

BOARD OF COUNTY COMMISSIONERS
UNION COUNTY, FLORIDA
WORKSHOP
APRIL 17, 2023

NOTE: If any person decides to appeal any decision made with respect to any matter considered at this meeting or hearing, he or she will need a record for the proceedings and may need to ensure that a verbatim record is made.

PRESIDING: Ryan Perez, Chair

RECORDING: Pamela H. Woodington, Finance Director

ATTENDING: Commissioner Willie Croft; Commissioner Channing Dobbs; Commissioner Mac Johns; Commissioner James A. Tallman; James Williams, County Coordinator; Dianne Hannon, Board Secretary; Russ Wade, County Attorney

MEETING CALLED TO ORDER

Chairman Perez called the workshop to order at 5:00 pm. Commissioner Dobbs offered the invocation and led Pledge of Allegiance.

PUBLIC COMMENTS

Chairman Perez asked Ms. Michaela Clemons, HR to address the Board. Ms. Clemons stated that a copy of the Employee Policy Manual had been given to each Commissioner at the March Board Meeting for their review of the amendments to be made. The amendments being requested for change are the new Latham PayClock system that is currently being implemented. The system is online and should replace handwritten time keeping. The other change is to address the Easter Holiday. Good Friday was currently being observed for all, this change will allow Good Friday for Administration and Easter Sunday would be observed for those employees whose positions require weekend scheduling. Accrual will now be earned per pay period, if any hours were worked. Commissioner Dobbs asked time of service hour earned will remain the same. Ms. Clemons stated yes, those parameters will remain the same. That addressed part A of the amendment, part B addressed Part-Time employment. Currently we have one part-time employee who receives pro-rated leave time. This will change to 2 hours set time, instead of a prorated calculation. Commissioner Dobbs suggested to maintain current employees, but future employees would not be hired with this benefit. Mr. Williams clarified that a part-time employee was an employee with a set schedule, call-time employees is on an as needed basis. Commissioner Dobbs also asked if employees could cash out their accrued sick leave while still employed. Mr. Williams stated no, there is not a payout option for an employee to cash out their leave time. Request for leave should also be initiated in the PayClock system. County email changes addressed would be that all employees should have an email address provided by the County, new hires would be setup with an email before they could begin working so that they would be able to clock in the PayClock system. Employees should not send any personal information via email due to security purposes. Commissioner Dobbs asked how you would request sick leave in advance. Ms. Clemons stated that his would be for preset appointments. If employees chose to have the PayClock system on their phone they could request from their phone, their supervisor could notate instead of waiting until the employee returned. Paper forms will still be available. Chair Perez requested that the change be made going forward that part-time employees no longer receive leave time.

COUNTY COORDINATOR SIGNATURE AUTHORITY

Chair Perez stated the County Coordinator should not be allowed to obligate the County for monies or any contract that the Board has not already approved. Attorney Wade restated the purpose of Resolution 2023-04, paragraph #2 addresses that language with signing items within the budget of a grant and to assist with change orders. Mr. Williams asked that the delegation of authority also consider Task Orders, Change Orders, Supplemental Agreements, Time Extensions and Reimbursement Request for Federal Grants as well as State Grants

April 17, 2023
Workshop

Attorney Wade reiterated Resolution 2023-04 states “as previously approved by the Board” Mr. Williams would have authority to sign.

Mr. Williams then advised the Board that at tonight’s meeting he will be bringing before the Board consideration to form committees for each Grant that would consist of approximately 5 members to include a Commissioner, Department Head, County Coordinator, Finance Department to assist with informing the Board of each Grant’s progress. Commissioner Dobbs said that the County Coordinator position is a new position and we are learning duties that should be expected of this position and Resolution 2023-04 will allow the continued growth. Commissioner Tallman agreed with the sentiment expressed by Commissioner Dobbs.

Chairman Perez adjourned the workshop at 5:33 pm

Adopted by vote of the Board, May 15, 2023 regular meeting