



October 28th, 2022

POSTED

11:50 A.M. P.M.

OCT 28 2022

GWINDA JONES, COUNTY CLERK
ERATH COUNTY, TEXAS

By CW Deputy

NOTICE OF SPECIAL COMMISSIONERS COURT MEETING

Notice is hereby given that the Erath County Commissioners Court will meet in **SPECIAL SESSION** on Monday October 31st, 2022 at 2:00 p.m. in the 1st floor Commissioner's Conference Room at the Erath County Courthouse, Stephenville, Texas to consider the following agenda items for discussion and possible action:

1. Pledge of allegiance
2. Discussion and action to approve invoices presented for regular and recurring payment as presented by the County Auditor and issue **Order to the County Treasurer** to disburse the funds. (K. Reeves)
3. Discussion and action to approve Subdivision Coordinator job description.
4. Workshop for Humane Resource and Payroll Officer applications.
5. Closed Executive Session in Accordance with the Open Meeting Act, *Tex. Govt. Code 551.071 through 551.086*, to discuss:
 - a. Personnel
 - b. Legal Matter
 - c. Real Estate
 - d. Reconvene
6. Discuss any new business.
7. Adjourn.

Alfonso Campos

COUNTY JUDGE
ERATH COUNTY, TEXAS



For Public Comments:

A Public Participation Form must be presented to the County Clerk prior to the time that the agenda item (or items) you wish to address are discussed before the Court. Speakers will be limited to 3 minutes and only 6 speakers will be allowed to speak on any given agenda item. Members of the public are reminded that the Erath County Commissioners Court is a Constitutional Court, with both judicial and legislative powers, created under Article V, Section 1 and Section 18 of the Texas Constitution. As a Constitutional Court, the Erath County Commissioners Court also possesses the power to issue a Contempt of Court Citation under Section 81.024 of the Texas Local Government Code. Accordingly, members of the public in attendance at any Regular, Special and/or Emergency Meeting of the Court shall conduct themselves with proper respect and decorum in speaking to, and/or addressing the Court; in participating in public discussions before the Court; and in all actions in the presence of the Court.

Erath County Reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed, as authorized by the Texas Government Code, §551.071 (Consultation with Attorney), subsection 551.071(2) (Consultation with Attorney on legal matters that are not related to litigation), §551.072 (Deliberations regarding Real Property), §551.073 (Deliberations about Gifts and Donations), §551.074 (Personnel Matters), §551.076 (Deliberations about Security Personnel or Devices), §551.087 (Economic Development), §551.088 (Deliberation regarding Test Item), and 551.089 (Deliberation regarding Security Devices or Security Audits).

Commissioner's Court
Special Meeting
October 31, 2022
2:00 p.m.
Courthouse – County Courtroom

Present:

Commissioner Precinct #1 – Dee Stephens - Present
Commissioner Precinct #2 – Albert Ray - Present
Commissioner Precinct #3 – Joe Brown - Present
Commissioner Precinct #4 – Jim Buck - Present
County Judge, Alfonso Campos – Absent, meeting presided by Commissioner Brown.
County Clerk, Gwinda Jones
Others present in the courtroom: See attached roster

Agenda Item #1 Pledge of allegiance

Agenda Item #2 Discussion and action to approve invoices presented for regular and recurring payment as presented by the County Auditor and issue Order to the County Treasurer to disburse the funds. (K. Reeves)
Number 2022-467

Motion: To pay the bills

Made By: Commissioner Buck
Second By: Commissioner Ray
Ayes: Stephens X Ray X Brown X Buck X Judge Campos
Noes: None

Motion Carried

Agenda Item #3 Discussion and action to approve Subdivision Coordinator job description.

Discussion:

Add to Job Description

- Work with and correspond with county engineer
- Meet with developers
- Keep commissioners informed (good or bad)
- Work with county judge's office to place on agenda
- Oversee road testing
- Oversee road inspection; certified in road construction with schooling or credentials of experience

Number 2022-468

Motion: To approve (job description) as we discussed

Made By: Commissioner Ray
Second By: Commissioner Buck
Ayes: Stephens X Ray X Brown X Buck X Judge Campos
Noes: None

Motion Carried

Agenda Item #4 Workshop for Humane Resource and Payroll Officer applications.

Agenda Item #5 Closed Executive Session in Accordance with the Open Meeting Act, Tex. Govt. Code 551.071 through 551.086, to discuss:

- a. Personnel
- b. Legal Matter
- c. Real Estate
- d. Reconvene

Number 2022-469

Motion: To go into closed session 2:11 p.m.

Made By: Commissioner Ray
Second By: Commissioner Stephens
Ayes: Stephens X Ray X Brown X Buck X Judge Campos

Noes: None

Motion Carried

Motion: To re-open in open session 2:42 p.m.

Made By: Commissioner Stephens

Second By: Commissioner Ray

Ayes: Stephens X Ray X Brown X Buck X Judge Campos _

Noes: None

Motion Carried

*No decisions made or votes were taken in closed session

Agenda Item #6 Discuss any new business

- Brad at maintenance barn – looking for a service truck with a cane / only has \$55,000 in budget, may need to increase the budget from commissioners' line. There are limited options out there right now.
- It Position in Public Safety is open / taking applications

Motion To Adjourn:

Made By: Commissioner Buck

Second By: Commissioner Ray

All Ayes Meeting Adjourned At 2:46 p.m.

STATE OF TEXAS

COUNTY OF ERATH

The above and foregoing is a true and complete copy of the minutes taken in my capacity as County Clerk of the Commissioners Court of Erath County, Texas, at the time and place heretofore set forth.

DATED at Stephenville, Texas, this 31st day of October, 2022.

ATTESTED BY:

GWINDA JONES, Erath County Clerk

A handwritten signature in cursive script, reading "Gwinda Jones", written over a horizontal line.

Commissioner's Court 10-31-2022

CIHCP OCTOBER 2022

61,919.56

RPP 10312022

67,039.50

TOTAL

128,959.06



Erath County, TX

Expense Approval Register

Packet: APPKT01140 - CIHCP OCTOBER 2022

Vendor Name	Post Date	Payable Number	Payable Date	Description (Item)	Account Number	Account Name	Amount
Vendor: CLINICAL PATHOLOGY LABS, INC.							
CLINICAL PATHOLOGY LABS,	10/28/2022	CIHCP OCT 2022	10/28/2022	LAB/X-RAY	010-645-4105	MEDICAL - INDIGENT	11.23
Vendor CLINICAL PATHOLOGY LABS, INC. Total:							11.23
Vendor: CLINICAL SOLUTIONS PHARMACY							
CLINICAL SOLUTIONS PHAR	10/28/2022	CIHCP OCT 2022	10/28/2022	PRESCRIPTION DRUGS	010-645-4105	MEDICAL - INDIGENT	953.72
CLINICAL SOLUTIONS PHAR	10/28/2022	CIHCP OCT 2022	10/28/2022	JAIL - PRESCRIPTION DRUGS	010-645-4106	MEDICAL - JAIL	1,093.84
Vendor CLINICAL SOLUTIONS PHARMACY Total:							2,047.56
Vendor: CROSS TIMBERS ORTHOPAEDICS							
CROSS TIMBERS ORTHOPAE	10/28/2022	CIHCP OCT 2022	10/28/2022	LAB/X-RAY	010-645-4105	MEDICAL - INDIGENT	31.54
Vendor CROSS TIMBERS ORTHOPAEDICS Total:							31.54
Vendor: GARCIA CLINICAL LABORATORY, I							
GARCIA CLINICAL LABORAT	10/28/2022	LAB/X-RAY	10/28/2022	JAIL - LAB/X-RAY	010-645-4106	MEDICAL - JAIL	39.00
Vendor GARCIA CLINICAL LABORATORY, I Total:							39.00
Vendor: INTEGRATED PRESCRIPTION MANAG							
INTEGRATED PRESCRIPTION	10/28/2022	LAB/X-RAY	10/28/2022	PRESCRIPTION DRUGS	010-645-4105	MEDICAL - INDIGENT	602.96
Vendor INTEGRATED PRESCRIPTION MANAG Total:							602.96
Vendor: RADIOLOGY ASSOCIATES OF NORTH							
RADIOLOGY ASSOCIATES OF	10/28/2022	LAB/X-RAY	10/28/2022	LAB/X-RAY	010-645-4105	MEDICAL - INDIGENT	89.55
Vendor RADIOLOGY ASSOCIATES OF NORTH Total:							89.55
Vendor: STEPHENVILLE FAMILY DENISTRY,							
STEPHENVILLE FAMILY DENI	10/28/2022	CIHCP OCT 2022	10/28/2022	JAIL - PHYSICIAN SERVICES	010-561-4968	INMATE - DENTAL	1,019.00
Vendor STEPHENVILLE FAMILY DENISTRY, Total:							1,019.00
Vendor: STEPHENVILLE SPORTS REHAB & P							
STEPHENVILLE SPORTS REH	10/28/2022	CIHCP OCT 2022	10/28/2022	PHYSICIAN SERVICES	010-645-4105	MEDICAL - INDIGENT	658.19
Vendor STEPHENVILLE SPORTS REHAB & P Total:							658.19
Vendor: TEXAS HEALTH CARE PLLC							
TEXAS HEALTH CARE PLLC	10/28/2022	CIHCP OCT 2022	10/28/2022	PHYSICIAN SERVICES	010-645-4105	MEDICAL - INDIGENT	163.26
TEXAS HEALTH CARE PLLC	10/28/2022	CIHCP OCT 2022	10/28/2022	LAB/X-RAY	010-645-4105	MEDICAL - INDIGENT	88.89
Vendor TEXAS HEALTH CARE PLLC Total:							252.15
Vendor: TEXAS HEALTH PHYSICIANS GROUP							
TEXAS HEALTH PHYSICIANS	10/28/2022	CIHCP OCT 2022	10/28/2022	PHYSICIAN SERVICES	010-645-4105	MEDICAL - INDIGENT	287.96
Vendor TEXAS HEALTH PHYSICIANS GROUP Total:							287.96
Vendor: TEXAS HEALTH STEPHENVILLE							
TEXAS HEALTH STEPHENVIL	10/28/2022	CIHCP OCT 2022	10/28/2022	HOSPITAL IN-PATIENT	010-645-4105	MEDICAL - INDIGENT	12,441.85

Expense Approval Register

Packet: APPKT01140 - CIHCP OCTOBER 2022

Vendor Name	Post Date	Payable Number	Payable Date	Description (Item)	Account Number	Account Name	Amount
TEXAS HEALTH STEPHENVIL	10/28/2022	CIHCP OCT 2022	10/28/2022	HOSPITAL OUT-PATIENT	010-645-4105	MEDICAL - INDIGENT	5,140.51
TEXAS HEALTH STEPHENVIL	10/28/2022	CIHCP OCT 2022	10/28/2022	JAIL - HOSPITAL OUT-PATIENT	010-645-4106	MEDICAL - JAIL	33,490.91
Vendor TEXAS HEALTH STEPHENVILLE Total:							51,073.27
Vendor: TEXAS MEDICINE RESOURCES, LLP							
TEXAS MEDICINE RESOURC	10/28/2022	CIHCP OCT 2022	10/28/2022	PHYSICIAN SERVICES	010-645-4105	MEDICAL - INDIGENT	221.26
TEXAS MEDICINE RESOURC	10/28/2022	CIHCP OCT 2022	10/28/2022	JAIL - PHYSICIAN SERVICES	010-645-4106	MEDICAL - JAIL	695.31
Vendor TEXAS MEDICINE RESOURCES, LLP Total:							916.57
Vendor: TEXAS ONCOLOGY PA FORT WORTH							
TEXAS ONCOLOGY PA FORT	10/28/2022	CIHCP OCT 2022	10/28/2022	LAB/X-RAY	010-645-4105	MEDICAL - INDIGENT	4,400.94
TEXAS ONCOLOGY PA FORT	10/28/2022	CIHCP OCT 2022	10/28/2022	PHYSICIAN SERVICES	010-645-4105	MEDICAL - INDIGENT	47.68
Vendor TEXAS ONCOLOGY PA FORT WORTH Total:							4,448.62
Vendor: TEXAS RADIOLOGY ASSOC LLP							
TEXAS RADIOLOGY ASSOC L	10/28/2022	CIHCP OCT 2022	10/28/2022	JAIL - LAB/X-RAY	010-645-4106	MEDICAL - JAIL	6.95
Vendor TEXAS RADIOLOGY ASSOC LLP Total:							6.95
Vendor: US ANES PARTNERS OF TX, PA							
US ANES PARTNERS OF TX, P	10/28/2022	CIHCP OCT 2022	10/28/2022	PHYSICIAN SERVICES	010-645-4105	MEDICAL - INDIGENT	435.01
Vendor US ANES PARTNERS OF TX, PA Total:							435.01
Grand Total:							61,919.56

Fund Summary

Fund	Expense Amount
010 - GENERAL	61,919.56
Grand Total:	61,919.56

Account Summary

Account Number	Account Name	Expense Amount
010-561-4968	INMATE - DENTAL	1,019.00
010-645-4105	MEDICAL - INDIGENT	25,574.55
010-645-4106	MEDICAL - JAIL	35,326.01
Grand Total:		61,919.56

Project Account Summary

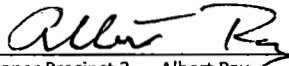
Project Account Key	Expense Amount
None	61,919.56
Grand Total:	61,919.56

Authorization Signatures


County Judge Alfonso Campos



Commissioner Precinct 1 - Dee Stephens



Commissioner Precinct 2 - Albert Ray



Commissioner Precinct 3 - Joe Brown



Commissioner Precinct 4 - Jim Buck



Erath County, TX

Expense Approval Register

Packet: APPKT01142 - RPP 10312022

Vendor Name	Post Date	Payable Number	Payable Date	Description (Item)	Account Number	Account Name	Amount
Vendor: CELLEBRITE, INC							
CELLEBRITE, INC	10/28/2022	Q-244336-1	10/01/2022	UFED TOUCH2 RENEWAL - S	010-560-4900	IT - SOFTWARE/HARDWARE	4,300.00
						Vendor CELLEBRITE, INC Total:	4,300.00
Vendor: ERATH COUNTY VOLUNTEER FIRE & ERATH COUNTY VOLUNTEE							
ERATH COUNTY VOLUNTEE	10/28/2022	FY23 1ST QTR	10/28/2022	FY23 1ST QUARTER	010-543-4780	VFD AID - INTERLOCAL	62,087.50
						Vendor ERATH COUNTY VOLUNTEER FIRE & Total:	62,087.50
Vendor: GREATAMERICA LEASING CORPORAT							
GREATAMERICA LEASING C	10/28/2022	32703710	10/26/2022	INDIGENT COPIER LEASE	010-645-4600	LEASE - EQUIPMENT	147.00
GREATAMERICA LEASING C	10/28/2022	32703711	10/26/2022	TAX POSTAGE MACHINE	010-499-4600	LEASE - EQUIPMENT	345.00
GREATAMERICA LEASING C	10/28/2022	32703712	10/26/2022	NON DEPT POSTAGE MACHI	010-409-4600	LEASE - EQUIPMENT	160.00
						Vendor GREATAMERICA LEASING CORPORAT Total:	652.00
						Grand Total:	67,039.50

Fund Summary

Fund	Expense Amount
010 - GENERAL	67,039.50
Grand Total:	67,039.50

Account Summary


Account Number	Account Name	Expense Amount
010-409-4600	LEASE - EQUIPMENT	160.00
010-499-4600	LEASE - EQUIPMENT	345.00
010-543-4780	VFD AID - INTERLOCAL	62,087.50
010-560-4900	IT - SOFTWARE/HARDW	4,300.00
010-645-4600	LEASE - EQUIPMENT	147.00
Grand Total:		67,039.50

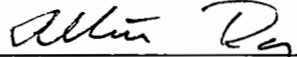
Project Account Summary


Project Account Key	Expense Amount
None	67,039.50
Grand Total:	67,039.50

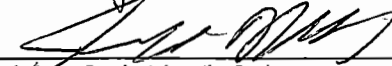
Authorization Signatures

County Judge - Alfonso Campos


Commissioner Precinct 1 - Dee Stephens


Commissioner Precinct 2 - Albert Ray


Commissioner Precinct 3 - Joe Brown


Commissioner Precinct 4 - Jim Buck



ERATH COUNTY

JOB DESCRIPTION

3

Position Title: Subdivision Coordinator Department: Commissioner's Court

Elected Official: County Judge/Commissioners Status: Full-Time/ Non-Exempt

To plan, direct and manage the activities and operations of the Erath County Subdivision Regulations to coordinate activities with other departments and outside agencies concerned with development. To be responsible for resolution of issues by oral and written correspondence with applicants. Keep up with permitting and filing regarding private and commercial development; provide the complex administrative support necessary for approvals and follow-up to the Commissioners' Court of Erath County. Coordinator is to serve as the main point of customer service for the development community. Under general administrative direction of Commissioner's Court.

Essential Duties and Responsibilities:

- Supervises the accurate and timely maintenance of records and maintains and compiles reports such as; the number of permits by type, valuation, permit fees, review time, problem areas, conditions imposed and action taken
- Assures that policies and procedures are followed in the receipt, routing and processing of permit application and collected fees.
- Reporting responsibilities of short and long term planning or other activities as directed by communication with the Commissioners' Court.
- Recommends changes to codes, rules and regulations based upon common problem areas and special land use development.
- Maintain responsibility for departmental planning, budgeting, forecasting and planning.
- Prepares, maintains, and stores records, files and logs related to permit issuance and inspections. Updates codes and stays compliant in improving codes and rules.
- May serve as a member of various committees, including, but not limited to Texas Association of Counties, Council of Government, North Texas Water Shed Protection Group and others, in order to stay abreast of "Best Practice" trends and innovations as related to departmental responsibilities.
- Meet with developers, builders, commercial speculators, contractors, engineers, and architects to discuss plans for significant or impact development.
- Assists in the resolution of complex and sensitive customer service issues. Maintains records and documents of customer service issues and resolutions.

Knowledge, Skills, and Abilities

Basic knowledge of road construction and operation of personal computer. Understanding of the Local Government Code for state requirements as well as the adopted Erath County Subdivision Rules. Skilled in customer service as practiced in both the private and public sectors. Requires the ability to effectively meet and deal with the public; the ability to handle stressful situations; the ability to greet and respond to customers in a friendly, pleasant and professional manner, a desire to make the permit process a positive experience for the customer, the ability to establish and maintain effective working relationships with employees, supervisors, and the general public; the ability to maintain a professional, courteous, and pleasant demeanor in difficult and stressful situations; and the ability to diplomatically deal with difficult people. A willingness to expend extra effort to help the public find answers or information relative to their inquiry or complaint is expected.



ERATH COUNTY

JOB DESCRIPTION

JOB DESCRIPTION, CONTINUED

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

Employee's Signature

Date

Elected Official Signature

Date
