

# **WORKSHOP**

## **Board's Internal Processes**

### **Dixie County School Board Meeting Room**

### **February 18, 2021 – 1:00 PM**

*While adhering to the following State of Florida Executive Orders: 20-51 Establishing Response Protocol, 20-52 declaring a Public Health Emergency, 20-69 regarding Local Government Public Meetings and also Dixie County Emergency Declaration 2020-27. The Board met and had limited access by staff to the meeting room while broadcasting the meeting via audio to the public who were provided other accommodations outside of the meeting room. The public could also participate via conference call at 1(917)900-1022 and enter code 32628.*

#### **COMMISSIONERS**

Jody Stephenson  
Mark Hatch, Chairman  
W. C. Mills  
James Valentine  
Jamie Storey, Vice Chairman

#### **STAFF**

Duane Cannon, County Manager  
Cheyenne Hutchinson, Asst. to the County Manager/Grant Coordinator  
Michael Osteen, County Attorney  
Barbie Higginbotham, Clerk of Court  
Jacki Johnson, Chief Financial Officer  
Della Rhymes, Asst. Chief Deputy Clerk

#### **CALL TO ORDER**

The workshop was called to order at 1:00 PM by Commissioner Hatch.

#### **INVOCATION AND PLEDGE**

The invocation was led by Commissioner Valentine and the Pledge to the American Flag was led by Commissioner Mills.

Commissioner Hatch addressed Commissioner Stephenson and opened the floor for discussion.

Commissioner Stephenson said he wanted to get clarification on everything and the money. It seems that the right hand doesn't know what the left hand is doing. We need to come together and help figure this out.

Commissioner Hatch asked if there are any details to be discussed with Department Heads.

Commissioner Stephenson said he wants to talk to every department head and the employees and clarify their job titles, duties and responsibilities.

Commissioner Hatch added a job description, job hazard analysis and rate of pay.

County Manager Duane Cannon asked if he wanted to meet one on one with Department Heads or with the whole Board for an explanation of the business and daily operations between departments, new hires, and insurance claims.

Commissioner Stephenson said he wants to know the process and how different departments work together as well as the chain of command. He said if everyone knew how the process works then a lot of these issues would not come before the Board. He said even the Commissioners don't know about different processes. He said there are so many issues and people are talking about things they don't know anything about. He said everything is in turmoil. He wants to make sure everyone is on the same page.

Manager Cannon said some of this was addressed at the staff meeting on February 02, 2021. He informed the Board that Ms. Cindy Bellot was out sick.

He said there is confusion with passing duties back and forth between the Clerk Finance Department and the Human Resource Department. For example, the solid waste trailer and who needs to get the tag for this. Is it the Board job or Clerk Finance. He said they are working on some of these issues and can discuss at the 4:00 PM meeting. He said they can discuss questions for the Department Heads and go over Policy and Procedure and Daily Operations.

Commissioner Hatch said they need something in writing for the job descriptions of each position and the pay rate. He said to give this to the Human Resource Department too.

Manager Cannon changes need to be made to job classifications for advertisement purposes so an equipment operator with a CDL can work other positions if needed. For payroll purposes they would be classed as an equipment operator.

Commissioner Hatch said he wanted to have a job hazard analysis for the safety of employees. They need to sign a form and it will go in their employee file.

Road Superintendent Steve Hutchison said that inmates need certification for different brands of equipment.

Commissioner Hatch said these same certifications for employees can help with work comp and insurance.

Commissioner Hatch asked if the EMS Department already has something in place and if so, give it to the Human Resource Department so it can go in the employees file.

Director of Emergency Services Darian Brown replied yes, they have this and State requirements.

Commissioner Hatch said then the Commissioners can see this at will.

Building Official Leon Wright said he has two staff working in a licensed position, but they are not licensed yet. He said they refuse to take the test. He said it is part of the job duty to hold a license as a permit tech and it is in the employee file.

Commissioner Hatch said he wants each Department Head to review and help update the Employee Handbook annually. He said it was last updated in 2011.

Manager Cannon said a topic discussed in the staff meeting on February 02, was for the Human Resource Department to give Department Heads the Policy and Procedure Manual because everyone has something different. He said there are some amendments that need to be circulated to everyone.

Commissioner Hatch said that is your responsibility as the County Manager to get amendments to all departments and the Clerk.

Manager Cannon said okay.

Commissioner Stephenson said we need accountability for all. He said we want to know what everyone is supposed to be doing and what they are responsible for. He said they need a list of duties and task. He said to determine pay raise by titles and licenses and experience. He said if an employee is capable of several things then it is worth more money to cover all areas. These are the things that need to be known.

Commissioner Mills asked Mr. Hutchison and Mr. Latson if the process has been negative or positive finding people with a CDL. He asked is it easier to find people to run a tractor other than drive a truck.

Mr. Hutchison replied as a new hire if you have a CDL it is an automatic raise in pay.

He said some jobs require the CDL and others do not.

Commissioner Mills asked if the CDL is mandatory or not.

Mr. Hutchison said at one time they were required but not anymore.

Solid Waste Director Michael Latson said that you must have a CDL for the Solid Waste Department. He said his staff are needed for more than one task because he is short staffed. He said his Loader Operator can also drive a truck if needed. He said the job description should list 90 percent of your designated duties and 10 percent of others. He said he don't want people to say it not in my job description to do other work.

Commissioner Stephenson said he understands but currently there is no description at all or of any kind.

Mr. Latson said to prove an employee is cross trained a green card system would be a good idea. It states that you are trained and licensed in other areas and on different equipment. The employee would always have this on them, and anyone can ask to see for verification.

Commissioner Mills do you have to use the loader man on a truck very often.

Mr. Latson replied yes. He said he had to this past Saturday and Monday.

Commissioner Mills said it is more of a necessity in the Solid Waste versus the Road Department.

Mr. Hutchison said he has six trucks and 12 employees with a CDL, and all are class A

Mr. Latson said he has seven employees with a CDL, and most are class A, and some are Class B.

Manager Cannon informed the Board when they advertise for an equipment operator, they say a CDL is recommended for Road Department and it's required for Solid Waste. He said there are a limited number of applicants and of drivers who have a CDL and the starting pay rate is an issue. He said the job description has the starting pay rate listed.

Commissioner Stephenson said if the pay scale is raised then employees should have the initiative to do more.

Commissioner Hatch said if the pay rate for the roll off is \$9.00 and the employee drives the dump truck for that day which pays \$10.00. The employee pay scale changes according to the job they are doing.

Commissioner Stephenson said there has been issues in the past where an employee was trained to run a motor grader and then they would get another job somewhere else for better pay. He suggested the Board increase the pay scale to make people stay and work here. He said this is a repeating cycle of training and leaving.

Manager Cannon said the Board has given a rate per hour stippling for every 6 months for working as a motor grader operator as an incentive.

Commissioner Hatch said that when an employee gets a certification or license then they get more money. Manager Cannon said that the Board has given a \$.50 raise for all in the past. However, this has not been done for the past two years.

Commissioner Stephenson said he would like to do that again in the future and increase everyone's pay rate.

Commissioner Hatch said some of this will be repeated in the next workshop with assessments from solid waste. He said they have spent \$40,000.00 on the survey for the assessments. He said the money that comes in will help with revenue and it can be give back to employees.

County Attorney Michael Osteen reminded everyone that March 2021 is the deadline and they need accurate information to justify the assessment increase. He said they have limited data to work with. Mr. Latson said his department is done; however, they are waiting for information from the Town of Cross City and Waste Pro.

Director Brown said his department submitted their information last year and that he recently spoke with the consultants and they said June is the cut off.

Manager Cannon said the evaluations for the Fire Department is also ready.

Commissioner Hatch said it is up to the Department Heads to get this information. He said it is up to them to do the work for the assessment study because it will affect their employees.

Manager Cannon said the solid waste department has done well.

Attorney Osteen said the study is only as good as the information provided. He suggested that Department Heads get with him or the County Manager to help them and to explain everything in a narrative format if needed.

Commissioner Stephenson said the county is struggling with the finances and department heads need to inform the Board of their ideas to help run things more efficiently.

Mr. Leon Wright said more IT help will be needed. He said Mr. Chuck Elton helps with a lot but is not always available. He said the Board may want to consider outsourcing this service.

Ms. Holly Houghton said Mr. Elton runs the county email server (dixie.fl.gov) too and someone will need to do this in the future.

Division Chief Scott Garner said they contract with individuals in Gainesville, Florida. He said they handle some things but do not set up addresses. They can do this but will charge for extra stuff.

Manager Cannon asked for the maximum limit on the server.

Division Chief Garner replied they get a five-block purchase through Microsoft.

Commissioner Hatch asked if the Commissioners or Department Heads had anything else to discuss.

Commissioner Hatch said that Ms. Gail Carter has a floral business too. He said they will talk about this in the Board meeting tonight at 6:00 PM. He said they should rotate their flower arrangement purchases between the different local flower shops.

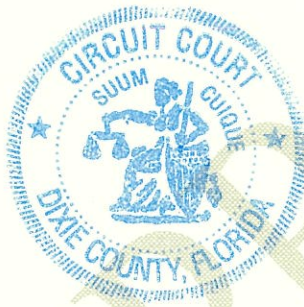
Commissioner Hatch said the raises and money is up to the department heads to provide the information.

**PUBLIC COMMENTS AND CONCERNS**

There were no comments or questions from the public at this time.


**ADJOURN**

Commissioner Mills made the motion to adjourn the workshop at 1:34 PM. Commissioner Storey seconded. Board approved.



BOARD OF COUNTY COMMISSIONERS  
DIXIE COUNTY, FLORIDA

ATTEST:

  
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Mark Hatch, Chairman

  
Barbie Higginbotham, Clerk-Auditor

**PLEASE BE ADVISED** that if a person decided to appeal any decision made by the Board with respect to any matter considered at such meeting or hearings, he/ she will need a record of the proceedings, and for such purpose, he/ she will 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.

*“Persons with disabilities requesting reasonable accommodations to participate in this proceeding should contact (352) 486-4931 (Voice & TDD) or via Florida Relay Service at (800) 955-8771.”*

*The Board meets the first Thursday of each month at 10:00 AM and the third Thursday of each month at 6:00 PM. Individuals that would like to be placed on the agenda should call Barbie Higginbotham, Clerk of Court, by 4:00 PM on the Friday Preceding the Board meeting, at (352) 498-1200.*