

Liberty County, FL

Liberty County Board of County Commissioners Special Meeting

Minutes

Thursday, December 19, 2024 at 6:00 pm

**AGENDAS ARE POSTED ON THE BOARD'S WEBSITE AT
WWW.LIBERTYCOUNTYFL.ORG; ATTACHMENTS ARE PROVIDED TO
THE BOARD MEMBERS ONLY AND ARE AVAILABLE TO THE PUBLIC
UPON REQUEST.**

Meeting Location

Liberty County Courthouse - 10818 NW SR 20; Bristol, Florida 32321

Zoom link and Call in numbers

Join Zoom Meeting

<https://us02web.zoom.us/j/82704745913?pwd=CKLRcaJm4l5ftg2yS93swP4qJzRdlL.1>

Meeting ID: 827 0474 5913

Passcode: 144800

Dial by phone: (305) 224-1968

1. Call to Order

Minutes:

- Chairwoman Hannah Causseaux called the special meeting to order in person and via zoom at 6:00 P.M. Present at the meeting were Commissioners Dewayne Branch, Jim Johnson, Derrick Arnold, Clerk Daniel Stanley, HR Director Shaula Jerkins and Deputy Clerk Jessica Conyers. Commissioner Brown was not in attendance. County Attorney Ken Hosford was present via zoom.

2. Invocation

Minutes:

- Chairwoman Causseaux advised that the Invocation was said at the previous workshop.

3. Pledge of Allegiance

Minutes:

- Chairwoman Causseaux advised that the Pledge of Allegiance was said at the previous workshop.

4. Audience Concerns

Minutes:

- There were no audience concerns.

5. Motion to Amend the Agenda

Minutes:

- Motion to amend the agenda to add Cybersecurity discussion items from the previous workshop and the invoice from Barry Fant made by Commissioner Johnson, seconded by Commissioner Arnold, motion carried.

6. Motion to Adopt the Agenda**Minutes:**

- Motion to adopt the agenda as amended made by Commissioner Branch, seconded by Commissioner Johnson, motion carried.
- Clerk Stanley addressed the Board to discuss invoice from Barry Fant. This is for the immediate repairs at the Sumatra Park before an event. The Board desired to reimburse him and he has submitted an invoice for \$500.00. Teresa has approved for this to come out of voting precinct improvement grant. They just need Board approval.
- Motion to approve the invoice made by Commissioner Johnson, seconded by Commissioner Arnold, motion carried.
- Charles addressed the Board to discuss Cybersecurity. Some items during the previous workshop came up that needs to the Boards attention. The Board needs to appoint a Department Head and Board Member to an information committee that will be risk committee along with IT and internet response. He recommends Ben Guthrie for the Department Head.
- Motion to appoint the sitting Chair or Vice Chair and Ben Guthrie made by Commissioner Johnson, seconded by Commissioner Arnold, motion carried.
- Charles is asking permission to have an email address on the Liberty Board domain to access more resources.
- Motion to allow email address on domain made by Commissioner Johnson, seconded by Commissioner Arnold.
- Clerk Stanley asked if ECR will cover the cost.
- Charles advised that they will cover the cost.
- Motion carried.
- Charles advised that he has suspended the email address for Gene Free upon his passing.
- Charles advised that Phase 1 is between 90 and 95% done, they are waiting on a ticket from support to finish the authentication. The Board will need to look into internet options for Road and Bridge.
- Charles advised that the new iPads are in and discussed migration of iPads.

7. Board to consider approval of additional days of office closures**Minutes:**

- HR Director Shaula Jerkins addressed the Board to discuss office closures. Per Chairwoman Causseaux, due to Governor Ron Desantis's announcement of State Offices closure on December 23rd, 24th, and 31st, Liberty County will follow suit and close county offices on these additional days. The office closures on December 23rd, 24th, and 31st are in addition to regular office closures on December 25th and January 1st. All full-time employees will receive eight hours for the additional holiday.
- Motion to approve additional days off made by Commissioner Branch, seconded by

Commissioner Arnold, motion carried.

8. Board to consider position description of Veterans Service Officer due to the passing of Mr. Gene Free

Minutes:

- HR Director Shaula Jerkins addressed the Board to ask for Board direction on how they would like to proceed with hiring for the position of Veterans Service Officer. She spoke on classes, requirements, responsibilities, and pay for this position. She advised that until the Board hires for this position, they can refer individuals to the office in Tallahassee for any questions and help.
- Commissioner Johnson advised that he would like to have someone local for this position.
- Commissioner Branch advised that he would like to advertise for this position.
- Motion to advertise the position at the same salary rate of \$13,520.00, minimum of 20 hours weekly made by Commissioner Branch, seconded by Commissioner Johnson, motion carried.

9. Board to consider 2025 appointments to the Apalachee Regional Planning Council

Minutes:

- Clerk Stanley advised that the Board needs to appoint a county elected official and a municipal elected official to the Apalachee Regional Planning Council. The municipal elected from the city of Bristol was James Kersey last year, he has emailed Robin Hatcher but has not heard back from her yet. The Board will not be appointing a representative from the City of Bristol. He has spoken with Commissioner Brown, and he is willing to continue to serve as the county elected official.
- Motion to reappoint Commissioner Brown as the county representative made by Commissioner Branch, seconded by Commissioner Johnson, motion carried.

10. Board to consider approval of Fiscally Constrained Generator contract with the Florida Division of Emergency Management

Minutes:

- Ben addressed the Board to discuss contract. The Florida Legislature and Governor approved to cover the cost of two generators for the shelters. Liberty County will be reimbursed for the grant. He will be replacing the Hosford School generator and Tolar School.
- Motion to approve agreement made by Commissioner Johnson, seconded by Commissioner Arnold. motion carried.

11. Board to consider approval of Grant Agreement FM940 with the State Fire Marshals Office

Minutes:

- Teresa advised that this is the grant agreement that they have been waiting on, they had to purchase the land and meet some other requirements before they would issue an agreement for the \$1,100,000.00.
- Clerk Stanley advised that they gave the Board a funding obligation commitment so the Board can go ahead and buy the property, but they would not initiate an agreement until the

Board closed on the property where the building will be located. Now that has been completed and done, they have sent an agreement to be executed.

- Motion to approve agreement made by Commissioner Arnold, seconded by Commissioner Johnson, motion carried.

12. Board to consider approval of Grant Agreement 741779-1-54-01 with the Florida Department of Transportation

Minutes:

- Teresa advised that this agreement is for the construction funding for CR 67 old Bristol Road from CR 379A to Old Burnt Bridge Road and is considered phase 1. The project includes widening and resurfacing of the road with two-inch paved shoulders, new signage, and new or repaired drainage structures. Phase 2 construction fund was approved at the last meeting, phase 1 and phase 2 of Old Bristol Road will be advertised as one project in order to get one contract.
- Motion to approve the agreement and Resolution 2024-37 made by Commissioner Johnson, seconded by Commissioner Arnold, motion carried.

13. Board to consider approval of Cooperative Agreement with the US Department of Transportation

Minutes:

- Teresa advised that this agreement is for the funding for the redesign FH 13 from CR 67 to the Wakulla County line to widen and resurface the road. Federal Highway administration US Forestry Service FDOT are using Federal Lands excess program funds to complete the project. The \$110,000.00 is an estimate amount to update the original design from 2010 and get the project ready for construction. Once the agreement is executed by all parties, Noah will submit a task order to quickly update the design to modern standards.
- Motion to approve made by Commissioner Johnson, seconded by Commissioner Arnold, motion carried.

14. Board to consider use of excess funds for Voting Precinct Improvement Grant with Department of Commerce

Minutes:

- Teresa advised that Grant had mentioned putting the excess funds to the Rock Bluff project, but this is not allowed. Noah has ideas for more things at the precinct that he believes will stay in the scope of what the grant is for. If they go out of scope, they can submit what they want to do, spend the money to the precincts and they will review it.
- The Board is in agreement to update the buildings that are there.

15. Board to discuss 2025 Legislative Appropriations Project Requests

Minutes:

- Clerk Stanley advised the Board to set a meeting sometime within the second and third week of January, at least a week before the Legislative Delegation which is on January 29. The Board will be limited and the county as a whole will be limited to three Legislative Budget Request, County Board, School Board, City of Bristol, and all Constitutional Officer

with a maximum of three requests under a million dollars each.

- Clerk Stanley spoke about maximizing on the jail project, transfers since June, and taking out a loan.
- Commissioner Branch spoke on everyone working together for better discussions and understanding on fundings.

16. Board to consider nomination and designation of Chairman and Vice-Chairman for 2025

Minutes:

- Chairwoman Causseaux advised that she will be stepping down as Chair of the Board and is open to entertaining a motion to appoint a new Chair and a Vice Chair.
- Motion to appoint Commissioner Branch as Chairman and Commissioner Brown as Vice Chairman made by Commissioner Johnson, seconded by Commissioner Arnold, motion carried.

17. Motion to Adjourn

Florida Statute 125.001 requires that due public notice be given of all regular meetings of the Board of County Commissioners of a County in the State of Florida. Florida Statute 286.0105 requires that notices of any meeting or hearing, if a meeting or hearing is required, must include the following language, "if a person decides to appeal any decision made by the board, agency or commission with respect to any matter considered at such meeting or hearing he will need a record of the proceedings, and that, for such purpose, he may need to insure that a verbatim record of the proceedings is made, which record includes testimony and evidence upon which the appeal is to be based."