

## MAY 17, 2000 – SPECIAL WORKSHOP

The Board of County Commissioners, Walton County, Florida, held a Special Workshop on Wednesday, May 17, 2000, at 8:30 a.m., in the Communication Room of the Emergency Operations Center.

The following Board members were present: Chairman Van Ness R. Butler, Jr., Vice-Chairman Randall Infinger, Commissioner Joel Paul, Jr., Commissioner Herman Walker and Commissioner Gene Ryan. Ms. Shirl Williams, Administrative Supervisor, and Mr. Dan Bodiford, Clerk of Courts, were also present.

Captain Thomas Pagels, Director, Emergency Operation Center, conducted the Special Workshop to inform the Board of a mock **Hurricane Zorro** drill and stated that the **exercise** would be communicated with the press and the State. Captain Pagels advised that scenarios from Hurricane George and the El Nino floods that occurred in 1998 would be re-created. Captain Pagels stated that most of the mock drill would be conducted along the rivers to practice for an evacuation. Captain Pagels informed the Board that the schools and government offices would remain open, resulting in a shelter problem, but advised he would contact the Red Cross for aid in locating shelters. Captain Pagels estimated the wind gust at 45-55 mph, with 10-20 inches of rain. Captain Pagels reported that for every inch of rain that Alabama receives, a foot is added to the Choctawhatchee River. Captain Pagels requested to go into a state of local emergency within Walton County in order to activate the EOC and coordinate with the State for the mock **Hurricane Zorro** drill, advising that each "exercise" will be identified as such with a press release.

Motion by Commissioner Infinger, second by Commissioner Paul, to go into Special Session. Ayes 5, Nays 0. Ryan Aye, Infinger Aye, Butler Aye, Walker Aye, Paul Aye.

Motion by Commissioner Infinger, second by Commissioner Paul, to adopt Resolution (2000-28), authorizing Walton County to **exercise** under a Local State of Emergency. Ayes 5, Nays 0. Ryan Aye, Infinger Aye, Butler Aye, Walker Aye, Paul Aye. (This is a mock Hurricane Zorro drill exercise).

Captain Pagels informed the Board that they would have approximately 24-48 hour notice to move South Walton residents under the **mock exercise** and advised that the weather wire will be shut down effective May 28, 2000, thus, preventing updates from the National Weather Service and reported that the EOC has linked to Data Transmission Network Corporation (DTN). Captain Pagels stated that DTN provides the same service, plus, an advanced technological program that can provide information regarding the wind/water direction and current, with a thirty-minute notice of a hurricane landing, angle and location. Mr. Bodiford inquired whom to contact in regards to networking to the Courthouse, Captain Pagels advised Mr. Bodiford to direct Mr. Alex Alford, MIS Director, to contact Mr. Nick Marino, EOC MIS Coordinator.

Captain Pagels was questioned at what wind speed would mandate the Sheriff to close the Bay Bridge, he answered at a sustained wind of 40-45 mph. Captain Pagels remarked that a 24-hour notice is given before actual landfall, hence, allowing a 28-30 hour evacuation process (low occupancy). Captain Pagels advised that the Governor has the authority to notify of an evacuation, therefore, relieving the Commissioners of this decision.

Captain Pagels was asked what Community Centers were open for Hurricane Zorro. Captain Pagels named Valley View, Red Bay, Children's Home and Freeport were the historical locations that people went to for shelter and declared that with the schools remaining open, shelters were desperately needed. Captain Pagels stated that the need was also required across the Bay and announced Butler School was a "host" shelter for wildfires and localized flooding. Captain Pagels advised that certain shelters could be designated as a last resort, with the County assuming responsibility of staffing and liability.

Sheriff McMillian requested the Board's consideration in applying for federal grant monies for an alternate route. Sheriff McMillian stated that U.S. Highway 331 South and the mid-Bay Bridge was the only evacuation route for residents and motorist leaving South Walton. Sheriff McMillian also advised that in addition to Walton County, the County and his department assist with Bay and Okaloosa County evacuees.

There being no further discussion, motion by Commissioner Infinger, second by Commissioner Paul, to adjourn the Special Session at 9:10 A.M. Ayes 5, Nays 0. Ryan Aye, Infinger Aye, Butler Aye, Walker Aye, Paul Aye.

The Board reconvened at 9:30 A.M. in the Commissioner's Boardroom of the Walton County Courthouse for a Special Workshop with Analytica. All Board members were present with the exception of Commissioner Randall Infinger who had a prior engagement. Ms. Shirl Williams, Administrative Supervisor, and Mr. Dan Bodiford, Clerk of Courts, were also present.

Chairman Butler called the meeting to order.

Dr. Herb Marlowe, Analytica, provided the Board with an agenda for today's workshop and presented mechanisms to establish and formalize the County Administrative Supervisor position. The mechanisms Dr. Marlowe proposed were Policy, Ordinance, Resolution, or transition mode. Dr. Marlowe introduced Mr. Larry Arrington, Analytica and County Staff Attorney, Jonathan Walker, to assist with any questions concerning adopting any of the above-mentioned options.

Commissioner Paul mentioned public concerns regarding the organizational process and if the process is being done correctly. Mr. Arrington stated that there are three levels the Board could choose: (1) Policy/Resolution, (2) adopt an Ordinance (3) Charter. Attorney Walker explained that the Ordinance was a middle ground and would require a public hearing; the Charter would necessitate a complex reorganization of the County and the resolution would not allow the benefit of a public hearing process. Dr. Marlowe assured the Board that they are within their authority to organize and administer the County government in whatever option they decide.

Ms. Williams stated that the only change stipulated in the proposed Resolution and the position of Administrative Supervisor was the authority to hire. Commissioner Walker commented that in reviewing the Organizational Chart that the only departments that were not previously under the Administrative Supervisor were Public Works and Purchasing and questioned what changes were made. Dr. Marlowe answered that essentially the Board was completing the process, in writing, that has been in effect for the past three to four years. Dr. Marlowe conveyed Analytica's recommendation to adopt a Resolution in order to clarify any questions concerning the authority by the County Administrative Supervisor and the organizational process.

Dr. Marlowe asked the Commissioners for their input. The majority of the Board preferred a Resolution to an Ordinance. Dr. Marlowe suggested that the June meeting include the Resolution (to be prepared by the Administrative Supervisor) to work out any particulars that may exist.

Dr. Marlowe presented the Organization Chart detailing an accurate depiction of the current County structure and expressed his concerns regarding the sixteen people under Ms. Williams's supervision requiring her direct oversight. Dr. Marlowe suggested that the Board might consider the concept of grouping some positions under a department head and requested Ms. Williams's input. Ms. Williams suggested establishing four department heads with division heads reporting to the department heads any issues relating to or concerning their divisions. Dr. Marlowe requested Ms. Williams to select the four department heads and submit her recommendation during the June meeting.

Dr. Marlowe questioned the Board for their input concerning creating a Board Support office. Dr. Marlowe reported that the County Administrator would oversee the staff and their function would include research, coordination, clerical and any duties assigned by the Board. Suggestions were made in the direction of having an Administrative Assistant for each Commissioner, combining an Administrative Assistant within three zones or creating a Board Support Office. The Board voiced their concerns with implementing zone offices, mainly, District 1, which is located north and south of the Bay, South Walton's need for an Administrative Assistant, zone office and an Assistant Public Works Director and a pooled staff support between North and South Walton. After much discussion, the Board agreed that each Commissioner should have an Administrative Assistant.

The Commissioners took a brief recess at 10:15 A.M.

The Commissioners reconvened at 10:25 A.M.

Dr. Marlowe tabled the agenda item labeled “Department Head Confirmation List” until the June meeting in order to allow Analytica to reorganize the Organizational Chart.

Dr. Marlowe introduced a Goal Setting and Strategic Planning Process model and requested that the last workshop include setting goals for the remainder of this year and discuss the details for the strategic planning process. The Board informed Dr. Marlowe that the Budget Workshops would begin in June and would continue on a weekly basis throughout Labor Day. Dr. Marlowe requested the Board establish a mini goal setting plan indicating their desired accomplishments to be completed by year-end in order to allow his staff a guideline to prepare models and schedules for the Board’s review. The Board questioned the status of the Wage Study; whereas, Dr. Marlowe advised that he is working with Mr. Ken Little, Assistant Administrative Supervisor, and Mrs. Lynda Robinson, Human Resource, in order to identify each individual employee and place in the step model based on the years of service they have with the county. Dr. Marlowe advised that this analysis is very detailed and stated that a conclusion should be achieved next week.

Dr. Marlowe concluded his presentation and requested the Board’s consideration to conduct the June Meeting on Wednesday, June 7, 2000, beginning at 8:30 A.M. (the location to be determined). Dr. Marlowe advised that this scheduled meeting would finalize the Organizational Chart, finalize the Department Head Confirmation, and discuss the Strategic Planning Process.

There being no further discussion, the meeting adjourned at 10:45 A.M.

APPROVED: \_\_\_\_\_  
Van Ness R. Butler, Jr., Chairman

ATTEST: \_\_\_\_\_  
Dan Bodiford, Clerk