



**HOUSTON COUNTY COMMISSIONERS COURT  
MINUTES  
REGULAR MEETING  
AUGUST 10, 2021**

The Commissioners' Court of Houston County met in a regular, called meeting on August 10, 2021, **in person and via zoom due to Covid**, with the following members present, to wit:

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

Also present:

Jan Pigford	Administrative Assistant to County Judge
Melissa Jeter	County Auditor
Brittani Womack	First Assistant Auditor (Zoom)
Sheila Johnson	Grants Administrator (Zoom)
Laronica Smith	Tax Assessor-Collector
Cynthia Lum	Elections Administrator
Daphne Session	County Attorney
Sharon Luker	Administrative Assistant to the Commissioners
Janis Omelina	County Treasurer
Carolyn Rains	District Clerk
Terri Meadows	County Clerk

Media:

Alton Porter	Houston County Courier
Will Johnson	The Messenger (Zoom)

Visitors:

John Rickerby (Kofile)

(1) Welcome, Invocation and Pledges:

Judge Lovell called the meeting to order at 10:00 a.m.. Judge Lovell led the opening prayer and led the Pledge to the American flag and to the Texas Flag.

(2) Recognition and comments from guests: None

- (3) **Commissioner Lovell moved to approve the Commissioners Court minutes from July 27, 2021. Commissioner Henderson seconded. Motion carried 5 to 0.**
- (4) Consider approving budget amendments. **Commissioner Henderson moved to approve the budget amendments. Commissioner Stokes seconded. Motion carried 5 to 0.**
- (5) Consider payment of bills and expenses:
- a. Accounts payable
  - b. Fund transfers
  - c. Ratify Salary expenses
- Commissioner Lovell 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 Kitchen. The motion carried 5 to 0.**
- (6) Receive information, announcements and reports from County Departments:
- a. Environmental Report for June 2021 and July 2021
  - b. Community Service Report
- Commissioner Kitchen made a motion to receive the Environmental Reports for June 2021 and July 2021 as information. Commissioner Henderson seconded. Motion carried 5 to 0.**
- (7) Consider approving salaries for new and/or transfer employees:
- a. **Commissioner Lovell made a motion to approve the hiring of Matthew Graham as a full-time jailer at the HCSO at a bi-weekly salary of \$1018.81 in pay grade 15. Commissioner Stokes seconded. Motion carried 5 to 0.**
  - b. **Commissioner Stokes made a motion to approve the hiring of Tony Pyle as part-time heavy equipment operator w/CDL in Precinct 3 at an hourly rate of \$16.15 in pay grade 17. Commissioner Henderson seconded the Motion. Motion carried 5 to 0.**
  - c. **Commissioner Kitchen moved to approve the transfer of Cathy Minchew to the DPS Office as the DPS Secretary at a bi-weekly salary of \$1103.16 in pay grade 14. Commissioner Henderson seconded. Motion carried 5 to 0.**
  - d. **Commissioner Kitchen made a motion to approve the part time employment of Chenece Houston as deputy clerk in the Tax Office at an hourly rate of \$12.74. Commissioner Lovell seconded. Motion carried 5 to 0.**
  - e. **Commissioner Henderson made a motion to approve the hiring of Lakiesha Patton as part-time cook at the Senior Citizen Center at an hourly pay of \$10.75 in pay grade 10. Commissioner Stokes seconded. Motion carried 5 to 0.**
- (8) Discuss and consider approving payment of compensatory, and vacation time for County employees and necessary budget amendments. **NONE**
- (9) Discuss and consider paying out current accumulated Comp time over 40 hours and necessary budget amendments. **Commissioner Kitchen moved to pay out comp time over 40 hours per employee with necessary budget amendments. Commissioner Lovell seconded. Motion carried 5 to 0.**

- (10) **Commissioner Kitchen made a motion to accept submission of the 2021 Tax Rate Calculation as presented by Laronica Wooten-Smith, Tax Assessor-Collector. Commissioner Stokes seconded the motion. Motion carried 5 to 0.**
- (11) **Receive as information update from County Clerk on Records along with a short presentation of Kofile on updated Inventory of Books with Mold Damage. Terri Meadows, County Clerk and John Rickerby with Kofile gave the updated presentation.**
- (12) **Commissioner Kitchen made a motion to approve User License Agreement for an Online Records Request Application with Permittium for birth/death certificates, and certified copies of marriage licenses. Commissioner Lovell seconded. Motion carried 5 to 0.**
- (13) **Commissioner Kitchen moved to discontinue contract with Clifford Powers for generator maintenance service agreement at the Justice Center. Commissioner Henderson seconded. Motion carried 5 to 0.**
- (14) **Commissioner Stokes made a motion to accept the donation of \$2000.00 from Walsh Timber Company for improvement to CR 3575 in Precinct 3. Commissioner Lovell seconded. Motion carried 5 to 0.**
- (15) **Commissioner Kitchen moved to approve the renewal (keep current plan) of the County Choice Employee Retiree Medical policy through TAC and approve necessary funding through September 30, 2022. Commissioner Henderson seconded. Motion carried 4 For and 1 Against.**
- (16) **Commissioner Kitchen made a motion to renew the Employee Retiree Health Insurance Medical policy (keep current plan) pending funding from 2022 Budget. Commissioner Henderson seconded. Motion carried 5 to 0.**
- (17) **Commissioner Kitchen moved to designate a 1989 Chevrolet C2500 #0444 and a John Deere riding lawn mower as surplus and authorizing the advertisement to accept bids to sale. Commissioner Stokes seconded the motion. Motion carried 5 to 0.**
- (18) **Closed executive session as authorized by Texas Government Code §551.071 to discuss the county's potential purchase, lease, sale, or exchange of real estate and/or the value of the real estate and contemplated litigation per Local Government Code §551.071. The Court went in to closed executive session at 11:42 a.m. and then reconvened in open session at 12:18 p.m.**

**(19) Commissioner Lovell made the motion to adjourn. Commissioner Kitchen seconded. Motion carried 5 to 0.**

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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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Gene Stokes, Commissioner, Precinct #3

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Jimmy Henderson, Commissioner, Precinct #4

Attest:

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Terri Meadows, County Clerk