

**COMMISSIONERS COURT
AGENDA POSTING # 2024 - 044**

Be it remembered on this the 27TH day of **FEBRUARY, 2024**, the Honorable Commissioners Court met in **“REGULAR”** called meeting with the following officers and members present, to wit;

Honorable Sydney Murphy – County Judge presiding,
Guylene Robertson – Commissioner Pct #1,
Mark DuBose – Commissioner Pct #2,
Milton Purvis – Commissioner Pct #3,
Jerry Cassity - Commissioner Pct #4,
Schelana Hock – County Clerk and
Louis Ploth – County Auditor.

The following agenda items, orders and decrees were duly made, considered and passed.

1. **WELCOMED & CALLED TO ORDER AT 10:00 A.M. BY JUDGE SYDNEY MURPHY.**
 - **INVOCATION LED BY POLK COUNTY SHERIFF BYRON LYONS.**
 - **PLEDGES TO U.S. & TEXAS FLAGS LED BY POLK COUNTY CLERK SCHELANA HOCK.**
2. **PUBLIC COMMENTS: NONE.**
3. **INFORMATIONAL REPORTS:**
COUNTY CLERK SCHELANA HOCK ADVISED THE COUNTY CLERK’S OFFICE WILL BE CLOSED ON TUESDAY, MARCH 5, 2024, TO THE PUBLIC TO FOCUS ON ELECTION DAY ONLY.
4. **PURCHASING WORKSHOP:**
NACOLE REEKS (COUNTY PURCHASING AGENT) PROVIDED AN OVERVIEW OF WHAT THE DEPT WILL BE DOING AND HOW POLICIES WILL BE UTILIZED GOING FORWARD. NACOLE SAID SHE WOULD BE HELPING RELIEVE SOME DUTIES FROM THE AUDITOR’S OFFICE AND TRANSITIONING THEM TO THE PURCHASING & PROCUREMENT DEPT.
5. **OLD BUSINESS (TABLED FROM LAST AGENDA)**
 - A. **MOTIONED BY MILTON PURVIS, SECONDED BY JERRY CASSITY, TO APPROVE THE MINUTES OF PREVIOUS MEETING: FEBRUARY 6, 2024 (SPECIAL SESSION).**
ALL VOTING YES.
 - B. **MOTIONED BY JERRY CASSITY, SECONDED BY MILTON PURVIS, TO APPROVE THE UPDATE OF PURCHASING AND CREDIT CARD POLICY.**
ALL VOTING YES. (SEE ATTACHED)

NEW BUSINESS

6. **CONSENT AGENDA: JUDGE MURPHY NOTED THAT AGENDA ITEM B INCLUDES TWO ADDENDUMS IN THE AMOUNTS OF \$24,050.59 & \$180,316.71. MOTIONED BY MILTON PURVIS, SECONDED BY JERRY CASSITY, TO APPROVE THE CONSENT AGENDA AS FOLLOWS:**
(ALL VOTING YES)
 - A. **APPROVE MINUTES OF PREVIOUS MEETING: FEBRUARY 13, 2024 (REGULAR SESSION).**
 - B. **APPROVE SCHEDULES OF BILLS, INCLUDING ADDENDUMS. (SEE ATTACHED)**

DATE	AMOUNT	FUND	CHECK #
2/9/2024	50,944.44	General	303519 – 303534
2/12/2024	22,361.19	General	303586-303592
2/13/2024	282,146.69	Retiree Health Insurance Trust	487-488/303596-303598
2/13/2024	3,448.58	General	303593-303595
2/14/2024	12,996.50	General	303599-303601
2/15/2024	1,070.92	General	303627-303628
2/15/2024	500.00	General	303602
2/16/2024	128,966.50	General	ACH 3534,3531,3532, 3533,3542,3543,3544, 3546,3547,3548, 3550,3551,3540, 3541
2/16/2024	460.17	General	ACH 3553,3554,3555
2/16/2024	66,435.17	General	303611-303626
2/20/2024	162.50	General	303629-303630
2/23/2024	7,389.46	General	303710-303714
2/27/2024	208,085.83	General	303338-303341
TOTAL	784,967.95		
	Addendum #1	\$24,050.59 to appear on future schedule	
	Addendum #2	\$180,316.71 to appear on future schedule	

- C. APPROVE ORDER DESIGNATING SURPLUS PROPERTY NO LONGER IN USE BY THE HUMAN RESOURCES DEPARTMENT. (SEE ATTACHED)
- D. RECEIVE COUNTY AUDITOR'S MONTHLY REPORT, PURSUANT TO LOCAL GOVERNMENT CODE SEC. 114.025.
- E. RECEIVE AND RECORD PERSONNEL ACTION FORMS SUBMITTED BY ELECTED OFFICIALS SINCE LAST MEETING. (SEE ATTACHED)
- F. RECEIVE COUNTY TREASURER'S MONTHLY REPORT (JANUARY 2024). (SEE ATTACHED)
- G. APPROVE COUNTY CLERK REQUEST FOR APPOINTMENT OF EARLY VOTING BALLOT BOARD JUDGES DOROTHY KAY AND ANN MCDONALD FOR THE MARCH 5, 2024, PRIMARY ELECTION.

7. PERSONNEL MATTERS:

- A. MOTIONED BY MILTON PURVIS, SECONDED BY MARK DUBOSE, APPROVAL OF PERSONNEL ACTION FORM REQUESTS SUBMITTED BY DEPARTMENT HEADS SINCE LAST MEETING AND AUTHORIZING 1 EMERGENCY HIRE FOR HUMAN RESOURCES. ALL VOTING YES. (SEE ATTACHED)
- B. MOTIONED BY GUYLENE ROBERTSON, SECONDED BY MARK DUBOSE, APPROVAL OF PERSONNEL MANAGEMENT SYSTEM UPDATE TO MODIFY THE WORK PERIOD FOR LAW ENFORCEMENT FROM 28 DAYS TO 14 DAYS TO BE CONSISTENT WITH THE PAY PERIOD; RECLASSIFY THE PAY GROUPS FOR RECEPTIONISTS AND CUSTODIAL/MAINTENANCE WORKERS FROM 105 TO 106, FOR KITCHEN HELPERS

FROM 102 TO 105, AND FOR ANIMAL CONTROL OFFICERS AND KENNEL ATTENDANTS FROM 110 TO 111; AND REPLACE THE JOB DESCRIPTION FOR LEGAL ASSISTANT/ABTRACTOR WITH LEGAL ASSISTANT/FILE MANAGER AND TITLE ABTRACTOR.

ALL VOTING YES.

C. PAY FOR EMPLOYEES ELIGIBLE FOR THE RURAL LAW ENFORCEMENT GRANT:

- i. MOTIONED BY GUYLENE ROBERTSON, SECONDED BY MARK DUBOSE, TO APROVE ADDITION OF NEW PAY GROUPS TO PAY SCALE. (SEE ATTACHED)
- ii. MOTIONED BY MILTON PURVIS, SECONDED BY GUYLENE ROBERTSON, TO APPROVE THE PROPOSED PAYROLL CHANGES FOR SHERIFF'S DEPARTMENT AND DISTRICT ATTORNEY.
(SEE ATTACHED)

ALL VOTING YES.

8. BUDGET AMENDMENT:

- A. MOTIONED BY JERRY CASSITY, SECONDED BY MARK DUBOSE, APPROVAL OF FY2024 BUDGET AMENDMENTS #2024-8(A), AS PRESENTED BY THE COUNTY AUDITOR'S OFFICE.

ALL VOTING YES. (SEE ATTACHED)

9. CAPITAL PURCHASE:

- A. MOTIONED BY JERRY CASSITY, SECONDED BY MARK DUBOSE, TO APPROVE CAPITAL PURCHASES OF AFTERMARK EQUIPMENT FOR SHERIFF'S OFFICE VEHICLES, NOT TO EXCEED \$26,450 TO BE PAID FROM GENERAL FUND BALANCE AND INCLUDED ON THE FY2024 REIMBURSEMENT RESOLUTION FOR YEAR-END ISSUANCE OF LEGALLY AUTHORIZED DEBT.

ALL VOTING YES. (SEE ATTACHED)

10. MOTIONED BY MILTON PURVIS, SECONDED BY JERRY CASSITY, TO APPROVE PROPOSAL FROM SUPERIOR HOMES IN THE AMOUNT OF \$10,375 FOR REMODEL OF JUDICIAL CENTER BREAKROOM TO PROVIDE ADDITIONAL OFFICE SPACE FOR THE COUNTY CLERK AND DISTRICT ATTORNEY; TO BE FUNDED BY MAINTENANCE CAPITAL OUTLAY-BUILDINGS LINE ITEM (BUDGETED FUNDS).

ALL VOTING YES.

11. MOTIONED BY GUYLENE ROBERTSON, SECONDED BY MARK DUBOSE, APROVAL TO ADVERTISE REQUEST FOR PROPOSALS FOR INDEPENDENT AUDITING FIRM TO COMPLETE THE FY2024 AND FY2025 AUDITS.

ALL VOTING YES.

12. MOTIONED BY JERRY CASSITY, SECONDED BY MILTON PURVIS, TO TABLE "RECEIVE NUISANCE ABATEMENT HEARING DETERMINATION FOR CAUSE NUMBERS ET0024 AND CONSIDER ORDER TO ABATE NUISANCE". (COMMISSIONER CASSITY WILL ADVISE WHEN TO PLACE THIS BACK ON THE AGENDA.)

ALL VOTING YES.

13. MOTIONED BY GUYLENE ROBERTSON, SECONDED BY JERRY CASSITY, APPROVAL OF ORDER AUTHORIZING THE APPORTIONMENT OF PUBLIC SPACES AND RESOURCES AT THE POLK COUNTY JUDICIAL CENTER.

ALL VOTING YES. (SEE ATTACHED)

14. MOTIONED BY MILTON PURVIS, SECONDED BY JERRY CASSITY, TO APPROVE REQUEST FROM DISTRICT CLERK FOR NEW DEPUTY CLERK POSITION TO BE FUNDED THROUGH THE END OF FY2024 BY THE DISTRICT CLERK RECORDS MANAGEMENT FUND (098).

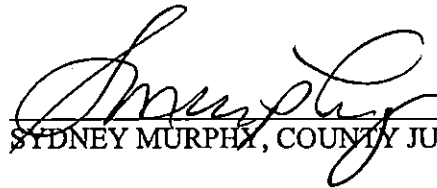
ALL VOTING YES.

15. MOTIONED BY JERRY CASSITY, SECONDED BY MARK DUBOSE, TO APPROVE REQUEST FROM SHERIFF LYONS FOR SPECIFIED PAYOUT OF FLSA AND HOLIDAY TIME TO BE PAID FROM SHERIFF SALARIES LINE ITEM.
ALL VOTING YES. (SEE ATTACHED)
16. TEXAS GENERAL LAND OFFICE (GLO) COMMUNITY DEVELOPMENT BLOCK GRANT FOR LOCAL HAZARD MITIGATION PLANNING FUNDING:
- A. MOTIONED BY MILTON PURVIS, SECONDED BY GUYLENE ROBERTSON, TO APPROVE RESOLUTION DESIGNATING AUTHORIZED SIGNATORIES FOR CONTRACTUAL AND FINANCIAL DOCUMENTS.
ALL VOTING YES. (SEE ATTACHED)
 - B. MOTIONED BY GUYLENE ROBERTSON, SECONDED BY MARK DUBOSE, TO ADVERTISE REQUEST FOR PROPOSALS TO PROCURE A CONTRACTOR TO UPDATE THE POLK COUNTY MULTI-JURISDICTIONAL HAZARD PLAN.
ALL VOTING YES.
 - C. MOTIONED BY MARK DUBOSE, SECONDED BY GUYLENE ROBERTSON, TO SELECT NACOLE REEKS, COURTNEY COMSTOCK AND JERRY CASSITY TO SCORING COMMITTEE TO REVIEW AND SCORE PROPOSALS.
ALL VOTING YES.
17. MOTIONED BY MILTON PURVIS, SECONDED BY JERRY CASSITY, TO APPROVE THE FOLLOWING ELECTION RELATED POSITIONS, AS RECOMMENDED BY THE COUNTY CLERK (ELECTION ADMINISTRATOR) (TEXAS ELECTION CODE 127.002-127.006):
CENTRAL COUNT STATION MANAGER – JASMIN ZUNIGA
TABULATION SUPERVISOR – MICHAEL AINSWORTH
PRESIDING JUDGE – PAUL LAVERTY
ALTERNATE JUDGE – ANN TURNEY
ALL VOTING YES.

ADJOURN:

MOTIONED BY MILTON PURVIS, SECONDED BY JERRY CASSITY, TO ADJOURN COURT THIS 27TH DAY OF FEBRUARY 2024 AT 10:51 A.M.

ALL VOTING YES.


SYDNEY MURPHY, COUNTY JUDGE

ATTEST:


SCHELANA HOCK, COUNTY CLERK