

TYLER COUNTY COMMISSIONER'S COURT
REGULAR MEETING
January 12, 1976
10:00 A.M.

VOL 3 PG 97

The regular meeting of the Commissioner's Court met on Monday, January 12, 1976 at 10:00 A.M. The meeting opened with a prayer with all members present.

Commissioner Jordan made a motion to ask the City of Woodville to remove all the parking meters around the Courthouse Square. This was seconded by Commissioner Parks. All voted yes, and none voted no.

Commissioner Parks made a motion which was seconded by Commissioner Best to charge a use fee of \$5.00 per load for commercial users at the County Solid Waste Garbage Disposal Dump. This is to start Monday, January 19, 1976. All voted yes, and none voted no.

A motion was made to approve the monthly bills as submitted and approved by the County Auditor. This motion was made by Commissioner Parks and seconded by Commissioner Belt. See attached copy. All voted yes and none voted no.

Commissioner Best made a motion which was seconded by Commissioner Belt to approve the December 1975 monthly reports of the County Treasurer's office. See attached copy of report. All voted yes and none voted no.

Commissioner Jordan made a motion to approve the County Extension Service monthly report. This was seconded by Commissioner Parks. All voted yes and none voted no.

Commissioner Jordan made a motion to set the following days as legal holidays for Tyler County: February 16, May 31, July 5, September 6, October 25, November 25 & 26, December 24 & 27 and December 31. This motion was seconded by Commissioner Belt. All voted yes and none voted no.

A motion was made by Commissioner Jordan and seconded by Commissioner Belt to budget the Revenue Sharing Entitlement Program #6, 2nd. quarter in the amount of \$41,614.00 as follows: \$500.00 to the Piney Woods Soil Conservation District, \$300.00 to the Tyler County Historical Survey Com \$2,500.00 to the Allan Shivers Library, \$5,000.00 to the Tyler County Youth Association, \$10,000.00 unencumbered, and \$23,314.00 to the Road and Bridge fund of the County. All voted yes and none voted no.

Commissioner Belt made a motion which was seconded by Commissioner Best to budget Allan Shivers Library out of the Revenue Sharing money as follows: First quarter, as shown above; second quarter, \$4,000.00; third quarter \$4,000.00; fourth quarter, \$4,000.00. All voted yes and none voted no.

Commissioner Jordan made a motion to divide the Revenue Sharing money on a percentage basis to each precinct according to the miles of road and number of bridges. This was seconded by Commissioner Belt. For: Belt and Jordan. Against: Commissioner's Best, Parks, and Judge Mann. The motion failed.

Commissioner Best made a motion which was seconded by Commissioner Parks to amend the 1976 Budget as shown on the attached copy. All voted yes and none voted no.

Commissioner Belt made a motion to appoint the following people to serve on the Tyler County Child Welfare Board: Rev. Ron Walling, Austin Fuller, Mrs B. M. Minter and Sylvia Watts. The motion was seconded by Commissioner Best. The motion passed with all voting yes and none voting no.

Commissioner Parks made a motion which was seconded by Commissioner Belt to set the salaries for the Elected Officials and the County Employees as shown on the attached schedule. All voted yes and none voted no.

Commissioner Best made a motion, seconded by Commissioner Parks to table the request of Justice of the Peace, Pct. #1 for a salary increase. All voted yes and none voted no.

Commissioner Best made a motion to grant persons 65 years of age and over a \$3,000.00 tax exemption on assessed value of property. This was seconded by Commissioner Jordan. All voted yes and none voted no.

Commissioner Best made a motion to authorize the County Judge to sign an agreement with the Deep East Texas Council of Government concerning employment retentions. This was seconded by Commissioner Belt. See attached copy. All voted yes and none voted no.

The meeting was recessed until Tuesday, January 13, 1976 at 10:00 A.M.

The meeting which was recessed on Monday, was reconvened on Tuesday, January 13, 1976 at 10:00 A.M. The members of the Commissioners Court were all present.

Commissioner Belt made a motion that the County Officers of Tyler County be compensated on a annual salary basis. This was seconded by Commissioner Jordan. All voted yes and none voted no.

Commissioner Parks made a motion which was seconded by Commissioner Jordan to set the number of employees for each office the same as in 1975 except the County Clerks office, which will be allowed three full time Deputies. All voted yes and none voted no.

Commissioner Best made a motion which was seconded by Commissioner Belt to raise the automobile allowance for elected officials to \$50.00 per month and for County Commissioners to \$150.00 per month. All voted yes and none voted no.

A motion was made by Commissioner Parks and seconded by Commissioner Best to issue a call for inventories to be presented at the regular meeting in February 1976. All voted yes and none voted no.

Commissioner Belt made a motion which was seconded by Commissioner Jordan to set sick leave and vacation time the same as 1975 and to appoint a committee to study this policy and make recommendations to the Court in February 1976. All voted yes and none voted no.

Commissioner Best made a motion to reappoint the Justice of the Peace Pct. #1, E. A. Sturrock, to be County Registrar and to pay him \$50.00 per month in salary to act as County Registrar and to hold administrative hearings. All voted yes and none voted no.

There being no further business, the meeting was adjourned.

SIGNED: Tom D. Mann Tom D. Mann, County Judge
Joe I. Best Joe I. Best, Commissioner, Pct. #1
H. M. Parks H. M. Parks, Commissioner, Pct. #2
Kenneth L. Belt Kenneth Belt, Commissioner, Pct. #3
James R. Jordan James R. Jordan, Commissioner, Pct. #4
ATTEST: Allen Sturrock Allen Sturrock, County Clerk



1976 PAYROLL INCREASE
7%

PG 99
VOL 3

POSITION	1975 SALARY	1976 SALARY	1976 MONTHLY SALARY	1976 SUGGESTED SALARY	RATE PER HOUR
OFFICIALS	\$10,104.00	\$10,807.00	\$ 900.94	\$901.00	\$5.20
COUNTY JUDGE	11,004.00	11,774.28	981.19	981.00	5.66
CHIEF DEPUTIES	4,932.00	5,277.24	439.77	440.00	2.54
DEPUTIES	4,524.00	4,840.68	403.39	403.00	2.33
COUNTY AUDITOR	4,008.00	4,288.56	357.38	357.00	2.06
ASSISTANT AUDITOR	4,928.00	6,342.96	528.58	529.00	3.05
J.P. #1	7,500.00	8,025.00	668.75	669.00	3.86
J.P. 2, 3, 4	600.00	642.00	53.50	54.00	
JANITORS	3,952.00	4,576.00	pd. hrly.		2.20
COUNTY EXTENSION	1,728.00	1,848.96	154.08	154.00	
ROAD & BRIDGE	7,200.00	7,704.00	642.00	642.00	3.70
SOLID WASTE	7,200.00	7,704.00	642.00	642.00	3.70
DISPATCHERS	4,513.60	4,846.40	pd. hrly.		2.33
SHERIFFS DEPUTIES	7,428.00	7,947.96	662.33	662.00	3.82

VOL 3 PG 100

COMMISSIONER'S COURT OF January 12, , 1976

Page 1 of 4

CLAIM REGISTER AND MINUTES OF ACCOUNTS ALLOWED, General FUND TYLER COUNTY, TEXAS

Claim Number	NAME OF CLAIMANT	NATURE OF CLAIM	Amount of Claim	
5841	Irene Amacker	Meals of Prisoners	\$ 490.00	
5863	Brookshire Bro	Pauper Care-H. Hickman, ^{H. Wood} C. Nash,	90.00	
5808	City of Woodville	Utilities-Courthouse	41.56	
5821	Continental Oil Co.	Sheriff's Dept-Tire Repair & Gas	30.67	
5818	Data Graphic Business Fomrs, Inc.	Sheriff's Dept- Supplies	88.45	
5809	Etex Paper Co.	Janitors Supplies	48.75	
5811	East Texas Exterminating Co.	Exterminating Courthouse	26.00	
5816	Eastex Communications	Sheriff's Dept.-Repairs	195.00	
5838	Edwards Funeral Home	Med. Aid to Prisoner J. Alexander Pauper Care- S. R. Ball	40.00	
5844	S. Grady fullerton	Co. Auditor-Assoc Dues	22.50	
5671	L.M. Feagin Ins. Co.	Bonds for County Employees	551.50	
5817	Gulf Oil Corp.	Sheriff's Dept.-Gas & Oil	274.87	
5789	Arthur Gilchrist	Constabel Fee 75.00, Arrest 12.00	87.00	
5865	Gassiot's Dept Store	Co. Judge 9.42; Treas. 5.55; Supplies Sheriff 2.36; ext. 5.39; J.P. 3.89	21.68	
5785	Hart Graphics	Tax Office 36.80, & 75.19 Supplies Dist. Cl. 8.45, Co. Atty. 14.57,	135.01	
5680	O.L. Hall	Constable Fee	75.00	
5805	Heritage Garden Village	Co. Judge- Detcog Meals	9.40	
5858	Lewis Hudson	Constable Fee 75.00, Arrest 20.00	95.00	
5861	IBM	Service Agreement on Ele. Typewriter	256.12	
5822	Jack Lane Ford, Inc.	Sheriff's Dept. -Repairs	18.59	
5842	Jarrots	Sheriff's Dept.- Film	12.98	
5677	3M Businss Products Sales Inc.	Supplies- Co. Clerk	63.50	

APPROVED THIS 12 day of January, 1976

Tom D. Mason
COUNTY JUDGE

CLAIMS CHECKED AND APPROVED

Earl King
COUNTY AUDITOR

VOL 3 PG 101

COMMISSIONER'S COURT OF January 12, 1976

Page 2 of 4

CLAIM REGISTER AND MINUTES OF ACCOUNTS ALLOWED, General FUND TYLER COUNTY, TEXAS

Claim Number	NAME OF CLAIMANT	NATURE OF CLAIM	Amount of Claim	
5812	Mill Master	Repairs to Jail	\$ 74.86	
5819	Mobil Oil Credit Corp.	Sheriff's Dept. -Gas & Oil	63.76	
5856	Eileen H. Mason	Child Dev. Center- Gro.	5.01	
5827	NCR Corp.	Serv. Contr. Cash Posting Mac. 622.50 Reg. 299.00	917.50	
5668	Clinton Currie	Co. Ext. Supplies	3.68	
5666	Office Supply Center	Auditors Office-Supplies	6.50	
5672	Fred Platt	Repairs to JP#1 5.00, Com. Court 7.50	12.50	
5804	R.L. Polk & Co.	Tax Office- Supplies	12.00	
5676	Rogers Office Supplies	Supplies	33.74	
5825	Rainey Exxon	Co. Judge Gas 67.27		
		Mimi Bus Gas 49.37	116.64	
5824	Sullivans	Janitors Supplies 25.93		
		Sheriff's Dept. Supplies 11.80		
		Electric Heater JP	70.68	
5673	Stafford-Lowdon Co.	Supplies JP 2,3,4 11.08 County Clerk 64.63	75.71	
6575	Standard Office Equipment Co.	Supplies- Co. Clerk	41.10	
5669	Singleton - Huff	Janitor's Supplies	56.40	
5857	Brad Smith	Child Dev. Center- Supplies	10.10	
5670	Southwestern Bell	Telephone- Hi Way Patrol 161.78		
		Dist Clerk 27.64		
		Co. Ext. 36.44		
		Co. Judge 64.43		

APPROVED THIS 12 day of January, 1976

Tom R. Mann
COUNTY JUDGE

CLAIMS CHECKED AND APPROVED

Earl King
COUNTY AUDITOR

Claim Number	NAME OF CLAIMANT	NATURE OF CLAIM	Amount of Claim	
		JP # 1	55.98	
		Tax Office	115.17	
		Sheriff's Dept.	39.18	
		Treasurer	18.51	
		Co. Clerk	19.92	
		Sheriff's Dept.	109.62	
		Auditor's Office	35.54	
		Co. Atty.	16.79	
		Parks & Wildlife	14.25	
		Little League	10.70	
		Ageing Service	15.41	
		Drivers Lic.	55.67	798.03
5820	Texasgas	Sheriff's Dept Gas & Oil		142.77
5814	Turner Plumbing Co.	Repairs Bldg.120.14, Jail 37.00		157.14
5823	Texaxo INC.	Sheriff's Dept. - Gas & Oil		272.26
5667	Tyler County Booster	Advertising 51.54, supplies 8.35		59.87
5860	Tyco Feed Co.	Weight Tickets		1.50
5862	Texas Surplus Property Agency	Office Furniture		73.80
5859	The University of Texas	Pauper Care-Henry C. Hickman		12.00
5864	Woodville Auto Parts, INC.	Mimi Bus- Repairs		65.00
5679	Walraven	Supplies Co. Clerk 94.00, ^{Dist. Clerk} 21.04		115.04
5803	Woodville Abstract & Title Co.	Co. Atty.- Copies		6.20

APPROVED THIS 12 day of January, 1976.

Wm D. Mann
COUNTY JUDGE

CLAIMS CHECKED AND APPROVED

Earl King
COUNTY AUDITOR

COMMISSIONER'S COURT OF January 12, 1976

Page 4 of 4

CLAIM REGISTER AND MINUTES OF ACCOUNTS ALLOWED, General FUND TYLER COUNTY, TEXAS

Claim Number	NAME OF CLAIMANT	NATURE OF CLAIM	Amount of Claim	D All
5678	West Publishing Co.	Supplies Co. Clerk 8.75, J.P. # 3 8.75, Dist Clerk 8.75		
		Co. Judge \$82.50	108.75	
5807	Woodville Lions Club	Janitors Supplies	42.25	
5810	Western Data Service, Inc.	Tax Assessor- Supplies	170.44	
5813	Western Auto	Janitors Supplies	8.95	
5788	Wilcox Pathology Lab.	Autopsy Fees-S.Ball & J.L. Peck	350.00	
5843	The Woodville Inn	Bath for Woman Prisoner 13.25 Detcog Meeting Lunches 27.99 Ball Room 100.00	141.24	
5674	Xerox Corp.	Co. Clerk- Rental Machine	742.05	
5840	L.G. Burton, MD	Medical Exam-Prisoner-D.Pickney	10.00	
5806	Gulf States	Utilities-Courthouse	276.49	
			2,727.54	

APPROVED THIS 12 day of January, 1976.

Wm D. Mann
COUNTY JUDGE

CLAIMS CHECKED AND APPROVED

Paul King
COUNTY AUDITOR

VOL. 3 PG 104

COMMISSIONER'S COURT OF January 12, , 197 6

Page 1 of 1

CLAIM REGISTER AND MINUTES OF ACCOUNTS ALLOWED, Co. Sp. # 4 FUND TYLER COUNTY, TEXAS

Claim Number	NAME OF CLAIMANT	NATURE OF CLAIM	Amount of Claim	
5847	Geo. P. Bane, Inc.	Repairs	\$ 380.38	
5850	Continental Oil Co.	Gas & Oil	21.51	
5852	Durham Saw Co.	Supplies	12.18	
5854	Gulf Oil Corp.	Gas & Oil	44.53	
5853	Gulf States	Utilities	6.67	
5851	Gulf Welding	Supplies	52.16	
5867	J.E. Gardner	Gas & Oil	553.04	
5855	James R. Jordan	Out of County Meals	40.96	
5849	Jasper Creosoting Co. Inc.	Creosoted Timbers	82.77	
5845	Mobil Oil Corp.	2 Underground Tanks & Pumps	225.00	
5848	Mustang Tractor	Parts	57.48	
5846	Woodville Auto Parts Inc.	Parts	34.98	
			1,511.66	
5876	Texas	Gas	78.61	

APPROVED THIS 12 day of January, 197 6

Wm D. Mann
COUNTY JUDGE

CLAIMS CHECKED AND APPROVED

Earl King
COUNTY AUDITOR

VOL 3 PG 105

COMMISSIONER'S COURT OF January 12, , 197 6

Page 1 of 1

CLAIM REGISTER AND MINUTES OF ACCOUNTS ALLOWED, Jury FUND TYLER COUNTY, TEXAS

Claim Number	NAME OF CLAIMANT	NATURE OF CLAIM	Amount of Claim	
5699.	James H. Dillion	Court Appt'd Atty- ^{U.S. Kay} T.C. Clothlin	\$ 100.00	
5815	Paul J. McClung	Dist Judge Supplies	30.00	
5798	Southwestern Bell	Dist. Judge Telephone	39.72	
5797	Wheat, Stafford, & Kinney	Court Appt Atty.--J. Anderson	50.00	
5839	West Publishing Co.	Dist. Judge Supplies	8.75	
			228.47	

APPROVED THIS 12 day of Januray , 197 6
Tom D. Mann
 COUNTY JUDGE

CLAIMS CHECKED AND APPROVED
Paul King
 COUNTY AUDITOR

VOL 3 PG 106

COMMISSIONER'S COURT OF January 12, , 197 6

Page 1 of 1

CLAIM REGISTER AND MINUTES OF ACCOUNTS ALLOWED, Airport FUND TYLER COUNTY, TEXAS

Claim Number	NAME OF CLAIMANT	NATURE OF CLAIM	Amount of Claim	
5800	Culligan Water Cond	Utilities	\$ 6.50	
5802	Aaron Durham	Mowing Airport	20.00	
5799	Sam Houston Electric	Utilities	47.76	
5801	Southwestern Bell	Telephone	15.99	
			90.25	

APPROVED THIS 12 day of January , 197 6

W. J. Mann
COUNTY JUDGE

CLAIMS CHECKED AND APPROVED

Earl King
COUNTY AUDITOR

CLAIM REGISTER AND MINUTES OF ACCOUNTS ALLOWED, Solid Waste FUND TYLER COUNTY, TEXAS.

Claim Number	NAME OF CLAIMANT	NATURE OF CLAIM	Amount of Claim	Date Allowed
5696	Birdwells Welding & Mach. Shop	Repairs to Equip.	\$ 9.16	
5697	Geo. P. Bane	Repairs to Equip.	4,496.76	
5694	Gulf Oil Corp.	Gas & Oil	674.09	
5698	Gibbs Motor Co.	Parts	19.24	
5634	Goodyear Service Stores	Tires	621.19	
5866	J.E. Gardner	Gas & Diesel	553.55	
5826	Pate's Tex -Gas	Tire Repairs & Tubes	48.25	
5695	Texaco	Gas & Oil	98.21	
5693	Woodville Auto Parts	Repairs	813.00	
			7,333.45	

APPROVED THIS 12 day of Januray, 197 6.

Wm D. Mann
COUNTY JUDGE

CLAIMS CHECKED AND APPROVED

Earl King
COUNTY ADDITOR

Claim Number	NAME OF CLAIMANT	NATURE OF CLAIM	Amount of Claim
410-a	N.C.R. Corp.	Auditors Supplies	\$ 91.56
411-a	W.C. Royle	Chairs-Divers Lic. Office	49.92
412-a	Whites Mines	Pct. # 1 - Crused Rocks	996.42
			1, 137.90

APPROVED THIS 12 day of January, 1976
Don N. Mann
 COUNTY JUDGE

CLAIMS CHECKED AND APPROVED
Paul King
 COUNTY AUDITOR

VOL 3 PG 109

COMMISSIONER'S COURT OF January 12, 1976

Page 1 of 1

CLAIM REGISTER AND MINUTES OF ACCOUNTS ALLOWED, Co. Sp. # 2 FUND TYLER COUNTY, TEXAS

Claim Number	NAME OF CLAIMANT	NATURE OF CLAIM	Amount of Claim	Date Allowed
791	Chester Water Supply Corp.	Utilities	\$ 6.00	
793	Durham Saw co.	Repair Saw	41.95	
797	J.E. Gardner Oil Co.	Gas & Diesel 716.52, Oct Bill 400.42 Repair Gasoline Pump 39.50	1,156.44	
795	Jimmy's Auto Parts	Parts	14.77	
790	Sam Houston Electric Coop.	Utilities	3.16	
792	Sullivans	Nails	64.82	
794	Thornton Hardware	Supplies	30.75	
790	Vinson Mobil Center	Tire Repair	22.69	
796	Western Auto	Parts	11.38	
			1,351.96	

APPROVED THIS 12 day of January, 1976

Wm D. Mann
COUNTY JUDGE

CLAIMS CHECKED AND APPROVED
Earl King

COUNTY AUDITOR

VOL 3 PG 110

COMMISSIONER'S COURT OF January 12, , 197 6

Page 1 of 1

CLAIM REGISTER AND MINUTES OF ACCOUNTS ALLOWED, Co. Sp. # 1 FUND TYLER COUNTY, TEXAS

Claim Number	NAME OF CLAIMANT	NATURE OF CLAIM	Amount of Claim	D All
5833	Arco Service	Supplies	\$ 12.00	
5786	Geo. P. Bane	Repairs	93.08	
5837	Continental Oil Co.	Gas	36.59	
5832	Freeman Concrete Works	Rd. Maint.	60.40	
5836	Gulf States	Utilities	5.09	
5787	Gulf Oil Corp.	Gas & Oil	55.13	
5869	J.E. Gardner Oil Co.	Diesel Fuel & Gas	742.10	
5834	Magnolia Drive Inn	Ice	2.55	
5828	Pargas	Gas	7.95	
5835	Seneca Water Supply	Utilities	6.00	
5829	Truner Raditor Service	Repairs	15.00	
5868	Vinson Mobil Center	Tire repair, Gas & Oil, Greese	36.21	
5831	Woodville Auto Parts, Inc.	Repairs	64.37	
5830	J.H. Wall	25 gal Propane gas Cyl.	30.00	
			1,146.47	

APPROVED THIS 12 day of January, 197 6

Wm D. Mann
COUNTY JUDGE

CLAIMS CHECKED AND APPROVED

Paul King
COUNTY AUDITOR

VOL 3 PG 111

COMMISSIONER'S COURT OF January 12, , 197 6

Page 1 of 1

CLAIM REGISTER AND MINUTES OF ACCOUNTS ALLOWED, Co. Sp. # 3 FUND TYLER COUNTY, TEXAS

Claim Number	NAME OF CLAIMANT	NATURE OF CLAIM	Amount of Claim	D All
5688	Kenneth Belt	Telephone	\$ 31.45	
5687	Continental Oil Co.	Gas & Oil	9.67	
5682	City of Colmesneil	Utilities	6.50	
5684	Etox Incorp.	Supplies	2.84	
5686	Freemans Concrete Works	Culverts	493.95	
5681	Gulf States	Utilities	10.76	
5872	J.E. Gardner Oil Co.	Diesel & Gas	916.01	
5691	J.O. Harrington	Supplies	49.35	
5690	Jimmy's Auto Parts	Parts	34.61	
5685	Jacksons Indestrial Supplies	Parts	122.93	
5692	Mustang	Repairs	620.21	
5689	Minyard Motor Co.	Repairs	70.20	
5683	Ogden Chev. Inc.	Repairs	39.50	
5873	Vinson Mobil Center	Tire Repair, Gas & Oil	153.90	
5875	Hills Hollow	Gas	42.83	
			2,604.71	

APPROVED THIS 12 day of January, 1976.

Wom D. Manna
COUNTY JUDGE

CLAIMS CHECKED AND APPROVED
Burt King

COUNTY AUDITOR

Amendments to 1976 County Budget

COLUMN
WRITE

Page No.	Office	Account	From	To	Difference
18	District Clerk	Travel	\$ 50000	\$ 75000	\$ 25000
19	County Treasurer	"	30000	50000	20000
20	County Auditor	"	40000	50000	10000
21	Maint. of Buildings	Janitor Salary	1072000	1253100	181100
23	Upper County Office		-	568500	568500
			\$ 1192000	\$ 1996600	\$ 804600
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					

BALANCES, RECEIPTS AND DISBURSEMENTS

All Funds

Month Of December, 1975

AUSTIN FULLER

COUNTY TREASURER

	FUND	BALANCE END OF PREVIOUS MONTH	RECEIPTS PRESENT MONTH	TRANSFERS IN	TOTAL	Disbursements Present Month	TRANSFERS OUT	BALANCE AT END OF MONTH
VOL <u>3</u> PG <u>115</u>	Certificates of Deposit Cont.							
	ROW #4							5943.44
	General ROW I & S							18000.00
	Undivided Funds							9046.43
	Total							62185.32
	Indebtedness:							
	Solid Waste							7696.145
	C & J--Permanent Improve. General ROW I & S							35175.00
	R & B #1-Motor Grader							29000.00
	R & B #2-Front End Loader							5000.00
R & B #3-Grader							117450.00	
R & B #3-Backhoe							3444.50	
R & B #4-Motor Grader							32766.66	
Total							27743.511	
	<i>Austin Fuller</i>							
	Austin Fuller							
	County Treasurer							

VOL 3 PG 116

WITNESS OUR HANDS, officially, this 12 day of

Jan A.D., 1976.

Tom D. Mann
County Judge

Joe I. Best
Commissioner Pct. #1

H.M. Parks
Commissioner Pct. #2

Kenneth Belt
Commissioner Pct. #3

James R. Jordan
Commissioner Pct. #4

SWORN TO AND SUBSCRIBED before me, by Tom D. Mann, County Judge, and Joe I. Best, Comm. Pct. #1, H. M. Parks, Comm. Pct. #2, Kenneth Belt, Comm. Pct. #3, and James R. Jordan, Comm. Pct. #4, County Commissioners of said Tyler County, each respectively, on this 12 day of JAN A.D., 1976.

[Signature]
Tyler County Clerk

By _____
Deputy

DEEP EAST TEXAS
REGIONAL EMPLOYEE ASSISTANCE PROGRAM

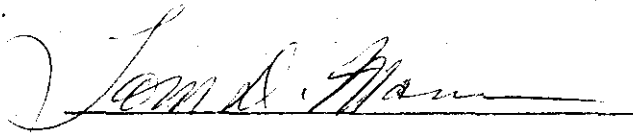
STATEMENT OF POLICY AND PROCEDURES

COUNTY OF TYLER

It is the policy of the County of Tyler to help employees whose poor job performance is a result of behavior/medical problems, possibly avoiding discipline which could result from such behavior. In order to accomplish this, we are beginning a new program which will provide assistance to these persons with Tyler County Government. The following shall be our policy:

- I. The County of Tyler recognizes alcoholism, drug abuse and other mental conditions as illnesses that can be successfully treated.
- II. The purpose of this policy is to assure that all employees having these illnesses will receive the same consideration and opportunity for treatment that is presently extended to all other employees having other illnesses.
- III. The social stigma often associated with these illnesses has no factual basis. It is expected that a county-wide positive attitude and realistic acceptance of these illnesses will encourage our employees to voluntarily seek and accept available treatment. Our approach is designed to achieve prompt results, hopefully before the situation has progressed to the point of being virtually irreversible.
- IV. Our concern is not strictly limited to the effects of alcohol and drug abuse as it relates to the employees performances on the job, but includes all behavioral/medical problems as soon as they begin to affect an individual's job performance. The problems dealt with by this policy are defined as follows:
 - a. Alcoholism -- An illness in which an individual's drinking seriously and repeatedly interferes with his job performance.
 - b. Mental Illness -- Behavior which seriously and repeatedly interferes with job performance.
 - c. Drug Abuse -- Use of drugs which seriously interferes with job performance, or health, or being under the influence of a drug that isn't under the valid medical directions of a licensed physician.

- V. The implementation of this policy will be the responsibility of all division directors, department heads and supervisors who will follow procedures to assure that no employee with alcohol, mental health, or drug problems will have his or her job security threatened by submitting themselves for diagnosis and treatment.
- VI. It is recognized that department heads and supervisors do not necessarily have the professional qualifications to make any judgement as to whether or not an employee is addicted to alcohol or drugs; just as they are probably not qualified to diagnose any other illness. Referral for diagnosis and treatment may be based strictly on job performance which seemingly results from an apparent medical or behavioral problem.
- VII. It will then become the responsibility of the employee to comply with the referrals for diagnosis and to cooperate with the prescribed remedial programs.
- VIII. The refusal to accept diagnosis and treatment by an employee, or continued failure to report for and/or respond to treatment will be handled in exactly the same way that similar refusals are handled for all other illnesses, when the results of such refusals or failures continue to affect job performance.
- IX. It is expected that through this policy, employees who suspect that they may have an alcohol, mental health, or drug problem, even in its early stages, will be encouraged to seek diagnosis, and follow through with the prescribed treatment as necessary.
- X. The confidentiality of records kept of "alcohol-mental illness, drug involved employee" is necessary and will be preserved, just as is the confidentiality of all medical-insurance records.



Tom D. Mann, County Judge