

*Notice of Meeting and Agenda*  
*November 16, 2015*

Jeff R. Branick, County Judge  
Eddie Arnold, Commissioner, Precinct One  
Brent A. Weaver, Commissioner, Precinct Two  
Michael S. Sinegal, Commissioner, Precinct Three  
Everette "Bo" Alfred, Commissioner, Precinct Four



**NOTICE OF MEETING AND AGENDA  
OF COMMISSIONERS' COURT  
OF JEFFERSON COUNTY, TEXAS  
November 16, 2015**

Notice is hereby given that the Commissioners' Court of Jefferson County, Texas, will meet at **1:30 PM**, on the **16th** day of **November 2015** at its regular meeting place in the Commissioner's Courtroom, 4th Floor, Jefferson County Courthouse, 1149 Pearl Street, Beaumont, Texas.

Said meeting will be a **Special** meeting for the purpose of transacting the routine business of the County. Persons with disabilities requiring auxiliary aids for services who wish to attend this meeting should contact the County Judge's Office to arrange for assistance.

In addition to the routine business of the County, the subject of said meeting will be the following:

**WORKSHOP: 11:00 a.m. – To receive information from Human Resources regarding proposed changes to the Personnel Policies Practices and Procedures Manual. All Department Heads and Elected Officials are encouraged to attend.**

**INVOCATION: Michael S. Sinegal, Commissioner, Precinct Three**

**PLEDGE OF ALLEGIANCE: Everette "Bo" Alfred, Commissioner, Precinct Four**

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**PURCHASING:**

- (a) Consider and approve, execute, receive and file a renewal for (IFB 14-047/JW), Term Contract for Inmate Shoes for Jefferson County with Bob Barker Company for a first additional one (1) year renewal from December 14, 2015 to December 13, 2016.

[Contract Renewal - Bob Barker - Inmate Shoes \(IFB 14-047 JW\).pdf](#)

- (b) Consider and approve, execute, receive and file a renewal for (IFB 11-054/AW), Term Contract for Snack and Drink Vending Machines for Jefferson County for a fourth additional one (1) year renewal from December 1, 2015 to November 30, 2016.

[Contract Renewal - John Pauls Food Service - Snack & Drink Vending \(IFB 11-054 AW\).pdf](#)

- (c) Receive and file an agreement with Ricoh USA, Inc. (DIR Contract DIR-TSO-3041) for the purchase of 15 Ricoh Sp5200DN and 1 Ricoh SPC831DN printers with maintenance in the amount of \$20,328.50 for the County Clerk's Office. Commissioners' Court approved the agreement on 10/12/2015.

[Contract \(Executed\) - Ricoh USA, Inc. - County Clerk \(DIR-TSO-3041\).pdf](#)

- (d) Consider and approve an auction of surplus property as authorized by Local Government Code §263.152 (a) (1) to be auctioned by Horn's Auction Inc. The auction is scheduled for Saturday, December 5, 2015 at 9:00 A.M.

[Memo - Surplus Property Auction 11.10.15.pdf](#)

**COUNTY AUDITOR:**

- (a) Consider and approve FY 2015 budget transfer - District Clerk - additional cost for travel.

120-2031-414-5062	TRAVEL EXPENSE	\$250.00	
120-2031-414-4052	POSTAGE		\$250.00

[ccDISTRICTCLERK-111615.pdf](#)

- (b) Regular County Bills check #414280 through check #414475.

[0414280\\_0414475.pdf](#)

**COUNTY CLERK:**

- (a) Consider and possibly approve, execute, receive and file Order canvassing the results of the November 3, 2015, Constitutional Amendment Election.

[Nov 3 2015 Election Canvass Report with Propositions.pdf](#)

## **COUNTY COMMISSIONERS:**

- (a) Consider and possibly approve a Proclamation for National Adoption Day.

[PROCLAMATION FOR NATIONAL ADOPTION DAY.pdf](#)

## **ENGINEERING:**

- (a) Execute, receive and file Utility Permit 14-U-15 to AT&T for placing a fiber optic cable in front of 2003 Industrial Park Road. AT&T will bore under Industrial Park Road between address 2003 and address 1910. This project is located in Precinct 2.

[November 16, 2015 AT&T 14-U-15.pdf](#)

## **HUMAN RESOURCES:**

- (a) Consider and possibly approve and receive and file revisions to the Personnel Policies Practices and Procedures Manual for the following policies: Section 2 - Equal Employment Opportunity Policy; Section 3 - Americans with Disabilities Act (ADA); Section 3.1 - Procedures for the Request and Provision of Reasonable Accommodation; Section 3.2 - ADA Grievance Procedures; Section 4.1 - Definitions of Employment Status; Section 4.2 - Employment Process; Section 5.2 - New Employee Orientation Period; Section 5.6 - Grounds for Immediate Suspension or Dismissal; Section 6 - Health and Safety; Section 6.1 - Smoking/Scents in the Workplace; Section 6.6 - Work Breaks & Breaks for Nursing Mothers; Section 7.1 - Harassment and Sexual Harassment Policy; Section 7.2 - Non-Retaliation Policy; Section 10.1 - Wages; Section 10.3 Overtime/Compensatory Time; Section 11.3 - Funeral Leave; Section 11.4 - Family Medical Leave Act (FMLA); Section 11.5 - Unpaid Leave of Absence; Section 11.6 - Military Leave; Section 13 - Retirement; Section 13.1 - Retiree Health Insurance Policy; Section 14 - Employee Benefits and Services; Section 17 - Travel Policies & Procedures; and Section 18 - Jefferson County Cash Advance Policies & Procedures.

## **SHERIFF'S DEPARTMENT:**

- (a) Consider and approve applying for the Body-Worn Camera Program Grant with the State of Texas. A preliminary application will be submitted directly to the State Criminal Justice Division. If selected, a final grant application will be submitted through the eGrants system. The grant request is \$43,724 with a 25% cash match of \$10,931. We are asking that the cash match be funded with County funds.

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**OTHER BUSINESS:**

**SET NEXT MEETING DATE, NOVEMBER 26 & 27, 2015 CLOSED  
FOR THANKSGIVING**

**Please join us for the Annual Lighting of the Christmas Tree November  
30, 2015, 11:00 a.m., in the lobby of the New Courthouse Addition.**

**Receive reports from Elected Officials and staff on matters of community  
interest without taking action.**

**\*\*\*DISCUSSION ON ANY OTHER ITEM NOT ON AGENDA  
WITHOUT TAKING ACTION.**

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**Jeff R. Branick**  
**County Judge**