

MINUTES
SPECIAL CALLED MEETING
GLYNN COUNTY BOARD OF COMMISSIONERS
W. HAROLD PATE BUILDING
1725 REYNOLDS STREET, 2ND FLOOR CONFERENCE ROOM 224
TUESDAY, MARCH 17, 2020 AT 4:00 PM

PRESENT: Michael Browning, Chairman, District 1
Bill Brunson, Vice Chairman, District 4
Dr. Peter Murphy, Commissioner, District 2
Wayne Neal, Commissioner, District 3
Allen Booker, Commissioner, District 5
David O'Quinn, Commissioner, At Large Post 1
Bob Coleman, Commissioner, At Large Post 2

ALSO PRESENT: Alan Ours, County Manager
Aaron Mumford, County Attorney
Dhwani Patel, County Clerk

INVOCATION AND PLEDGE

PUBLIC COMMENT PERIOD

Julian Smith spoke regarding the Coronavirus Outbreak and Glynn County's response to it.

COMMISSION PRESENTATIONS AND ANNOUNCEMENTS

A motion was made by Commissioner Brunson and seconded by Commissioner O'Quinn to add item 11 to the published agenda to consider amending the Personnel Policy to address employee leave to care for his/her child under 18 years of age if the school or place of care of such child has been closed, or the child care provider of such child is unavailable, due to a public health emergency declared by a Federal, State, or local authority. The motion carried unanimously.

CONSENT AGENDA – General Business

1. Approved the minutes of the regular meeting held [March 5, 2020](#), subject to any necessary corrections. (D. Patel)
2. Authorized the establishment of the Development Setback Line for 2224 Bruce Drive (Lot 2, Block 28, East Beach Subdivision, St. Simons Island), in accordance with Glynn County Zoning Ordinance, Section 727, "Beach and Dune Protection District." Parcel ID: 04-15267. (P. Thompson) [REPORT](#)
3. Approved the Amendment to the Georgia Department of Community Affairs (DCA) Community Home Investment Program (CHIP) Grant Agreement with the Georgia

- Housing and Finance Authority (GHFA) to extend the grant to August 31, 2020. (J. Dunnagan) [REPORT](#)
4. Approved the Engagement Letter for Agreed Upon Procedures for State Grants compliance audit for the Marshes of Glynn Libraries (MOGL) with Nichols, Cauley & Associates, LLC, Dublin, GA, in the amount of \$2,500 with funding to be provided by the FY20 Operating Budget. (B. Jones) [REPORT](#)
 5. Adopted a resolution urging the Georgia Environmental Protection Division (EPD) to impose certain conditions on the renewal of the Hazardous Waste Permit issued to Hercules LLC/Pinova Inc. that will ensure prompt and effective remediation measures for contaminants along the U.S. 17 corridor. [REPORT](#) Resolution #R-11-20
 6. Approve canceling the Glynn County Board of Commissioners' regular meeting scheduled for Thursday, March 19, 2020.

CONSENT AGENDA – Personnel Committee

7. Approve reclassifying (1) part-time Recreation Site Attendant (Grade 5) position to Recreation Specialist II (Grade 8) and upgrade the position to full-time work status effective immediately. (L. Gurganus) (PC Vote 2-0) [REPORT](#) *This item was removed from the consent agenda at the request of Commissioner Neal.*
8. Approve adding one (1) full-time Administrative Technician I position to the Animal Control Division effective immediately. (T. Hill) (PC Vote 2-0) [REPORT](#) *This item was removed from the consent agenda at the request of Commissioner Neal.*
9. Approve adding one (1) full-time Legal Assistant position to the State Court Public Defender's Office effective immediately. (O. Reed) (PC Vote 2-0) [REPORT](#) *This item was removed from the consent agenda at the request of Commissioner Neal.*

A motion was made by Commissioner Brunson and seconded by Commissioner O'Quinn to approve all items on the consent agenda except items 7, 8, and 9, which were removed for discussion. The motion carried unanimously.

ITEMS REMOVED FROM THE CONSENT AGENDA FOR DISCUSSION

7. Approve reclassifying (1) part-time Recreation Site Attendant (Grade 5) position to Recreation Specialist II (Grade 8) and upgrade the position to full-time work status effective immediately. (L. Gurganus) (PC Vote 2-0) [REPORT](#) *This item was removed from the consent agenda at the request of Commissioner Neal.*
8. Approve adding one (1) full-time Administrative Technician I position to the Animal Control Division effective immediately. (T. Hill) (PC Vote 2-0) [REPORT](#) *This item was removed from the consent agenda at the request of Commissioner Neal.*

9. Approve adding one (1) full-time Legal Assistant position to the State Court Public Defender's Office effective immediately. (O. Reed) (PC Vote 2-0) [REPORT](#) *This item was removed from the consent agenda at the request of Commissioner Neal.*

Commissioner Neal stated that the day after the Personnel Committee met to discuss these items, there was a hiring freeze placed over open positions, with the exception of public safety positions. He asked Alan Ours, County Manager, to explain if and why these positions would still need to be added during the hiring freeze.

Mr. Ours stated that he considers Animal Control a public safety department and the Administrative Technician position has been needed for a long time. He explained that they had initially tried to fill the Legal Assistant position for the State Court Public Defender's Office through a temporary agency, but it hasn't worked because they sent over employees with administrative skills without any legal skills, and the position is critical to help citizens.

A motion was made by Commissioner Neal and seconded by Commissioner Booker to approve items 7, 8, and 9. The motion carried unanimously.

GENERAL BUSINESS

10. Consider amending the travel policy. (A. Ours) [REPORT](#)

Mr. Ours stated that he would like to place a freeze on all non-essential travel for the remainder of the fiscal year for two reasons. One is to protect County Employees from potential interaction with the Coronavirus and the second is due to the budget being impacted by a loss of revenue due to the virus.

A motion was made by Commissioner O'Quinn and seconded by Commissioner Brunson to approve the authorization of the County Manager to place travel restrictions (freeze) on all nonessential travel requests for the remainder of this fiscal year (FY 20). The motion carried unanimously.

11. Consider amending the Personnel Policy to address employee leave to care for his/her child under 18 years of age if the school or place of care of such child has been closed, or the child care provider of such child is unavailable, due to a public health emergency declared by a Federal, State, or local authority. (O. Reed) [REPORT](#)

Orah Reed, Director of Human Resources, explained that this amendment would allow for flexibility for employees to use sick leave, vacation leave, or leave without pay to take care of a child under the age of 18 because the school system has closed due to the Coronavirus Disease (COVID-19). She stated that several employees have school age children and need to find a way to take care of them during this time. This amendment has a sunset provision and will end on June 30, 2020.

A motion was made by Commissioner Booker and seconded by Commissioner Coleman to amend the Personnel Policy to address employee leave to care for his/her child under

18 years of age if the school or place of care of such child has been closed, or the child care provider of such child is unavailable, due to a public health emergency declared by a Federal, State, or local authority. The motion carried unanimously. Resolution #R-12-20

EXECUTIVE SESSION/POST EXECUTIVE SESSION ACTION

The Board did not hold an executive session during this meeting.

There being no further business, the meeting was adjourned at 4:31 p.m.

Michael Browning, Chairman
Board of Commissioners
Glynn County, Georgia

Attest:

Dhwani Patel, County Clerk