

DESOTO COUNTY BOARD OF SUPERVISORS
BOARD MEETING MINUTES
DISTRICT ONE SUPERVISOR JESSIE MEDLIN, PRESIDING
August 20, 2020

A. CALL TO ORDER

The August 20, 2020 meeting of the DeSoto County Board of Supervisors was called to order by Supervisor Jessie Medlin, Board President.

Sheriff Bill Rasco opened the DeSoto County Board of Supervisors meeting in a regular session to hear all business before the Board of Supervisors. The following officials were present:

Supervisor Jessie Medlin	District 1
Supervisor Mark Gardner	District 2
Supervisor Ray Denison	District 3
Supervisor Lee Caldwell	District 4
Supervisor Michael Lee	District 5
Sheriff Bill Rasco	Sheriff's Department
Misty Heffner	Chancery Clerk
Vanessa Lynchard	County Administrator
Tony Nowak	Board Attorney

B. INVOCATION

Sheriff Bill Rasco offered the invocation.

C. PLEDGE OF ALLEGIANCE

D. CITIZENS REMARKS & PRESENTATIONS

E. APPROVAL OF AGENDA: ADDITIONS AND DELETIONS

Supervisor Medlin asked if there was anyone who wished to add or delete items to the Agenda. There was none.

F. CONSENT AGENDA

G. OLD BUSINESS

H. PLANNING

I. NEW BUSINESS

1. Budget Discussion – FY2021

Mrs. Lynchard gave a brief overview of revenues:

- Won't know until January results of COVID on revenues for FY22 - asked new director of MDA for a list of businesses that may go out
- Growth in assessed value
- Tax bids increased last four years
- HAVA funds for elections only are in and out funds
- Lease for DHS will increase reimbursements
- Interest Income – last year of good bid, hope to get that again
- Anticipation of sale of helicopter \$250,000
- Chancery turn in increased by \$45,000

Mrs. Lynchard noted that each department page has a 9-year trend chart at the end.

Page 4 – Board of Supervisors

First full year of statutory salary increase and associated costs

Page 5 – Chancery Clerk

- Added 2 positions – Mrs. Heffner said she is looking at the future with one potentially retiring and one out on maternity leave
- Lexis Nexis – shared with Justice Court – There is a click charge and more people are using than ever before, tremendous help

Page 7 – Circuit Clerk

- Increase in retirement and software maintenance

Page 8 – Tax Assessor

- Need to determine if raises are given do they get raises on certifications

Page 9 – Tax Collector

- Cut other line items to accommodate most of certification raises
- More car tags will need to be sold to cover raises

Page 10 – County Property/Liability Insurance

- Insurance money will offset work for renovations
- Renewal could increase due to rate guarantee expiring

Page 11 – Planning Commission

- Full-time position was approved during this year in lieu of a part-time position
- Building permits have increased
- Expansion of personnel because of expansion of business

Page 13 – Transportation

- Mr. Hopkins stated this is based on what the County’s portion is in working with the MPO – money is well spent for County’s projects
- Supervisor Caldwell said they had talked about asking the cities to split the cost

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to ask the cities to participate by population in the MPO, if they are permitted to do so, and authorize the firm of Smith, Phillips, Mitchell, Scott and Nowak to look into that.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
Supervisor Mark Gardner, Second District	<u>YES</u>
Supervisor Ray Denison, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

Page 14 – GIS

- \$1,500 increase in software but decrease in contractual obligations – overall decrease

Page 15 – County Wide Postage

- Decrease of \$1,000 in FedEx and UPS shipping

Page 16 – Administrative Services

- Personnel increases were made during the year
- Special request to consider later

Page 17 – Finance & Accounting

- \$50,000 increase because of auditing fees – Mrs. Lynchard said the County has had 4 audits and all were clean, which is almost unheard of.

Page 18 – Board Attorney

- Code changed to allow Board Attorney to get \$12,000 for clerical support. He did not

take it last year, but is asking for it this year. Mr. Nowak stated with the County's growth and the time they put in with the County; he needs help with the overhead and any amount approved by the board is greatly appreciated. Cost is \$1,000 per month.

Supervisor Jessie Medlin made the motion and Supervisor Lee Caldwell seconded the motion to allow the Board Attorney the statutory \$12,000 per year, paid \$1,000 monthly.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
Supervisor Mark Gardner, Second District	<u>YES</u>
Supervisor Ray Denison, Third District	<u>NO</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

Supervisor Denison said he felt the amount should be up to \$12,000 if needed.

Page 18 - Board Appointed Attorneys

- Mrs. Lynchard stated this went over because of Bridge & Watson with the Olive Branch annexation.

Page 19 – Human Resources

- Decrease of \$20,552 – 2 opted out of Group Medical

Page 20 – Facilities

- Added \$1,600 for parking lot light for Armory
- Supervisor Gardner asked about a well at the Animal Shelter. Mr. Houston said he cannot find anyone to drill because of the garbage and the problem with copper piping. He also said all the well companies he talked to said if the water was contaminated it could kill the dogs even if it was just used for cleaning the kennels. Supervisor Gardner suggested having the ground water tested.
- Mr. Jarman stated the Road Department is on the same meter and it might help with the sewer fees if they had their own meter. Mr. Houston said the bill has increased by \$500 or \$600 when the road department was added.
- Capital Projects:
 - Clean & Paint exterior stucco at DHS complex
 - Carpet for Environmental
 - Animal Shelter floors (with SB money)
 - K-9 barn floor
 - Clean & paint Olive Branch Health Department exterior
 - Paint 3 Circuit courtrooms, jury rooms, & judges' chambers
 - New flooring in 2 witness rooms
 - Clean Courthouse windows & Admin building
 - Sheriff Rasco requested to clean the Sheriff's Admin windows also
 - Sup. Caldwell asked to look at the Horn Lake Library & determine needs
- Line 924 – carry over \$7,900 to replace cameras at the jail if needed
- Don't need new laptop as IT fixed the old one

Page 22 – IT

- Moved communications for cars and laptops to Sheriff's Department IT
- Moving hardware to offsite data center
- Working to be more able to keep business continuity in case of disaster
- Had 2 salary increases during the year approved by Board

Page 25 – Chancery Court

- Trued up some numbers
- Decreased one clerk, meals & lodging, and jurors & witnesses

Page 26 – Circuit Court

- Increase in bailiff fee with 4 sequestered juror trials on the calendar

Page 28 – County Court

- New Court Administrator with lower salary than retiree
- Expect increase in eminent domain cases going to trial

Page 29 – Juvenile Court

- Parent Attorney – Oversight from previous budget amended

Page 31 – Youth Court Administrator

- Statutory increase – If AOC does not increase their reimbursement, the County will have to cover this

Page 33 – Justice Court

- True up of budget in Line 401
- Other counties comment on how helpful Pat Sanford is to them

Page 34 – Coroner

- Coroner did not take his statutory increase on the salary, but he wanted the Deputy Coroners to get their full \$600 per month
- Pay scale is salary plus \$175 per body (increased last year from \$125)
- Fund 490 & 491 cover the entire year for \$175 per body

Page 36 – District Attorney

- District Attorney reimburses for FY18 pay increases
- District Attorney reimburses for portion of clerk salary

Page 38 – Public Defender

- This budget reflects a correction from FY20

Page 40 – Justice Court Judges

- Increase is in Constable fees and the revenue line offsets it

Page 41 – Circuit Court Reporters

- Judge Chatham is trying to reduce this

Page 42 – Election Commissioners

- Reduction is based on number of elections – 1 less this year

Page 43 – County Registrar

- Increases in election workers
- Probable relocation of one precinct

Page 50 – EMS

- Raise was given during the year
- Cuts to vehicle repair & maintenance – Road Dept doing the maintenance is great savings
- Good standing compared to cities with salaries, right in the middle
- Took off \$10,115 because paid Zoll Auto Pulse all at one time
- Saved Delta Trauma & EMSOF monies to purchase equipment
- Now putting back to save for new cardiac monitors in 2 or 3 years, \$250,000

EMT Training Class Proposal:

EMS Director Mark Davis stated they just graduated an EMR class of 23. He stated EMS has been certified through the National Registry that allows them to teach EMT Basic to first responders because DeSoto County is an ambulance district. He stated he, Danny Etchison, and Kim Smith will be the instructors. Mr. Davis stated they would like to start the class in January and their goal is to have 20 students. He stated the cost of the class is around \$10,500 which includes all the materials. He stated they would charge each student less than \$550; but if a student volunteers at one of the County Fire Departments, they are asking the County to pay their tuition through the Fire Department they are serving. He said if they drop out they will be responsible for reimbursement to the County. He said he has talked to a couple of the fire chiefs

and they are on board. He also said the chiefs are willing to pay the tuition for their volunteers as this is a good recruitment/retention tool.

Supervisor Medlin asked what the students would be certified for. Mr. Davis said once they pass the class and the national registry; they will be a certified EMT.

Supervisor Caldwell asked what this would mean to Fire/EMA. Mr. Davis stated they would have better qualified personnel to respond. He stated out of the 23 EMR's, 17 are on Volunteer Fire Departments. He said he hoped it will open a pipeline to give EMS people to hire from as well. Mr. Davis stated the class will train the students to pass the National Registry and be certified to drive ambulances and fire trucks. He stated they would be more hands on. He also noted that the classes at Northwest Community College for EMT are \$1,300 and they are not trained as drivers there.

EMA Chief Chris Olson stated his department thinks this is a wonderful idea. He stated that of all the Fire Department calls; 75% are medical. He stated taking an EMR person with their training and giving them the next level of training will benefit the County. He stated this class will qualify them much better and include ambulance driver training as well.

Mrs. Lynchard stated the books are about \$300 per person and there will be overtime for Danny & Kim. She stated the Board has given so many opportunities for training and retention and it shows. She stated this cooperation between Fire/EMA and EMS will accomplish training and more opportunities for recruitment and retention. Mr. Davis stated they will open up the class to first responders in the County initially. Mrs. Lynchard said they see this as being a regular part of what EMS does if approved.

Supervisor Jessie Medlin made the motion and Supervisor Mark Gardner seconded the motion to add \$10,500 for the EMT Certification Program as presented.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
Supervisor Mark Gardner, Second District	<u>YES</u>
Supervisor Ray Denison, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

Page 54 – EMA

- Homeland Security Grant that helps pay salary is \$5,000 less
- Decreased because some grant funds paid for SCBA's
- Applied for Siren Grants
- Using Rescue 51 at least once a week, usually more
- Going to do trench safety, rescue and fire training for Road Department at EMA Facility
- MEMA bought rapid charging station, would like to keep that there for later use
- Radio money in case repeater dies

Chief Olson reported they have put in an application for the CARES Act money. He stated there is a cap limit in place of \$877,000; but if other counties don't use their funding, that may increase later. He said the State is saying it will process fast since the money is at the State. Mrs. Lynchard said they want to have the first round processed to be able to have a second round at the end of the year. She said the plan is to have what's left plug the hole in unemployment funding.

Chief Olson reported that FEMA has validated the request for Category B – Sheriff's Department and First Responders for \$153,000. He said the reimbursement on that will be 87%. He said that Category C – Roads has been validated for \$467,000 as well. Chief Olson said Category A – Debris has not gone through the validation process yet. Mr. Jarman stated they have submitted it and gotten it back for revisions. He said they are submitting the revision now.

Page 61 – Environmental Services

- Personnel increases during the year were approved

- \$10,000 for Stormwater inspections from Neel Schaffer - COVID postponed and will be done next year

Page 63 – Disease Control – COVID 19

- CARES Act money left – Request to carry over \$2,650

Supervisor Mark Gardner made the motion and Supervisor Jessie Medlin seconded the motion to carry over the CARES Act funds in the amount of \$2,650 to the FY21 budget.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
Supervisor Mark Gardner, Second District	<u>YES</u>
Supervisor Ray Denison, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

Page 64 – Animal Services

- Overtime was requested, but with some people leaving, it will be fine as is

Page 82 – Homeland Security Grants

- 3 will end this year, have a verbal they will get replaced
- These are 100% reimbursable grants

Page 95 – EMSOF

- Have been escrowing State money, will use to outfit new ambulance this year

Page 96 – Delta Trauma

- Put \$105,200 in Fund 380 for ambulance purchase

Page 122 – EMS Ambulance Purchases

- Allocating 72,000 per year for city ambulance purchases

Page 122 – EOC Building

- Last year put back \$500,000 for EOC and asking for that again this year. Supervisor Caldwell said the Board has put back money for 5 years for the software conversion and that goes off this year. She requested the Board continue putting back the \$500,000 for the EOC Building

Supervisor Lee Caldwell made the motion and Supervisor Michael Lee seconded the motion to put in \$500,000 in 260-901 for the new EOC Building.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>NO</u>
Supervisor Mark Gardner, Second District	<u>YES</u>
Supervisor Ray Denison, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

J. EXECUTIVE

There was no Executive Session on this day.

Supervisor Jessie Medlin made the motion and Supervisor Mark Gardner seconded the motion to recess the Board meeting until Monday, August 24, 2020 at 8:00 a.m.

The motion passed by a vote as follows:

Supervisor Jessie Medlin, First District	<u>YES</u>
Supervisor Mark Gardner, Second District	<u>YES</u>
Supervisor Ray Denison, Third District	<u>YES</u>
Supervisor Lee Caldwell, Fourth District	<u>YES</u>
Supervisor Michael Lee, Fifth District	<u>YES</u>

THIS the 8th day of September, 2020, these minutes have been read and approved by the DeSoto County Board of Supervisors.

Jessie Medlin, President
DeSoto County Board of Supervisors