



**JASPER COUNTY COUNCIL
ADMINISTRATIVE SERVICES COMMITTEE
COUNCIL CONFERENCE ROOM
358 THIRD AVE., RIDGELAND, SC 29936
AUGUST 23, 2011, 2:00 P.M.**

MINUTES OFFICIALS PRESENT: COMMITTEE CHAIRMAN DRAYTON,
COMMITTEE MEMBER BLACKSHEAR

STAFF PRESENT: RONNIE MALPHRUS DIRECTOR OF ADMINISTRATIVE SERVICES DIVISION, CLERK TO COUNCIL JUDY FRANK, COUNTY ATTORNEY MARVIN JONES, ASSESSOR SUSAN WAITE, ROD PATSYE GREENE, TAX COLLECTOR RHONDA MITCHELL, HR DIRECTOR GLORIA LUCAS

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 – COMMITTEE CHAIRMAN DRAYTON CALLED THE MEETING TO ORDER AT 2:00 P.M.

PLEDGE OF ALLEGIANCE – COMMITTEE CHAIRMAN DRAYTON LED THE PLEDGE OF ALLEGIANCE.

INVOCATION – COMMITTEE MEMBER BLACKSHEAR GAVE THE INVOCATION.

MONTHLY REPORTS

ASSESSOR'S OFFICE- MS. WAITE PROVIDED INFORMATION REGARDING THE ACTIVITIES FOR THE LAST THREE MONTHS IN THE ASSESSOR'S OFFICE. MS. WAITE REPORTED THAT THERE WERE 76 BUILDING PERMITS ISSUED FOR NEW CONSTRUCTION ADDED TO THE TAX ROLLS SINCE LAST YEAR. COMMITTEE CHAIRMAN DRAYTON ASKED WHAT WAS OUTSIDE TRAINING AND MS. WAITE SAID THAT A STAFF MEMBER WAS TAKING APPRAISAL CLASSES. MS. WAITE REPORTED THAT SHE RECEIVED A LETTER FROM THE DEPARTMENT OF REVENUE APPROVING THE REASSESSMENT. COMMITTEE CHAIRMAN DRAYTON ASKED IF THEY HAD TO APPROVE IT AND MS. WAITE SAID THEY DID AND SHE HAD TO PROVIDE A RATIO STUDY AND THE SALES NEEDED TO BE INLINE WITH THE NEW VALUES. MS. WAITE SAID THEY HAVE TO STUDY THE LAND VALUES AND CURRENT COSTS ARE

DONE. MS. WAITE SAID THE ASSESSMENTS WENT OUT IN JULY AND THE PEOPLE HAVE 90 DAYS TO APPEAL. MS. WAITE SAID THE TAX BILLS WILL GO OUT IN MID-OCTOBER. COMMITTEE CHAIRMAN DRAYTON ASKED IF EVERYTHING IS REASSESSED. MS. WAITE RESPONDED THAT EVERY PIECE OF PROPERTY IN THE COUNTY IS REASSESSED EVERY FIVE YEARS AND THE PEOPLE HAVE 90 DAYS TO APPEAL THE REASSESSMENT. MS. WAITE SAID SHE DOES NOT HAVE THE AUTHORITY TO HEAR AN APPEAL AFTER 90 DAYS. MS. WAITE SAID THAT CURRENTLY THERE ARE 400 APPEALS TO DATE AND LAST YEAR THERE WERE 900 AND 300 THE YEAR BEFORE LAST. COMMITTEE CHAIRMAN DRAYTON ASKED WHAT WAS INVOLVED WITH DOING AN APPEAL. MS. WAITE SAID THEY DO AN EVALUATION BASED ON THE OUTSIDE, BUT PEOPLE CAN INVITE THEM INSIDE. COMMITTEE CHAIRMAN DRAYTON ASKED WHAT PERCENT OF THE APPEALS ARE SUCCESSFUL. MS. WAITE SAID SHE WOULD CHECK INTO LAST YEAR AND GET HIM THE INFORMATION. MS. WAITE SAID THEY HAVE 3 TO SETTLE OUT FROM LAST YEAR. COMMITTEE CHAIRMAN DRAYTON ASKED HOW MANY ASSESSORS ARE IN HER OFFICE. MS. WAITE SAID THERE ARE 3 AND 1 CHIEF. MS. WAITE SAID THAT THEY START TWO YEARS EARLY AND THEY WILL START THE REASSESSMENT PROCESS AGAIN IN 2013 AND THEY WILL TAKE PICTURES OF ANY IMPROVEMENTS. MS. WAITE SAID THEY HAVE COMPUTERS IN THE FIELD WITH THE MAPS OF THE COUNTY. MS. WAITE PROVIDED THE MARKET AND ASSESSED VALUE BY DISTRICT AND SAID THE VALUES WERE DOWN ABOUT 4%. MS. WAITE PROVIDED THE LATEST LAW REGARDING PROPERTIES ASSESSED AT 6%. COMMITTEE CHAIRMAN DRAYTON ASKED ABOUT BOUNDARIES AND MS. WAITE RESPONDED THAT THEY ARE IN DISTRICTS AND IF ANNEXED, THE CODE CHANGES. COMMITTEE MEMBER BLACKSHEAR ASKED IF THE EVALUATIONS INCLUDE THE MUNICIPALITIES AND HE ADDED THAT BOTH MUNICIPALITIES VALUES INCREASED. MS. WAITE SAID THAT HARDEEVILLE DOES ITS OWN, BUT THE COUNTY DOES IT FOR RIDGELAND. MS. WAITE SAID THAT COMMERCIAL PROPERTY AND SUN CITY HELPED BRING UP THE VALUES. MS. WAITE EXPLAINED THAT DIST. 6 IS UNDER THE CHERRY POINT FIRE DISTRICT WITH IS A FEE IN LIEU DISTRICT AND IT ALSO HAS A FIRE MILLAGE. COMMITTEE CHAIRMAN DRAYTON ASKED ABOUT SCANA AND COASTAL CAROLINA HOSPITAL. MR. MALPHRUS SAID THEY ARE BOTH PILOT DISTRICTS AND IT MAKES IT EASIER FOR THE AUDITOR TO BILL.

ROD OFFICE- PATSY GREENE PROVIDED THE COMMITTEE WITH REPORTS FOR JUNE AND JULY. MS. GREENE REPORTED THAT THERE WERE 377 RECORDINGS IN JUNE AND 402 RECORDINGS IN JULY. MS. GREENE DISCUSSED COLLECTIONS AND FILING FEES FOR THE TWO MONTHS. MS. GREENE SAID THERE WERE A LOT OF FORECLOSURES IN JUNE, BUT MORE STRAIGHT TRANSFERS IN JULY.

HUMAN RESOURCES – MS. LUCAS PROVIDED REPORTS AND EXPLAINED THAT SHE DID NOT SUMMARIZE FROM JAN. TO JULY. MS. LUCAS SAID THAT 19 POSITIONS WERE STAFFED AND SHE LISTED 4 VACANCIES. MS. LUCAS SAID THAT WERE LOOKING AT THE STAFFING AT THE DETENTION CENTER AS THE STAFFING NUMBER SHOULD BE 51 EMPLOYEES AND THEY

ONLY HAVE 33 EMPLOYEES. MS. LUCAS SAID SHE WAS ALSO LOOKING AT WAYS TO STAFF BY USING ON CALL WORKERS TO ELIMINATE OVERTIME. MS. LUCAS SAID THEY ARE DOING THIS AT EMS AND IT HAS HELPED WITH THE AMOUNT OF OVERTIME BEING PAID. MS. LUCAS SAID THEY ARE ACTIVELY RECRUITING ON CALL EMPLOYEES. MR. MALPHRUS SAID THIS WILL CREATE A RESERVE OF EMPLOYEES AND WITH EMS THEY WORK 24 ON AND 48 OFF AND WHEN OFF THEY CAN BE ON CALL, BUT THEY MUST HAVE BEEN OFF FOR 8 HOURS BEFORE THEY CAN BE ON CALL. MR. MALPHRUS SAID THEY HAVE BEEN DOING THIS QUITE A WHILE AT EMS AND THEY ARE GOING TO START IT AT THE DETENTION CENTER. MS. LUCAS SAID THE EMPLOYEES MUST ATTEND THE ACADEMY AND THEY ARE TRYING TO GET ON CALL PEOPLE FROM OTHER COUNTIES, OR RETIRED EMPLOYEES THAT ARE ALREADY CERTIFIED.

MS. LUCAS SAID THAT THEY HAVE BEEN WORKING WITH EMPLOYEES AND SENT OUT MESSAGES REGARDING BENEFITS AND BENEFIT CHANGES. MS. LUCAS TOLD THE COMMITTEE THAT THE OFFICE OF INSURANCE SERVICES IS CONDUCTING A SURVEY TO MAKE SURE DEPENDENTS ARE ACTUALLY DEPENDENTS AND SOME OF THE EMPLOYEES HAVE LOSS THEIR INSURANCE BECAUSE THEY DID NOT RESPOND. MS. LUCAS SAID SHE IS CURRENTLY WORKING WITH 5 EMPLOYEES AND BC/BS IS REQUIRING PROOF OF DEPENDENCY. MS. LUCAS SAID HER DEPARTMENT PREPARES THE FEDERAL AND STATE TAXES QUARTERLY AND THEY ARE ALSO REQUIRED TO REPORT QUARTERLY TO UNEMPLOYMENT. MS. LUCAS SAID THE UNEMPLOYMENT OFFICES HAVE CHANGED THEIR NAME AND ARE NOW CALLED WORKFORCE DEVELOPMENT. MS. LUCAS SAID THE PEOPLE WHO WERE INVOLVED IN THE RIF 2 YEARS AGO ARE STILL ELIGIBLE FOR BENEFITS. MS. LUCAS SAID ALL EARNING MUST BE REPORTED TO UNEMPLOYMENT. MS. LUCAS SAID HER DEPARTMENT ALSO DOES A MONTHLY AND QUARTERLY RECONCILIATIONS FOR INSURANCE. MS. LUCAS PROVIDED A REPORT OF THE NUMBER OF VISITORS TO THE OFFICE. MS. LUCAS SAID THE NUMBERS HAVE INCREASED DUE TO DANIELS DEFENSE, BE GREEN AND MCDONALDS COMING INTO THE COUNTY. MS. LUCAS SAID THE COMMUNITY FEELS HR SHOULD HELP AND SHE HAS DOWNLOADED THE APPLICATIONS AND PROCEDURES FOR BE GREEN. MS. LUCAS DISCUSSED THE WORK FAIR AND HEALTH FAIR HELD IN APRIL.

COMMITTEE CHAIRMAN DRAYTON ASKED ABOUT THE ON CALL WORKERS. MS. LUCAS SAID THEY HAVE AN AGREEMENT AS TO THE NUMBER OF HOURS PER MONTH THEY REQUEST TO WORK. MR. MALPHRUS SAID THERE IS A SEPARATE LINE IN THE BUDGET FOR ON CALL WORKERS AND THIS HAS HELPED WITH OVERTIME.

COMMITTEE CHAIRMAN DRAYTON ASKED ABOUT THE HEALTH FAIR AND MS. LUCAS RESPONDED THAT IT WAS HELD IN COUNCIL CHAMBERS. MS. LUCAS SAID THAT PREVENTION PARTNERS DO BLOOD TESTS AND SEND THE RESULTS TO THE EMPLOYEES. MS. LUCAS SAID THAT COASTAL CAROLINA HOSPITAL HAS HIRED A NURSE PRACTITIONER TO GO OVER THE RESULTS WITH THE EMPLOYEES.

COMMITTEE MEMBER BLACKSHEAR SAID HE FELT IT WOULD BE HELPFUL TO PERIODICALLY DO A NEWS RELEASE TO KEEP THE PUBLIC INFORMED AS

TO WHAT THE DEPARTMENTS ARE DOING. MS. WAITE ASKED ABOUT ADDING IT TO THE WEBSITE. COMMITTEE MEMBER BLACKSHEAR SAID HE THOUGHT IT SHOULD BE IN THE NEWSPAPER.

DELINQUENT TAXES- MS. MITCHELL PROVIDED A REPORT FOR THE MONTH OF JULY AND INFORMED THE COMMITTEE THAT \$316,995.04 WAS COLLECTED, \$1,276.47 WAS REFUNDED AND THE COSTS WERE \$25.00. COMMITTEE CHAIRMAN DRAYTON ASKED ABOUT THE REFUNDS. MS. MITCHELL SAID THEY WERE MOSTLY DUE TO CHANGES MADE BY THE AUDITOR'S OFFICE FROM 6% TO 4%. COMMITTEE CHAIRMAN DRAYTON ASKED WHAT WAS THE AVERAGE AMOUNT COLLECTED MONTHLY. MR. MALPHRUS SAID IT VARIED, BUT OCT. AND NOV. WERE GENERALLY BIG MONTHS SINCE THE PROPERTIES GO TO SALE IN NOVEMBER. THE COMMITTEE DISCUSSED THE MOBILE HOMES THAT WERE SOLD IN LAST YEARS DELINQUENT TAX SALE AND THAT THE FORFEIT LAND COMMISSION WILL TAKE OVER WHATEVER HAS NOT BEEN REDEEMED. MR. MALPHRUS SAID THE COUNTY ENDED UP WITH MOST OF MOBILE HOMES LAST YEAR.

DISCUSSION OF CHANGES TO THE PERSONNEL POLICY AND ANNUAL LEAVE POLICY AND SICK LEAVE BANK – THE COMMITTEE DISCUSSED ANNUAL LEAVE AND CREATING A SICK LEAVE BANK. IT WAS THE CONSENSUS OF THE COMMITTEE THAT FOR MANY REASONS IT WAS NOT SOMETHING THAT THE COUNTY SHOULD ESTABLISH.

FINANCIAL PERFORMANCE REPORT – MR. MALPHRUS PROVIDED A FINANCIAL PERFORMANCE REPORT FOR THE COMMITTEE TO REVIEW.

COMMITTEE CHAIRMAN DRAYTON ASKED IF THE I-T POSITION WAS FILLED. MS. LUCAS SAID SHE WILL BE SETTING UP A COMMITTEE TO REVIEW WITH MR. FULGHUM.

COMMITTEE CHAIRMAN DRAYTON ASKED HOW MANY APPLICANTS WERE THERE FOR THE TAX COLLECTOR'S POSITION. MS. LUCAS SAID 12-15 PEOPLE APPLIED.

MS. LUCAS SAID THE DEPUTY ADMINISTRATOR'S POSITION WAS ADVERTISED LOCALLY, ON THE WEBSITE, WITH THE UNEMPLOYMENT OFFICE, ICMA AND 2 PROFESSIONAL ORGANIZATIONS. MS. LUCAS SAID SHE HAS NOT SEEN ANY APPLICATIONS. MS. LUCAS SAID SHE MAILED ONE APPLICATION TO A LOCAL GENTLEMEN AND SHE DISCUSSED THE POSITION WITH ONE LADY.

ADJOURN- COMMITTEE MEMBER DRAYTON ADJOURNED THE MEETING AT 3:14 P.M.

RESPECTFULLY SUBMITTED BY:

APPROVED BY:

JUDITH M. FRANK, ccc
CLERK TO COUNCIL

THEODUS L. DRAYTON
COMMITTEE CHAIRMAN

