

A Work Session of the Oconee County Board of Commissioners was held on Thursday, February 14, 2017 at 9:32 a.m. in the Conference Room of the Community Center at Oconee Veterans Park.

*Members Present:* Chairman John Daniell  
Commissioner Mark Thomas  
Commissioner W. E. "Bubber" Wilkes  
Commissioner Mark Saxon

*Staff Present:* Jeff Benko, CPA, Administrative Officer  
Kathy Hayes, County Clerk  
Daniel Haygood, County Attorney  
Tracye Bailey, Exec Assistant/Deputy Clerk  
Wayne Haynie, Director, Utility  
Wes Geddings, Finance Director  
Rhea Hebert, Director, Library  
Pat Hayes, Director, Board of Elections  
John Gentry, Director, Parks & Recreation  
Alex Perschka, Director, Tourism  
Emil Beshara, Director, Public Works  
Dwayne Collins, Director, Fleet Maintenance  
Malinda Smith, Director, Human Resources  
Paula Nedza, Director, IT  
J.R. Charles, Director, Economic Development  
Catlyn Vickers, Director, Animal Control  
Bruce Thaxton, Fire Chief  
Karla Hulsey, EMA

Chairman Daniell called the meeting to order at 9:32 a.m.

**Approval of Agenda**

On motion by Commissioner Wilkes and second by Commissioner Saxon, the agenda was unanimously approved.

**Overview of Purpose of the Work Session:**

Chairman Daniell reviewed goals for the Oconee County Government.

**2017 COUNTY GOVERNMENT GOALS**

**Electronic Records and Filing System:**

After meetings with Constitutional Officers and Department Directors, it was determined that an electronic records file system is a priority to manage space and efficiency for county records. A committee will be formed to generate a Request for Proposal (RFP), select a vendor and implement the system. Retention schedules for county documents will be assessed during the integration of electronic records.

**Key Performance Indicators (KPI):**

Key Performance Indicators will be developed for all departments.

**New County Seal:**

A committee will be formed to determine the process for the creation of a new Oconee County Government Seal.

**Facility Plan:**

General concepts for facility plans will be developed, and a Request for Proposal (RFP) will be issued for general maintenance and improvements for county facilities.

**Broadband:**

The Georgia House and Senate Study Committee on High Speed Broadband Communications Access (SR 876) will be reviewed. Additional broadband possibilities will be assessed for investment opportunities.

**Rails to Trails:**

The Rails to Trails Program is of interest to the community, but will be a long term goal due to the cost.

**Open Book Management:**

Public online access to county data will be included with the conversion to an electronic records file system. Licensing and/or a subscription for large amounts of data may be considered.

**Planning/Code Enforcement:**

Director B.R. White will assist the Northeast Georgia Regional Commission and the Joint Comprehensive Plan Stakeholders Committee with the Comprehensive Plan update. The Planning

Department will consider options to reduce the time to process building plans. Electronic records for Planning and Code Enforcement will be included as an electronic records system is implemented. Building Code standards will be updated and revised for construction quality and safety. The National Resource Conservation Service (NRCS) plan review is currently processed outside of Oconee County. The Planning Department will provide options to process the NRCS plan review in-house. Property Maintenance Codes will be prepared for review by the Board.

**Finance:**

The Finance Department will prepare Fiscal Policy updates; monthly and quarterly reporting will be available to the public via the website; and revisions for the budget process will be submitted for discussion/approval by the Board at its February 28, 2017 Agenda Setting Meeting.

**Tourism:**

The Tourism Department will review possibilities for establishing a Convention and Visitors Bureau; begin participation with the Oconee Historical Society; develop Agri-Tourism within the County; and co-host tournaments with Parks and Recreation.

**Fleet Maintenance:**

The Fleet Maintenance Department will introduce GPS technology into county vehicles by installing “test GPS” in a limited number of vehicles.

**Human Resources:**

Technology upgrades are scheduled for completion in May 2017, and the Step Pay Plan is scheduled to be integrated into HR Policies and Procedures by June 2017. Long term goals include employee communication capabilities and policy compliance.

**Civic Center:**

The Civic Center will review options for a new Civic Center, which may include a Request for Proposal (RFP).

**Facilities and Operations:**

Facilities and Operations will review the need for a centralized Work Order Desk for all county government departments.

**Information Technology (IT):**

The Information Technology Department will prepare IT Policy updates; continue to assess areas where Dude Solutions/Facility Dude will benefit county departments; and review new technology to benefit government departments and citizens.

**Economic Development:**

Economic Development will continue to review options for creating a diversified tax base and job creation and will work with the Oconee County Industrial Development Authority to develop an economic development plan for the County.

**Property Appraisal:**

Technology enhancements were approved by The Board at its February 7, 2017 meeting for the Property Appraisal Department (software, iPads, training and annual maintenance).

**Animal Control:**

The Animal Control facility study is complete; Standard Operating Procedures (SOP) will be drafted for review by the Board; and a name change for the department to “Animal Services” will be considered to encompass all services offered by the department.

**Public Works:**

The Public Works Department will present policy updates to the Board at its Agenda Setting Meeting on February 28, 2017; obtain a county-wide transportation plan; and assess a location for the Sheriff’s Office firing range.

**Fire/EMA:**

The Fire Department and EMA/EMS will function as one department. The organizational chart will be revised include an EMA Director as head of the department with a Fire Chief/Fire Marshall and EMS Coordinator. Human Resources will recommend pay grades for the positions. Location of Fire Station 8 will be determined and technology enhancements for the department will continue as needed.

**Parks and Recreation:**

The Parks and Recreation Department will proceed with a Request for Quote (RFQ) for completion of additional ball fields at Oconee Veterans Park with completion timeframe during FY18. A Parks Master Plan will be developed and updates/revisions to the Joint Use Agreement with the Board of Education will be reviewed. A Request for Proposal (RFP) will be issued to review the Parks and Recreation organizational structure to include financial and maintenance models.

**Senior Center:**

Senior Center programs have integrated with the Parks and Recreation Department and will continue to expand programs between the two departments. As additional programs are implemented, a building expansion for the Center may be considered.

On motion by Commissioner Saxon and second by Commissioner Horton, the Board unanimously adopted the 2017 County Government Goals.

**Adjourn:**

There being no further business, on motion by Commissioner Wilkes and second by Commissioner Horton, the meeting was adjourned at 9:51 a.m.

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County Clerk

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Chairman

\_\_\_\_\_  
Date