

STATE OF TEXAS §
COUNTY OF POLK §

DATE: MAY 28, 2024
REGULAR MEETING
SYDNEY MURPHY - ABSENT

**COMMISSIONERS COURT
AGENDA POSTING # 2024 - 101**

Be it remembered on this the 28TH day of **MAY 2024**, the Honorable Commissioners Court met in “**REGULAR**” called meeting with the following officers and members present, to wit;

Honorable Milton Purvis – Commissioner Pct #3 presiding,
Guylene Robertson – Commissioner Pct #1,
Mark DuBose – Commissioner Pct #2,
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. CALLED TO ORDER AT 10:00 A.M. BY COMMISSIONER MILTON PURVIS.
 - INVOCATION LED BY LYNDELL MITCHELL WITH LIVINGSTON CHURCH OF CHRIST.
 - PLEDGES TO U.S. & TEXAS FLAGS LED BY COUNTY CLERK SCHELANA HOCK.
2. PUBLIC COMMENTS: NONE.
3. INFORMATIONAL REPORTS: COURTNEY COMSTOCK (EMERGENCY MANAGEMENT COORDINATOR) UPDATED THE COURT ON THE RECENT FLOODING AND ADVISED FEMA IS AT THE POLK COUNTY COMMERCE CENTER FROM 8 AM TO 6 PM TO ASSIST CITIZENS.

NEW BUSINESS

4. **CONSENT AGENDA:**

- A. MOTIONED BY MARK DUBOSE, SECONDED BY JERRY CASSITY, TO TABLE APPROVE MINUTES OF PREVIOUS MEETINGS: MAY 14 AND 15, 2024 (REGULAR/EMERGENCY SESSIONS).

ALL VOTING YES.

COMMISSIONER PURVIS NOTED THAT AGENDA ITEM B INCLUDES AN ADDENDUM FOR \$150,059.13. MOTIONED BY JERRY CASSITY, SECONDED BY MARK DUBOSE, TO APPROVE THE CONSENT AGENDA AS FOLLOWS: (ALL VOTING YES)

- B. APPROVE SCHEDULES OF BILLS, INCLUDING ADDENDUM. (SEE ATTACHED)

DATE	AMOUNT	FUND	CHECK #
4/26/2024	263,869.35	General	ACH 3628,3642,3646, 3655
5/8/2024	1,060.92	General	304911-304912
5/10/2024	138,812.94	General	ACH 3674,3682,3683, 3684,3686,3687,3688, 3680,3681
5/10/2024	57,126.55	General	304931-304944

5/10/2024	1,254.93	General	ACH 3690,3691,3692, 3694,3695,3696,3698, 3699,3700
5/15/2024	3,473.01	General	304988-304990
5/17/2024	8,418.98	General	ACH 3703,3704,3705
5/17/2024	12,850.15	General	305003-305009
5/20/2024	30,403.03	Adult Probation	24201/23894/305010- 305015
5/21/2024	4,894.00	Grant	ACH 037/6
5/21/2024	19,894.33	General	305017-305019
5/21/2024	31,594.84	General	305016
5/28/2024	706,330.31	Grants	1230-1231/305021- 304117
TOTAL	1,279,983.34		
	Addendum #1	\$150,059.13 to appear on future schedule	

- C. APPROVE ORDER DESIGNATING SURPLUS PROPERTY NO LONGER IN USE BY TAX OFFICE. (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 2023 EMPLOYER REWARDS PAYMENT FROM TEXAS ASSOCIATION OF COUNTIES IN THE AMOUNT OF \$1,096.20 FOR POLK HEALTHY COUNTY COMMITTEE.
 - G. APPROVE NATIONWIDE 457(b) PLAN ADOPTION AGREEMENT. (SEE ATTACHED)
 - H. APPROVE REQUEST FROM DISTRICT ATTORNEY'S OFFICE FOR ASSET FORFEITURE EXPENDITURE NOT TO EXCEED \$3,500.00 FOR INVESTIGATION EXPENSES.
 - I. RECEIVE TREASURER'S MONTHLY REPORT FOR APRIL 2024. (SEE ATTACHED)
5. PERSONNEL MATTERS:
- A. MOTIONED BY MARK DUBOSE, SECONDED BY GUYLENE ROBERTSON, TO APPROVE UPDATE TO PERSONNEL MANAGEMENT SYSTEM TO REVISE THE ATTORNEY INTERNSHIP JOB DESCRIPTION TO LAW CLERK.
ALL VOTING YES. (SEE ATTACHED)
 - B. MOTIONED BY JERRY CASSITY, SECONDED BY GUYLENE ROBERTSON, APPROVAL OF PERSONNEL ACTION FORM REQUESTS SUBMITTED BY DEPARTMENT HEADS SINCE LAST MEETING (NO EMERGENCY HIRES).
ALL VOTING YES. (SEE ATTACHED)
 - C. MOTIONED BY JERRY CASSITY, SECONDED BY GUYLENE ROBERTSON, APPROVAL TO PAY VACATION HOURS EARNED BY ROAD & BRIDGE PRECINCT 4 PERSONNEL, AS REQUESTED, TO BE PAID FROM ROAD & BRIDGE PRECINCT 4 BUDGET.
ALL VOTING YES.
6. BUDGET REVISIONS/AMENDMENTS:
- A. MOTIONED BY JERRY CASSITY, SECONDED BY MARK DUBOSE, TO APPROVE FY2024 BUDGET REVISIONS #2024-13 AND AMENDMENTS #2024-13(A), AS PRESENTED BY THE

COUNTY AUDITOR'S OFFICE.

ALL VOTING YES.

(SEE ATTACHED)

7. MOTIONED BY JERRY CASSITY, SECONDED BY GUYLENE ROBERTSON, APPROVAL OF OFFERS TO PURCHASE TAX FORECLOSED PROPERTIES, AS FOLLOWS:
(PCT 4) T. STUBBLEFIELD SURVEY, ABSTRACT 525, CAUSE #T11-302, 0.249 ACRE.
ALL VOTING YES.
8. MOTIONED BY JERRY CASSITY, SECONDED BY MARK DUBOSE, TO RECEIVE AND RECORD ATTACHMENT "A" FOR CREEKSIDE FARMS SUBDIVISION PLAT.
ALL VOTING YES. (SEE ATTACHED)
9. MOTIONED BY GUYLENE ROBERTSON, SECONDED BY JERRY CASSITY, TO APPROVE MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN DEEP EAST TEXAS LOCAL WORKFORCE DEVELOPMENT BOARD, INC., TEXAS STATE UNIVERSITY SYSTEM POLK COUNTY CENTER AND POLK COUNTY.
ALL VOTING YES. (SEE ATTACHED)
10. MOTIONED BY GUYLENE ROBERTSON, SECONDED BY JERRY CASSITY, APPROVAL OF MUTUAL AID INTERLOCAL AGREEMENT BETWEEN POLK COUNTY AND NACOGDOCHES COUNTY.
ALL VOTING YES. (SEE ATTACHED)
11. MOTIONED BY MARK DUBOSE, SECONDED BY JERRY CASSITY, APPROVAL TO ADVERTISE REQUEST FOR BIDS TO REWIRE AND ADD ELECTRICAL OUTLETS AT SHERIFF'S OFFICE SERVER ROOM.
ALL VOTING YES.
12. COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA) FOR TEXAS DEPARTMENT OF TRANSPORTATION (TXDOT) SUBRECIPIENT ADVANCED FUNDING AS FOLLOWS:
 - A. MOTIONED BY JERRY CASSITY, SECONDED BY MARK DUBOSE, TO APPOINT COUNTY JUDGE SYDNEY MURPHY AS DESIGNATED ADA COORDINATOR.
ALL VOTING YES.
 - B. MOTIONED BY MARK DUBOSE, SECONDED BY JERRY CASSITY, TO ADOPT A NON-DISCRIMINATION POLICY STATEMENT.
ALL VOTING YES. (SEE ATTACHED)
 - C. MOTIONED BY GUYLENE ROBERTSON, SECONDED BY JERRY CASSITY, TO ADOPT A WRITTEN GRIEVANCE PROCEDURE.
ALL VOTING YES. (SEE ATTACHED)
13. DISCUSS FY2024 EMPLOYEE BENEFITS:
 - A. ANNUALLY DETERMINED CONTRIBUTION RATE FOR TEXAS COUNTY & DISTRICT RETIREMENT SYSTEM. INFORMATION ONLY, NO ACTION TAKEN.
ALL VOTING YES
 - B. EMPLOYEE HEALTH COVERAGE – MAJOR MEDICAL. INFORMATION ONLY, NO ACTION TAKEN.

ADJOURN:

MOTIONED BY JERRY CASSITY, SECONDED BY MARK DUBOSE, TO ADJOURN COURT THIS 28TH DAY OF MAY 2024 AT 10:19 A.M.

ALL VOTING YES.


MILTON PURVIS, PCT 3 COMMISSIONER

ATTEST:


SCHELANA HOCK, COUNTY CLERK