

**JASPER COUNTY COUNCIL  
ADMINISTRATIVE SERVICES COMMITTEE  
JASPER COUNTY GOVERNMENT BUILDING  
COUNCIL CHAMBERS' CONFERENCE ROOM  
APRIL 7, 2009  
11:00 A.M.**

**OFFICIALS PRESENT:**

COUNCILMAN ETHERIDGE, COMMITTEE CHAIRMAN  
CHAIRMAN HOOD, COMMITTEE MEMBERS

**STAFF PRESENT:**

ANDREW FULGHUM, ADMINISTRATOR  
RONNIE MALPHRUS, DEPUTY ADMINISTRATOR OF ADMINISTRATIVE  
SERVICES  
JUDITH FRANK, CLERK TO COUNCIL

IN ACCORDANCE WITH THE FREEDOM OF INFORMATION ACT THE  
ELECTRONIC AND PRINT MEDIA WERE NOTIFIED.

DURING PERIODS OF DISCUSSION AND/OR PRESENTATIONS MINUTES ARE  
TYPICALLY CONDENSED AND PARAPHRASED.

**CALL TO ORDER:**

CHAIRMAN ETHERIDGE CALLED THE MEETING TO ORDER AT 11:00 A.M.

**INVOCATION:**

RONNIE MALPHRUS GAVE THE INVOCATION.

**PERSONNEL ISSUES JANUARY TO PRESENT:**

CHAIRMAN ETHERIDGE ASKED HOW MANY COUNTY EMPLOYEES WERE  
UNDER CONTRACT AND MR. MALPHRUS RESPONDED ONLY THE  
ADMINISTRATOR HAS A CONTRACT. CHAIRMAN ETHERIDGE ASKED IF  
ANY OF THE PEOPLE WHO WERE ON THE TERRY PROGRAM AND RETIRED  
AND CAME BACK TO WORK FOR THE COUNTY WOULD THOSE PEOPLE  
DRAW BENEFITS. MR. MALPHRUS SAID THEY ARE PROVIDED HEALTH  
INSURANCE THROUGH THE RETIREMENT SYSTEM AND THEY STILL HAVE  
TO PAY INTO THE RETIREMENT SYSTEMS, BUT IT DOES NOT BENEFIT  
THEM OR INCREASE THEIR PENSION. CHAIRMAN ETHERIDGE ASKED  
HOW MANY EMPLOYEES HAVE COMPLETED TERRY AND MR. MALPHRUS  
RESPONDED ONLY MS. O'QUINN AND MS. LEE.

CHAIRMAN ETHERIDGE ASKED HOW MANY TERMINATIONS HAVE THERE  
BEEN SINCE JANUARY AND HOW MANY GRIEVANCE HEARINGS.  
CHAIRMAN ETHERIDGE ASKED IF ALL OF THOSE POSITIONS HAVE BEEN  
FILLED. MR. MALPHRUS RESPONDED THAT THERE WERE 8 TERMINATIONS  
AND TWO PEOPLE FILED GRIEVANCES AND HAD GRIEVANCE HEARINGS.

CHAIRMAN ETHERIDGE ASKED FROM WHAT DEPARTMENTS WERE THE EMPLOYEES TERMINATED. MR. MALPHRUS RESPONDED THEY WERE FROM EMS AND POSSIBLY SOME FROM THE DETENTION CENTER. CHAIRMAN ETHERIDGE ASKED ABOUT THE 21 NEW HIRES AND MR. MALPHRUS SAID THAT THE MAJORITY OF THE NEW HIRES WERE FOR THE DETENTION CENTER AND EMS. MR. MALPHRUS SAID HE DID NOT KNOW OF ANY OTHER NEW HIRES SINCE JANUARY. MR. ETHERIDGE ASKED ABOUT THE LITIGATIONS AGAINST THE COUNTY AND MR. FULGHUM RESPONDED THAT THEY WERE MECHANICS LIENS AGAINST TAXES OWED.

**FINANCE:**

CHAIRMAN ETHERIDGE ASKED ABOUT THE CURRENT BUDGET. MR. MALPHRUS SAID THERE WERE SHORTFALLS IN BUILDING PERMIT FEES, RMC FEES AND THE FINES WERE ALSO DOWN. COMMITTEE MEMBER HOOD ASKED MR. MALPHRUS TO CHECK WITH THE SHERIFF REGARDING TRAFFIC FEES. CHAIRMAN ETHERIDGE STATED THAT CURRENTLY THERE ARE ONLY 2 HIGHWAY PATROL OFFICERS WORKING AND THEY HAVE TO COVER JASPER COUNTY AND BEAUFORT COUNTY. CHAIRMAN ETHERIDGE SAID THAT MOST OF THE RESERVE FUNDS HAVE BEEN SPENT AND WHAT WERE THEY GOING TO DO FOR THIS YEAR'S BUDGET. MR. FULGHUM SAID THAT THE ADMINISTRATOR HAS TO PRESENT A BUDGET TO THE COUNCIL. CHAIRMAN ETHERIDGE SAID HE ASKED ABOUT CONTRACTS IN CASE THERE NEEDS TO BE CUTS. COMMITTEE MEMBER HOOD SAID HE WOULD RATHER HAVE FURLOUGHS THAN CUTS, THEN EVERYONE WOULD SHARE THE BURDEN. CHAIRMAN ETHERIDGE ASKED ABOUT THE RECYCLING CENTERS AND HE COMMENTED THAT SOME CITIZENS HAVE REQUESTED THAT THEY BE OPEN A HALF A DAY ON SUNDAY. MR. MALPHRUS SAID THE RECYCLING CENTERS ARE CLOSED ON SUNDAY BECAUSE THE LANDFILL IS CLOSED ON SUNDAY. COMMITTEE MEMBER HOOD ADDED THAT THE COUNTY HAS CUT DOWN THE NUMBER OF HOLIDAYS THE RECYCLING CENTERS ARE OPEN FOR THE SAME REASON. MR. FULGHUM SAID THAT CONTRACTORS WERE FILLING UP THE CONTAINERS ON THE WEEKEND AND THERE WAS NO WHERE TO EMPTY THEM. CHAIRMAN ETHERIDGE RESPONDED THAT SITUATION COULD BE STOPPED.

CHAIRMAN ETHERIDGE ASKED ABOUT AN UPDATE ON THE CURRENT BUDGET AND MR. MALPHRUS SAID HE DID NOT BRING THAT REPORT. MR. MALPHRUS SAID HE FELT THE BUDGET WOULD BE UNDER ON THE EXPENSE SIDE, BUT THE REVENUE SIDE WAS ALSO UNDER WHAT THEY PROJECTED. MR. MALPHRUS SAID THEY WERE TRYING TO MAKE UP THE SHORTAGE, BUT IT WILL DEPEND ON THE DELINQUENT TAX COLLECTIONS. CHAIRMAN ETHERIDGE ASKED IF ANY OF THE MONEY FROM THE RESERVE FUND WOULD BE RECOUPED. MR. MALPHRUS SAID HE DID NOT THINK THEY WOULD GET ANY OF IT BACK AND THEY WERE LOOKING FOR \$4,000,000.00 IN THE NEW BUDGET TO CUT BECAUSE THEY DO NOT HAVE IT. MR. FULGHUM SAID THIS IS THE YEAR THEY HAVE TO

GET TOUGH AND GET BACK ON TRACK. COMMITTEE MEMBER HOOD SAID THE STATE ALSO NEEDED TO GET THEIR ACT TOGETHER AND HE IS HOPING THAT THINGS WILL TURN AROUND IN THE NEXT TWO YEARS.

**ASSESSOR:**

**APPEALS:**

MR MALPRHUS REPORTED THAT THE ASSESSOR'S OFFICE HAD 288 APPEALS AND THE OVERALL VALUE CHANGE FOR SETTLED APPEALS WAS \$16,422,135.00. MR. MALPHRUS REPORTED THAT THE APPRAISERS PICKED UP NEW CONSTRUCTION FROM JULY 1, 2008 TO APRIL 1, 2009 IN THE AMOUNT OF \$38,370,400.00. CHAIRMAN ETHERIDGE ASKED ABOUT MOBILE HOMES AND MR. MALPRHUS RESPONDED THAT HE DID NOT HAVE THAT REPORT.

**RMC:**

**UPDATE ON NUMBER OF DEEDS FILED – JANUARY TO PRESENT:**

MR. MALPHRUS SAID THAT 301 DEEDS WERE FILED AND HE FELT THE NUMBERS WERE PRETTY GOOD BASED ON THE ECONOMY, HOWEVER, THEY WERE WAY DOWN FROM LAST YEAR. MR. MALPHRUS SAID IT SHOWED THAT THE COUNTY WAS STILL GROWING.

**FEES COLLECTED JANUARY TO PRESENT:**

MR. MALPRHUS PRESENTED THE COMMITTEE WITH A REPORT LISTING THE FEES COLLECTED:

STATE FEES RECEIVED ON DEEDS - \$29,894.80

COUNTY FEES RECEIVED ON DEEDS - \$12,647.80

TOTAL RECORDING FEES - \$13,045.00

**TAX COLLECTOR:**

**NUMBER OF PROPERTIES REDEEMED AND DELINQUENT TAXES COLLECTED JANUARY TO PRESENT:**

**TOTAL AMOUNT OF UNPAID TAXES TURNED OVER TO THE DELINQUENT TAX COLLECTOR FROM THE TREASURER:**

CHAIRMAN ETHERIDGE COMMENTED THAT 118 PROPERTIES WERE REDEEMED AND THE TAXES COLLECTED AMOUNTED TO \$161,000.00. CHAIRMAN ETHERIDGE ASKED IF THIS WAS NORMAL. MR. MALPHRUS RESPONDED THAT THE DELINQUENT TAX COLLECTOR ONLY TAKES OVER COLLECTIONS ON MARCH 17<sup>TH</sup> EACH YEAR. MR. MALPHRUS COMMENTED THAT LAST YEAR ABOUT \$2,000,000.00 IN UNPAID DELINQUENT TAXES WERE TURNED OVER BY THE TREASURER AND THIS YEAR \$4,500,000.00 UNPAID DELINQUENT TAXES WERE TURNED OVER. MR. MALPHRUS SAID THAT THE NUMBER OF TAX PARCELS WAS NOT MUCH HIGHER THAN LAST YEAR AND HE HE FELT MORE COMMERCIAL PROPERTIES WERE INCLUDED SINCE THE NUMBER WAS SO MUCH HIGHER. CHAIRMAN ETHERIDGE ASKED WHEN THE TAX SALE WAS HELD AND MR. MALPHRUS RESPONDED THE SALE IS HELD THE FIRST MONDAY IN NOVEMBER.

**KEEP AMERICA BEAUTIFUL:**

**UPDATE ON ACTIVITIES AND EXPENSES:**

CHAIRMAN ETHERIDGE ASKED HOW THIS DEPARTMENT BENEFITED THE COUNTY. MR. MALPHRUS EXPLAINED THAT THE DEPARTMENT COORDINATES THE ADOPT A HIGHWAY PROGRAM, AND HAS EDUCATIONAL CLASSES WITH THE STUDENTS. MR. MALPHRUS SAID THAT THIS DEPARTMENT RECEIVES GRANTS TO COVER THE SOME OF THE EXPENSES, HOWEVER, THE GRANTS CANNOT BE USED TO COVER A PERSON'S SALARY. MR. MALPHRUS SAID THAT LITTERING AND RECYCLING ARE THE TWO MAJOR FOCUSES OF THIS DEPARTMENT. CHAIRMAN ETHERIDGE ASKED HOW THIS DEPARTMENT WAS CONNECTED TO THE WATER AND SOIL CONSERVATION BOARD. MR MALPHRUS EXPLAINED THAT THE COUNTY EMPLOYEE DOES ADMINISTRATIVE WORK FOR THE WATER AND SOIL CONSERVATION BOARD RATHER THAN THE COUNTY PROVIDING ADDITIONAL FUNDING.

**PROCUREMENT POLICY:**

**DISCUSSIONS REGARDING CHANGES:**

MR. MALPHRUS SAID THAT ONE OF THE CHANGES WAS THAT A LOCAL BIDDER WOULD HAVE THE OPPORTUNITY TO MATCH THE LOW BID. MR. MALPHRUS SAID THAT ATTORNEY JONES WAS WORKING ON A DRAFT TO PRESENT TO COUNCIL.

CHAIRMAN ETHERIDGE ASKED WHAT HAS HAPPENED TO THE SURPLUS CARS AND MR MALPHRUS SAID THAT THEY WERE AT PUBLIC WORKS AND THEY WOULD BE PUT ON GOV.DEALS, WHICH IS AN ONLINE AUCTION. CHAIRMAN ETHERIDGE ASKED IF THEY WERE EVER SENT TO AN AUCTION. MR. MALPHRUS SAID THAT THE COUNTY HELD AUCTIONS IN THE PAST. CHAIRMAN ETHERIDGE SAID THAT MANY GEORGIA GOVERNMENT AGENCIES SEND THEIR VEHICLES TO THE AUCTION IN SAVANNAH BECAUSE THEY GET MORE MONEY FOR THEM THERE. MR. MALPHRUS SAID THAT THE VEHICLES THEY PUT ON GOV.DEALS BROUGHT IN A LOT MORE MONEY THAN WHEN THE COUNTY HELD AUCTIONS.

**CHAIRMAN'S REQUESTS:**

CHAIRMAN ETHERIDGE REQUESTED A COPY OF THE JOB DESCRIPTION FOR EVERY EMPLOYEE OF JASPER COUNTY. MR. ETHERIDGE SAID HE ALSO WANTED TO KNOW WHO WAS IN THOSE POSITIONS AND THE SALARY THEY WERE BEING PAID. CHAIRMAN ETHERIDGE ALSO ASKED FOR A COPY OF THE ORGANIZATIONAL CHART. MR. FULGHUM ASKED WHAT EXACTLY DID CHAIRMAN ETHERIDGE WANT BECAUSE HE THOUGHT THE COUNCIL RECEIVED THIS INFORMATION FROM MS. LUCAS AT THE RETREAT. CHAIRMAN ETHERIDGE TOLD MR. FULGHUM HE WANTED A JOB DESCRIPTION FOR EVERY POSITION IN THE COUNTY ALONG WITH THE SALARY AND WHO IS IN THAT POSITION.

**EXECUTIVE SESSION FOR EMPLOYMENT MATTERS:**

CHAIRMAN ETHERIDGE MOTIONED AND COMMITTEE MEMBER HOOD SECONDED THE MOTION TO GO INTO EXECUTIVE SESSION TO DISCUSS EMPLOYMENT MATTERS. THE MOTION WAS CARRIED WITH ALL MEMBERS PRESENT VOTING IN FAVOR.

**RETURN TO REGULAR SESSION:**

CHAIRMAN ETHERIDGE MOTIONED AND COMMITTEE MEMBER HOOD SECONDED THE MOTION TO RETURN TO OPEN SESSION. THE MOTION WAS CARRIED WITH ALL MEMBERS PRESENT VOTING IN FAVOR.

NO ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION.

**ADJOURN:**

COMMITTEE MEMBER HOOD MOTIONED AND CHAIRMAN ETHERIDGE SECONDED THE MOTION TO ADJOURN THE MEETING. THE MOTION CARRIED WITH ALL MEMBERS PRESENT VOTING IN FAVOR.

THE MEETING ENDED AT 12:10 P.M.

RESPECTFULLY SUBMITTED BY:

APPROVED BY:

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JUDITH M. FRANK, ccc  
CLERK TO COUNCIL

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HENRY ETHERIDGE  
COMMITTEE CHAIRMAN