

TYLER COUNTY COMMISSIONERS' COURT
SPECIAL MEETING
March 2, 2020 ---- 2:00 p.m.

THE STATE OF TEXAS ON THIS THE 2nd day of March, 2020 the
Commissioners' Court in and for Tyler County, Texas convened in a Special Meeting at the
Commissioners' Courtroom in Woodville, Texas, the following members of the Court present, to
wit:

| | |
|-----------------------|---------------------------------------|
| JACQUES L. BLANCHETTE | COUNTY JUDGE, presiding |
| MARTIN NASH | COMMISSIONER, PCT. #1 |
| STEVAN STURROCK | COMMISSIONER, PCT. #2 |
| MIKE MARSHALL | COMMISSIONER, PCT. #3 |
| BUCK HUDSON | COMMISSIONER, PCT. #4 |
| DEAN RIVERS | Chief-Deputy COUNTY CLERK, Ex-Officio |

The following were absent: Commissioner Nash thereby constituting a quorum. In addition to
the above were:

| | |
|----------------|------------------|
| JACKIE SKINNER | COUNTY AUDITOR |
| LEANN MONK | COUNTY TREASURER |

Persons had not signed up to make comments; therefore, there were no public comments.

Minutes were not presented

Commissioner Marshall motioned to update the **Tyler County Employee Handbook**.
Commissioner Hudson seconded the motion. The changes discussed are:

- Indications of payroll or human resources be changed from County Auditor to County Treasurer
- Page 22
- Page 25- Workers Comp Policy
- Page 30- Current four hours changed to the discretion of the official
- Page 52- Cybersecurity training to be in compliance with current requirements of HB3834
- Page 53- Social media policy was discussed at length. Recommend that employees should sign off they acknowledge the policy
- Employees acknowledge policies at "open enrollment"
- Page 57- Take out designation of "every employee". CDL license holders will be randomly drug tested, however this section will be tabled for further study.
- The addition of a Sick Pool Policy was discussed in length- this section will be tabled for further study. If acted upon, the pool policy is projected to begin in January or open enrollment. Since this would be a brand-new policy this will be considered at a future meeting, due to the agenda reading "updates" to the handbook.
- Take the recommendation from Texas Association of Counties concerning breaks for nursing mothers

All voted yes and none no.

Judge Blanchette stated SB2 will change the dynamics of county finance. A motion was made by **Commissioner Sturrock** to provide funding out of the contingency fund for county officials to attend a special **workshop sponsored by Texas Association of Counties (TAC)** in Stephenville regarding Senate Bill 2- budget impacts for fiscal year 2021. The motion was seconded by **Commissioner Marshall**. All voted yes and none no. SEE ATTACHED

A motion was made by **Commissioner Sturrock** and seconded by **Commissioner Marshall** to purchase two custom DIW **attorney tables** to be paid from **Office Equipment/Capital Outlay** for the **district courtroom**. All voted yes and none no. SEE ATTACHED

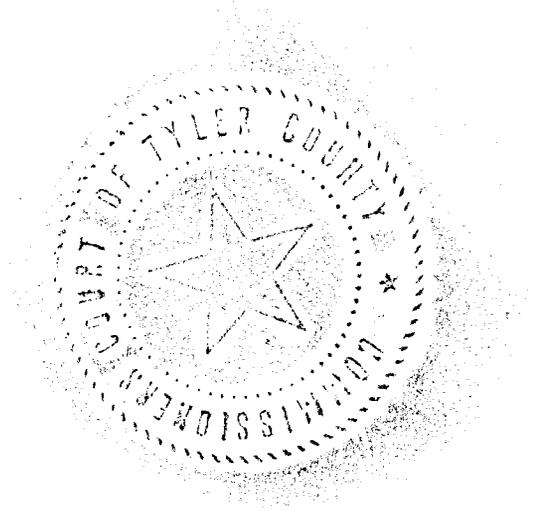
A motion was made by Commissioner Sturrock and seconded by Commissioner Marshall that the meeting adjourn. All voted yes.

THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED: 3:20 p.m.

I, Donece Gregory, County Clerk and ex officio member of the Tyler County Commissioners Court, do hereby certify to the fact that the above is a true and correct record of the Tyler County Commissioners Court session held on March 2, 2020.

Witness my hand and seal of office on this the 13th day of April, 2020.

Attest: 
Donece Gregory, County Clerk



Recommended Changes/Amendments to the Tyler County Policies & Procedures

Page 5 **Remove Introductory Period as currently stated in the policy:** "As a new employee of the County, you will be in an introductory period for 90 days. At the end of the 90 day period, you may be given regular county employment status, your introductory period may be extend if your performance was unsatisfactory, or you may be terminated."

Page 6 **Correction of Tyler County Officials:** Update the current list of County Officials to reflect the current office holders.

Page 8 & 9 **Add to the list of Revision Updates:** Once the policy is approved by Court, add the revised version to the list of previous revisions.

Page 17 **Remove County Policy on Introductory Period:** take out the title "County Policy on Introductory Period" as well as "New Employees - Effective November 1, 2010, each new employee shall have an introductory Period of 90 days after being employed."

Page 18 **Remove Employment Processing:** Remove everything to do with the Introductory Period - *Including Evaluation During Introductory Period; "No Fault" Separation; Salary During Introductory Period; Right of Appeal; Completion of Introductory Period - New Employees; Promoted Employees*

Page 19 **Remove Introductory Period:** Take out "County employees who are promoted may be subject to the Applicable provisions of the policy on Introductory period."

Page 20 **Change Wording in Paragraph in reference to Personal Use:** Change from "you" to "Employee". "improper use may subject employee to criminal prosecution."

Page 21 **Clarify Cell Phone Use While Driving or Operating Equipment:** A cell phone shall not be used while operating heavy equipment or driving county vehicles (Law Enforcement Cell Phone Use Policy is separate). Personal cell phones shall only be used on breaks for personal business.

Page 21 **Clarification of Officials Role in Dress Code:** Add *AO or EO* to the Code. "Each department head, AO or EO will determine the type of attire that is acceptable."

Page 22 **Correct Wording on Eligibility under Benefits and Leave as well as Review the Life Insurance Starting period:** Change the wording from group hospitalization to Medical. Also review making the life insurance start the same as the medical - 60 days after full-time employment.

Page 22 Changing the time on benefits and adding "or official" to the "4." option under Benefits. No need to review, this change has already been voted on and made in Commissioners Court. It just needs to be changed in the policy.

Page 23 **Addition of Clarification:** Add the sentence "Once eligible, longevity is paid annually."

Page 25 **Clarification of Wage Continuation Payments:** Ask Lori w/TAC for clarification.

Page 26 **Remove the time limit Under the "Nursing Mothers" section:** Texas law does not specify a time period on how long a nursing mother can express breast milk.

Page 29 Under Full-time Regular Employees: **Change the Annual Accrual** under the 5 years and over (years of service) to 120 instead of the 180 listed.

Page 30 *Currently @ 4 hrs.* **Change the Wording on Vacation Pay at Termination:** Change from "hourly" rate to "Regular" rate.

Page 30 Minimum Usage: Review the minimum amount of vacation that an employee shall be allowed to use at any one time. Currently listed at four hours. Should this be removed or changed to "at the discretion of the department head, AO, or EO."?

Page 31 **Wording Change:** Under the Policy on Sick Leave, Eligibility - it should read shall not be eligible for sick benefits (currently has vacation).

Page 34 Addition of "MFL" under Qualifying Exigency Leave.

Page 37 Remove "under section 21" in the Insurance Paragraph.

Page 39 **Remove paragraph under the Requesting Leave Heading:** We need to remove the last paragraph under the Requesting Leave heading. "Where it is not reasonably practicable to give 30 days' notice before beginning leave, the employee shall be required to give as much notice as reasonably practicable."

Page 48 **Change the wording under the Re-Employment Heading:** Should read "For future job openings in the County the employee seeking re-employment must re-apply"

Page 52 **Adding Cyber Security Mandatory Training Policy to the Technology/Internet Use Section:** We need to add the official County Cyber Security Training Policy at this point to the policy.
HB 38.34

Page 53 Social Media Policy: Review and consult the Lori to make sure we have the "best practices".

Pages 55, 57 & 61 **Review the Tyler County Policy on Alcohol and Drug Abuse for CDL Drivers.** Does the County need to modify this policy to reflect current practices? We need to remove "every employee" from the Random Selection Process for drug testing.

Additional

Determining if Tyler County should adopt a "Sick Leave Pool" to include in our Tyler County Policy. I have included a sample policy as well as examples from other counties.
take effect on Open enrollment of 2020

Proposed Tyler County Sick Leave Pool Policy



1. Policy

- Tyler County, consistent with Chapter 157.071 of the Texas Local Government Code, provides for a Sick Leave Pool, which will enable County Employees to contribute accumulated sick leave and also will allow Tyler County Employees to use time from the Sick Leave Pool for their own or dependent's catastrophic illness. Employees have the option to utilize the Sick Leave Pool only after all of their vacation, sick, and comp time have been exhausted.

2. Definitions

- At the direction of the Tyler County Commissioner's Court, the "Administrator" is the Tyler County Treasurer.
- "The Pool Committee" is comprised of seven voting members, one of whom shall be elected as chairperson. In addition the Administrator shall be included on the board in an advisory capacity as a non-voting member. A quorum will consist of four voting members. This committee shall be responsible for considering all denied requests for use of leave from the Pool.
 - i. The "Committee" will be designated from a list of full-time employees who are members of the Pool. Duration of the membership will be at the discretion of the Commissioners Court, but normally for two years, with staggered terms.
- "Eligible employee" means a non-elected district, county or precinct employee paid from the fund of the county or from special grants paid through the county with twelve (12) or more months of continuous service with the County. This includes Community Supervision and Corrections Department employees.
- "Dependent" means an employee's parent, spouse or child.

Proposed Tyler County Sick Leave Pool Policy



- “Catastrophic Illness or Injury” is a severe, terminal, or life-threatening condition or combination of conditions which is non job related and which has a prolonged negative effect on the mental or physical health of the employee. Such conditions require in-patient hospital care, hospice care, prolonged outpatient care or home health care as determined medically necessary by a licensed physician. The condition forces the employee to exhaust all accrued leave time (PTO, sick, vacation, and comp time) and to lose compensation from the County.
 - i. Such conditions include, but are not limited to, cancer, heart attack, stroke, or major accident.
- A “Licensed Practitioner/Physician” is a practitioner, as defined by the Texas Insurance Code, who practices within the scope of his or her license.

3. Administration of the Pool

- The Pool Administrator (County Treasurer) is charged with notifying the employee of approval or denial in writing. Upon receipt of the request, the Administrator will review each request for Sick Leave Pool on an individual basis along with the physician certification to determine whether or not the condition is catastrophic. The Administrator may require the employee to provide additional information or documentation and/or may consult with a medical expert to determine whether the condition is to be considered catastrophic.
- The Administrator shall send written notice to the employee, the payroll services section of the County Treasurer’s Office and the respective department head or Official of the denial or approval. Where leave has been approved, such notice shall include the amount of leave.

Proposed Tyler County Sick Leave Pool Policy



4. Pool Membership

- All regular full-time employees are eligible to join the Sick Leave Pool by contributing a minimum of eight (8) hours or up to a maximum of 40 hours accrued sick leave.
- New Employees may join the pool after 12 months of continuous employment during the Benefits Open Enrollment period following their eligibility. Days donated will be subtracted from their accrued leave.
- After the Pool is established, employees will only be able to join at a time designated each year by the Pool Administrator. This will fall during open enrollment season (October annually).
- Membership enrollment forms must be submitted to County Treasurer's Office. Days donated will be subtracted from each member's accrued sick leave.
- Days donated become the property of the Tyler County Sick Leave Pool and cannot be returned in the event of membership cancellation.
- Employees on approved leave of absence will retain membership in the Pool and will not be required to donate additional days.
- To maintain the Sick Leave Pool, all members must donate a minimum of 8 hours or up to a maximum of 40 hours of sick leave by each January 1st. Only one donation during the fiscal year is required to maintain membership in the Pool.

5. Days Granted

- Days will be granted only for catastrophic illness or accident, which necessitates an absence from work for five consecutive days or longer. In case of chemotherapy for cancer treatment, days can be granted for 1-4 days absence.
- Pregnancy will not be covered by the Sick Leave Pool, but complications due to pregnancy or delivery will be considered.

Proposed Tyler County Sick Leave Pool Policy



- The Pool may be used only by members for his/her personal illness or for an immediate family member (as defined in definitions).
- Days requested for stress related illness will be granted for hospitalized days only.
- The maximum number of days granted to an employee each year shall not exceed one-third of the total amount of in the Pool at the time of the request or 90 days, whichever is less.
- A member of the pool, who exhausts all of his/her accrued paid leave and compensatory time to which the employee is otherwise entitled, may withdraw from the pool for a non-catastrophic illness the exact number of hours the member had contributed that fiscal year.

6. Procedure

- An eligible employee must apply to the County Treasurer/Pool Administrator for permission to use time in Pool.
- If the employee is determined to be eligible, the Pool Administrator shall approve the transfer of time from the Pool to the employee. The time shall be credited to the employee and shall be used in the same manner as accrued sick leave.
- An employee absent on sick leave assigned from the Pool is treated for all purposes as if the employee were absent on accrued sick leave.
- If a member is critically ill and unable to file an application for leave from the Pool, his/her department head may submit an application at the request of the employee's family.
- Should the employees request be denied, the employee has the right to request a review from the Pool Committee. The Pool Committee shall review the request and

Proposed Tyler County Sick Leave Pool Policy



make a decision. This decision will be final and the employee will be notified of the decision via written correspondence from the administrator.

- i. Due to HIPAA rules, requesting employee's names are confidential and are not revealed to the committee administering the sick leave review.
- ii. Requesting employees may not appear in person before the committee.

7. Application Forms

- Applications for donation of accrued sick time to the Tyler County Sick Leave Pool are available in the County Treasurer's Office.
- Applications for withdrawal from the Tyler County Sick Leave Pool are available in the County Treasurer's Office.
- **Contact the County Treasurer using the following information:**

100 W. Bluff, Room 103

Woodville, TX 75979

409-283-3054

Lmonk.cotrea@co.tyler.tx.us

Moving Forward: SB2 and the County Budget

February 11 - June 15, 2020

See chart with locations in Agenda section.

Register
(<https://imis.county.org/imis/Event.aspx?EventKey=20ASB2>)

For more information contact [Allyssa Lee \(mailto:allyssa@county.org\)](mailto:allyssa@county.org) or [Adrienne Bethke \(mailto:adrienne@county.org\)](mailto:adrienne@county.org) at (800) 456-5974.

This series of practical workshops, developed by the Texas Association of Counties and the V.G. Young Institute of County Government, is designed to provide an in-depth and concentrated learning experience on the key issues associated with the new budgeting process. Each workshop will provide an overview of Senate Bill 2, including the newly adopted terminology, important timelines of which counties need to be aware, and the components that will be used to calculate a county's tax rate. It will also cover effective strategies and best practices for implementing these changes.

Attendees will leave with a better understanding of the impact that SB 2 made to the county budgeting process and how to incorporate those changes in 2020.

There is no cost to attend these workshops.

Cost = travel + mileage expenses

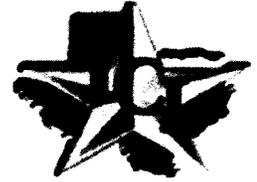
Topics

- Overview of Senate Bill 2
- Property Values and Calculations
- County Budgeting Overview
- Implementing SB 2: Practical Considerations and Strategies

Register
(<https://imis.county.org/imis/Event.aspx?EventKey=20ASB2>)



REQUEST FOR QUOTE



| | |
|-----------------|-----------------------------|
| Request # | GL 40-20 |
| Factory | Lewis |
| Date | February 18, 2020 |
| Agency | Tyler County District Clerk |
| Contact Name | Chyrl Pounds |
| Contact Phone # | 409-283-2162 |
| Contact Fax | |
| Contact E-mail | |
| Specs: | Custom DIW attorney table |

| |
|---|
| Custom DIW attorney table 40" W x 72" L x 30" H mahogany laminate flush with trim, no drawers, panel legs \$625.00 each |
|---|

| |
|--------------------------------|
| Please refer to quote GL 40-20 |
|--------------------------------|

| | |
|-----------------|-------------|
| Due date to CS | ASAP |
| Factory Install | |
| Quantity | 2 |
| Stain | mahogany |
| Upholstery | |
| Price | \$1,250.00 |



#16

Donece

TYLER COUNTY COMMISSIONERS COURT

County Courthouse, Room 101 / Woodville, Texas

Monday, March 2, 2020, 2:00 PM

MARTIN NASH
Commissioner, Pct. 1

STEVAN STURROCK
Commissioner, Pct. 2

MIKE MARSHALL
Commissioner, Pct. 3

CHARLES "BUCK" HUDSON
Commissioner, Pct. 4

DONECE GREGORY
County Clerk

JACQUES L. BLANCHETTE
County Judge

J. ERIC MAGEE
Legal Counsel

NOTICE Is hereby given that a *Special Meeting* of the Tyler County Commissioners Court will be held on the date stated above, at which time the following subjects will be considered and/or discussed.

Called @ 2:08

Agenda

CALL TO ORDER

- Establish Quorum
- Acknowledge Guests
- Invocation* – J. Blanchette
- Pledge of Allegiance* – J. Blanchette

* It is the practice of this governing body to exercise an invocation and pledge of allegiance. Anyone present offended by this practice is invited to step out of the courtroom and rejoin us upon completion.

I. PUBLIC COMMENTS

Members of the public are encouraged to speak to either their Commissioner or the County Judge regarding matters of their concern. The public is invited to attend all meetings of the Commissioners Court except Executive Sessions. Public participation is limited to that of an observer unless:

- 1) a member (or members) of the public is requested to address the Court on a particular issue(s); or
- 2) a member (or members) of the public completes a **Public Comment Participation Form** and submits it to the County Clerk prior to the CALL TO ORDER of the Court. **Public Comment Participation Forms** will be available prior to the start of Court from the County Clerk, County Judge's office, or on the county website. Each member of the public who appears before the Commissioners Court shall be limited to a maximum of three (3) minutes to make his/her remarks. Discussion on any specific topic will be restricted to 30 minutes total for all speakers on that topic to comment. Time for each speaker shall be maintained by the County Clerk or such other designated representative of the Commissioners Court.

II. CONSIDER/APPROVE/INFORMATIONAL

A. Minutes from previous meeting – J. Blanchette/Donece Gregory, County Clerk

No minutes

B. Updates to Tyler County Employee Handbook - J. Blanchette/Leann Monk, County Treasurer

H.M.
B.H. → Motion to update Employee Handbook
Carnes / PG 32 - Change to the description of Employer
PG 52 - To Be in compliance with current regulations of HB 3834
PG 53 - Social Media - Sign off once a year.
PG 54 - ... with every employee

S.S.
M.M.

- C. **Provide Funding for County Officials to Attend Special Training Sponsored by Texas Association of Counties (TAC) in Stephenville Regarding Senate Bill 2 – Budget Impacts for Fiscal Year 2021 – S. Sturrock**

MOTION CARRIES

S.S.
M.M.

- D. **Purchase of Two Custom DIW Attorney Tables to be Paid from Office Equipment/Capital Outlay for District Courtroom – S. Sturrock**

MOTION CARRIES

III. EXECUTIVE SESSION

Consult with legal counsel for the Court in executive session held in accordance with Texas Government Codes 555.071(1)(A), (2) regarding pending and/or contemplated litigation, and/or 551.074, regarding personnel matters, and/or property acquisition.

SS/MM adjourned @ 3:20 pm

➤ ADJOURN

I do hereby certify that the above Notice of Meeting of the Tyler County Commissioners Court is a true and correct copy of said Notice and that I posted a true and correct copy of said Notice in the Tyler County Courthouse at a place readily accessible to the general public at all times and that said Notice remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting, as is required by Section 551.002 & 551.041.

Executed on _____ 2020 Time _____

Donece Gregory, County Clerk/Ex Officio Member of Commissioners Court

By: _____ (Deputy)