

RECORD OF A WORK SESSION HELD BY THE BOARD OF COUNTY COMMISSIONERS FOR THE COUNTY OF WARREN IN THE ARMORY CIVIC CENTER MEETING ROOM ON WEDNESDAY – OCTOBER 15, 2014 AT 6:00 PM.

The October 15, 2014 Work Session was opened by Chairman Bertadean W. Baker. Other Commissioners present: Jennifer Jordan, Barry Richardson and Ulysses Ross. Commissioner absent: Ruby Downey. Others in attendance: County Manager Linda T. Worth and Finance Director Gloria Edmonds.

Department Head Reports were given as follows:

- Parks & Recreation – Richard “Dickie” Williams
- Social Services & Child Support – Interim Wilbert Morris
- Soil & Water Conservation – Larry West
- Public Utilities – Macon Robertson

Gloria Edmonds, Finance Director - Proposed Revisions to Warren County Travel Policy

**Recommended Changes
to the
Warren County Travel Policy**

Due to numerous concerns/questions from employees regarding the current Warren County Travel Policy, the County Manager requested the Finance Committee to review the policy and make any necessary recommendations to respond to the concerns/questions that have been raised. The following recommendations from the Finance Committee are presented for consideration by the Warren County Board of Commissioners. These recommendations are supported by the County Manager.

Mileage Reimbursement:

Some employees wish to drive their personal vehicle when attending seminars/conferences and have mileage reimbursed even when a county vehicle is available. Reasons for this request have been: 1) The Warren County Travel Policy and Fleet Policy prohibit passengers in County-owned vehicles unless they are on official County business; 2) County-owned vehicles are not to be driven for personal business; and 3) The quality/condition of some County-owned vehicles.

Current Policy:

- A county vehicle should be used for all travel when a vehicle is available. If no county vehicle is available, use of a personal vehicle must be approved in advance by the department head in order to receive mileage.

Finance Committee Recommendation:

- The Finance Committee reviewed the State’s policy and the State allows employees to drive their personal vehicle when a State vehicle is available. State policy currently allows reimbursement at a reduced mileage rate of \$.30 per mile for trips 100 miles or more round trip. Therefore, the Finance Committee is asking the Warren County Board of Commissioners to consider allowing employees to receive a reduced mileage allowance when they choose to drive their personal vehicle for trips 100 miles or more round trip. This reduced mileage allowance would be in accordance with the State’s policy (currently \$.30 per mile). Warren County’s full mileage reimbursement rate is currently \$.565.

Reimbursement for Breakfast:

Some employees complain that a continental breakfast is normally a bagel, fruit, muffin type breakfast, and not a full breakfast.

Current Policy:

- No reimbursement for breakfast when a hotel/conference center registration includes a continental breakfast.

Finance Committee Recommendation:

- The Finance Committee recommends this requirement relative to continental breakfast be removed from the Travel Policy and employees be allowed the per diem rate for breakfast (currently \$6.00 in-state and \$8 out-of-state).

Reimbursement for valet parking was also discussed.

By consensus, the Board of Commissioners agreed to place recommendation for reimbursement to employee for breakfast if continental breakfast is offered by hotel and/or by sponsoring agency during event, on the November 3, 2014 agenda.

Angelena Kearney-Dunlap, Clerk to the Board - Dental Discount Program Update

As of October 25, 2014 National Association of Counties' (NACo) agreement with Careington International Corp for Dental Discount Program will expire. Careington has contacted all counties nationwide to establish an agreement with the individual county to continue coverage, committing to a 10% commission paid to the county for each citizen that purchases membership. Clerk advised that NACo is working on a replacement agreement with CVS CareMark that will be rolled out on or near November 1st.

Board decided to wait to see what NACo offers.

Angelena Kearney-Dunlap, Clerk to the Board - Update on Surplus Property Auctions

Clerk provided annual update to the Board concerning auctioned items. She gave totals for all internet based auctions since Warren County began the online auction process in 2008:

<u>Web Site:</u>	<u>GovDeals</u>	Secondary Auction Site <u>Public Surplus</u>
2008	\$12,920.10	
2009	\$ 9,071.69	
2010	\$ 6,034.15	
2011	\$27,488.00	
2012	\$ 3,228.98	
2013	\$13,049.00	
2014 (Jan-Oct 8th)	\$24,827.00	\$2,425.00
	\$96,618.92	\$2,425.00

GRAND TOTAL SINCE 2008: \$99,043.92

Linda T. Worth, Warren County Manager - Buck Spring Project Committee Recommendation and Presentation

County Manager Worth gave a thorough power point presentation pointing out improvements already done at the site and gave an overview of committee recommendations for future three (3) phased development project at Buck Spring. Funds are available in the Buck Spring Leadership Center Capital Budget for phase I. A copy of the power point presentation is on file in the County Manager's office.

Addition to Work Session Agenda

Commissioner Jennifer Jordan – Allow County Employees Annual Leave to Volunteer in Warren County Schools

In order to extend relationship with Board of Education it was suggested that County employees be allocated 7.5 hours annually to volunteer in the school system to tutor, proxy for test, etc. By consensus Board agreed to explore this opportunity further.

There being no further business to come before the Board, the work session was adjourned at 7:30 pm.


Angelena Kearney-Dunlap
Clerk to the Board of County Commissioner