



Minutes
ADMINISTRATIVE SERVICES COMMITTEE
July 25, 2024 9:00 A.M.
Caucus Suite 204

Staff Present: **Larry Maxey**, *Committee Chair, Board of Commissioners*
 Allison Watters, *Committee Co-Chair, Board of Commissioners*
 Bill Gilliland, *Director of Purchasing*
 Randy Self, *Assistant Director of Purchasing*
 Erin Elrod, *County Clerk, Community Services Divisions Director*
 Kevin Brown, *IT Director*
 Jamie McCord, *County Manager*
 Darryl Bowie, *Human Resources Director*
 Susie Gass, *Committee Chief of Staff, Administrative Services Division Director*
 Danny Womack, *Chief Appraiser, Tax Assessor's Office*
 Akyn Beck, *Elections Director*
 John Blalock, *Public Safety Director*
 Jessica Sharp, *Committee Secretary, County Manager's Office*

Not Present: **Davlon Ezell**, *Court Administrator*
 Todd Wofford, *Rome-Floyd Park and Recreation Director*

Call to Order

Committee Chair Larry Maxey Called the meeting to order

I) Review Minutes from Previous Meeting

Minutes were approved by general consent.

II) Public Participation

No public participation.

III) Purchasing

Assistant Director of Finance Randy Self updated the committee on the progress on the purchasing policy that they would like to get passed at the next commission meeting. Stated that they would like to have an annual agreement go out to each department head to ensure everyone is up to date on the policy and any changes that might be made. He stated that the stadium improvement project is out for bid involving the



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padding, netting, and batter's eye. The bid opening will be August the 6th and they have already had a few responses. Mr. Self stated that public works submitted the specs for a new bucket truck, the bid is ready to go out once funding is secured and finalized. Stated that a bid for psychological services went out July 15th and it is in the evaluation process, they are still having trouble nailing down qualifications. Mr. Self stated he suggested they go ahead and complete the evaluation and since this is the second time this has been put out for bid that they should go ahead and move forward with talking to the individual companies to see what can be done. Stated that the wireless consulting audit is out for bid, there have been seven submissions so far with one company requesting an electronic bid opening. Mr. Self also updated the committee on the runway lighting project that was put on hold due to GDOT funding, CMT did request that Trinity Electrical hold their bid pricing until September, and they did agree. It was also stated the Brighton Water Plant Project has been approved and will be moving forward with Turnipseed with a completion date around the end of 2026.

IV) County Clerk

No Report.

V) Information Technology (IT)

Kevin Brown announced that they have hired a new Assistant Director, Scott Dempsey and he has already started working on revamping the server and is doing well. Stated that 2024 PC leases are done, and all the old PCs have been picked up. Stated that they will start back on Converting the last departments over to SharePoint. Mr. Brown stated that the server outage that affected most of the county did not give the county many problems locally, Munis was down, and a few people had issues with state payroll, but Floyd County was otherwise unaffected.

VI) County Manager

a) Discussion for Public Safety Pay Increase and COLAs

County Manager Jamie McCord stated that there are several options for considerations for the board. Stated that he is recommending a \$2,600 pay increase across the board which will bring paygrade 6 to \$16.00 an hour. Stated that law enforcement would be done separately, and they are looking at patrol being raised to a minimum salary of \$52,000. Also stated an across the board raise for law enforcement with three different options they are looking at to see which choice would clean up their pay scale the most. Stated they are working on getting everything in place and hopes that he can get this back in front of the committee before the next Commission meeting.



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VII) Human Resources

a) Genetic Information Nondiscrimination Act

Darryl Bowie stated that the Genetic Information Act is recommended by legal, and it just ensures that the county will not use genetic information in regards to making decisions in hiring, firing, job assessments or any other terms and conditions of anyone's employment.

b) Return to Work Policy

Mr. Bowie stated they are working on implementing a return-to-work policy that is something papering our steps to bring employees that are injured back to work on temporary status etc. to have them processed and is an expectation from ACCG in relation to our safety grant the county applies for.

c) Parks and Rec Division Managers to be reclassified to non-exempt from exempt

Darryl Bowie also discussed that an employee with Parks and Rec requested a review of his exemption status and due to the nature of his job being manual labor it was found that the classification of his job is non-exempt. Division Director Erin Elrod stated that this will change the overtime budget for Parks and Rec as there are supervisors who have been working a ton of overtime hours because of staffing issues and they are not being paid for them and going forward, they will be compensated for those overtime hours. Commissioner Allison Watters added that the state was raising the minimum salary threshold of non-exempt employees again come January and Darryl said they would have to adjust when the time came. Mrs. Watters also discussed the possibility of doing away with Merit increases per a class she took hosted by ACCG. Stated that a better solution might be to do pay increases across the board each year and have honest evaluations each year to remove pressure on managers and employees.

VIII) Finance

a) Special Salary Adjustment

Director of Finance Susie Gass requested a Special Salary Increase of 7.5% for their Internal Auditor as she completed her CPA exam. She stated it was a very difficult



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test with a pass rate just below 50%. It is not a requirement for the job, but the employee took the initiative, and it is a great benefit to the county. Ms. Gass stated that she would like to be able to keep this employee as the private sector would pay more competitively. Ms. Gass will bring this to the next board meeting for approval.

IX) Court Administrator

No report.

X) Parks and Recreation

a) Amend Brock Coogler's Exemption Status

Division Director and County Clerk Erin Elrod filled in for Todd as he was out. She stated that Brock Coogler's Exemption was previously discussed by Darryl Bowie and he will be moving from exempt employees that will be moving to non-exempt. She stated that changes to the gymnastics program was still under discussion, and there was a proposed plan they think might be fair to everyone regarding what the parents were paying and what the county was supplementing.

XI) Tax Assessors

a) 2024 Real & Personal Property Appeal Update

Chief Appraiser Danny Womack stated that the appeals for 2024 are down compared to the previous year. He is in talks with the clerk of courts in attempt to get started in mid-August with the Board of Equalization, but they are putting them off until September. Stated that the Board of Assessors certifies the appeals and once they are certified to the clerk of courts it starts a clock, and the appeals have to be heard no sooner than 20 days and no later than 30 days by the time the assessors certify, he stated that he did not expect appeals to go past Thanksgiving, but with the number of appeals being down it is a good year so far.

b) Request to Unfreeze Personal Property Appraiser I position 462027 and freeze Personal Property Appraiser II position 462008.

Mr. Womack discussed that there is a frozen position that a higher-level employee voluntarily wants to take a demotion to, so they would have to freeze the lower position to move that employee into that position and he plans on freezing the higher-level position without creating any issues. County Manager Jamie McCord stated that would require board action and Danny Womack agreed and it was stated it would be brought



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to the next board meeting. Mr. Womack also discussed some of the changes that could be coming in November, a house bill is being proposed to change a lot of things regarding the homestead exemption and assessments. Stated that this new bill limits the taxable value of property to whatever the CPI is for that year. This number would be given to the county by the revenue commissioner. Stated that the county has a homestead freeze and any citizen with that freeze is exempt from all inflation increases. He stated if the county uses the CPI adjustment, our citizens will see an increase in taxes as opposed to not seeing an increase Mr. Womack stated that the local exemption Floyd County is better. Stated we want to stay in the program because each can opt out, we want to stay in because the county gets the sales tax, but if you opt out, you loose sales tax. Stated it will also take the estimated tax amount off the assessment office as well as some other minor things. Mr. Womack does think it will pass so these are all changes that the county needs to be aware of and prepare for. Jamie McCord stated he has someone from the state he wanted to have to help the commission understand the changes as well as inviting the city commission to Caucus so everyone can start preparing and make decisions on what would be best for the taxpayers and for operational budget. Mr. Womack said it puts more burden on the tax assessor's office, with another value to track as well as all the other variables that go into property taxes. Stated that each board must give a rollback rate to the tax commissioner, and the rollback rate must be used on the assessment notice, which means the commission has to declare millage rate before May before a digest is set which also has to be done before May so assessments can go out. County Manager Jamie McCord stated that he thinks this is going to be well received by the taxpayer because it takes the burden off the property owners.

XII) Elections

County Clerk Erin Elrod stated she had been talking to Ms. Beck and praised her for being proactive in every change that comes their way, including the change to the democratic ballot. She is making sure that BOE and her staff knows how to respond to any questions or concerns regarding the changes. She stated that her biggest concern on the penny is how it will affect future SPLOST and how we need to be aware of how the county looks at SPLOST in the future.

Chief Appraiser Danny Womack amended to the prior discussion about the changes with the property tax bill on the ballot that the CPI adjustments only apply to homesteaded property, but the penny will apply to everybody. Mr. Womack discussed how the real estate market has really driven all the upcoming changes, and he does think it is a good step towards something better. Erin Elrod stated she was worried about being too reliant on sales tax and the economy crashing. Mr. Womack stated he did think that on the County M&O side, Floyd County has the best homestead



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exemption, and this new bill mirrors what Floyd already has but just not as good because it can still be increased.

Elections Director Akyn Beck stated that they are putting more processes in place to protect her staff in the future like sensitivity training. Larry Maxey commented that he really liked how volunteers from Berry College were involved helping a lot of the elderly Poll workers that cannot lift some of the heavy equipment. Erin Elrod stated that Ms. Beck had also made sure that the shirts were made that clearly defined election staff to eliminate any confusion and to help with efficiency once election time comes.

XIII) Chief of Staff Report

No report.

XIV) Chair's Report

No report.

XV) Other Business

No report.

XVI) Adjourn

With no other business to come before the committee the meeting was adjourned.