



HOUSTON COUNTY COMMISSIONERS COURT
MINUTES
REGULAR MEETING
JANUARY 23, 2024

The Commissioners' Court of Houston County met in a regular, called meeting on January 23, 2024 in **person and via zoom**, with the following members present, to wit:

The Court

Jim Lovell	County Judge	PRESENT
Gary Lovell	Commissioner, Precinct #1	PRESENT
Willie Kitchen	Commissioner, Precinct #2	PRESENT
Gene Stokes	Commissioner, Precinct #3	PRESENT
Jimmy Henderson	Commissioner, Precinct #4	PRESENT

County Officials/Employees in person:

Kris Dyches	Insurance Coordinator
Laura Goolsby	District Clerk
Melissa Jeter	County Auditor
Carl Johnson	Facilities Administrator
Sheila Johnson	Grants Administrator
Sharon Luker	Administrative Assistant to the Commissioners
Todd McConnell	IT
Gwen Womack	Chief Deputy County Clerk
Jan Pigford	Administrative Assistant to the County Judge
Laronica Wooten-Smith	County Tax Assessor Collector

County Officials/Employees by Zoom:

Randy Hargrove	Sheriff
Joel Martin	Bailiff (Zoom)

Media:

Greg Ritchie (Messenger)

Visitors:

Sharon Kenley (HCCWB), Terry Windsor (HCCWB), Diana Maxwell (HCCWB), James Angerstein (citizen), Barbara Crowson (HCHD), Kent Waters (Mid Coast Health), Debbie Kelly (HCHD), Carol Dawson (HCH Board), Kevin Johnson (citizen), M. Windsor (citizen)

(1) Welcome, Invocation and Pledges:

Judge Lovell called the meeting to order at 9:00 a.m. Commissioner Stokes gave the opening prayer followed by Judge Lovell leading the Pledge to the American Flag and the Texas Flag.

- (2) Recognition and comments from guests. (For informational purposes only, with no deliberation and no action taken, except that the Court may discuss whether to include any matter on a future agenda for deliberation and/or action.) **Greg Ritchie was present to present Judge Lovell the award from The Messenger for being Elected Official of the Year.**
- (3) Consider approval of prior Commissioners Court minutes. **Commissioner Lovell made a motion to approve the Commissioners Court minutes for January 9, 2024. Commissioner Henderson seconded. Motion carried 5 to 0.**
- (4) Consider approving budget amendments. **Commissioner Lovell made a motion to approve the Budget Amendments as presented. Commissioner Henderson seconded. Motion carried 5 to 0.**
- (5) Consider payment of bills and expenses:
- a. Accounts payable
 - b. Fund transfers
 - c. Ratify Salary expenses
- Commissioner Stokes made a motion to pay all 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 5 to 0.**
- (6) Receive information, announcements and reports from County Departments:
- a. Compensatory Report
- Commissioner Henderson moved to receive the Compensatory Report as information. Commissioner Stokes seconded. Motion carried 5 to 0.**
- (7) Consider approving salaries for new and/or transfer employees.
- a. Tax Office Senior Clerk to Deputy Clerk
 - b. Tax Office Deputy Clerk to Senior Clerk
 - c. Tax Office Deputy Clerk – 6 month raise
 - d. Tax Office Part-time Deputy Clerk to Full-time Deputy Clerk
- Commissioner Stokes made a motion to approve the following salaries with Commissioner Henderson seconding the motion. Motion carried 5 to 0.**
- a. **Addie Hicks promoted from Senior Clerk to Chief Deputy with bi-weekly pay of \$1489.93 in Pay Grade 18, effective 2/5/2024.**
 - b. **Joyce LeMoine promoted from Deputy Clerk to Senior Clerk with bi-weekly pay of \$1419.01 in Pay Grade 17, effective 2/5/2024**
 - c. **Destini Mancilla, Deputy Clerk, 6 month raise making her bi-weekly pay \$1351.44 in Pay Grade 16, effective 2/5/2024**
 - d. **Lorenza Aldaco transfer from Part-time to Full-time Deputy Clerk with bi-weekly pay of \$1351.44 in Pay Grade 16, effective 2/5/2024.**
 - e. Part-time Road Hand for Precinct 2
- Commissioner Henderson made a motion to approve the following employee salary. Commissioner Kitchen seconded. Motion carried 5 to 0.**
- e. **Zachary Ryan Neel as Part-time Road Hand in Pct #2 at hourly pay of \$14.50 in Pay Grade 13, effective 1/23/2024.**
- (8) Discuss and consider approving payment of compensatory, and vacation time for County employees and necessary budget amendments. **NONE**

- (9) Discuss and consider declaring received information as surplus inventory and approving transfers between departments. **NONE**
- (10) Receive as information the required filing of the annual continuing education transcript for Terri Meadows, Houston County, County Clerk. **Commissioner Kitchen made a motion to receive as information the required filing of the annual continuing education transcript for Terri Meadows, Houston County, County Clerk. Commissioner Henderson seconded. Motion carried 5 to 0.**
- (11) Discuss and consider adopting a Proclamation of Appreciation for Mid Coast bringing healthcare to Houston County. **Judge Lovell welcomed Mid Coast to our Community. Kent Waters, with Mid Coast, spoke for a minute. Commissioner Kitchen made a motion to adopt a Proclamation of Appreciation for Mid Coast bringing healthcare to Houston County. Commissioner Stokes seconded. Motion carried 5 to 0.**
- (12) Discuss and consider appointing and swearing-in one new member and re-appointment of three members for Houston County Child Welfare Board. **Commissioner Stokes made a motion to swear in Terry Windsor and re-appoint Diana Maxwell, Sharon Kenley, and Bobbie Easterling to the Houston County Child Welfare Board. Commissioner Stokes seconded. Motion carried 5 to 0.**
- (13) Receive as information the Compliance Review from Texas Commission on Jail Standards for the Houston County Jail. **Commissioner Henderson made a motion to receive as information the Compliance Review from Texas Commission on Jail Standards for the Houston County Jail. Commissioner Stokes seconded. Motion carried 5 to 0.**
- (14) Discuss and consider request from County Treasurer to:
- a. Approve a contract with Houston County Employee for an installment repayment plan in the amount of \$365.50 for retirement contributions to TCDRS since rehire date.
 - b. Approve payment of employer-matching retirement funds in the amount of \$359.23, for a total amount of \$724.73 paid to TCDRS.
- Commissioner Kitchen made a motion to (a) approve a contract with Houston County Employee, Kasey Ballard, for an installment repayment plan in the amount of \$365.50 for retirement contributions to TCDRS since rehire date and (b) approve payment of employer-matching retirement funds in the amount of \$359.23, for a total amount of \$724.73 paid to TCDRS. Commissioner Henderson seconded. Motion carried 5 to 0.**
- (15) Discuss and consider action on application requests for the Hotel Occupancy Tax Fund and Agreement with:
- a. Houston County Fair & Youth Livestock Show for the 2024 Houston County Fair & Youth Livestock Show to be held on March 30 through April 6, 2024 at the Porth Ag Arena & Crockett Civic Center.
- Commissioner Henderson made a motion to approve application requests for the Hotel Occupancy Tax Fund and Interlocal Agreement with Houston County Fair & Youth Livestock Show for the 2024 Houston County Fair & Youth Livestock Show to be held on March 30 through April 6, 2024 at the Porth Ag Arena & Crockett Civic Center in the amount of \$3000.00. Commissioner Stokes seconded. Motion carried 5 to 0.**

- b. Unity in the Community/Kevin E. Johnson for the 1st Annual Black History Parade celebration to be held on February 17, 2024. Parade will start at the First Baptist Church, go through town & end at the Davy Crockett Park.

Commissioner Stokes made a motion to approve application requests for the Hotel Occupancy Tax Fund and Interlocal Agreement with Unity in the Community/Kevin E. Johnson for the 1st Annual Black History Parade celebration to be held on February 17, 2024 in the amount of \$1000.00. Parade will start at the First Baptist Church, go through town & end at the Davy Crockett Park. Commissioner Henderson seconded. Motion carried 5 to 0.

- (16) Discuss, consider and authorize the Grant Administrator to apply for the Body-Worn Camera Grant Program FY 2025 from the Public Safety Office to equip peace officers with body-worn cameras. **Commissioner Henderson made a motion to authorize the Grant Administrator to apply for the Body-Worn Camera Grant Program FY 2025 from the Public Safety Office to equip peace officers with body-worn cameras. Commissioner Stokes seconded. Motion carried 5 to 0.**
- (17) Discuss and consider approving received bids to replace the roof on the “Sunflower Bank” building and necessary budget amendments. **Commissioner Kitchen made a motion to approve the only bid received, Lucas Roofing in the amount of \$36,990.00 (even though companies were requested to bid they did not follow through) for the replacement of the roof on the “Sunflower Bank” building and necessary budget amendments. Commissioner Stokes seconded. Motion carried 5 to 0.**
- (18) Discuss and consider a letter of intent to authorize requested lighting project at Houston County Airport using FY2024 RAMP grant funds. **Commissioner Stokes made a motion to approve Judge Lovell signing a letter of intent to authorize requested lighting project at Houston County Airport using FY2024 RAMP grant funds. Commissioner Henderson seconded. Motion carried 5 to 0.**
- (19) Discuss and receive as information the Certification of Title III Timber and Secure Rural Schools Act expenditures and unobligated funds for FY 2023. **Commissioner Kitchen made a motion to receive as information the Certification of Title III Timber and Secure Rural Schools Act expenditures and unobligated funds for FY 2023. Commissioner Henderson seconded. Motion carried 5 to 0.**
- (20) Discuss and consider action on a request for indemnification from Sheriff Hargrove for the Houston County Jail under LGC §157.903 of \$200.00. **Commissioner Lovell made a motion to approve request for indemnification from Sheriff Hargrove for the Houston County Jail under LGC §157.903 of \$200.00. Commissioner Kitchen seconded. Motion carried 5 to 0.**
- (21) Discuss and consider action on contract for financial management software with Financial Intelligence. **Commissioner Kitchen made a motion to approve contract for financial management software with Financial Intelligence. Commissioner Henderson seconded. Motion carried 5 to 0.**
- (22) Discuss and receive as information the FY 2023 Lateral Road Report. **Commissioner Kitchen made a motion to receive as information the FY 2023 Lateral Road Report. Commissioner Henderson seconded. Motion carried 5 to 0.**

(23)Adjourn. **Judge Lovell made a motion for the Commissioners Court Meeting to Adjourn. Commissioner Henderson seconded. The motion carried by everyone rising and leaving the meeting.**

Jim Lovell, County Judge

Gary Lovell, Commissioner, Precinct #1

Willie Kitchen, Commissioner, Precinct #2

Gene Stokes, Commissioner, Precinct #3

Jimmy Henderson, Commissioner, Precinct #4

Attest:

Terri Meadows, County Clerk

Date Approved: February 13, 2024