

MINUTES OF THE WORKSHOP MEETING  
OF THE BEN HILL COUNTY COMMISSIONERS  
HELD ON DECEMBER 29, 2011 AT 3:30 PM IN THE  
BEN HILL COUNTY COURTHOUSE ANNEX

Those present for the meeting were as follow:

Philip Jay III	Chairman
O.D. Netter Jr.	Vice-Chairman
Kathy Davis	Commissioner
Scott Downing	Commissioner
Bennie Calloway	Commissioner
Frank Field	County Manager
Toni Sawyer	County Attorney
Donna Lampkin	County Clerk

Chairman Philip Jay III called the meeting to order.

### **2012 Budget**

County Manager Frank Field presented the Commissioners with a budget synopsis using three scenarios. He also recommended reducing the ten paid holidays to four; reduce accrued annual leave by two hours per calendar month of service per employee; and increase employee contribution to the health insurance by 10% and reduce employees receiving the insurance supplement by 10%.

Each Commissioner gave their thoughts and recommendation concerning the County Manager's budget recommendation.

Vice-Chairman O.D. Netter made a motion to postpone adopting the budget until February 2012 because all the 2011 revenue totals will be complete at that time. Commissioner Kathy Davis seconded the motion. Vice-Chairman O.D. Netter made a motion to amend the motion to postpone adopting the budget until the February monthly meeting. Commissioner Kathy Davis seconded the motion; which passed with Vice-Chairman O.D. Netter, Commissioner Kathy Davis, and Commissioner Bennie Calloway all voting for the motion. Commissioner Scott Downing opposed the motion.

### **County Manager's Recommendations**

County Manager Frank Feild submitted the following recommendations to the Commissioners:

- Change the personnel policy manual to permit transfer of accrued sick leave between employees with the approval of the County Manager.
- Explore changing the County's fiscal year to July 1<sup>st</sup> thru June 30<sup>th</sup>.
- Encourage all county officers and departments to emphasize Professional development of their employees.
- Explore changing real property tax billing to semi-annual.
- Monitor the budget performance of County Officers and Department to provide the Commissioners an accurate picture during quarterly budget reviews.
- Conduct inventory of all County equipment and facilities.
- Develop a 5 year capital improvement plan.
- Review all County contracts with service providers.
- Review status of local government authority's registration and financial reporting to GA Department of Community Affairs, and assist them in compliance.

- Coordinate with the Sheriff and the City of Fitzgerald on standardization of codes.

Vice-Chairman O.D. Netter made a motion for the Commissioners, County Manager, and the County Clerk to meet with CPA Wanda Ussery. Commissioner Kathy Davis seconded the motion; which passed with Vice-Chairman O.D. Netter, Commissioner Kathy Davis, Commissioner Bennie Calloway, and Commissioner Scott Downing all voting for the motion.

Chairman Philip Jay thanked Commissioner Scott Downing and County Manager Frank Feild for working so diligently on the budget.

The meeting was adjourned.

\_\_\_\_\_ Philip C. Jay III, Chairman

\_\_\_\_\_ Donna Lampkin, County Clerk