



CLAY COUNTY BOARD OF COMMISSIONERS

Commission Chambers, Fort Gaines, Georgia

MINUTES

August 9, 2010

5:30 pm

Work Session

1) Call to Order

Chairman Shivers called the work session to order at 5:30 p.m. Chairman David Shivers, Vice Chairman Barry Waters, and Commissioners James Davenport, Walt Killingsworth, and Radar Fair, Sr. were all in attendance, as well as County Administrator Spencer Mueller and County Clerk Adria Williams.

2) Agenda Approval

Items 3b) Invoice Approval, 3c) Coroner's Training Fees, and 3d) SPLOST Update were added to the agenda under New Business.

Motion made by Vice Chairman Waters to approve the agenda with amendments b) Invoice Approval, c) Coroner's Training Fees, and d) SPLOST Update. Motion seconded by Commissioner Davenport. All in favor; motion carried.

3) New Business

a. Establishing an Internet, E-Mail and Computer Usage Policy

Chairman Shivers opened the floor for discussion. The Administrator clarified that the first policy, labeled Spencer's Recommendation, was not his recommendation but his example. He went on to say that ACCG/IRMA requested that the County establish a policy on e-mail/computer usage. The IRMA example seems to be the most simplistic of the three (Spencer's, ACCG, and IRMA). Commissioner Fair asked what brought about the need for the policy because it states in the personnel policy that employees are not to use computers or telephones for their personal use. Administrator Mueller answered that the policy is to be more extensive and cover more areas. Vice Chairman Waters favored IRMA's example policy because it's simple and to the point. He feels that County computers are for county business. The employee should not expect privacy; the county computer is open to inspection. Chairman Shivers felt like we would be covered if the IRMA policy were in place.

Motion made by Vice Chairman Waters to accept the IRMA Internet and Electronic Communication Policy. Motion seconded by Commissioner Davenport. All in favor; motion carried. Vice Chairman Waters made mention that the disclosure of the IRMA policy example needed rewording; on page 4, the last paragraph, reverse the wording of the sentence next to the last sentence to reflect advising the sender first then deleting the message.

b. Invoice Approval

Motion made by Vice Chairman Waters to approve the invoices. Motion seconded by Commissioner Fair. All in favor; motion carried.

c. Discussion on Coroner's Training Fees

Administrator Mueller informed the Board of the Coroner and Deputy Coroner attending training. He approved the \$300 for the training and the \$200 for travel, but didn't approve the \$50 for paper and toiletry goods until he gets an invoice. There is a \$173 per day per diem for the Coroner and his Deputy; this is tied to the State Legislature. The Administrator suggested that the Board review the County's travel policy, comparing it to the State's travel policy. Vice Chairman Waters asked if the Board wanted to see what they could do; if they wanted to come up with a definition as far as the mandated per diem and see what they could include with it legally and at that point go forward. Chairman Shivers stated that it needs to be defined better than it is.



CLAY COUNTY BOARD OF COMMISSIONERS

Commission Chambers, Fort Gaines, Georgia

MINUTES

d. **SPLOST Update**

Administrator Mueller updated the Board as to where the Attorney is on SPLOST. Attorney Mills is working on the resolution for Fort Gaines and Bluffton. Fort Gaines' Attorney wants percentage amounts used in level 2 rather than dollar amounts. The Attorney changed the intergovernmental agreement to reflect it. The Administrator noted that there are changes under Exhibit A, changes to cover all aspects of the County, and the City of Bluffton adding water improvements. He and the Board had a brief discussion on ways to promote SPLOST. Administrator Mueller informed the Board of EMS overtime and an issue with one of the mobile homes in County possession.

4) **Adjourn**

There being no further business the work session adjourned at 6:45 p.m.

Handwritten signature of David Shivers in cursive.

David Shivers, Chairman

8-25-10

Date

I HEREBY AFFIRM THAT I AM THE COUNTY CLERK AND THAT THIS IS A TRUE AND CORRECT COPY OF THE AUGUST 9, 2010 WORK SESSION OF THE CLAY COUNTY BOARD OF COMMISSIONERS.

Handwritten signature of Adria Williams in cursive.

Adria Williams, County Clerk

8-4-2010

Date