



BOARD OF COUNTY COMMISSIONERS

THE KEYSTONE COUNTY-ESTABLISHED 1827
435 W. Walnut St., Monticello, Florida 32344

Stephen G. Fulford
District 1

John Nelson, Sr.
District 2

Hines F. Boyd
District 3

Betsy Barfield
District 4

Danny Monroe
District 5

Regular Session Agenda January 5, 2012 at the Courthouse Annex 435 W. Walnut St. Monticello, FL 32344

1. 9:00 A.M. – Call to Order, Invocation, Pledge of Allegiance
2. Public Announcements, Presentations, & Awards
3. Consent Agenda
 - a) Approval of Agenda
 - b) Minutes of December 15, 2011 Regular Session
4. Citizens Request & Input on Non-Agenda Items (3 Minute Limit, No Commissioner Discussion)
5. General Business
 - a) Resolution Request – Sheryl Rehberg/North Florida Workforce
 - b) Redistricting Follow-Up & Action – Attorney Bird
 - c) Road Dept. Request to Surplus Truck #11 – David Harvey
 - d) Parks Dept. Electrical & Work Bids – Mike Holm/Roy Schleicher
 - e) Fire Dept. Proposed Organizational Plan – Mark Matthews
 - f) Mine Update – Randy Hatch
 - g) Road Dept Organization & Service Delivery – Phil Calandra
6. County Coordinator's Report
 - a) County Coordinator Position Hiring Schedule
 - b) Report on Solid Waste Sites
7. Citizen's Forum (3 Minute Limit, Commissioner Discussion Allowed)
8. Commissioner Discussion Items
9. Adjourn

From the manual "Government in the Sunshine", page 40:

Paragraph C. Each board, commission or agency of this state or of any political subdivision thereof shall include in the notice of any meeting or hearing, if notice of meeting or hearing is required, of such board, commission, or agency, conspicuously on such notice, the advice that if a person decides to appeal any decision made by the board, agency or commission with respect to any matter considered at such meeting or hearing, he will need a record of the proceedings, and for such purpose he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Kirk Reams
Clerk of Courts

Roy M. Schleicher
County Coordinator

Bird & Sparkman, P.A.
County Attorney



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ITEM 3: CONSENT AGENDA MATERIALS

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR SESSION
December 15, 2011

The Board met this date in regular session. Present were Chairman Hines Boyd, Commissioners Betsy Barfield, Stephen Fulford, Danny Monroe and John Nelson. Also present were County Coordinator Roy Schleicher, County Attorney Buck Bird and Clerk of Court Kirk Reams.

ITEM 3: Consent Agenda

1. Chairman Boyd requested that item 5(b) CDBG Housing Disaster Recovery be moved into the consent agenda. Commissioner Fulford requested a memorandum of understanding be added for the North Florida Broadband Authority to book in-kind assets from Jefferson County for the matching requirement. **On motion by Commissioner Fulford, seconded by Commissioner Monroe and unanimously carried, the Board approved adding this item to the agenda.** Clerk of Court Kirk Reams requested that item 5(i) Fire and Solid Waste Assessment study update proposal be moved to the second item under General Business, after the Memorandum of Understanding with NFBA. County Coordinator Roy Schleicher requested that item 5(k) Road Department Organization and Service Delivery be tabled to the January 5th meeting. Mr. Schleicher also requested that item 5(f) Aucilla River No-Wake Zone Voting Ordinance be moved to a later meeting. **On motion by Commissioner Nelson, seconded by Commissioner Monroe and unanimously carried, the Consent Agenda with the above modifications was approved.**

ITEM 5: Memorandum of Understanding – North Florida Broadband Authority

2. Donny Lort, with the NFBA, presented a MOU with Jefferson County listing in-kind assets to be incorporated into the network design. **On motion by Commissioner Fulford, seconded by Commissioner Monroe and unanimously carried, the MOU was approved.**

ITEM 5(i): Fire & Solid Waste Assessment Study Update Proposal

3. Jeff Rackley, with Government Services Group, presented a proposal piggy-backing on the Madison County contract. The proposal was for performing a study of the Fire and Solid Waste assessments. Chairman Boyd expressed reservations on having this study done. He asked if this was in the budget, to which Clerk of Court Kirk Reams responded in the affirmative. Commissioner Fulford stated that he was concerned that the county did not have the personnel capacity to perform this study. Clerk of Court Kirk Reams stated that, to his knowledge, the assessments had not been evaluated since their inception. Commissioner Fulford inquired about the square footage method of assessing Solid Waste. Mr. Rackley responded that this method that was currently being done by the county was extremely rare and he was unsure of a correlation between square footage of a commercial facility and the solid waste generated. **On motion by Commissioner Fulford, seconded by Commissioner Nelson and carried 4 to 1 (Boyd opposed), the Board approved the proposal's scope and services and accepted the results of the Madison County RFP.**

ITEM 5(a): Christmas Gift Certificates

4. **On motion by Commissioner Monroe, seconded by Commissioner Fulford and unanimously carried, the Board approved \$25 Gift Certificates for each County and Constitutional employee.**

ITEM 5(c): Parks Advisory Board Appointments

5. County Coordinator Roy Schleicher presented the Advisory Board recommendations. **On motion by Commissioner Nelson, seconded by Commissioner Barfield and unanimously carried, the Parks Advisory Board recommended appointments of Nick Flynt, Chris Eades and Jeffrey Singleton were approved.**

ITEM 5(d): Planning Commission Appointments

6. County Coordinator Roy Schleicher presented Planning Commission applications to the Board. **On motion by Commissioner Monroe, seconded by Commissioner Fulford and unanimously carried, the Board approved the following applicants to the Planning Commission at the recommendation of each Commissioner whose district is represented: District 1 Jay Adams; District 2 Gene Hall; District 3 Mike Bonfanti; and District 4 John Iarussi.**

ITEM 5(e): Grievance Committee Appointments

7. County Coordinator Roy Schleicher presented Kitty Brooks as his appointee with John Peck as an alternate. Commissioner Nelson presented Annie Severin as his appointee with Walter Ghee as an alternate. Chairman Boyd presented Kathy Lollar as his appointee with no alternate at this time. **On motion by Commissioner Monroe, seconded by Commissioner Barfield, and unanimously carried, the appointments were approved.**

ITEM 5(g): Courthouse Annex Employee Parking Lot

8. Clerk of Court Kirk Reams presented a proposal from Riley Palmer recommending Benners Contracting to construct a curbed, gravel employee parking lot behind the Tax Collector's Office. He explained that the money for this project would come from the Courthouse Facilities funding. Citizen Bill Moon with the Jefferson Arts Gallery expressed concerns over flooding issues, but stated that the lot would be a great advantage for the Art Center to utilize. Commissioner Fulford expressed his desire have the project bid. Clerk of Court Kirk Reams stated concern over bidding without having a set of construction documents. **On motion by Commissioner Fulford, seconded by Commissioner Barfield and unanimously carried, the Board approved Riley Palmer to act as Construction Manager on the project and for him to bring back quotes at a later meeting.**

ITEM 5(h): Lamont Kaleidoscope Property

9. Chairman Boyd stated that he had spoken to the owners of the property and that there were no roof issues with the building. He stated that an offer of \$45,000 for a property on the market for \$90,000 was a good deal. Commissioner Nelson expressed concerns over the roof. Commissioner Barfield stated that she felt the county would be stepping away from its core services in purchasing the building. She gave her opinion that the property was in terrible shape and that the county needed an estimate of what it would cost to fix

the building. Chairman Boyd responded that the building could serve as a small business incubator and that he was certain it would not cost much to repair the facility. Commissioner Monroe stated that a contractor needed to analyze the building. Clerk of Court Kirk Reams expressed disappointment that a company that employed 36 people at its high point was no longer in the county. Commissioner Fulford stated that the facility was far from top notch. Citizen Dick Bailar stated that the Board should negotiate and make a lower counter-offer. Chairman Boyd responded that he had asked the owners to complete donate the building for tax purposes and they declined to do so. **On motion by Commissioner Barfield, seconded by Commissioner Fulford and carried 4 to 1 (Boyd opposed), the Board declined the offer.**

ITEM 5(j): Parks Department Issues

10. Commissioner Barfield stated she would like for the Board to hold off on naming the Recreation Park on Mamie Scott Drive until some guiding principles were established. She further stated that there were opportunities to raise money by people paying to have their names on buildings, parks, etc. Commissioner Nelson agreed with Commissioner Barfield. Chairman Boyd stated his opinion that selling names to public buildings is offensive. Commissioner Fulford responded that this was a recommendation that came from the Parks Advisory Board and that the park currently has no official name. County Coordinator Roy Schleicher stated he would work with Commissioner Barfield on guiding principles for the naming of government facilities.
11. County Coordinator Roy Schleicher informed the Board of some lighting issues at the Recreation Park ball fields. Citizen David Priesel gave his opinion on the electrical issues at the Rec Park. County Coordinator Roy Schleicher stated he would give the lighting issues out to bid once he obtained the proper information from Progress Energy.
12. County Coordinator Roy Schleicher informed the Board of the dilapidated of the concession stand at the Recreation Park. He explained that he would bring a design from engineer Preble-Rish back to the Board for the replacement of this facility.

ITEM 5(n): Board Appointments Discussion

13. Commissioner Barfield stated her desire that any time there was an appointment to a committee that represented and/or received money from the County Commission that she would like to see the appointment come before the Board for the Commissioners to have the opportunity to make recommendations. County Coordinator Roy Schleicher responded that the county was unaware of the recent appointment made by the Apalachee Regional Planning Council until it had already taken place. Commissioner Monroe stated that any representative of this county should come before the Board of County Commissioners.

ITEM 5(o): County Attorney Contract

14. **On motion by Commissioner Monroe, seconded by Commissioner Nelson and unanimously carried, the Board approved the attorney contract with Bird & Sparkman.**

ITEM 6(a): County Coordinator's Report

15. County Coordinator Roy Schleicher presented the Department Head reports to the Board. Commissioner Nelson expressed concern over equipment breakdowns and expressed his desire to increase preventative maintenance measures.

ITEM 7: Citizen's Forum

16. Citizen Dick Bailar stated that the Board should consider making a lower offer on the Kaleidoscope property.
17. Citizen Paul Henry stated that the Board should compare internal versus external costs when evaluating proposals.
18. Citizen C.P. Miller stated that public comment should take place after Commission discussion items in order for the public to respond to issues spoken on by the Commissioners.

ITEM 8: Commissioner Discussion Items

19. Commissioner Barfield informed the Board that a collegiate bike race was coming to the county on February 11th and 12th. She gave a quick update on the potential for the Big Bend Horseman's Association holding a show at the Horse Arena.
20. The warrant register was reviewed and bills ordered paid.

ITEM 11: Adjournment

21. **On motion by Commissioner Monroe, seconded by Commissioner Barfield and unanimously carried, the meeting was adjourned.**

Attest: _____
Clerk

Chairman

ITEM 5(a): RESOLUTION REQUEST

Kirk B. Reams

From: Rehberg, Sheryl [rehbergs@nfwdb.org]
Sent: Tuesday, December 27, 2011 4:17 PM
To: Stephen Fulford (sgfulford@centurylink.net)
Cc: Kirk Reams
Subject: Meeting Calendar
Attachments: Workforce Board Accountability Act - FWDA Information (2).docx; Comments on Accountability Act 2nd draft.docx

Good Afternoon,

Can you share with me the BOCC meeting schedule for January? At the meeting of the commissioners' consortium and executive committee of the workforce board, I was instructed to visit the work session or meeting of all six counties in our region to offer a draft of a resolution for the commissioners to consider as a response to a bill introduced by the governor. I'm attaching a little back ground information for you to review, and can send a draft of a resolution too. It may be best to discuss in a work session, if you have one. Not all commissions do.

The major thing the Florida Workforce Development Association (FWDA) is opposing is the removal of local control; local elected officials have long had the input for appointing board members, and the board elects its chairperson and hires the executive director. They feel the transfer of this removes local control and politicizes the selection of board chairs and board directors. There is other information in the attachments. Please call me if you have any questions I can answer in front of the meeting with the commissioners.

Thanks. I look forward to seeing you.

Sheryl Rehberg, Executive Director
North Florida Workforce
705 E. Base St.
Madison, FL 32340
rehbergs@nfwdb.org
850.973.2672 (office)
850.673.7688 (mobile)

Comments on Accountability Act

We should begin by saying that no one is against accountability. We recognize that miss expenditures anywhere hurts the program and the public trust everywhere. We reject however several threads that are at the base of this legislation. First that accountability and the reputation of local boards must be restored. It may be true in a couple of areas out of 24 but it is not true statewide. Second, that this legislation will somehow prevent poor decision making. Congress has said that they want the system to be locally controlled, nimble and flexible. Those concepts mean that there must be room for local decision making. Local decision making means that occasionally decisions will be made that are not those you and I might make. That flexibility however, must be there. Further we reject that this law is important to the main issue facing our state which is job growth. The local boards have nothing to do with generating employment. In fact, we are prohibited by law from engaging in employment generating activities. While accountability is important, it is not part of a job growth agenda. Things like international trade, expanding our seaports, access to capital, governance predictability and a comprehensive energy policy are important job growth issues. The local boards train people and fill jobs created by the private sector.

A word about our performance.

The US Chamber of Commerce rated our workforce as #1 in nation. A critical element was the performance of our One Stop Centers under the local Workforce Development Boards and in some cases run by private for profit and not for profit contractors.

We efficiently used the Florida Back to Work Dollars , stimulus training dollars and geared up an extensive Summer youth employment program at the last minute. We have consistently met and exceeded the outcome related (not process related) goals negotiated by the state with the federal government. All of the money at the local level is federal by the way. We are the "can-do" system. We deliver on time and on budget year after year as a system.

Comments on the specific pieces of the proposed legislation;

Section one

- A cap on the board members interferes with the rights and responsibilities of local elected officials as contained in the federal legislation. The "excesses" cited as reasons for this legislation would not have been prevented by fewer board members. Boards cannot be much smaller than about 33 because of the federal requirements. There is no service delivery reason for a statewide cap and will interfere with the inclusionary decision making envisioned by the law.
- Having the Board chair and Director serve at the pleasure of the Governor is contrary to federal law and injects politicization into the process. The legislature will not get unbiased opinions

from the field if local leaders fear reprisals because the Governor was not “pleased” with what was said.

- Budget reviews and acceptance by the chief local elected official(s) is a requirement of federal law now and therefore is not needed. Are we not trying to get rid of redundant rules and regulations?
- Budgets, as reviewed by the local elected officials are public documents and can be requested at any time. See comment above.
- We have a single brand now Employ Florida Marketplace and considerable amount of money has been spent to establish it. Affiliate branding at the local level has been ongoing for decades. Reversing that would take an enormous amount of money needed for local services to the unemployed. This is not the answer to any unemployment problem that we have and you don't need a law to do a study.
- Financial disclosure is required now in a number of areas but yearly financial disclosure especially the short form would not have prevented the local decisions which are cited as reasons for this law. We are not opposed to this but it won't solve anything.
- Removal for cause would have to be clearly defined to prevent removal for partisan reasons or whim. Due process and rights of appeal would have to be spelled out and guaranteed as well before the Association could support it.

Section Two

- We support the removal of the expiration date for workers comp for adults and youth in work experience. Subsidized work experience is an important tool to get the unemployed back to work and helps employers. Cost savings are realized when they are covered overall under the state's plan

The real issue is not more prohibitions. The real issue is better training up front for both administrators and board members so that they understand both the rules and the intent along with better monitoring. Most of the local issues cited already had rules against them but were missed or overlooked by state monitors. Further once issues are discovered alerts should be developed to keep others from making the same mistake and those mistakes should be then be put into the training and monitoring process in a dynamic way. A better monitoring tool that looks at the intent of the law and a better process for detection and real time corrections to the system would serve the state better.

Workforce Board Accountability Act
Governors Recommendations (#1-7):

1. Establish a cap on RWB's based on the Federal Workforce Investment Act (WIA), as well as section 455.007(1) Florida Statutes. (Limit Membership)

Reference - WIA SEC. 117. (b)(2)(B) Membership may include such other individuals or representatives of entities as the chief elected official (CEO) in the local area may determine to be appropriate.

2. RWB Chairperson and President/Executive Director to serve at the approval and pleasure of the Governor

Reference - WIA SEC. 117. (b)(5) Chairperson – the local board shall elect a chairperson for the local board from among the representatives described in paragraph (2)(A)(i). (representatives of business in the local area...)

3. Requires (CEO's) to approve annual budget

Reference - SEC. 117. (d)(3)(a) Budget. The local board shall develop a budget for the purpose of carrying out the duties of the local board under this section, subject to the approval of the CEO.

4. Requires RWB's submit annual budget to WFI for review

Reference – Same as #3

5. Requires WFI to establish a statewide brand

Reference - None

6. Requires each member of RWB to submit financial disclosures

Reference – None

7. Allows Governor to remove any RWB member for cause

Reference - None

Alternative Proposal to strengthen RWB transparency and accountability:

1. All LEO's will have a written agreement with their RWB and at a minimum contain:
 - a. LEO delegation of fiscal and grant recipient function
 - b. LEO approval of annual budget and USDOL/WFI required plans
 - c. LEO will appoint one of its members to serve as a member of the RWB and/or will meet with RWB Chair and Director quarterly, at a minimum, to review administrative, finance, and program performance.
 - d. LEO process to appoint and remove RWB members
 - e. Address disallowed cost liability

2. All LEO's will establish and maintain an audit committee who will at a minimum:
 - a. Review annual audit reports of the RWB
 - b. Review annual monitoring reports of the RWB

RESOLUTION NO. _____

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF _____ COUNTY, FLORIDA SUPPORTING RECOMMENDATIONS RELATED TO FISCAL ACCOUNTABILITY IN THE PROPOSED WORKFORCE BOARD ACCOUNTABILITY ACT 12-01 (BCAS) WHILE URGING THE GOVERNOR AND THE FLORIDA LEGISLATURE TO MAINTAIN THE AUTHORITY OF LOCAL ELECTED OFFICIALS AND THE REGIONAL WORKFORCE BOARDS TO PROVIDE DIRECT OVERSIGHT AND GUIDANCE OVER THEIR REGIONAL WORKFORCE AREAS. A COPY OF THIS RESOLUTION TO VARIOUS STATE AND FEDERAL OFFICIALS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Workforce Board Accountability Act BCAS 12 – 01 has recently been introduced in the Legislature; and

WHEREAS, the Board of County Commissioners of _____ County, Florida supports those actions which would strengthen fiscal accountability in Florida's workforce system while also supporting the roles and authorities of the chief local elected officials together with that of the regional workforce board; and

WHEREAS, in considering the changes requested under the Workforce Board Accountability Act BCAS 12 – 01 the Legislature should recognize that under the current system of checks and balances between the State and the local delivery system the State of Florida's Workforce System been acknowledged to be one of the leading workforce systems in the country and the recipient of numerous national awards and recognitions for the innovations and work accomplished; and

WHEREAS in response to questionable management practices exercised by two of the twenty-four workforce boards some of the language in the proposed Workforce Accountability Act would minimize the roles of all the chief local elected officials and regional workforce boards; and

WHEREAS, since July of 2002, regional workforce boards have successfully administered over 2 billion dollars allocated to them with less than a 0.5% disallowance rate; and

WHEREAS, the proposed language in BCAS 12-01 calls for gubernatorial involvement in the selection of the regional workforce board chair and their chief executive officer, the size of the regional boards, removal of board members and budget approval which if adopted would substitute state level control over local elected officials' and regional board control of their workforce systems;

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF _____ COUNTY, FLORIDA

SECTION I. That the Board of County Commissioners of _____ County, Florida supports actions which promote the transparency of financial transactions and encourage the integrity, efficacy and accountability of the workforce system while urging the Legislature to address

concerns through the state and federal process currently in place without substituting state governance for local governance.

SECTION 2. That the Board of County Commissioners of _____ County, Florida supports the retention of local elected official and regional workforce board authority to select their board chair, and their chief executive officer, as well as to determine the size of the local boards, the removal of board members and budget approval which authorities have allowed local regions to be effective and nimble in meeting the needs of our local economy.

SECTION 3. This Resolution shall become effective upon adoption.

ADOPTED this the _____ day of _____, 2012.

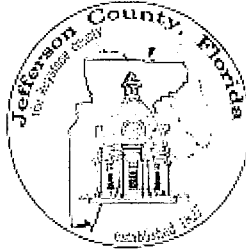
Chair, Board of County Commissioners

ATTEST:

Clerk

RESOLUTION NO. _____

**ITEM 5(e): FIRE DEPARTMENT PROPOSED
ORGANIZATIONAL PLAN**



Jefferson County Fire Rescue

Mark Matthews
Chief

To: County Commissioners
Re: Proposed JCFR Organization Plan

12/10/11

While updating our organization chart, we developed a plan that would return the Chiefs' position to a more traditional role (*I am currently on a 24 on 48 off work schedule filling a Captains slot*) and enhance our resource capabilities without any payroll budget increases with the very real chance of reducing overtime costs.

The proposed changes are outlined as follows:

- I would no longer be on a particular shift. I would work a blend of week day hours and at least once a month I would work a 24 hour shift on each shift and be available for other shifts as needed.
- I would continue as an hourly employee with my hourly rate reverting back to what it previously was when I Chief in 2007 plus any COLA since that time.
- With the exception of a prolonged disaster, I would be sure that I did not incur any overtime. (*As a firefighter, I am exempted from the normal overtime rules as long as I work less than 212 hours in a 28 day period. This averages out to 53 hours a week.*)
- A current employee would be promoted to the Captains position that I am presently filling.
- We currently have one full-time position on one shift that is permanently left open and is filled using part-time personnel. With me moving off shift and our losing one of our full-time personnel to T.F.D. in January, I would convert two more full-time positions to be staffed with part-time personnel. One firefighter/EMT position on each shift would be staffed with part-time personnel.
- Increase our part-time personnel to staff these positions and cover any personnel shortages due to Personal Leave. This will reduce our overtime costs and give us a much larger hiring pool for full-time positions that become available. (*JCFR part-time employees do not accrue any County benefits and are not eligible for the FRS.*)

These proposed changes have the support and approval of the County Coordinator and the Counties' H.R. Officer. We will have more part-time personnel to cover shifts due to P/L without overtime and they will provide me a better opportunity to oversee all shifts and be available in the office more during the week. These changes would be budget neutral.

Please approve the proposed changes to be implemented as soon as practical.

Respectfully, Chief Mark Matthews

1456 South Jefferson Street
Monticello, FL 34344
(850) 342-0178 / fax (850) 342-0181
E-mail: mmatthews@jeffersoncountyfl.gov

**ITEM 5(g): ROAD DEPARTMENT
ORGANIZATION & SERVICE DELIVERY**

Question #1: Recommendations

a) Management & Performance

Recommendations & Next Steps	Consensus YES NO	Due Date (Timeframe)
<p>1. Road Inventory: Accept and approve the prioritized road inventory as the authoritative road list. Direct Dept Head to develop Annual Road Improvement Work Plan based on inventory. Direct Coordinator and HR to develop associated performance appraisal for the Department Head based on progress against annual road improvement work plan</p>	Yes	Feb 27 @ 4 PM
<p>2. Performance Standards: Direct Coordinator with input from Dept Head to develop and recommend minimum performance standards for response and completing customer requests and complaints</p>	Yes	Dec 1 Regular Session
<p>3. Interference: Resolve not to directly interact with the Dept Head whether in an operational or managerial way without first informing and gaining approval from Coordinator or obtaining board of commissioner approval to interact / direct by majority vote</p>	Tabled	
<p>4. Budget spend: Direct monthly meetings between Dept Head, Coordinator and Clerk of Court Accounting function to examine spend against each budgetary line item and to report to BOCC monthly any line item that is more than 5% over or under spent for the next year</p>	Being Done	
<p>5. Capital Asset Replenishment: Direct Dept Head to develop a five (5) year asset replenishment plan for equipment and potential unseen major project demands</p>	Yes	Update & Return by Feb. 27

Question #1: Recommendations

b) Personnel Policy & Staff Management

Recommendations & Next Steps	Consensus YES NO	Due Date (Timeframe)
<p>1. Progression Ladder: Direct Dept Head, Coordinator and Clerk of Court (HR function) to develop a progression ladder based on number of years of experience, skill levels, performance and certifications. Ladder should have a branch near the top for team leadership versus strictly technical / operational skills.</p> <p>2. Personnel Policy Adherence: Direct Clerk of Court (HR function) to perform a review of all personnel files and records to assure each employee file is complete with position description based on #1 and all notes or letters are substantiated. Restate that no personnel action will take effect without concurrence of County Coordinator and HR function.</p> <p>3. Pay Grades: Direct (as above) a salary review take place of the overall department in aggregate and by individual to assure that there is consistent and justifiable pay.</p>	<p>YES</p> <p>To</p> <p>1 – 3</p>	<p>1 Thru 3</p> <p>By DEC 1</p>
<p>4. Diversity and Sensitivity Training: Direct all road department and coordinator staff to participate in said training.</p> <p>5. Safety and Operational Training: Direct Road Department management and staff to participate in training that results in professional certification such as pole saw and chain saw operations, manufacturer and governmental training for various equipment and communications and interpersonal skills. File completion in personnel files.</p>	<p>Yes</p> <p>To</p> <p>4 & 5</p>	<p>Training</p> <p>To</p> <p>Come to</p> <p>us Jan</p> <p>2012</p>

Question #2: Recommendations

Delivery Focus

Recommendations & Next Steps	Consensus YES NO		Due Date (Timeframe)
<p>1. Priority Focus: Resolve the priority purpose of Road Department Service is as stated previously by Executive Management</p> <ul style="list-style-type: none"> • Priority Focus of Department should be: <ul style="list-style-type: none"> a) Fix and maintain stabilized roads where maintenance means: grading, clearing ditches and culverts, mowing, brush cutting, signage, pot hole repair, addressing wash-outs, etc b) Road stabilization where this means serious repair or re-building of a stretch of road typically less than ¼ mile and includes progress against chronic problem spots c) Road re-construction means tearing-up a road to re-build or preparing a road to be built to a standard of permanent construction. County would contract, monitor and sign-off completion. 	YES		
<p>2. Approach: Direct Dept Head to develop in writing a program to address primarily dirt roads in a standard way to remove them from the high maintenance category that is based on road Inventory and annual work plan</p>	YES		Feb 27
<p>3. Contract Services: Direct Coordinator to oversee contracting for road construction services and other required services with inputs from Dept Head and Clerk of Court that either do not exist in the department or can be provided at significantly lower cost than provided by road department.</p>	2 & 3		

Recommendations & Next Steps

# 4 The 4-10 Work Week	Consensus YES NO	Due Date (Timeframe)
<ol style="list-style-type: none"> 1. Re-establish Five day work week: and rescind 4-10 work week 2. Rain Day: Direct Dept Head and Coordinator to propose a rain day policy with input from commissioners and key individuals 		January Workshop
# 5 Work Load Demand	Consensus YES NO	Due Date (Timeframe)
<ol style="list-style-type: none"> 1. Severe Weather Emergency Plan: Direct Dept Head to produce a written emergency plan in coordination with the Sheriff and EMS / Fire Departments to respond to weather emergencies 2. Communications Plan: Direct Coordinator to prepare a customer education and information plan in conjunction with the Dept Head 		EOC Responsibility
# 6 Measures and Numbers	Consensus YES NO	Due Date (Timeframe)
<ol style="list-style-type: none"> 1. Reporting: Direct Coordinator to create prototype status reports that meet the BOCC needs and does not create an excessive collection burden with the condition that the reported numbers can be verified. Repeat the process until satisfaction has been reached. 	YES	After FEB 27th
# 7 Organization Chart and Practice	Consensus YES NO	Due Date (Timeframe)
ALREADY ADDRESSED IN # 1 b)		

Recommendations & Next Steps

# 8 Resource Allocation	Consensus YES NO	Due Date (Timeframe)
<p>1. Chain of command: Resolve to follow chain of command and relationship diagram in communicating needs and requirements into the Road Department work order tracking system. That is Commissioners to County Coordinator to Dept Head to Field Superintendant and Team Leaders and Workers.</p>		Personnel Policy
# 9 Work Outside Department Scope	Consensus YES NO	Due Date (Timeframe)
<p>1. Guidelines: Direct Coordinator to independently develop a set of proposed guidelines based on interview inputs of executive management and recommend these for BOCC consideration</p> <p>2. Commitment: Once accepted by majority vote, BOCC will adopt and abide by the guidelines.</p>	Conditional YES	
# 10 Best Outcome	Consensus YES NO	Due Date (Timeframe)
<p>1. All should have been covered in previous recommendations. However, these Best Outcome sentiments are a broad set of desires for a better future.</p>		