

**SPECIAL JEFFERSON COUNTY COMMISSIONER MEETING MINUTES
JULY 5, 2018**

Meeting called to order at 9:00. Those present are Commissioner Hancock, Chairman Farnsworth, Planning & Zoning Kevin Hathaway, Clerk Colleen Poole; Audrey Moon is clerk of the board. Commissioner Martinez is not present did call on per phone.

COMMISSIONERS

• **PLANNING & ZONING COMMISSION BOARD APPOINTMENT – (ACTION ITEM)**

[9:02:19 AM](#) Kevin said that Suzanne Woods has asked to be replaced on the Planning & Zoning Commission Board. Has served for over six years. Have spoken with Diane Merrill and she is willing to become a new board member.

[9:03:02 AM](#) **Motion by Commissioner Hancock to appoint Diane Merrill to replace Suzanne Woods on the Planning & Zoning Commission Board. Second by Chairman Farnsworth. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

• **CLERK - PERSONNEL ACTION FORM – (ACTION ITEM)**

[9:03:52 AM](#) Colleen had used the Department of Labor intern for scanning for the courts. Their funding ended at the end of June. Have been busy enough to hire another individual in the Clerk’s Office so if they are ever shorthanded. Will be up front and cover days off. Will also continue to scan for Odyssey. Commissioner Hancock said that other counties have added people to scan for Odyssey. Colleen has an extra line for an extra person.

[9:05:48 AM](#) Commissioner Martinez calls in. Chairman Farnsworth explains they just appointed a new Planning & Zoning Commission Board Member and now are discussing a new hire for the Clerk’s Office. Will be helping scan for Odyssey and up front cross training.

[9:06:39 AM](#) **Motion by Chairman Farnsworth to approve the personnel action form for a new employee in the Clerk’s Office. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

[9:07:18 AM](#) **Motion by Commissioner Hancock to adjourn at 9:07. Second by Chairman Farnsworth. All in favor – aye. Motion passed.**

Chairman of the Board

Date

Clerk of the Board

Date

County Clerk

Date