

MINUTES

On this the 9th day of August 2021 the Commissioners Court of Jack County, Texas met in Regular Session at 9:02 a.m. beginning with a prayer and the pledge of allegiance to the American flag and Texas flag with the following individuals present:

Brian Keith Umphress	County Judge
Gary Oliver	Commissioner Precinct 1
Darren Francis	Commissioner Precinct 2
Henry Birdwell, Jr.	Commissioner Precinct 3
Terry Ward	Commissioner Precinct 4
Vanessa James	County Clerk
Lisa Perry	County Auditor
Candace Crow	Assistant County Auditor
Brad Campsey	County Treasurer
Kim Dungan	Assistant County Auditor
Charlie Martin	County Extension Agent
Chris Reger	Chief Deputy Sheriff
Tammy Miller	Chief Communications Officer
Lynn Casteel	Elections Administrator
Frank Hefner	EMC/IT
Brian Newby	Jail Administrator
Yvonne Smith	SO Administrative Assistant
Sharon Robinson	County Tax Assessor-Collector

The following members of the public were in attendance: Brian Smith, Bobby Riggs, Stephen Burgett, B.W. Barton.

PAYMENT OF ACCOUNTS AND CLAIMS

Judge Umphress made a motion to pay all [accounts and claims](#) submitted for approval. Commissioner Oliver seconded and the motion passed unanimously. (5-0).

CONSENT AGENDA ITEMS

- (a) Approval of Minutes of Meeting for July 26, 2021;
- (b) Approval of renewal of [Inter-local Agreement](#) with Helen Farabee Centers and Jack County involving mental health services for citizens of Jack County;
- (c) Approval/Renewal of Performance Bond and Oath for Deputy Sheriff Zachery Walley;
- (d) Declare two (2) air conditioner units from the Assembly Room as salvage;
- (e) Authorize Advertising for Bids for Fuel and Lubricants for FY 2021-2022 for Sheriff's Department and Commissioner Precincts;
- (f) Authorize Advertising for Bids for Rock and Road Materials for Commissioner Precincts for FY 2021-2022;

Judge Umphress made a motion to approve Consent Agenda Items. The motion was seconded by Commissioner Ward and the motion passed unanimously. (5-0)

TIMED AGENDA ITEMS

None.

DISCUSSION AND APPROVAL OF ESTABLISHING A NEW PER DIEM POLICY OF \$40 A DAY FOR ALL COUNTY EMPLOYEES WITH NO RECEIPTS REQUIRED FOR EMPLOYEES

Motion was made by Commissioner Francis to approve establishing a new per diem policy of \$40 a day for all county employees with no receipts required for employees. Motion was seconded by Commissioner Birdwell and the Motion passed unanimously. (5-0)

APPROVAL AND ADOPTION OF EXECUTION OF A NEW INTER-LOCAL AGREEMENT BETWEEN JACK COUNTY AND REGIONAL PUBLIC DEFENDER OFFICE LOCAL GOVERNMENT CORPORATION (RPDO-LGC) REGARDING THE REGIONAL PUBLIC DEFENDER FOR CAPITAL CASES IN JACK COUNTY

Motion was made by Commissioner Birdwell to approve and adopt execution of a new [inter-local agreement](#) between Jack County and Regional Public Defender Office Local Government Corporation (RPDO-LGC). Motion was seconded by Commissioner Ward and passed unanimously. (5-0)

DISCUSSION AND APPOINTMENT OF A “HANDBOOK COMMITTEE” TO REVIEW AND UPDATE THE EXISTING COURTHOUSE EMPLOYEE AND EXISTING SHERIFF’S OFFICE HANDBOOK – WITH PARTICULAR ATTENTION GIVEN TO COMPENSATION, VACATION AND SICK TIME ACCRUAL; ADDRESSING THE EXEMPT AND NON-EXEMPT SHERIFF’S OFFICE STAFF

Motion was made by Commissioner Francis to approve the appointment of a Handbook Committee to review and update the existing Courthouse Employee and Existing Sheriff’s Office Handbook with particular attention given to compensation, vacation, and sick time accrual; addressing the exempt and non-exempt Sheriff’s Office staff. Motion was seconded Commissioner Oliver by and passed unanimously. (5-0)

The committee members appointed are:

Yvonne Smith
Kim Dungan
Tammy Miller
Vanessa James
Gary Oliver

The committee is asked to bring an update to the meeting on October 25th.

APPROVAL AND ADOPTION OF “RULES OF PROCEDURE” FOR THE JACK COUNTY COMMISSIONERS COURT

Motion was made by Commissioner Francis to adopt “[Rules of Procedure](#)” for the Jack County Commissioner’s Court. Motion was seconded by Commissioner Birdwell and passed unanimously. (5-0)

DISCUSSION AND APPROVAL OF NOTICE OF SPECIAL ELECTION TO BE HELD ON NOVEMBER 2, 2021 TO ADOPT OR REJECT CONSTITUTIONAL AMENDMENTS

Motion was made by Judge Umphress to approve the [Notice of Special Election](#) for election to be held on November 2, 2021. Motion was seconded Commissioner Birdwell by and passed unanimously. (5-0)

DISCUSSION, APPROVAL AND SIGNING OF ORDER OF APPOINTMENT FOR JACK COUNTY ELECTION JUDGES FOR TERM OF SEPTEMBER 1, 2021 THROUGH AUGUST 31, 2023

Motion was made by Commissioner Birdwell to approve the signing of [Appointment](#) for Jack County Election Judges for the term of September 1, 2021, through August 31, 2023. Motion was seconded by Judge Umphress and passed unanimously. (5-0)

DISCUSSION OF STATUS OF COUNTY TRANSPORTATION INFRASTRUCTURE FUND (CTIF) GRANT FROM THE TEXAS DEPARTMENT OF TRANSPORTATION

Discussion made no action taken.

DISCUSSION/CONSIDERATION OF ESTABLISHING AND FUNDING A JACK COUNTY FERAL HOG PROGRAM – CHARLIE MARTIN JACK COUNTY EXTENSION AGENT

Charlie Martin-The County would own traps and he would move the traps to different requested areas, do studies with a thermal drone, and a UTV to be able to move around on different properties. He is submitting grant paperwork in hopes to get funds for the drone from a grant program offered by the State. He could also do some fundraising to help with the project. He would like to be able to use the Davis Building for storage for the needed tools if the Court chooses to begin this program.

Motion was made by Commissioner Birdwell to establish and fund a Jack County Feral Hog Program beginning the fund with \$15,000 from reserve funds. Motion was seconded by Commissioner Francis and passed unanimously. (5-0)

DISCUSSION, CONSIDERATION AND POSSIBLE ACTION ON UTILIZING A PORTION OF THE AMERICAN RESCUE PLAN ACT FUNDS TO SUPPORT FAITH COMMUNITY HOSPITAL'S FIGHT AGAINST COVID-19

Motion was made by Commissioner Francis to authorize the County Judge to make an emergency allocation of up to \$60,000 per month for two months from the American Rescue Plan Act Funds to support Faith Community Hospital to provide premium pay for eligible workers during the COVID-19 health emergency. Motion was seconded by Commissioner Birdwell and passed unanimously. (5-0)

DISCUSSION AND APPROVAL OF THE JACK COUNTY GUIDANCE FLOW CHART FOR COVID-19

Judge Umphress-The leaders of the County COVID efforts met last week and our area will spike within the next two weeks to two months. A vaccination clinic will be this Saturday from 9 a.m. to noon.
EMC has presented the recommended flow chart.

Motion made by Commissioner Francis to adopt the [Jack County Guidance Flow Chart](#) for COVID-19. Motion was seconded by Commissioner Birdwell and it passed unanimously. (5-0)

DISCUSSION AND UPDATE OF COURTHOUSE ASSEMBLY ROOM RENOVATION FOR THE JUSTICE OF THE PEACE/COMMISSIONERS COURT

Electricity has been run for the HVAC to be installed. Cabinetry is being built.

DISCUSSION OF COMMISSIONER PRECINCT OPERATIONS

Precinct #1 truck is needing a motor.
Precinct #2 has in the last two weeks has had requests for 9 new entrances.

REPORTS, IF ANY, BY OTHER DEPARTMENT HEADS

Tax Assessor-Collector, Sharon Robinson addressed the Court regarding the raise shown in the proposed budget for her and her staff. The funds would come from the jurisdictions that the office collects taxes for. She feels like the pay rise is warranted as they will be collecting more revenue since taking over collections that the Jack County Appraisal District collected.

An employee set to get paid for compensation time they had accrued is needing to be off an extended amount of time and would like to use up to 320 hours soon.

Discussion made no action taken.

BUDGET WORKSHOP

Discussion made no action taken.

FUTURE AGENDA ITEMS

ADJOURNMENT

There being no further business motion was made by Commissioner Oliver to adjourn. Commissioner Francis seconded the motion to adjourn and the motion passed unanimously. (5-0)

The meeting was adjourned at 4:39 p.m.

Gary Oliver, Commissioner Pct. #1

Darren Francis, Commissioner Pct. #2

Henry Birdwell, Jr. Commissioner Pct. #3

Terry Ward, Commissioner Pct. #4

Brian Keith Umphress, County Judge

ATTEST:

Vanessa James, County Clerk