

**COUNTY OFFICES COMMITTEE
COUNTY BOARDROOM
TUESDAY, MARCH 14, 2023
MINUTES
5:00 P.M.**

1. Call to Order

The meeting was called to order by Chairman Jones at 5:06 PM.

2. Roll Call

Autum Jones (ch), Denise Durst, Randy Barth, Zack Ferris are all present. Nathan Schertz is absent.

3. Approval of Minutes

a. Approval of February 14, 2023 regular meeting minutes.

Motion to approve February 14 regular meeting minutes made by Ferris, seconded by Durst. Motion passed.

b. Approval of and Release or Keep Confidential February 14, 2023 Executive Session Minutes

Motion to approve and release the February 14 executive session minutes made by Ferris, seconded by Barth. *Motion passed.*

4. Public Input

None

5. Appointments

None

6. Claims

a. Approval of March claims

The Circuit Clerk has asked to add three claims for a grant approved expense in the amount of \$109,991.60 and for the claim to be paid in vacation. Motion to approve claim and pay in vacation made by Barth, seconded by Ferris. *Motion passed.* Motion to approve March claims made by Durst, seconded by Barth. *Motion passed.* At a later point in the meeting the Circuit Clerk realized she made a mistake in the amount of the claims and an amended motion had to be made. Motion to amend the Circuit Clerk claim to \$103,996.60 made by Jones, seconded by Barth. *Motion passed.*

b. County Board Per Diem – Roll Call Vote

There are two per diem claims. One for Jones covering December 2022 to Feb. 2023 in the amount of \$1,225 and another claim for Don Tolan covering Jan 2020 through Feb. 2023 in the amount of \$4,825. Discussion on when a per diem can be turned in. The Treasurer stated that some members do it quarterly, some do yearly, there really is nothing set in stone. It would be beneficial to turn the per diems in the year it occurred for budgeting purposes. Motion to approve the per diem claims made by Ferris, seconded by Durst. Roll call vote – Durst-yes; Ferris-yes; Barth-yes; Jones-abstains. *Motion passed.* The Treasurer explained that there is a per diem form, however the members do not have to use that form. The Treasurer pays the per diems while the County Clerk pays the mileage.

7. New Business

None

**COUNTY OFFICES COMMITTEE
COUNTY BOARDROOM
TUESDAY, MARCH 14, 2023
MINUTES
5:00 P.M.**

- a. Approval of Resolution 2022/23 #26 Authorizing Execution of 5311 Grant Agreement (We Care)

Woodford County is a pass through for the Federal and State funds for We Care. Every year We Care has to apply for these funds. The passing of a Resolution is part of the application process and required by the Federal Government in order for funds to be received. Motion to approve Resolution 2022/23 #26 made by Durst, seconded by Barth. *Motion passed.*

- b. Approval of Resolution 2022/23 #27 Title VI Program Policy

We are required to have a Title VI Policy. The Resolution is part of the policy. Motion to approve Resolution 2022/23 #27 made by Ferris, seconded by Barth. *Motion passed.*

- c. Approval of Ordinance 2022/23 #06 Public Transportation Applicant Ordinance (We Care)

This is part of the 5311 Application. Motion to approve Ordinance 2022/23 #06 made by Ferris, seconded by Durst. *Motion passed.*

- d. Approval of Special Warranty (We Care)

This is part of the 5311 Application. Motion to approve the Special Warranty made by Barth, seconded by Ferris. *Motion passed.*

- e. Approval of Title VI Policy

This is the actual policy. This policy is sent to the state and has to be renewed every three years. Motion to approve Title VI Policy made by Barth, seconded by Durst. *Motion passed.*

- f. Discussion on Moving Location of Veteran's Office

The VA office is in a small closet. There is a HIPPA violation with its location. We are looking for a place to move the VA office so that it is more private. There have been several options thrown out – moving it down to the annex 4 in the office space off to the right of the Boardroom, switching offices with the County Board, moving into the Board of Review Room, switching with the GIS mapping tech, moving the mapping tech back into the Assessor's office and putting VA in the mapping room. The committee will reach out to Mr. Malcolm regarding the Board of Review room and also talk to Sheriff Smith since he is the custodian of the Courthouse.

8. Unfinished Business

- a. Supervisor of Assessment Update

The interviews for the three candidates have been set up for the 22nd of March. Those doing the interviews will be Chuck Nagel, Autumn Jones, Denise Durst and Randy Barth.

9. Other

10. Executive Session (if necessary)

**COUNTY OFFICES COMMITTEE
COUNTY BOARDROOM
TUESDAY, MARCH 14, 2023
MINUTES
5:00 P.M.**

11. Any action coming out of Executive Session

12. Adjournment

Motion to adjourn made by Barth, seconded by Ferris. *Motion passed.*

The meeting adjourned at 5:29 PM.

Submitted by; Deb Breyman


Autum Jones, Chairman
County Offices Committee