u>Angie Tapley</u>		DATE BOS FINAL MMS ATTACHED	

See Exhibit H.1.b.

c. 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. Mrs. Freeze stated page 1 is for the current year rail car tax reimbursements.

Supervisor Jessie Medlin asked about the following claims:

Page 24 – Court Reporters – Mrs. Hanks stated that is the 12th payment for this year on their salaries.

Supervisor Mark Gardner asked about the following claims:

Page 19 – Chief Supply – The invoice showed it was for tactical pants. Mrs. Lynchard stated they burned several pair when they were working on the training facility and welding.

Page 23 – Integrated Communications – Mrs. McLeod stated accounting is holding the check until installations are complete. They wanted to get the payment done on this year’s budget. She stated the only one not complete is EMA and it is close to being done.

Page 33 – Neil Schaffer – Stormwater – Mr. Swims stated the yearly contract is \$20,000, with an additional \$7500 this year for some DEQ work. He said it is paid quarterly. Mrs. Lynchard stated the County had just received the new coloring books to distribute in the schools.

Page 34 – ICA Engineering – Bethel & Craft Road – Supervisor Gardner asked for an update. Mr. Swims stated they met with ICA last week and went over the final profile. He said they will meet on site this week for a field review, with the big topic being utility moving. Supervisor Gardner asked what the project total would be. Mr. Young stated the project was a total of \$57,000 and there have been expenses of \$35,000 to date. Mr. Swims said they should have a completed set of plans soon. Mr. Young said there was a “not to exceed” limit on the project.

Supervisor Bill Russell asked about the following claims:

Page 3 - \$375 for business cards – The invoice showed 15,000 business cards for Mr. Treadway.

Page 6 – Butler Snow – Mrs. Lynchard said that is the IRS audit bill payment.

Page 9 – Justice Court – 2 large office supply orders – Mrs. Hanks said one was from March and one item just came in to finish the order, and the other was for September. Mrs. Freeze said they questioned that also, and called Justice Court to confirm.

Supervisor Lee Caldwell asked about the following claims:

Page 4 – Integrated Communications – Mrs. Freeze stated that is for the Sheriff’s radios that were purchased from the insurance money.

Page 16 – Tri County Farm Service – Gas Pump – Sheriff Rasco stated that is a gas pump on a trailer so they can pull up to the big tank and take fuel to another location.

Supervisor Michael Lee asked about the following claims:

Supervisor Lee did not have any other questions.

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.

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>

2. Request to approve FY16 Rail Car Tax Diversions & Discussion of Prior Years.

Mrs. Freeze stated the FY16 Rail Car Tax Diversions were approved within the claims docket as pointed out.

Mrs. Freeze stated there was some confusion about how rail car tax diversions were calculated in the past. She determined these funds need to be diverted differently after attending a class at a state conference. Mrs. Freeze stated Mr. Trapolino in the GIS department had worked with her to see who had rail lines in their taxing districts. She stated the proper procedure is to figure how many miles of track are in each district and then divide the revenue between the districts.

Mr. Nowak stated there is no statute of limitations on public entities, so you have to go back as far as you can with proper documentation. Mrs. Freeze stated they had documentation from 2002 going forward. Mr. Nowak also pointed out that overlapping districts split the revenue. Mrs. Freeze stated the County splits their revenue with the School District.

Mr. Nowak informed the Board there have been past instances when the County was owed funds or owed others funds and the State Audit Department advised it was appropriate to prorate the settlement if funds are not readily available. Supervisor Gardner stated he would rather get everyone paid this year and have a clean slate. Supervisor Caldwell agreed. Mrs. Freeze stated some monies have been paid, just not enough.

Supervisor Mark Gardner made the motion and Supervisor Lee Caldwell seconded the motion to pay the monies owed as presented by Mrs. Freeze out of this budget year's ending cash in the amount of \$525,344.52.

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. Approval of Fixed Asset Inventory Report

Inventory Clerk Angie Tapley presented the fixed asset inventory report that will be sent to the State. Supervisor Medlin pointed out date changes that needed to be made in the heading. Mrs. Tapley said she will fix that. Mrs. Lynchard stated at the end of the year they deleted about 100,000 to inventory. Mrs. Joyce Herring has been assisting Mrs. Tapley with the inventory, and she stated they took off some buildings as approved at a previous Board meeting.

Mrs. Lynchard stated Mrs. Tapley has worked very hard, and has really taken to learning the inventory. She informed the Board Mrs. Herring came in to help and has taught Mrs. Tapley a lot about the financial and software sides of fixed asset inventory. Sheriff Rasco stated Mrs. Tapley has also worked a lot with Amy Henley at the Sheriff's Department.

Supervisor Bill Russell made the motion and Supervisor Lee Caldwell seconded the motion to approve the fixed asset inventory report with the date corrections in the headings.

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.

4. Addendum: Emergency Bills from Facilities

Facilities Director Robert Jarman stated there was a small grease fire in the jail's kitchen on Saturday. He stated the fire system worked as it was supposed to, but he had to get A-1 Fire Protection and Quarles Sprinklers out to check the systems and reset them. Mr. Jarman stated he has not gotten the total amounts from the vendors.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to authorize the emergency purchase as presented by Mr. Jarman and approve payment, with the amounts to be brought back at the October 3rd meeting.

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.

I. PLANNING

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 Lee Caldwell made the motion to adjourn the Board meeting to October 3, 2016 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 26th day of September, 2016, these minutes have been read and approved by the DeSoto County Board of Supervisors.

Jessie Medlin, President
DeSoto County Board of Supervisors