



**HOUSTON COUNTY COMMISSIONERS COURT  
MINUTES  
REGULAR MEETING  
NOVEMBER 26, 2019**

The Commissioners' Court of Houston County met in a regular, called meeting on November 26, 2019 with the following members present, to wit:

Jim Lovell	County Judge
Gary Lovell	Commissioner, Precinct #1
Willie Kitchen	Commissioner, Precinct #2
Pat Perry	ABSENT Commissioner, Precinct #3
Jimmy Henderson	Commissioner, Precinct #4

Also present:

Sharon Luker	Assistant to the County Commissioners
Jan Pigford	Administrative Assistant to the County Judge
Janis Omelina	Treasurer
Melissa Jeter	Auditor
Justin Killough	Chief Deputy at S/O
Daphne Session	County Attorney
Terri Meadows	Houston County Clerk

Media:

Will Johnson	The Messenger
Alton Porter	Houston County Courier

Visitors: Thomas Gilson, Sonny Hubbard (Pinewoods Sanitation)

- (1) Welcome, Invocation and Pledges:  
Judge Lovell called the meeting to order. Commissioner Henderson gave the opening prayer, and Judge Lovell led the Pledge of Allegiance to the American Flag and the Texas Flag.
- (2) Recognition and comments from guests:  
Judge Lovell recognized the guests and asked if there were any comments. There were none.
- (3) Commissioner Lovell made a motion to approve the Commissioners Court minutes from November 12, 2019. Commissioner Kitchen seconded the motion. Motion carried 4 to 0.

(4) Consider approving Budget Amendments. There were none.

(5) Consider payment of bills and expenses:

- a. Accounts payable
- b. Fund transfers
- c. Ratify Salary expenses

**Commissioner Kitchen made a motion to pay all of the bills and expenses for a. (Accounts payable), b. (Fund transfers), and c. (Ratify Salary expenses). The motion was seconded by Commissioner Henderson. The motion carried 4 to 0.**

(6) Receive information, announcements and reports from County Departments:

- a. Treasurer's Report
- b. Compensatory Report

**Commissioner Kitchen made a motion to receive as Information the Treasurer's Report and the Compensatory Report. Commissioner Lovell seconded. Motion carried 4 to 0.**

Jan Pigford, Administrative Assistant to the County Judge, reminded everyone that we will have our Finger Food/Christmas Party gathering on December 6, 2019 at 11:30 a.m. at the Senior Citizens Center. Longevity Checks will be handed out at that time.

(7) Consider approving salaries for new and/or transfer employees:

**(a) Commissioner Lovell made a motion to approve the hiring of Franco Rea as part-time Jailer at hourly rate of \$12.74, effective December 1, 2019. Commissioner Henderson seconded. Motion carried 4 to 0.**

(8) Discuss and consider approving payment of compensatory, vacation and holiday time for County employees and necessary budget amendments. **Commissioner Lovell moved to pay Lynn Gentry \$119.18 for comp time. Commissioner Henderson seconded. Motion carried 4 to 0.**

(9) Discuss and consider action on accepting grant for the State Automated Victim Notification Service (SAVNS) program through the Office of the Attorney General and award service agreement contract to Appriss Inc. for FY 2020, and necessary budget amendments. \*Melissa Jeter explained that this is the VINE program that is mandatory, and this is a renewal. **Commissioner Lovell moved to accept the grant, award service agreement contract to Appriss, Inc. for FY 2020, and approve necessary budget amendments. Commissioner Kitchen seconded. Motion carried 4 to 0.**

(10) Discuss and consider action on canceling the contract with Techshare Local Government Corporation for discovery software for the District and County Attorney offices. Daphne Session said that the Prosecutors will be going with iDocket for their Discovery Software. **Commissioner Kitchen moved to approve canceling the contract with Techshare Local Government Corporation. Commissioner Lovell seconded. Motion carried 4 to 0.**

(11) Discuss and consider action on amending the Holiday Policy within the Employee Personnel Manual to increase the maximum days allowed to use accumulated time is 365 days. Melissa Jeter, County Auditor, said the Jail and S/O are maxing out before they can use the accrued Holiday Time. Chief Deputy Killough said that they accumulate so much holiday time that making this adjustment will give them time to take the time off. **Commissioner Lovell made a**

**motion to amend the Holiday Policy as presented. Commissioner Kitchen seconded the motion. Motion carried 4 to 0.**

(12) Commissioner Kitchen made a motion to approve and pay out all available holiday time earned prior to April 2019 for employees and necessary budget amendments on December 20, 2019. Commissioner Henderson seconded. Motion carried 4 to 0.

(13) Discuss and consider action on accepting FEMA DR 4116 grant awards and necessary budget amendments. Melissa Jeter gave a little background. We currently have 24 project worksheets out. We are looking at receiving 3,613,127.60 for 2018 disaster. She excitedly announced that DW 802 closed out from Hurricane Ike (2008/2009) and we will get \$127,000. She also said the Commissioners have been able to accomplish smaller projects and received money back on those, but the larger ones take more time. It was suggested to Melissa that the County Judge write a brief letter to FEMA letting them know this is the first time we have asked, but we need some of this money now to be able to continue clean up and repairs.  
**Commissioner Kitchen moved to accept the awards. Commissioner Henderson seconded. Motion carried 4 to 0.**

(14) Commissioner Kitchen moved to approve the contract for legal research through Lexis/Nexis for the County and District Attorney Offices and necessary budget amendments. Commissioner Lovell seconded. Motion carried 4 to 0. Commissioner Kitchen amended his motion to include the money come from contingency. Commissioner Lovell seconded the amended motion. Amended Motion carried 4 to 0.

(15) Commissioner Lovell made a motion to approve the contract with Data Preservation Solutions Indexing and Preservation Proposal and Terms, Conditions & Signatures to be paid from County Clerk's Records Archive Fund. Commissioner Lovell seconded. Motion carried 4 to 0.

(16) Commissioner Kitchen made a motion to authorize the advertisement to accept Request for Qualifications for Consultant services to prepare and submit FEMA a Grant Application for the development of an updated Hazard Mitigation Plan for Houston County. Commissioner Henderson seconded the motion. Melissa Jeter said there was a plan 5 years ago that FEMA paid, but now we must go through the process and have someone prepare the plan and write the grant to FEMA. Motion carried 4 to 0.

(17) Receive as information update from Pinewoods Sanitation. This item moved up before Item 9 because Sonny Hubbard with Pinewoods Sanitation needed to leave as soon as possible. Mr. Hubbard shared that Denny Wheeler was not with us today due to some health issues he is currently facing. He did ask us for prayers for Mr. Wheeler and shared that they believe he will make a full recovery. Mr. Hubbard shared he has been in the "garbage business" for 50 years. Pinewoods Sanitation number one service is COMMITMENT. He said the owners replace equipment every 5 years so that everything is always being updated and working properly. There was only one bump in the road this past month and that has been addressed. He thanked the county for allowing Pinewoods Sanitation to service Houston County.

(18) Discuss and consider taking action to approve tax abatement or proposed expansion of existing manufacturing facility in Houston County. No one was present to present this and Judge Lovell said we will pass at this time.

(19) Commissioner Henderson moved to adjourn the Meeting. Commissioner Lovell seconded.  
Motion carried 4 to 0. The meeting was adjourned.

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Jim Lovell, County Judge

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Gary Lovell, Commissioner, Precinct #1

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Willie Kitchen, Commissioner, Precinct #2

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Pat Perry, Commissioner, Precinct #3

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Jimmy Henderson, Commissioner, Precinct #4

Attest:

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Terri Meadows, County Clerk