



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 February 16, 2012 at the Courthouse Annex 435 W. Walnut St. Monticello, FL 32344

1. **6:00 P.M. – Call to Order, Invocation, Pledge of Allegiance**
2. **Public Announcements, Presentations, & Awards**
3. **Consent Agenda**
 - a) **Approval of Agenda**
 - b) **Minutes of February 2, 2012 Regular Session**
4. **Citizens Request & Input on Non-Agenda Items (3 Minute Limit, No Commissioner Discussion)**
5. **General Business**
 - a) **Proclamation Declaring Fair Housing Month – Roy Schleicher**
 - b) **Hiring Procedures – Henry Gohlke**
 - c) **Briefing Regarding Unsafe Building Abatement Procedures – Scott Shirley**
 - d) **Follow-Up on Workshop with EDC**
6. **County Coordinator's Report**
 - a) **Department Head Reports**
 - b) **Scheduling of Workshops on Mine, Coordinator's Position, & Naming Opportunities**
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
February 2, 2012

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 Chief Deputy Clerk of Court Tyler McNeill.

ITEM 2: Public Announcements, Presentations and Awards

1. Commissioner Fulford presented an award the county received from FEMA for the NIFP / Flood Plain Management.

ITEM 3: Consent Agenda

2. Commissioner Barfield requested that, when doing the minutes in the future, the Clerk's Office list where money comes from (what fund) and where refunds go. **On motion by Commissioner Monroe, seconded by Commissioner Fulford and unanimously carried, the Consent Agenda, consisting of the approval of the agenda and the minutes of the January 5th and January 19th regular sessions was approved.**

ITEM 5(a): Mine Update

3. Mine Consultant Randy Hatch stated his 3-month contract was coming to a close and gave a presentation on the mine operation. He stated that the rock being produced had a LBR rating of 156, which was 50% better than FDOT required. He also stated that the mine could produce 150,000 tons per year if operated as a full-time mine, adding equipment as needed. Mr. Hatch made several recommendations: separating the mine and road department in the budget; determining where to place equipment currently owned by the county; purchasing equipment that the mine operation will need; continuing current safety practices/training; and keeping mine employees at the mine with employees working zones (no lead worker/supervisor). Commissioner Barfield inquired about the 10 hour work day, to which Mr. Hatch responded that after breaks, refueling and required maintenance, the mine was productive about 7 hours a day. Mr. Hatch added that for more production, one possibility would be to have the miners work overtime on Friday. Commissioner Barfield asked about the longevity of the mine, to which Mr. Hatch said at 150,000 tons per year with approximately 100,000 tons per acre and 100 acres, it would be approximately 50 years. Commissioner Nelson praised Mr. Hatch was a true professional and inquired about a retainer to maintain him on staff. Mr. Hatch requested time and permission to research programs for acquiring equipment. Chairman Boyd commented that the whole concept of the mine had changed and the county may not have budgeted for the expenses, but it also did not budget for the revenue. Mr. Hatch commented that SCRAP and SCOP projects both had uses for lime rock. He also said that the mine needed another blast to lengthen the key cut, not to see what we have but to start production. On motion by Commissioner Monroe, seconded by Commissioner Nelson and unanimously carried, the Board approved the motion to have another blast at the mine. Deputy Finance Clerk Nick Flynt stated that the mine had the budget authority for the blast, but the personnel costs are still being expensed to the Road Department. Chief Deputy Clerk Tyler McNeill stated that the personnel costs were approximately \$120,000 (salaries and benefits). Commissioner Barfield requested a workshop to discuss the mine in more depth.

ITEM 6: PUBLIC HEARING - Comprehensive Plan and FLUM

4. Attorney Scott Shirley introduced the ordinance to amend the Comprehensive Plan and FLUM. Commissioner Monroe stated he had no problems with the changes. Commissioner Barfield expressed her desire to have separate votes on the Comp Plan and FLUM. Citizen John Walker thanked the Board for all of their help and stated he did not know why his parcel of land was such an issue. **Commissioner Monroe made a motion to approve the changes to the Comp Plan and FLUM, to which Commissioner Fulford seconded for discussion. Commissioner Barfield made a motion to amend the original motion to exclude Mr. Walker's parcel of land. The motion as amended died for lack of a second. Commissioner Barfield made a motion to amend the original motion to separate the vote on the Comp Plan and FLUM amendments. The motion as amended died for lack of a second. The original motion passed 4 to 1 (Barfield opposed).**

ITEM 5(b): Park Electrical Update

5. County Coordinator Roy Schleicher stated he was working with Alan Wise to get bid specifications. He also noted they would be advertising locally as well as in the *Tallahassee Democrat* for services.

ITEM 5(c): Horse Arena Update

6. Commissioner Barfield gave an update on the Horse Arena and expressed gratitude for the Board's support. She said they were currently within the \$10k budget, even with the PA system being a bit more expensive and the purchase of the hot water heater. She said that currently the Advisory Board was looking over user fees, rules and regulations to bring back with recommendations to the Board.
7. Citizen Chuck Sarkisian expressed frustration that the county could not support a Boys and Girls Club but could spend \$10k on a horse arena that would benefit very few people. He requested that the Board stop spending money on non-essential items.
8. Citizen Paul Henry agreed with Mr. Sarkisian and said the county needed to practice fiscal responsibility.
9. Road Superintendent David Harvey said he had put a lot of effort and resources into the Horse Arena and he wanted to see the project finished.
10. Dick Bailer on behalf of the Legislative Committee stated the county should do anything possible to promote economic development and tourists. He also noted that only Marion County had more horses per capita than Jefferson County.
11. Chairman Boyd said many of the above citizens brought up interesting points about public versus private sector but that the county had the obligation of stewardship of these public buildings and facilities.

ITEM 5(d): Brahman Discussion

12. Commissioner Barfield requested Attorney Shirley to discuss how the county could deal with unsafe, unsightly buildings such as the Brahman Restaurant. Attorney Shirley stated there was already unsafe building abatement in the code and it required the Board to notify the owner and then have an appeal process. He said it was important the due

process was preserved and recommended to agenda the procedures/appeals and other issues related to unsafe buildings for discussion at the next meeting. Citizen Dick Bailar said these are not new issues and that the owner would love for us to demolish the unsightly building and clear the land. Chairman Boyd inquired as to why the county could not condemn the building and put a lien on the property, to which Attorney Shirley stated a process needed to first be established.

ITEM 5(e): LobbyTools Software Discussion

13. Commissioner Barfield introduced the LobbyTools software which could be used to track legislation and noted that the county was offered a full-blown version of the software as an in-kind gift. She recommended the BOCC to decide if the Legislative Committee could receive training and use this software as a tool to help track legislation. Commissioner Nelson noted that IT Director Johnnie Abron from the Clerk's Office should be involved if it involved installation on county machines. Commissioner Barfield stated that the software was server based and users would log in to the server to utilize. Citizen Paul Henry said "free software" was a definite good thing. Dick Bailar with the legislative committee stated he could see how the software would help some people but not sure who would utilize it. Chairman Boyd asked Commissioner Barfield to speak with the Legislative Committee to see who would be interested. County Coordinator Roy Schleicher noted there would be more usage if more people had access and said that the Legislative Committee was pretty isolated and it might be better for certain people in County Government to have access. Chairman Boyd asked Commissioner Barfield to bring back a recommendation of how and where to use this software.

ITEM 5(f): Naming Opportunities

14. Commissioner Barfield introduced this issue by stating that if a piece of equipment, land or facility was named, the county and its residents should know why it was named after this person and also the history. County Coordinator Roy Schleicher stated that generally something could be named based on physical contribution or sponsorship/monetary contribution. Commissioner Nelson commended Commissioner Barfield and County Coordinator Schleicher for the comprehensive document they provided. He stated that a workshop would be beneficial, possibly coupled with the Coordinator's workshop. Commissioner Barfield stated that she wanted to have the naming discussion first but would then provide information on fundraising guidelines.

ITEM 5(g): Fire Station Task Order Request

15. Fire Chief Mark Matthews recapped the Fire Station situation to this point. He requested to move forward with the task order to have civil and architectural designs put out to bid in order to see the approximate cost of a new Fire Station. Chief Matthews said that whether or not the county decided to build the Fire Station now, the plans could be used in the future. **On motion by Commissioner Fulford, seconded by Commissioner Nelson and carried 4 to 1 (Boyd opposed), the motion to move forward with the task order was approved.**

ITEM 7(a): County Coordinator's Report / Position Hiring Schedule

16. County Coordinator Roy Schleicher stated that the position hiring schedule would be addressed at the upcoming workshop.

ITEM 7(b): County Coordinator's Report /Report on Solid Waste Sites

17. Solid Waste Director Beth Letchworth gave a brief presentation of different Solid Waste sites in the county. She talked about employee Charles Preston and how greatly improved the sites he was assigned (Pinckney Hill, Fulford Road). She also discussed the award Jefferson County Solid Waste received from Veolia Environmental Services and noted that the county recycled over 11 miles worth of fluorescent bulbs the previous year.
18. Solid Waste Director Beth Letchworth also stated that she was misquoted in the local newspaper in regards to the County Coordinator. She praised him as a leader and implored the Board to find a replacement of his caliber.

ITEM 9: Commissioner Discussion Items

19. County Attorney Buck Bird discussed liability insurance and said that Mr. Paul Dawson, the county's broker with PRIA, would be attending a future meeting to give a presentation regarding liability and the possibility of the county purchasing a TULIP rider.
 20. Commissioner Monroe stated that an update on the dredging at the Wacissa River would be forthcoming as soon as he heard anything.
 21. Commissioner Fulford stated he would be attending the Regional Planning Council at TCC to address challenges to economic growth and development in our region.
 22. Commissioner Nelson said that FAC had been very helpful in providing information and would be of great assistance in working on a description for the County Coordinator's position.
 23. Commissioner Fulford provided a brief update on the JCI closure and stated that Clerk of Court Kirk Reams was not at the meeting because he was meeting with Representative Grimsley along with the county's lobbyists. He said that the issue was not yet over.
 24. Commissioner Barfield announced the bike race to be held in the county on February 11th and 12th. She also noted that she wanted to make progress in regards to the County Coordinator discussion and stated that in order for decisions to be made, the Board's discussions would need to be more focused and have more structure.
1. Chairman Boyd said there were rays of hope in regards to the prison and that he was thankful for the community's support. He said that no matter what happens with the prison, economic development is critical.
 2. The warrant register was reviewed and bills ordered paid.

ITEM 10: Adjournment

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

Chairman

Attest: _____
Clerk

**ITEM 5(a): FAIR HOUSING MONTH
PROCLAMATION**

Jefferson County Florida
A Proclamation
Declaring "Fair Housing Month"
in Jefferson County, Florida

Whereas, 2012 marks the 44th anniversary of the Fair Housing Act which provides equal opportunity for all Americans in the sale, rental and financing of housing and prohibits discrimination on the basis of race, color, sex, religion, national origin, disability, marital status, familial status or age; and

Whereas, it is the solemn and sworn duty of government at all levels to protect and defend the rights of all its citizens and oppose housing discrimination whenever and wherever it occurs; and

Whereas, fair housing is the law of the United States government, and is consistent with the principles of equality and justice for all; and

Whereas, Jefferson County is committed to upholding the civil rights of all citizens and through Jefferson County Code of Ordinances Chapter 18 which prohibits housing discrimination based on race, color, sex, religion, national origin, disability, marital status, familial status, or age in the sale or rental of housing; and

Whereas, Jefferson County through a series of public awareness efforts including dissemination of fair housing information through presentations and displays; and

Whereas, The month of February is officially set aside as Fair Housing Month throughout this state, through the authority vested in me by the Board of County Commissioners of Jefferson County, Florida, I do hereby proclaim February 2012 as

"Fair Housing Month" in Jefferson County, Florida.

Duly proclaimed this _____ day of February A.D., 2012.

BOARD OF COUNTY COMMISSIONERS
OF JEFFERSON COUNTY, FLORIDA

By: _____

Hines Boyd, Chair

ATTEST:

Kirk Reams, Clerk

ITEM 5(b): HIRING PROCEDURES

Cover Letter Hiring Procedure

The attached procedure was written as an aid for our Department Heads to follow during the Hiring Process.

The intent of the procedure is to insure that all the necessary steps are taken to fill a vacant position within ones department.

Previous policies were followed during the development of this document.

A DRAFT document was distributed to all Department Heads on 01/24/12. They were asked for their recommendations for changes. Their responses were noted and edited into the document presented.

henry

Hiring Procedure:

- Advertising the Position
- Interviewing Qualified Applicants
- Veteran's Preference
- Interviewing Techniques
- Evaluate Candidates and Select the Most Qualified
- Submit a Recommendation Package to the Coordinator's Office
- Making an Offer of Employment (after package has been approved by Coordinator and Jefferson County Human Resources Department)
- Letter to non selected Applicants

Advertising

- When a Vacancy occurs:
 1. Complete a Request to Fill Memo (must be approved by the Coordinator's Office)
 2. Contact the Newspaper/Magazine where you want to advertise the position and make sure the closing date is correct. (list qualifications) [(Knowledge, Skills and Abilities) KSA's]

Interviewing

- Prepare a Selection Module

Include the following in the Selection Process:

1. **Position Description** developed by Department Head and reviewed by Coordinators office and H.R. Department,
2. **KSA's (Task)** developed by Department Head and reviewed by Coordinators office and H.R. Department.
3. **Screening Criteria** developed by Department Head and reviewed by Coordinators office and H.R. Department.
4. **Interview Questions** developed by Department Head and reviewed by Coordinators office and H.R. Department.
5. **Work Sample, Willingness Questionnaire, Supplemental Application (Optional)** developed by Department Head and reviewed by Coordinators office and H.R. Department.

Evaluate Candidates and Select the Most Qualified

- Candidates that you are interested in:
 - Check References
 - Review and compare the Qualifications
 - Keep your focus on QUALIFICATIONS
 - Avoid any form or appearance of discrimination.

Interviewing Techniques:

"ASK ONLY JOB RELATED QUESTIONS"

- Ask open-ended questions
- Avoid leading questions
- Provide identical settings
- Avoid interruptions
- Create a friendly and pleasant atmosphere
- Treat all applicants with respect
- Allow same amount of time
- Summarize interview

Additional Forms that can be completed during the interview process.

1. General Information Sheet- appendix A
2. Employment Gaps Acknowledgement Form- appendix B
3. Voluntary Disclosure of Social Security Number- Appendix C

Interviewing Tips:

- Before you begin the interview, take a few moments to review the applicant's application to see if there are any gaps of six (6) months or more in employment from the time the applicant left high school.
- During the interview, have the applicant sign his/her application even if the application already contains an electronic signature.
- During the interview have the applicant explain in writing any gaps of six (6) months or more in employment.
- During the interview, ask the applicant for his/her current or, if unemployed, most recent salary. If the applicant is willing to take a salary reduction, find out why and get it in writing, if possible.
- If the applicant has jobs that overlap in dates, ask during the interview whether the applicant actually worked these jobs at the same time.
- If the applicant has provided documents with conflicting information, ask the applicant for the reason the information does not match. For example, the applicant may have information included on the original application that does not match the information included on the supplemental application and/or resume.
- If the applicant is currently working a job that appears to be secondary employment, ask that applicant during the interview if he/she plans to keep that job if hired.

- DO NOT ASK the applicant any questions that elicit medical information.
- Create a friendly and pleasant atmosphere for the interview.
- Provide identical settings if at all possible. If that is not possible, then try to conduct the interviews in similar settings (i.e., within a closed door office with no phone interruptions, the same person conducting all the interviews, etc).
- Allow the same amount of time for each interview. Do not purposely cut an interview short by not asking each applicant all of the structured interview questions.
- Avoid interruptions during the interview. Do not take phone calls or allow visitors to interrupt the interview.
- Treat all applicants with respect.
- Ask meaningful, job related questions that will provide you with helpful information to make an informed recommendation. Focus on asking questions related to specific knowledge, skills, and abilities rather than asking general questions such as, "What are your career goals?" By doing this your time is better utilized.
- Ask only job related, structured interview questions. Structured interview questions are those you have written down before the interview process has begun, and you will ask those questions to each applicant you interview.
- Ask open-ended questions. The intent of oral interview is to get the applicant to talk. With that in mind, asking questions that require only a " yes/no" answer will not provide this type of communication.
- Avoid leading questions such as, "Don't you think.....?"
- It is acceptable to summarize what the applicant is to expect after the interview as it relates to describing the selection process, approximate time periods to expect a hiring decision, etc.

- Don't allow prejudices or assumptions to affect your selection process. Your decision must be based on DOCUMENTATION obtained on the applicant's qualifications (KSA's), interview notes, work samples, willingness questions and prior work history.

Veteran's Preference

- If applicant is claiming Veteran's Preference they must:
 1. Meet the minimum requirements as listed on the Requisition
 2. Include a copy of the DD214 form
 3. Include additional documentation that supports claim, if applicable.
 4. Be a Florida resident.
 5. Have served Honorably during wartime and / or received a qualifying medal.

Attachments: Veterans' Preference General Information Sheet, Veterans' Preference on a Nut Shell.

Veterans' Preference General Information Sheet

Requisitions:

- Preference statement on all requisitions.

Applicants Responsibilities:

Each applicant is required to submit a DD Form 214. If they are a category I, there is additional documentation that you will need to gather if they have not already submitted it.

- Required Documentation
 - Applicants are required to Produce a copy of DD Form 214 (Certificate of Release or Discharge from Active Duty) with Honorable Discharge stated on the DD Form 214.
 - Disabled veterans (Category I) – must provide a Rating Sheet from the Department of Veterans' Affairs (DVA). BUT, if they have not included it in any attachments, they need to be contacted.

NOTE: Always check all attachments entirely to ensure necessary documentation is not among other submissions (i.e. at the end of resume, cover letter, etc.)

Department's Responsibility:

- Any Veteran that submits DD Form 214 and meets the minimum requirements of a position will be given an interview and preference at every step of the process.
- If they are a Category I veteran and they have submitted their DD Form 214 or a letter from DVA stating their percentage of

disability or anything resembling an official document referring to a service related disability, you need to follow up with the veteran by doing the following:

o Call the Veteran and Ask the following:

§ Do you have a service related disability? These are the documents that we will need to proceed:

§ DD Form 214 (if they have not submitted it):

§ Ask if they are receiving compensation for the service related disability (10% disabled or more), if so, they need to provide the following:

- Rating Sheet- if they have not already submitted it in with the attachments (this will state the percentage of disability they were awarded).

ALWAYS make sure the Rating Sheet is up to date and permanent- (there are situations where they may have had an operation and have a

temporary rating until they heal (knee surgery etc.) NOTE, ratings are established by the DVA and a 60% can be considered 100% according to DVA standards, it is very important that we review rating sheets carefully.

- If their Rating Sheet references permanent 30% or more, and meet ALL minimum requirements, they will go to the TOP OF THE LIST for hiring!!
- If they cannot supply a copy of their rating sheet at the time of the request, let them know they can turn in an unofficial copy and tell them to go to the DVA (Florida) to get an official copy. Let them know it is required for the County to have a copy as a

condition of employment. This has to be obtained for their file prior to any start date being established.

- *It is the County responsibility to put forth a good faith effort in these cases.*

NOTE: Supporting documentation is very important when working with veterans. If the veteran is not interviewed, put the reason on the applicant list (i.e. no DD Form 214). If they are asked to be interviewed and decline, make a note on the Profile Sheet, Declined Interview, make applicable notes on the Profile Sheet.

Important:

- If a particular veteran meets minimum requirements, has all needed documentation and ranks close with the top contender and is not chosen, the Department shall include with the backup material a brief synopsis on why the veteran was not chosen. The Department / County shall also retain documentation and be prepared to justify their decision if a complaint is filed.

Preference Required at Each Step

Where numerically based examinations OR grading is used for selections, add 10 points (or 10%) to the score for Category I applicants (disabled Veterans and spouses of disabled or missing Veterans) and add 5 points (or 5% to all other eligible Veterans).

Awarding Points for Interview Process

If the highest total number of points possible to be given during an interview is 100 or less, then:

- Add 10% of the individual's score to the total individual score for Category I Veterans (Disabled Veterans and spouses of disabled or missing in action Veterans)
- Add 5% of the individual's score to the total individual score for all veterans.

If the highest total number of points possible to be given during an interview is more than 100, then:

- Add 10 points to the individual's score to the total score for Category I Veterans (disabled Veterans and spouses of disabled or missing in action Veterans)
- Add 5 points to the individual's total score to the total score for all other Veterans interviewed.

Reference Checks:

- A reference check should be completed with the applicant's immediate supervisor. If this is not possible, try to speak with a higher level supervisor or manager and document on the reference check form the reason you were not able to speak with the immediate supervisor. If it is the company's policy to refer these questions to the Human Resource Department, just be sure to document on the reference check form the reason you were not able to speak to the immediate supervisor.
- When conducting a reference check, refer to the applicant's application to see if the verified dates, duties, title, etc. , match the information on the applicant's application. If the information does not match, ask the person with whom you are conducting the reference check if he/she is sure of the information he/she is providing because the applicant has provided different information.
- Attempt to get at least one reference check. Even if the applicant has worked with the same employer for years, ask if maybe the applicant had more than one (1) supervisor during that time period that you can speak with.
- At a minimum, ask ALL of the questions on the Reference Check Form. If the person with whom you are conducting the reference check cannot release or does not know the information, document the reason on the reference check form. If you want to ask additional reference check questions that are not on the County's reference check form, just make sure the additional questions are job-related and be consistent with asking the same additional questions to all of those with whom you conduct a reference check, even if you have to call them back.
- The most common question on the County's reference check form that is not answered is the number of hours worked per

week. This information should also match the information provided by the applicant.

- If an applicant currently works or has previously worked with a state, county, or city government agency in the State of Florida, review the applicant's personnel file. Be sure to document that you have reviewed the personnel file along with your findings and include this documentation with the appointment package that is submitted along with the hiring package.

Submit a Recommendation Package

- Your Package should include the following:
 - Appointment Request*
 - Supervisor Checklist*
 - Profile Sheet*
 - All applications of applicants
 - Selection Module*
 - Reference Check(s)*
 - Educational Verification*
 - Any additional items used to make recommendation including interview notes, work samples etc.

NOTE* Examples/Forms included

Making an Offer of Employment

- Make the following clear to the recommended candidate **ONLY AFTER** the completed package has been submitted and approved by the Coordinator's office and the Human Resources office:
 - Job Title
 - Salary
 - Starting Date

Letter to Applicants not selected.

A courtesy letter should be sent to all applicants not selected for the position advertised. The letter should be a brief stating that the position they were not selected for the position (name the position) they applied for. State that they should feel free to apply for any future positions.

APPENDIX A
General Information Sheet

Applicants Name: _____ Date ____/____/____

Classification _____ Pay Grade _____

- 1) An applicant hired at this classification usually begins at the minimum salary of _____ hourly
 - a) What is your current or last salary? _____
 - b) What salary would you require for this position? _____
 - c) If this is a reduction in pay for you, please tell us why this is acceptable to you: _____
- 2) It is the County's Policy to verify an applicant's highest level of education completed:
 - a) When did you last attend high school? Month _____ Year _____
 - b) Did you graduate from high school? Month _____ Year _____
 - c) Name and location (city & state) of high school? _____
 - d) Did you attend College? _____ Did you graduate college? _____
 - e) What type of degree earned? _____
 - f) Name and location (city & state) of college? _____
- 3) If you are currently self employed or hold a part-time job, do you plan on keeping this employment if you are the recommended candidate? _____
- 4) If you are a current Jefferson County employee, have you been issued a:
 - a) Written Reprimand in the last 12 months? Yes ___ No ___
 - b) Suspension in the last 24 months? Yes ___ No ___
- 5) Do you have a valid driver license? _____
If so, please provide your driver license number: _____
- 6) What is your preferred name? _____

Applicant Signature

Date

APPENDIX B

Employment Gaps Acknowledge Form

The undersigned acknowledges and agrees that to the extent there are gaps in my employment history, including periods of unemployment, any such gaps in my employment history do not represent or otherwise contain any negative information, including but not limited to, employment terminations or negative recommendations, that would cause a reasonable employer to reconsider or reverse a positive recommendation to hire me. If any such negative information is subsequently discovered or otherwise made known, I understand I am subject to disciplinary action up to and including having my employment terminated.

(Print) Employee Name: _____

Signature of Employee: _____

Date: _____

Department: _____

(Print) Witness Name: _____

Signature of Witness: _____ Date _____

APPENDIX C

Voluntary Disclosure of Social Security Number

In order to complete the employment process, Jefferson County is requesting that you voluntarily submit your Social Security number to the County Human Resources Section. Section 119.071 (5)(a)2, Florida Statutes, authorizes the County to make this request so long as it states in writing the purpose for Social Security number's collection.

The County utilizes individual Social Security numbers for payroll and benefits purposes, for verification and tracking of employment and financial history, military service, education, training and certifications, and to facilitate required criminal background checks and investigations. Such activities are imperative for the performance of the County's duties and responsibilities as prescribed by law. Further, the County will not disclose an individual's Social Security number to anyone outside the County except for the purposes mentioned in this disclosure agreement or otherwise mandated by law.

Providing your Social Security number to the County may minimize administrative delays associated with the employment process. The County is working to minimize the use of Social Security numbers within its business processes.

SSN: ____ ____ ____ / ____ ____ / ____ ____ ____ ____

(Print) NAME: _____

SIGNATURE: _____

DATE: _____

APPENDIX D

Reference Check Form

Date: _____

Organization Contacted _____ Phone: _____

Person Contacted _____ Position _____

- 1) Mr. / Mrs. / Ms. _____ gave me your name as a former employer.
- 2) What were the dates of employment? From _____ to _____ hours worked per week _____ .
- 3) Were you the employee's immediate supervisor? Yes___ No___. If no, please give your working relationship and the reason the immediate supervisor was not contacted. _____ .
- 4) What was the position held by this person? At time of employment _____ . When person left _____ .
- 5) What were the major duties performed? _____ .
- 6) Why did the person leave? _____ .
- 7) How would you describe the employee's work performance? _____ .
- 8) Did the employee's absentee record affect his/her performance or the productivity of the unit? Yes___ No ____ . If yes, please explain _____ .
- 9) Were any disciplinary action taken against the employee? Yes___ No ____ . If yes, please explain _____ .
- 10) Were any commendations, awards, or honors issued to the employee? Yes ___ No ____ . If yes, please explain _____ .
- 11) Would you rehire? Yes___ No ____ If not, why? _____ .
- 12) Is there any other pertinent information about this employee we should consider? _____ .

NAME OF PERSON CONDUCTING CHECK _____

Signature _____

Date _____

APPENDIX E
Personnel Action Request Form

FROM: _____ Department Date _____

To: Personnel Department

Employee Identification:

NAME (print): _____ SSN _____

Job classification Title _____ Pay Grade _____

ACTION	(Place an " X " in the action column to indicate what is being requested)
	<p>NEW HIRE INFORMATION:</p> <p>Original Hire Date: _____ Pay Rate _____ per hr _____ annual. Job Classification Title _____.</p>
	<p>Pay Change to: Grade _____. Effective Date _____.</p> <p>Hourly Rate: From _____ to _____. Annual Rate: From _____ to _____.</p>
	<p>Classification To: Job Classification Title _____ Probationary _____ Permanent _____ Effective Date _____</p>
	<p>Transfer To: Department _____ Effective Date _____</p>
	<p>Termination: Effective Date _____, which includes _____ of work hours of accrued personal leave _____. Reason for termination _____.</p>
	<p>Budgeted funds available? Yes _____ No _____</p>
	<p>Signature of : Department Head _____ Date _____</p> <p>Approval of this action constitutes your authority to make salary/ record adjustments. EFFECTIVE DATE OF THIS ACTION IS _____ County Coordinator or Assistant _____ Date _____</p>

APPENDIX F

Profile Sheet

Department _____ Recommended Applicant _____ Job Class Title _____				The duties of the position were reviewed with each interviewed applicant as certified by the signature and title of the interviewer(s): Name _____ Title _____ Signature _____		
Applicants Considered (Name)	Interviewed (yes / no)	Date Interviewed	Race / Sex	Elig. & claiming Veterans Pref. (yes / no)	Current Jefferson County Employee (yes / no)	COMMENTS

APPENDIX G

Department Head Checklist for Selection Packages

- ____ 1. Personnel Action Request form.
- ____ All items completed **EXCEPT** for "Effective Date of Action".
 - ____ The position information should match the advertised position information .
 - ____ Signature of Department Head.
- ____ 2. Profile Sheet
- ____ Applicant's name at top of list.
 - ____ Interviewed applicants listed in **priority** order.
 - ____ Remaining applicants listed alphabetically, or include all applicants who applied.
 - ____ All applications for interviewed applicants are attached in same order as listed on PROFILE SHEET. (Include all applicants who were interviewed or contacted for an interview.)
 - ____ All eligible veterans, who have met minimum requirements documentation, have been Interviewed.
 - ____ All applicants who have submitted a request for reassignment or promotion have been Interviewed.
 - ____ List under "COMMENTS" the job-related reason(s) for NOT selecting an applicant (**MAKE SURE THAT IT IS JOB-RELATED AND NOT YOUR OPINION.**)
- ____ 3. Recommended applicant's application
- ____ Recommended applicant ,meets the minimum requirements for the position that was advertised.
 - ____ Application received and dated before closing date of job advertisement.
 - ____ Justification for all gaps in employment which are 6 months in length or more since leaving high school, and /or a completed Employment Gaps Form.
 - ____ All questions are answered in **Background Information** block regarding felonies and first degree misdemeanors. (**If the applicant has answered YES to one of these questions relating to a felony or first –degree misdemeanor, be sure to get additional information if needed.**)
 - ____ Does the applicant have relatives working for the County? If so, provide name , relationship to employee and work location.
 - ____ Applicant has signed application.
 - ____ Recommended applicant's salary or previous salary, if currently employed. If taking a reduction in Salary, WHY?
- ____ 4. Verify the most recent education level attained.
- ____ 5. Copy of School Transcripts if needed.
- ____ 6. Reference Check form completed from at LEAST one (1) employer (to include the current or most recent employer) The reference check should be with the applicants immediate supervisor.

- ___ 7. Selection Module attached. Include this information in the recommended package.
 - ___ Position Description
 - ___ Screening Criteria
 - ___ Interview questions
 - ___ Work samples (if utilized)

- ___ 8. ALL NOTES from selection process (interview notes, work samples, etc. on each applicant Interviewed
- ___ 9. Selective service Registration Verification Form and/or Selective Service number (required for All males 18-26).
- ___ 10. Ensure that the recommended applicant has a valid driver's license if position requires driving.

**ITEM 5(c): BRIEFING REGARDING UNSAFE
BUILDING ABATEMENT PROCEDURES**

ARTICLE V – Unsafe Building Abatement

Sec. 10-103. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Unsafe building means any building or structure that has any of the following conditions, such that life, health, property or safety of its occupants, either permanent or occasional, of the general public are endangered:

- (1) Any means of egress or portion thereof is not of adequate size or is not arranged to provide a safe path of travel in case of fire or panic.
- (2) Any means of egress or portion thereof, such as but not limited to fire doors, closing devices and fire resistive ratings, is in disrepair or in a dilapidated or nonworking condition such that the means of egress could be rendered unsafe in case of fire or panic.
- (3) The stress in any material, member or portion thereof, due to all imposed loads including dead load exceeds the stress allowed in the building code for buildings.
- (4) The building, structure or portion thereof has been damaged by fire, flood, earthquake, wind or other cause to the extent that the structural integrity of the building or structure is less than it was prior to the damage and is less than the minimum requirements established by the building code.
- (5) Any exterior appendage or portion of the building or structure is not securely fastened, attached or anchored such that it is incapable of resisting wind, seismic or similar loads as required by the building code.
- (6) If, for any reason, the building, structure or portion thereof is manifestly unsafe or unsanitary for the purpose for which it is being used.
- (7) The building, structure or portion thereof as a result of decay, deterioration or dilapidation is likely to fully or partially collapse.
- (8) The building, structure or portion thereof has been constructed or maintained in violation of a specific requirement of the building code.
- (9) Any building, structure or portion thereof that is in such a condition as to constitute a public nuisance.
- (10) Any building, structure or portion thereof that is unsafe, unsanitary or not provided with adequate egress, or which constitutes a fire hazard, or is otherwise dangerous to human life, or which in relation to existing use, constitutes a hazard to safety or health by reason of inadequate maintenance, dilapidation, obsolescence or abandonment.

(Ord. No. 97-02, § I, 11-15-1997)

Sec. 10-104. - Declaration; general use standards.

The building official and the fire official shall together agree that a building is unsafe or a portion of it may be unsafe.

(Ord. No. 97-02, § II, 11-15-1997)

Sec. 10-105. - Notice.

The building official shall prepare and issue a notice of unsafe building directed to the owner of record of the building or structure. The notice shall be mailed by certified mail to the owner of record and posted on the structure. The notice shall contain, but not limited to, the following information:

- (1) The street address or location on which road, if no address is assigned and the property I.D. of the structure, building or premises.
- (2) A statement indicating the building or structure has been declared unsafe by the county, a detailed report documenting the conditions determined to have rendered the building or structure unsafe under the code, and signed by the building and fire officials.
- (3) A statement advising that if the following required actions as determined by the building official is not commenced within or completed by the time specified, the building will be ordered vacated and demolished and all costs incurred charged against the property or the owner of record.
 - a. If the building or structure is to be repaired, the notice shall require that all necessary permits be secured and the work commenced within 60 days and continue to completion within such time as the building official determines.
 - b. If the building or structure is to be vacated, the notice shall indicate the time within which vacation is to be completed.
 - c. If the building or structure is to be demolished, the notice shall require that the premises be vacated within 60 days, that all required permits for demolition be secured and that the demolition be completed within such time as determined reasonable by the building official.
- (4) A statement advising that any person having any legal interest in the property may appeal the notice to the board of county commissioners, and the appeal shall be in written form and recorded with the clerk of court within 30 days from the date of notice and that failure to appeal in the time specified will constitute a waiver of all rights to an administrative hearing.

(Ord. No. 97-02, § III, 11-15-1997)

Sec. 10-106. - Right of entry.

(a) The building and fire official may enter any building, structure or premises at all reasonable times to make an inspection or enforce this code.

(b) When entering a building, structure or premises that is occupied, the officials shall first identify themselves, present proper credentials and request entry. If the building, structure or premises is unoccupied, the officials shall make a reasonable effort to locate the owner or other persons having charge of the building and demand entry.

(Ord. No. 97-02, § IV, 11-15-1997)

Sec. 10-107. - Recovery of costs of demolition.

If it becomes necessary for the county to demolish a building or structure:

(1) The clerk of court shall notify the owner at the last known address of the completion of demolition and shall enclose statement for the costs incurred in the process, payable in 30 days.

(2) If the bill remains unpaid 60 days' the county shall file a lien on the property as provided by law.

(Ord. No. 97-02, § V, 11-15-1997)

Sec. 10-108. - Method of demolition.

Whenever a building or structure has been duly condemned and notice of intent to demolish has been served and the owner has failed to comply with the requirements, the county shall proceed with the demolition. The following can apply:

(1) The firefighters can use the building or structure for training.

(2) County equipment can demolish and remove the debris.

(3) The county can contract to have it demolished and removed.

(4) Any part of the building or structure or its contents can be redeemed by the county and used as they desire.

(Ord. No. 97-02, § VI, 11-15-1997)

Sec. 10-109. - Appeal.

Any person having any legal interest in the property or structure may appeal the notice of unsafe building to the county board of county commissioners. An appeal shall be in writing and recorded with the clerk of court within 30 days from the date of notice. Failure to appeal within the time specified will constitute a waiver of all rights to an administrative hearing. Appeal from the decision of the board of county commissioners may be made in accordance with law.

(Ord. No. 97-02, § VII, 11-15-1997)

Secs. 10-110—10-131. - Reserved.

ITEM 6(a): DEPARTMENT HEAD REPORTS

JEFFERSON COUNTY/CITY OF MONTICELLO
BUILDING INSPECTION AND CONTRACTOR LICENSING
 445 WEST PALMER MILL ROAD (*) MONTICELLO, FLORIDA 32344

Phone: (850) 342-0223
 Fax: (850) 342-0225

MONTHLY REPORT			
January 2012		January 2011	
Building	25	Building	11
Electrical	18	Electrical	7
Plumbing	4	Plumbing	1
Mechanical	8	Mechanical	7
Mobile Homes	2	Mobile Homes	0
Relocate	0	Relocate	0
Demolish	2	Demolish	0
Miscellaneous	5	Miscellaneous	0
City Permit	9	City Permits	5
City Fees	\$810.25	City Fees	\$574.60
County Permits	57	County Permits	21
County Fees	\$6,963.18	County Fees	\$2,689.62
Total		Total	
City/County Permits	66	City/County Permits	26
City/County Fees	\$7,773.43	City/County Fees	\$3,264.22

January 2012		January 2011	
Radon Fee	\$312.55	Radon Fee	\$134.42
Building Permit Fee	\$7,080.88	Building Permit Fee	\$3,129.80
Mobile Home Permit Fee	\$380.00	Mobile Home Permit Fee	\$0.00
Home Inspections Fee	\$0.00	Home Inspections Fee	\$0.00
Contractor Licenses Fee	\$0.00	Contractor Licenses Fee	\$0.00
Business & Home Occup Fee	\$155.00	Business & Home Occup Fee	\$0.00
Total	\$7,928.43	Total	\$3,264.22

January 2012		January 2011	
New Construction Permits (Residential)	2	New Construction Permits (Residential)	1
Commercial Permits (Non-Residential)	0	Commercial Permits (Non-Residential)	0
Mobile Home Permits	2	Mobile Home Permits	0
Repair & Addition Permits	57	Repair & Addition Permits	25
Miscellaneous Permits (Sheds, Workshop, Signs, Barns, Pools)	5	Miscellaneous Permits (Sheds, Workshop, Signs, Barns, Pools)	0
Total	66	Total	26
Valuation		Valuation	
Valuation Home Permits	\$140,750	Valuation Home Permits	\$184,215
Valuation Commercial Permits	\$0	Valuation Commercial Permits	\$0
Valuation Other Permits (Including Additions, Re-roof, & Non-Residential Structures)	\$550,677	Valuation Other Permits (Including Additions, Re-roof, & Non-Residential Structures)	\$150,145

JEFFERSON COUNTY PLANNING AND ZONING DEPARTMENT

445 WEST PALMER MILL ROAD (*) MONTICELLO, FLORIDA 32344

Phone: (850) 342-0223
Fax: (850) 342-0225

January 2012		January 2011	
Zoning Verification Fee	\$0.00	Zoning Verification Fee	\$75.00
Simple Lot Split Fee	\$0.00	Simple Lot Split Fee	\$0.00
Family Subdivision Fee	\$100.00	Family Subdivision Fee	\$100.00
Minor Development Fee	\$1,000.00	Minor Development Fee	\$0.00
Major Development Fee	\$0.00	Major Development Fee	\$0.00
Variance Fee	\$0.00	Variance Fee	\$0.00
Minor Re-plat Fee	\$0.00	Minor Re-plat Fee	\$0.00
Comp Plan Amendment Fee	\$0.00	Comp Plan Amendment Fee	\$0.00
Development Permits Fee (Mobile Homes)	\$685.00	Development Permits Fee (Mobile Homes)	\$0.00
Development Permits Fee (Residential)	\$2,392.12	Development Permits Fee (Residential)	\$1,061.67
Development Permits Fee (Commercial)	\$0.00	Development Permits Fee (Commercial)	\$0.00
Development Permits Fee (Misc:Sheds, Workshop, Signs, Barns, Pools, Septic, Temp RV, Temp Use)	\$1,410.00	Development Permits Fee (Misc: Sheds, Workshop, Signs, Barns, Pools, Septic, Temp RV, Temp Use)	\$100.00
Total	\$5,587.12	Total	\$1,336.67

January 2012		January 2011	
Simple Lot Splits (No. Lots Created _____)	0	Simple Lot Splits (No. Lots Created _____)	0
Family Subdivisions (No. Lots Created _____)	1	Family Subdivisions (No. Lots Created _____)	1
Minor Development (No. Lots Created _____)	1	Minor Development (No. Lots Created _____)	0
Major Development (No. Lots Created _____)	0	Major Development (No. Lots Created _____)	0
Variance	0	Variance	0
Minor Replats	0	Minor Replats	0
Comp. Plan Amendments	0	Comp. Plan Amendments	0
Development Permits (Mobile Homes)	3	Development Permits (Mobile Homes)	0
Development Permits (Residential)	4	Development Permits (Residential)	1
Development Permits (Commercial)	0	Development Permits (Commercial)	0
Development Permits (Misc: Sheds, Workshop, Signs, Barns, Pools, Septic, Temp RV, Temp Use)	8	Development Permits (Misc: Sheds, Workshop, Signs, Barns, Pools, Septic, Temp RV, Temp Use)	2
Total	17	Total	4

January 2012		January 2011	
Emergency Medical Impact Fee	\$123.72	Emergency Medical Impact Fee	\$61.86
Fire/Rescue Impact Fee	\$96.32	Fire/Rescue Impact Fee	\$48.16
Transportation Impact Fee	\$0.00	Transportation Impact Fee	\$0.00
Law Enforcement Impact Fee	\$0.00	Law Enforcement Impact Fee	\$0.00
911 Address Fee	\$100.00	911 Address Fee	\$100.00
Driveway Permit Fee	\$212.00	Driveway Permit Fee	\$0.00
Total	\$532.04	Total	\$210.02

Jefferson County Cooperative Extension Office
Monthly Report – Board of County Commissioners
Jan. 2012 (submitted to County Coordinator, Feb. 4, 2012)

4-H Youth Activities

- . JGL - 4-H Newsletter prepared and sent
- . JGL - Assisting 4-Hers with demonstrations and speeches for County Event
- . GN - Youth sewing throughout the month
- . JGL – Educational Foundation Meeting - Jan 4
- . JGL - 4-H County Council Meeting– Jan 9
- . JGL – Educational Foundation Meeting – Jan 11
- . JGL - Safe and Nurturing Environment Committee Meeting- Jan 11
- . JGL - National Association of Extension 4-H Agents Planning Meeting – Jan 12
- . JGL - 4-Hers participated in the MLK Community Cleanup – Jan 14
- . JGL - 3rd Grade 4-H Club Mgt. – Jan 17
- . JGL – 4-H County Council U-tube Committee Meeting– Jan 18
- . JGL- 5th Grade 4-H Club Mgt. – Jan 18
- . JGL – Multi-County Wildlife Day Camp Meeting – Jan 19
- . JGL – Jefferson County Spelling Bee Contest, judged contest – Jan 19
- . JGL - 4th Grade 4-H Club Meeting – Jan 20
- . JGL - JOY Committee Meeting – Jan 21
- . JGL – 4-H District III Youth Meeting – Jan 23
- . JGL - Meeting w/Principal at ACA- Jan 24
- . JGL - UF Program Implementation Team Meeting – Jan 24
- . JGL – Educational Foundation Meeting – Jan 25
- . JGL – UF Organizational Strategies Focus Team Meeting Jan 26-27
- . JGL – 4-H FIT Camp Planning Meeting – Jan 30
- . JGL – Water Street Park walk through Meeting – Jan 30
- . JGL - Meeting w/ Warden @ JCI – Jan 30
- . JGL – Safe and Nurturing Environment Committee Meeting – Jan 31
- . JGL – Horse Arena Meeting – Jan 30
- . KDJ- County Counsel- JECO- Jan 9
- . KDJ- 3rd Grade 4H- JES- Jan 17
- . KDJ- 4H Camp Planning- Jan 25

Agriculture and Natural Resources Activities

- . JED- Panhandle Beekeeping Series- JAN 9,16,23 and 30
- . JED- NW District Invasive Species Polycom and Cooperative Invasive Species Management Area Organization - JAN 11
- . JED- Jefferson District Soil and Water District Meeting - JAN 12
- . JED- Florida Georgia Wildlife Series Advisory Meeting - JAN 12
- . JED- Bid Spotter, Florida Bull Test Sale, Greenwood - JAN 14
- . JED- Taught “Herb Gardening, The Basics”- Family and Community Education Group JAN 17
- . JED- Fish Pond Program Planning Site Visit- Beau Turner Youth Center- JAN 18
- . JED- Jubilee Wildlife Day Camp Planning- TLH JAN 19
- . JED- Invasive Species Training and Cooperative Invasive Species Management Area Organization- Perry JAN 24
- . JED- Area A 4-H Horse Show Planning Meeting- JAN 24
- . JED- Annual Agronomy In Service Training, Polycom - JAN 24
- . JED- Arena Advisory Committee- JAN 31
- . JED- Forage analyses, Soil testing interpretation, Weed ID and Treatment Recommendations, Program Planning- Ongoing

Family & Consumer Sciences

- . KDJ- Economic Security Dimension Team – Capital City Bank- Jan. 3
- . KDJ- Research Grant for Park Committee- Jan 4
- . KDJ- Senior Center Demonstration – Senior Center- Jan. 6
- . KDJ- Site Coordinator Training- United Way Tallahassee-Jan. 9
- . KDJ- Senior Center Demonstration – Senior Center- Jan. 10
- . KDJ- Safe and Nurturing Dimension Team- Jan. 11

- KDJ- High School Financial Planning- JMHS-Jan 13
- KDJ- Cornell Childhood Obesity Grant Submitted- Jan 16
- KDJ- Research Grant for Park Committee- Jan 17
- KDJ- HCE Meeting- JECO- Jan 17
- KDJ- Park Committee Meeting- JECO- Jan 17
- KDJ- 5th Grade 4H (Health Rocks)- Jan 18
- KDJ-HCE District Meeting-Jan 19th
- KDJ- Prison Meeting- Memorial Church- Jan 20
- KDJ- VITA Training-Online-Jan 21
- KDJ- VITA-Capital Area Community Action-Jan 24
- KDJ- Fit Attack Planning-JMHS
- KDJ- JCI Resource Fair Meeting- JCI- Jan 30
- KDJ- VITA-Capital Area Community Action-Jan 30
- KDJ- VITA-Capital Area Community Action-Jan 31
- KDJ- Safe and Nurturing Dimension Team- Jan 31

4-H/Ag Agent- FAMU

- CW – Taught Master Gardener Class(extension office/Madison) – Jan 4
- CW – Met with JCMHS Agriculture teacher about gardening programming – Jan 4
- CW – Jefferson County Extension Staff Meeting(extension office) – Jan 5
- CW – Conducted Master Gardener Graduation(extension office) – Jan 11
- CW – Volunteer Management System training (extension office) – Jan 12
- CW – Met with 4th grade teachers about Junior Master Gardener Programming – Jan 13
- CW – Wildlife Camp Planning meeting – Jan 19
- CW – Agronomic In-service-training – Jan 24
- CW – Met with Second Harvest and Client about potential community garden land donation – Jan 24
- CW – FAMU Staff meeting – Jan 25
- CW – Spring Break Fit-Camp Meeting – Jan 30

Administrative and Other Activities, Faculty and Staff

- JGL – Office Staff Meeting – Jan 5
- JGL – Mtg. w/ staff Quicken Books - Jan 18`
- JGL – 4-H Staff Meeting – Jan 25
- JGL – Meeting w/ Kirk Reams – Jan 31
- KDJ- Staff Meeting- JCEO- Jan. 15
- KDJ- Meeting with JGL- JECO- Jan. 18
- KDJ- Health Rocks Training DC- Jan 26-27

Jefferson County Fire Rescue
Monthly Department Report

TO: Mr. Roy Schleicher
County Coordinator

DATE: February 8, 2012

SUBJECT: Department Directors Report

FROM: Mark Matthews, Chief
Jefferson County Fire Rescue

REFERENCE: January 2012 Report
ATTACHMENTS: 0

JCFR CALLS FOR SERVICE – ALL CALLS-----

2012	JANUARY	YEAR to DATE
FIRE	50	50
EMS	213	213

TOTAL: 236 TOTAL: 263

JCFR FIRE CALLS WITH MONTICELLO --

2012	JANUARY	JULY '11 to DATE
JCFR Response in City	9	43
MVFD Response in County	2	8

11/12 FISCAL YEAR EMS COLLECTIONS-----

2012	JANUARY	11/12 F/Y to DATE
	\$38,812.11	\$220,244.12

BAD DEBT COLLECTIONS DUE TO THE EFFORTS OF NCS Plus

2012	JANUARY	JULY '11 to DATE
	\$155.00	\$3,745.09

NEW STATION UPDATES We will be coming to the Board in February with our options.

BUDGET UPDATE There have been no unexpected expenditures from either the Fire or EMS budgets.

VOLUNTEER TRAINING Monthly training canceled due JCFR not available due to running calls.

Jefferson County Fire Rescue
Monthly Department Report

TO: Mr. Roy Schleicher
County Coordinator

DATE: February 05, 2012

SUBJECT: Department Directors Year End Report

FROM: Mark Matthews, Chief
Jefferson County Fire Rescue

REFERENCE: 2011 Report
ATTACHMENTS: 0

JCFR CALLS FOR SERVICE -----

2011	
FIRE	531
EMS	2,320

TOTAL: 2,851

JCFR FIRE CALLS WITH MONTICELLO -----

2011	JUL.'11 to DEC.'11
JCFR Response in City	34
MVFD Response in County	6

10/11 FISCAL YEAR EMS COLLECTIONS -----

2010 / 2011 F/Y
\$707,577.18

BAD DEBT COLLECTIONS DUE TO THE EFFORTS OF NCS Plus

2011	JUL. '11 to DEC.'11
	\$3,147.75

Jefferson County Bailer Public Library Monthly Report for January, 2012

Statistics of interest

- 7142 Door count
- 2511 Materials checked out
- 42 Materials purchased
- 2344 Computer usage
- 125 Materials catalogued

Community Room Usage

- Health Department
- Girl Scouts
- Quilters
- Capital Health Plan
- Monticello Writers Group
- Weight Watchers
- Vocational Rehab Assn.
- After school tutoring

Projects

- Extensive weeding of little used print reference sources
- Continuing work on finalizing details of fundraiser
- Continuing work on migration to new circulation system
- Preliminary scheduling of summer programming
- Redoing state aid portion of budget in lieu of decreased funding

Other

Door count on January 3 was over 1,000

Finalized two Black History Month programs for February

On site visit with Friends of the Library at Honey Lake Plantation

United Way Income Tax free assistance program finalized

Director and Natalie Binder attended final cataloging meeting at Wakulla

Director attended federal E Rate reimbursement meeting in Tallahassee

Director attended yearly planning meeting at Leon County library for summer performers

WILD Librarian Carly Peary taught two beginning computer classes

Ran ad in paper for lab position; interviews to begin soon

Library was site for emergency meeting concerning JCI closure

Director and Doris Andrews attended yearly summer workshop in Suwannee County

Natalie Binder did Twitter workshop at Chamber of Commerce

Staff gets preliminary training on new circulation module

Home school club met to discuss latest titles

On site visit by First United Methodist pre-school

Held four preschool family storytimes with crafts

Jefferson County Parks Department Mike Holm- Parks Director

SPORTS-

Soccer Program in full swing

EVENTS-

Baseball Registration going on until Feb 18, 2012

Baseball Jamboree tentative date of March 17, 2012

UPCOMING DATES:

Note: Fill for the ball field is being moved in by the Road Dept. is being spread and compacted. (**NOTE: Bringing in fill was STOPPED because it was felt that just scraping the field to level it would be better. This is going to cause two problems, 1) the level of the field would then be so low it would be collecting water since it then would become the lowest part of the park. 2) it would expose the materials buried in that location causing more problems.**

Recreation Park Improvements Needed:

The concession stand is in need of replacement as the current building is a safety concern. **UPDATE: Waiting for information from Mr. Alan Wise on building specifications. Will be presented at the March Meeting.**

LIGHTING

Lighting specification are being drawn up by an Electrical Engineer and should be completed by the end of February. Ad's will be placed in local and Tallahassee papers. Alan Wise will receive all bids and the Electrical Engineering Firm will review and make their recommendation to be presented to the BOCC.

**JEFFERSON
COUNTY ROAD
DEPARTMENT**

Memo

To: **Jefferson County Board of County Commissioners**

From: **David R. Harvey, Road Superintendent**

Date: **February 7, 2012**

Re: Informational Item – Road Department Summary of Monthly Activities for January 2012

General Roadway and Drainage Maintenance

- A) Limited road surface grading, stabilization and ditch maintenance activities were conducted on 135 County Roads. Work on many roads was conducted up to 2 times during the month.
- B) Right-of-way brushing and trimming on 0 Road. Mowing on 4 roads.
- C) Patching also occurred on 4 roadways.

Driveway Connections

A total of 4 driveways were inspected.

Roadway and Drainage Reconstruction

2011 Summary

1420 roads graded

134 roads trimmed

248 roads mowed

41,017 loads of materials from the mine from 12/08 to 12/11

45,043 loads of various loads of materials to roads from 12/08 to 12/11

208 days worked

5 accidents

Memorandum

Date: February 9, 2012

To: Roy Schleicher/County Coordinator
County Commissioners

From: Beth Letchworth

Subject: Monthly Report for January

Manned Site Tonnage from:	Aucilla Site	38.21
	Bassett Site	24.14
	Fulford Site	29.69
	Lamont Site	26.07
	Lloyd Site	66.76
	Nash Site	42.43
	New Monticello Site	75.65
	Main Office Site	20.74
	Pinckney Hill Site	16.37
	Recreation Park Site	33.15
	Wacissa Site	42.78
	Waste Tires	11.63
	County Commercial	210.82
	City of Monticello	<u>234.91</u>
	Total	873.35

City of Monticello

Rear Load Garbage Truck	15 Loads to Landfill	115.28 tons
Grapple Truck	26 Loads to Landfill	121.47 tons

County

Front Load Garbage Truck	15 Loads to Landfill	156.04 tons
Grapple Trucks	53 Loads to Landfill	154.12 tons
Roll-off Trucks	18 Compactor pulls	189.29 tons
	5 Construction Container pulls	25.83 tons
	32 Collection Site Container pulls	111.32 tons

Memorandum

Date: February 9, 2012

To: Roy Schleicher/County Coordinator
County Commissioners

From: Beth Letchworth

Subject: Yearend report January 2011 – December 2011

Manned Site Tonnage from:	Aucilla Site	503.02
	Bassett Site	628.03
	Fulford Site	484.98
	Lamont Site	373.97
	Lloyd Site	968.37
	Nash Site	513.68
	New Monticello Site	785.36
	Main Office Site	290.52
	Pinckney Hill Site	132.24
	Recreation Park Site	413.09
	Wacissa Site	588.19
	Waste Tires	176.91
	County Commercial	1,998.87
	City of Monticello	<u>3,073.95</u>
	Total	10,754.27

Revenue Totals

Recycling	\$42,256.25
Refuse	\$107,500.40
Roll-Off Rentals	\$17,652.63