

MEETING AGENDA

*Powell County Fiscal Court
Special Called Meeting*

Date: June 21st, 2019

Time: 3:30 p.m.

*Location: Powell County Judge Executive's Office
Room # 102*

- I. Judge Calls Meeting to Order
- II. Roll Call

Items on Agenda

- Policy & Procedures Manual
- Budget/Department

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**POWELL COUNTY FISCAL COURT
SPECIAL CALLED MEETING**

Date: **JUNE 21ST, 2019**

Time: **3:30 p.m.**

Location: **Powell County Courthouse
Powell County Judge Executive's Office
Room 102**

The Powell County Fiscal Court met at the Office of the Powell County Judge Executive's Office on June 21st, 2019 for a special called meeting held at 3:30 p.m.

Those present for the meeting were Powell County Judge Executive James Anderson, Fiscal Court Clerk Connie Crabtree, Ambulance Director Nathan Hall, Finance Officer Kacey Davidson and County Attorney Robert King.

Judge Anderson called the meeting to order

Judge Anderson ask the clerk to call Magistrates in attendance for this meeting.

Magistrate Dennis Combs – Present

Magistrate Donna Gabbard – Present

Magistrate Mike Lockard – Present

Magistrate Chad Patton – Present

Magistrate Timmy Tipton – Present

This special meeting was called to discuss some changes the court wanted to make to the Policy and Procedure Manual.

During the month of June of each year the Fiscal Court can make necessary changes to the manual without having to go through the ordinance process.

Judge Anderson along with court members went over each section of the manual.

The following changes were made to these SECTIONS of the Policy and Procedure manual. **(A COPY OF THE CHANGES WILL FOLLOW MINUTES).**

- **SECTION 2.7**
Powell County Procedures for Administrative Agencies
- **SECTION 5.1**
Job Classification
- **SECTION 5.8**
Definitions
- **SECTION 5.10**
Incentives
- **SECTION 5.12**
Personnel Records
- **SECTION 5.15**
Safety
- **CHAPTER 6 Attendance & Benefits**
- **SECTION 6.1**
Attendance, Leave and Fringe Benefits Provisions
- **SECTION 6.2**

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Holidays

- **SECTION 6.3**
Vacation
- **SECTION 6.4**
Sick Leave
- **SECTION 6.6**
Bereavement Leave
- **SECTION 6.7**
Special Leave
- **SECTION 6.15**
County Vehicles
- **SECTION 6.16**
Vehicle/Equipment Incident Review
- **SECTION 6.17**
Health Insurance
- **SECTION 6.19**
Employee Relation Provisions Training and Career Development
- **SECTION 8.3**
Harassment/Sexual Harassment
- **SECTION 8.8**
Ethics
- **SECTION 8.9**
Expense Reimbursement
- **CHAPTER 10**
County Property
- **CHAPTER 16 Internet/Media Policies**
- **SECTION 16.1**
Publicity/Statements to the Media
- **SECTION 16.4**
Digital/Social Media Policies
- **SECTION 16.5**
Communications
- **SECTION 16.6**
Software
- **SECTION 16.7**
Copyright Issues
- **SECTION 16.8**
Security
- **SECTION 16.9**
Violations
- **SECTION 16.10**
Data Breach Policy
- **CHAPTER 17 INCLEMENT WEATHER POLICY**

A motion was made by Magistrate Combs seconded by Magistrate Patton to approve and adopt these changes to the Policy and Procedures Manual and have each employee to sign off to these changes. These changes are effective as of 7/1/19.

Motion passes

Magistrate Combs – Aye

Magistrate Gabbard – Aye

Magistrate Lockard – Aye

Magistrate Chad Patton – Aye

Magistrate Tipton – Aye

Judge Anderson – Aye

Budget/Departments

Magistrate Lockard ask about the Dispatch

Magistrate Lockard said that an investigator from the Department of Criminal Justice Training visited the Dispatch Center on June 18th, 2019 and told him that the Dispatch was an administrative mess, a joke, and pathetic. Magistrate Lockard said that no one was certified because they had let their certification expire. They were also in trouble with the State Police but that had been since been resolved. The investigator said they would personally be back to spot check all time sheets. They told the Wireless 911 Director that they was not leaving there until they had all the information they requested. Magistrate Lockard said they also mentioned an audit that they had done in the past.

Judge Anderson said he was never notified and looked back through his emails and did not find anything with that the investigators name or anything from Department of Criminal Justice.

He said he received an email around 1:40 p.m. yesterday and what their findings were.

In relation to the trouble with the state police Judge Anderson said they have had some turn over at the Departments of Corrections. They started a new policy that they had not implemented requiring back ground but that issue was resolved with the Dispatch.

Judge Anderson said he wanted to ask why and foremost if they have been receiving audits why hasn't he been notified of them and are they to be audited every year or just per call.

Judge Anderson proceeded to read the email aloud to the court members.

He said the Mr. Epperson also received the email and responded to it. Judge Anderson also read this to the court members.

He told court members that naturally he was not happy with this but after he received the email he did not panic as bad. He said that he felt that the Department of Corrections has been deficient as well.

He told them that Ms. Davidson had received an email back in March relating to one of the dispatchers being delinquent on their certification.

Judge Anderson told court members that they all are still certified dispatchers but they are delinquent in getting their training. They can still dispatch up to 40 hours but not over that.

The Judge along with Ms. Davidson met with the Wireless 911 Director and were very adamant and told him that this was very unacceptable. He told him that they are time in the day to do administrative stuff. He said he also had ask the Wireless 911 Director to give him a letter telling his plan of action to resolve these things. Judge Anderson said in this letter if the ones is not in compliance then he wants to

see the a letter showing that they had requested an extension and what dates their training will be completed.

Magistrate Tipton ask the court members if there was a job description for the employees. He said part of the Wireless 911 Director description would be to make sure they are in full compliance with training, training hours, etc. He said he does not think it's acceptable as the Director of the Dispatch chooses not to be fully accredited.

Judge Anderson said there will be a write up for this infraction which will be put into his personnel folder.

The judge said he wants to ask the Department of Corrections should the Director have been aware of these things and if so how was he notified. He feels that there may be blames both ways.

If there was an audit done in the past why wasn't the fiscal court forwarded a copy of it? Judge Anderson said that it could be possible that this was going to some other entity.

In closing the Judge said he was not happy at all with this and feels that the court has been very fair with them and got the dispatchers wages up to be very competitive with counties around us.

Magistrate Lockard ask if the Director was going to start attending the Fiscal Court meetings. Judge Anderson told him that they also had that discussion and he does not want to over burden any department but feels they should attend most of them.

With no further discussion a motion was made by Magistrate Lockard seconded by Magistrate Combs to adjourn.



James Anderson

Dennis Combs



Donna Gabbard



Mike Lockard



Chad Patton



Timmy Tipton