



**HOUSTON COUNTY COMMISSIONERS COURT
MINUTES
SPECIAL MEETING
SEPTEMBER 30, 2022**

The Commissioners' Court of Houston County met in a special called meeting on September 30, 2022, **in person and via zoom due to Covid**, with the following members present, to wit:

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

Also present:

Terri Meadows	County Clerk
Jan Pigford	Administrative Assistant to County Judge
Todd McConnell	IT
Sharon Luker	Administrative Assistant to Commissioners
Melissa Jeter	Auditor
Daphne Session	County Attorney
Red Smith	Constable Precinct 2
Janis Omelina	County Treasurer

County Officials/Employees by Zoom:

Media:

Visitors:

- (1) Welcome, Invocation and Pledges:
Commissioner Kitchen called the meeting to order at **2:01 p.m.** Judge Lovell voiced the opening prayer followed by the Pledge of Allegiance to the American Flag and the Texas Flag.

- (2) Discuss and consider approving job description and placement on the pay scale for:
 - a. Insurance Coordinator
 - b. Community Service – Work Program

a. Commissioner Kitchen made a motion to approve the job description and placement on the pay scale for the Insurance Coordinator job as recommended by the HR Committee. Commissioner Henderson seconded. Motion carried 5 to 0.

b. Commissioner Kitchen made a motion to approve the Community Service – Work Program job description as recommended by the HR Committee with the following changes: change the Supervisor to Gene Stokes, Commissioner Precinct 3, and delete the 5 bullet points beginning at the top of the second page of the job description, and add Monthly Reports to be presented to Commissioners Court. Commissioner Lovell seconded the motion. Motion carried 5 to 0.

(3) Adjourn. At 2:55 p.m. Judge Lovell made a motion to adjourn the meeting. Commissioner Henderson seconded. Motion carried 5 to 0.

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