



**MINUTES  
REGULAR MEETING**

**SEPTEMBER 27, 2011  
8:30 A.M.**

**STEPHENS COUNTY BOARD OF COMMISSIONERS  
HISTORICAL COURTHOUSE**

**PRESENT FOR MEETING:** Chairman J B Hudgins, Jr., Commissioners Harold Andrews, Jonesy Haygood, Dean Scarborough and Stanley London; Finance Director Phyllis Ayers; County Attorney Brian Ranck, and Amy Hix

Chairman JB Hudgins, Jr. called the regular meeting to order at approximately 8:50 a.m. and welcomed those present. Reverend Teasley gave the Invocation and led the Pledge of Allegiance.

**I. APPROVE AGENDA**

A motion was made by Commissioner Scarborough, seconded by Commissioner Haygood to approve the agenda as presented. **Motion carried unanimously.**

**II. APPROVE MINUTES**

**1. SEPTEMBER 13, 2011– REGULAR MEETING**

A motion was made by Commissioner Scarborough, seconded by Commissioner Haygood to approve minutes as amended to correct Item #6 of minutes. **Motion carried unanimously.** Minutes from September 13, 2011 were amended as stated: A motion was made by Commissioner Andrews, seconded by Commissioner London to enter into agreement with the Town of Martin, Georgia to conduct elections. **Motion carried unanimously.**

**III. OLD BUSINESS**

**IV. NEW BUSINESS**

**1. BOARD TO CONSIDER MOTION TO APPROVE BUDGET AMENDMENT FOR RECREATION, HUMAN RESOURCES, AND BUILDINGS AND GROUNDS; AND AUTHORIZE CHAIRMAN TO SIGN RESOLUTION**

A motion was made by Commissioner Andrews, seconded by Commissioner London to approve budget amendments and authorize Chairman to sign resolution. **Motion carried unanimously.**

2. BOARD TO CONSIDER MOTION TO AUTHORIZE CHAIRMAN TO SIGN AGREEMENT FOR SERVICE WITH THE PHILLIPS AGENCY FOR RANDOM DRUG TESTING

Finance Director Phyllis Ayers stated the Phillips Agency will come on site to do the drug testing, they will choose 20% of the people over the course of the year; three a month and the cost will be \$35.00 per person. They will test all County employees with the exception of the elected officials and constitutional officers. A motion was made by Commissioner Haygood, seconded by Commissioner Scarborough to authorize Chairman to sign agreement for random drug testing. **Motion carried unanimously.**

3. BOARD TO CONSIDER MOTION TO APPROVE ALLOCATION OF D.A.T.E FUNDS FOR CHAMPS PROGRAM IN THE AMOUNT OF \$3,300.00 FOR THE SHERIFFS OFFICE TO BE USED FOR DEPUTY TRAINING AND PROGRAM MATERIALS

County Attorney Brian Ranck stated DATE funds must be used for drug abuse treatment and education prevention. Brian stated he would advise the commission to make sure when they allocate that money that is where it is going. Phyllis Ayers stated the drug abuse treatment and education fund is in a special account maintained by county governing authority and the account shall be used for DATE and education programs relating to substance abuse and marijuana, O.C.G.A. If Officer training is tied to the program we are okay, don't know about the CHAMPS program in general, if it is related to the drug side we are fine. Murray Kogod stated a good portion of the Champs Program from the Sheriff's Association is a version of the DARE program training for officers on how to teach the CHAMPS program. There are two resource officers that are trained. Brian Ranck stated clearly a major component and the \$3300.00 dollars is being used for components of drug treatment we are alright, we have received assurance from Sheriff's office. A motion was made by Commissioner Scarborough, seconded by Commissioner London to approve allocation of D.A.T.E funds for CHAMPS Program in the amount of \$3300.00 to be used for deputy training and program materials. **Motion carried unanimously.**

4. BOARD TO CONSIDER MOTION TO AUTHORIZE SHERIFF TO UTILIZE A NEWLY OPENED CHECKING ACCOUNT WITH FIRST CITIZENS BANK TO BE USED FOR THE SHERIFF'S EXPLORER PROGRAM

Finance Director Phyllis Ayers stated no agency or officer can use a Commissioners tax ID number to open a checking account without approval. That is what has happened in this place, this is a donation. At the end of year, this activity has to be booked in the general fund. Phyllis stated from a financial standpoint, auditors and finance, we don't advise to have a ton of checking accounts. Phyllis stated she had to close several when she first came to the county because it was rampant across the county. This is strictly the board's decision to allow the Sheriff to do it. All expenses and money transactions will have to be booked in the general fund at the end of the year. Brian Ranck stated there is no legality questions on doing this, it is a county issue. Commissioner Scarborough asked if there was any reason why we are not going through the regular channels on this account. Murray stated the Sheriff would have to speak on that, the money is all donated for the Explorer Program. Commissioner Andrews asked if we go through the channels as outlined what will that do to you. Murray stated it will really be the same checking account and donated money would be in it, we fill out reconciliations. There would be no change, we could close this account and open another one. Phyllis stated you would not open another one, it would run through the general fund, this is County money. The only fund the Sheriff is allowed complete discretion over is the Drug Task Force Fund in the Code of Georgia. Even though it has been donated to the Sheriff's office, it is still County funds and it would run through the general fund and will

at the end of the year. Commissioner Scarborough stated we should stick with the process recommended by the auditors without personal checking accounts. It should run through the general fund like any other procedure. Phyllis stated we have a revenue fund not a separate checking account, where the transactions are accounted for, that money is through the general fund. We have a restricted fund you can see that money matched to its expenses, this is where we put our grant money. Commissioner Scarborough asked where the money goes for confiscated funds? Murray stated it goes into a condemned account for the Sheriff and that is different, it goes through the county back to the Sheriff. Commissioner Andrews asked if we deny this today, would there be any other action needed? Phyllis stated no, if you approve it, it stays open. If you do approve it the account will close and the money will go into the general fund. A motion was made by Commissioner Scarborough, seconded by Commissioner Haygood to instruct the Sheriff to close the checking account and proceed to put the money in the general fund to continue the program. **Motion carried unanimously.**

5. BOARD TO CONSIDER MOTOIN TO APPROVE AND AUTHORIZE CHAIRMAN TO SIGN ADJUSTMENT SHEETS

A motion was made by Commissioner Haygood, seconded by Commissioner Scarborough to approve and authorize Chairman to sign adjustment sheets. **Motion carried unanimously.**

V. INVOICES OVER \$5000

1. ACREE OIL - \$26,256.06

A motion was made by Commissioner London, seconded by Commissioner Andrews to pay the invoice. **Motion carried unanimously.**

VI. MATTERS FROM DEPARTMENTS

1. ADMINISTRATOR REPORT

2. FINANCE REPORT

Phyllis Ayers stated this week we will be close to a final look at how we ended the last Fiscal Year and where this Fiscal Year will be.

3. DEPARTMENT REPORT

4. COMMISSIONERS REPORT

Commissioner Haygood stated he attended the Board of Managers meeting at Callaway Gardens. The meeting was good; there were several issues that have been brought forth by the Legislators and Congress. The biggest item was immigration, and several new items that will be coming up in the House and Senate this year. Chip Rogers is supposed to reintroduce the bill to freeze all assessments for another three years, if this happens we will be in trouble. Someone from the Health Department came and spoke about changes in the Health Departments and how the changes may or may not affect counties. A speaker from EPD, how things handed down from Washington they are trying to implement and agreed it was making it rough for counties. This was the first year they have had 100 % participation

from Counties for ACCG. They are setting up a program for County Managers and Administrators through ACCG so they can all be on the same page.

**VII. MATTERS FROM CITIZENS – TIME LIMIT OF THREE (3) MINUTES**

**VIII. EXECUTIVE SESSION**

**1. DISCUSSION OF LITIGATION & PERSONNEL**

A motion was made by Commissioner Haygood, seconded by Commissioner London to enter into executive session for Litigation and Personnel at 9:06 a.m.

**IX. ADJOURNMENT**

A motion was made by Commissioner London, seconded by Commissioner Scarborough to adjourn the meeting at 9:56 a.m. **Motion carried unanimously.**

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2011

\_\_\_\_\_  
J.B. Hudgins, Chairman

Attest:

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Beth Rider, County Clerk