

**PERSONNEL COMMITTEE MEETING
MARCH 6, 2019 1:30 ANNEX BUILDING**

ATTENDANCE: Chairman, Justice Rick Ash; Justice, Bill Nelson; Justice, Alvin Clay; Justice, Betty Hepler; Justice, Howard Norvell; Justice, Molly Jackson; Justice, Michael White; Collector, Susan McCormick; County Clerk, Janice Currie; Juvenile, Daryl Turner; Angie Nelson; John David Nelson; Public Affairs, Steven Savage; Chief Strategist, J. T. Harris; 911 Coordinator, David Lendennie; Judge, John Alan Nelson,

1. Meeting was called to order by Chairman, Justice Rick Ash.
2. Justice Ash discussed the changes that need to be made in the Employee Handbook. (A). Change: Section Two (2), p. 3, IV. Records, Forms, Reports, C.... Reimbursement for meals and lodging will be compensated when the official or employee **MUST BE OUT OF THE COUNTY OVERNIGHT** on official County business. All Reimbursement requests must be documented by receipts, agenda and submitted to Accounts Payable.

(B). Change: Section Five (5), p. 2, IV. Retirement, B. An employee who retires by APERS regulations from County government may not be rehired within 180 calendar days if agreed upon with their department head/elected official.

(C). Add: Section (3), p. 13, IX. Family and Medical Leave Act of 1993, add N. N. Medical Leave. Employees who require leave for a purpose defined in subsection E. (Purposes for which FMLA leave can be taken) but, are not eligible for FMLA leave, will be granted up to 4 weeks of unpaid medical leave per year. This leave is intended for only those employees not eligible for FMLA leave. The employee is to provide at least 30 days' notice, or as much notice as possible, of the intention to take leave. This medical leave will automatically run concurrent with all other available leave time. (Ex. Sick time, vacation time, etc.) During the employee's medical leave, Mississippi County will continue the employee's health insurance under the same conditions as if the employee were working. The employee is still responsible for any family premiums.
3. Discussion was held.
4. Motion was made by Justice, Howard Norvell to adopt the changes. Second was made by Justice, Betty Hepler. Motion was passed and will go to Quorum Court March 26, 2019.
5. Motion to adjourn was made by Justice, Howard Norvell.
6. Meeting adjourned.

Minutes submitted by: Cindy George

**ENERGY & PROPERTY COMMITTEE MEETING
MARCH 6, 2019 2:00 ANNEX BUILDING**

ATTENDANCE: Justice, Jo Ann Henton; Justice, Rick Ash; Justice, Betty Hepler; Justice, Molly Jackson; Justice, Bill Nelson; Justice, Howard Norvell; Justice, Michael White; Justice, Alvin Clay; Collector, Susan McCormick; County Clerk, Janice Currie; Juvenile, Daryl Turner; Angie Nelson; John David Nelson; Public Affairs, Steven Savage; Chief Strategist, J. T. Harris; 911 Coordinator, David Lendennie; Judge, John Alan Nelson.

- 1. Meeting was called to order by Justice, Rick Ash and turned over to Judge Nelson.**

- 2. Judge Nelson stated he called the meeting to bring everyone up to date on what the County is planning. One of the issues that has come up with Mr. Ruby's design for the new addition is we will be losing most of our parking lot next to the Courthouse. We may need to consider relocating the Emergency Squad Building. John David Nelson stated we have been looking into dismantling the building and moving it to another property. A piece of property has been located and is near the police department and Pafford ambulance service.**

- 3. We are considering tearing down the radio tower. J.T. Harris stated we have one bid for \$32,000.00. We will be receiving another bid in the near future. Justice Nelson stated we need to contact the train master before any demolition is done because it is close to the railroad track.**

- 4. Possible demolition of the gas station on Hwy. 61 and the County Extension Office. There is a possibility the Extension Office could move to Keiser. We have gotten a bid for an asbestos abatement study from a company in Jonesboro. If both buildings can be done in one day the cost would be \$875.00 per building. Justice, Molly Jackson made a motion to have the asbestos abatement study done. Second was made by Justice, Betty Hepler. Motion passed. Justice Nelson stated the property on Hwy. 61 would be worth more with the building remaining than an empty lot. J.T. Harris stated he has talked with an investment group about the possibilities of the property on Hwy. 61.**

- 5. The Collector and the Assessor have requested to remain in the Blytheville City limits during the renovation. Collector, Susan McCormick asked if the Montgomery Ward building would be tax exempt if rented to the County at no charge. Ms. McCormick also asked if the Circuit Clerk's office could be moved to ANC and the Collector and Assessor's offices be moved into the building the Circuit Clerk is in. The Circuit Clerk's office needs to be in Burdette, it will be hard for them to operate from the office in Blytheville. Justice Ash stated there would be no reason to rent the office space for the Circuit Clerk after the 2 year lease expires and according to State Law the Clerk's office has to be in close proximity to the Courts. My original opinion was for the building to be used for record storage not to move the entire Clerk's office. Justice, Molly Jackson stated that Mrs. Mason made the argument herself that she had to be close to the Courts. The County is still paying rent for record storage. Justice White stated he felt the Court had been misled in the intentions of renting the building for the Circuit Clerk. I was surprised to see 10 workstations and all employees moved and the Circuit Clerk's office in the Courthouse locked up. Justice Henton**

stated we should get the Circuit Clerk to explain the situation again. Justice Jackson suggested the Energy & Property Committee meet with Leslie Mason to have an immediate plan for the office she is in now, the Red Cross Building and the Clerk's office on the second floor. A copy of the contract will be sent to the Justices to review before the committee meeting.

6. David Lendennie stated he would like to move his office to the Annex Building. Half of my office is good but the other side is in bad shape. Ceiling tiles are missing and when it rains the office gets wet. I have looked at an office in the Veteran's office that will work. Justice Ash stated he is not inclined to divide everything up. All offices in the Courthouse should be located in the ANC building. Justice Hepler stated she would like to see all the County offices to stay together. The Committee would like to wait on the decision for David Lendennie to move his office.

7. Meeting adjourned.

Minutes submitted by: Cindy George