



**CAMDEN COUNTY PUBLIC SERVICE AUTHORITY
REGULAR MEETING
DECEMBER 14, 2023 • 5:30 PM**

CALL TO ORDER

Chairman Landreth called the regular meeting to order at 5:30 p.m.

INVOCATION

Chairman Landreth delivered the invocation.

PLEDGE OF ALLEGIANCE

Chairman Landreth led the Pledge of Allegiance.

ROLL CALL

Chairman Terry Landreth – Present
Vice-Chairman Stephen Haughn – Present
Commissioner Lannie Brant – Present
Mayor Kizzi Knight – Present
Councilman Artie Jones Jr. – Present
Councilman Alex Blount – Present
Jimmy Smith – Present
June Maxwell – Present
Ernesto Herring Jr. - Absent

APPROVAL OF THE MINUTES

Jones made a motion, seconded by Haughn to approve the regular meeting minutes from November 16, 2023.

The motion carried unanimously.

Knight made a motion, seconded by Jones to approve the special called meeting minutes from November 29, 2023.

The motion carried unanimously.

APPROVAL OF THE AGENDA

Blount called to add agenda item, discussion of third party assistance with finance.

Haughn made a motion, seconded by Jones to approve the agenda as amended. **The motion carried unanimously.**

GRANTING AUDIENCE TO THE PUBLIC

No comments were offered during this time.

REGULAR AGENDA

ADMINISTRATION

1. Discussion and vote ensued on 24 hour access to the weight room. Ms. Patterson provided a revised quote with a software add-on, security gates, additional security cameras, lighting and necessary concrete totaling \$5,472.25. Ms. Patterson stated if 14 new single memberships are added as result it would pay for itself.

Haughn inquired what the concrete would be utilized for. Ms. Patterson stated it would be used to tie the existing sidewalk into the 24 hour access entrance.

Haughn asked for feedback regarding whether or not the fire rescue, police department, military members and people who work odd hours would be interested in this service. Haughn requested that the PSA contact the agencies and make sure they are aware that 24 hour access will be available and work out an arrangement with their personnel. Mr. Sikes, the PSA Fitness Coordinator, has spoken with the City of Kingsland and stated there was a very positive response.

Maxwell inquired as to whether or not it would be necessary to have the fire department approve the placement of the security gates. Ms. Patterson has been in touch the fire department and they will do a walk thru.

Haughn inquired about a timeline. Ms. Patterson stated it would take at least 6-8 weeks to get the custom software completed.

Maxwell asked which financial area would this come from. Landreth said

Administration.

Jones made a motion, seconded by Haughn to approve the 24 hour access.

The motion carried unanimously.

2. Discussion and vote ensued on the purchase of an employee time clock. The Human Resources Department requested this purchase due to three employees, who are unable to utilize the app on their cell phone to clock in and out. The time clock would also be utilized as an alternative for all employees. The fees would be an \$899 deposit for leasing the time clock, that is refundable upon the return of the time clock and reoccurring fees of \$76.54 per payroll.

Brant asked what type of electronic card would be used. Ms. Patterson said fingerprints would be utilized.

Knight asked if all the employees would utilize the time clock or only the three employees. Ms. Patterson said right now only the three employees and the other employees would utilize it as a backup.

Haughn suggested a time sheet for the three employees that would verify their time in and out.

Knight and Jones feel it is a bit expensive for three employees.

Landreth asked for a motion to approve the employee time clock.

No such motion was given.

3. Discussion and vote ensued on the purchase of a new robotic pool cleaner. Ms. Patterson presented the board with a bid tabulation and recommended Poolweb as they are lowest cost bid provider at \$5,444.25. The funding source will be General Fund.

Mr. Sikes, PSA Aquatics Coordinator said the pool cleaner would be cost and time effective.

Knight asked about the warranty that comes with it. Mr. Sikes stated it comes with a one year warranty.

Haughn made a motion, seconded by Brant to approve Poolweb.

The motion carried unanimously.

4. Discussion ensued on amended agenda item third party assistance with finance. Blount wanted to engage the interest of the board about reaching out to a CPA firm to get an itemized break down for full service financial assistance. Blount believes this would give the option to not replace one of the financial positions and maintain the accountant level oversight. He said it would become more exclusive and likely provide a higher detail of oversight and make it more of an all-encompassing scenario.

Haughn asked PSA Finance Assistant, Rebecca Atkins for insight. Ms. Atkins agreed that it does make sense to outsource the financials, however she likes the convenience of someone in house to answer questions the employees have.

Blount said that since there is already an engagement letter with Fowler & Maxwell that would be a perfect place to start.

Blount asked Filiz Morrow, who is the current PSA check signer, to assist in creating an RFP with her input to make sure it is the complete full service needed. Blount would like it broken down to compare what is currently being paid.

Maxwell asked if the retirement fell under Human Resources. Landreth said it falls under finance, and human resources handles the broker. Smith feels Human Resources handles the retirement, not payroll. He feels Human Resources should be present at every meeting, to update the board regarding the retirement issue, as well as other human resources matters. He doesn't feel the board can make a good decision concerning retirement without Human Resources present.

Jones agrees that Human Resources should be in attendance at the meetings to keep her up to speed.

ATHLETICS

The athletic department provided the board with a cost analysis on the previous football season. The board would like a revised cost analysis.

FINANCIAL UPDATE

The board was presented with a financial update.

Ms. Atkins asked about the per diem for staff being updated and reimbursement for staff training in November.

The board would like to review the travel policy.

PSA HAPPENINGS

Ms. Patterson, presented the board with a report of recent happenings at the PSA, including an update on the parks, special programs/events, aquatics, gymnastics and athletics. The report can be found on the PSA website and Facebook page.

EXECUTIVE SESSION

Jones made a motion, seconded by Knight to adjourn the regular meeting and convene executive session.

The motion carried unanimously.

Regular meeting adjourned and convene executive session at 6:10PM

The board discussed personnel matters.

Haughn made a motion, seconded Smith to adjourn executive session and resume the regular meeting.

The motion carried unanimously.

Adjourn executive session and resume regular meeting at 7:03 PM.

Landreth asked for a motion to appoint an interim office manager. Blount made a motion, seconded by Jones to appoint Teresa Patterson as the Interim Office Manager.

The motion carried unanimously.

Landreth asked for a motion to a nominate Ronnie Wilcox as a sole finalist, for the Executive Director position. Blount made a motion, seconded by Haughn.

The motion carried unanimously.

ADJOURNMENT

Jones made a motion, seconded by Haughn to adjourn the regular meeting.
The motion carried unanimously.

Adjourn regular meeting at 7:05PM

APPROVED IN OPEN SESSION THIS _____ DAY OF _____, 2023.

TERRY LANDRETH, CHAIRMAN

TERESA PATTERSON, SECRETARY

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