

June 20, 2017
County Commission Room
Roosevelt County Courthouse
Portales, New Mexico 88130

The Roosevelt County Commission met in regular business meeting Tuesday, June 20, 2017, at 9:00 a.m. in the County Commission Room in the Roosevelt County Courthouse with those present being: Commissioner Gene Creighton, Commissioner Lewis Shane Lee, Commissioner Matthew Hunton, Commissioner Dennis Lopez, County Manager Amber Hamilton, County Clerk DeAun Searl, County Attorney Randy Knudson, Treasurer Layle Sanchez, Special Projects Coordinator Carol Acosta-Floes, Financial Specialist Toni Williamson, Human Resource Administrator Debra Olds, Ronnie Birdsong, Steven Gamble and PNT Managing Editor Alisa Boswell. Absent was Commissioner Paul Grider.

Call to Order - Vice-Chairman Gene Creighton at 9:00 a.m.
Invocation - County Manager Amber Hamilton
Pledge - Vice-Chairman Gene Creighton

Approve Agenda:

Motion to approve agenda was made by Commissioner Dennis Lopez with a second from Commissioner Lewis Shane Lee. Commissioner Gene Creighton - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Matthew Hunton - Yes, Commissioner Dennis Lopez - Yes.

Approve Minutes:

Motion to approve minutes of 06-06-2017 Regular Meeting was made by Commissioner Dennis Lopez with a second from Commissioner Matthew Hunton. Commissioner Gene Creighton - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Matthew Hunton - Yes, Commissioner Dennis Lopez - Yes.

Approval of Accounts Payable and Payroll:

Motion to approve accounts payable from May 1, 2017 to May 31, 2017 was made by Commissioner Lewis Shane Lee with a second from Commissioner Matthew Hunton. Commissioner Gene Creighton - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Matthew Hunton - Yes, Commissioner Dennis Lopez - Yes.
Motion to approve payroll from May 1, 2017 to May 31, 2017 was made by Commissioner Lewis Shane Lee with a second from Commissioner Matthew Hunton. Commissioner Gene Creighton - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Matthew Hunton - Yes, Commissioner Dennis Lopez - Yes.

Resolutions - Ordinances - Proclamations:

- a. Consideration of Resolution 2017-38 Declaring June 29, 2017 President Dr. Steven Gamble Day - County Manager Amber Hamilton presented a plaque and words of gratitude for his service to ENMU and Roosevelt County. Motion to approve was made by Commissioner Lewis Shane Lee with a second from Commissioner Dennis Lopez. Commissioner Gene Creighton - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Matthew Hunton - Yes, Commissioner Dennis Lopez - Yes.
- b. Consideration of Ordinance 2017-33 Roosevelt County Loss Prevention Policy - Human Resource Administrator Debra Olds stated the policy had updated wording and included references to the Emergency Action Plan and the Vehicle Accident Prevention Plan. Motion to approve was made by Commissioner Matthew Hunton with a second from Commissioner Dennis Lopez. Commissioner Gene Creighton - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Matthew Hunton - Yes, Commissioner Dennis Lopez - Yes.
- c. Consideration of Resolution 2017-34 Establishing a County Records Management Policy - County Manager Amber Hamilton stated the New Mexico Administrative Code, until its repeal, set the retention and disposition schedules. Local governments are now required to set the schedules. Motion to approve was made by Commissioner Lewis Shane Lee with a second from Commissioner Dennis Lopez. Commissioner Gene Creighton - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Matthew Hunton - Yes, Commissioner Dennis Lopez - Yes.
- d. Consideration of Resolution 2-017-35 Participation in Local Government Road Fund Program Administered by New Mexico Department of Transportation - Special Projects Coordinator Carol Acosta-Floes stated this is an annual resolution. Motion to approve was made by Commissioner Dennis Lopez with a second from Commissioner Matthew Hunton. Commissioner Gene Creighton - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Matthew Hunton - Yes, Commissioner Dennis Lopez - Yes.
- e. Consideration of Resolution 2-017-36 Participation in Local Government Road Fund Program Administered by New Mexico Department of Transportation - Special Projects Coordinator Carol Acosta-Floes stated this is an annual resolution. Motion to approve was made by Commissioner Matthew Hunton with a second from

- b. Treasurer - Treasurer Layle Sanchez requested a Commissioner appointment to the Evaluation Committee for RFP 2017-03 Financial Investment Services. Both Commissioner Lewis Shane Lee and Commissioner Matthew Hunton volunteered.
- c. Healthcare - Motion to go into Indigent Meeting was made at 9:17 a.m. by Commissioner Dennis Lopez with a second from Commissioner Matthew Hunton. Commissioner Gene Creighton - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Matthew Hunton - Yes, Commissioner Dennis Lopez - Yes. Special Projects Coordinator Carol Acosta-Flores reported 9 claims to approve. Motion to adjourn from Indigent Meeting was made at 9:21 a.m. by Commissioner Lewis Shane Lee with a second from Commissioner Matthew Hunton. Commissioner Gene Creighton - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Matthew Hunton - Yes, Commissioner Dennis Lopez - Yes. Motion to approve as recommended was made by Commissioner Matthew Hunton with a second from Commissioners Lewis Shane Lee. Commissioner Gene Creighton - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Matthew Hunton - Yes, Commissioner Dennis Lopez - Yes.
- d. Manager - County Manager Amber Hamilton reported the state of New Mexico has changed the requirements for leasing county owned buildings to Non-Profits and approval from the state must be sought.
- e. Commissioners - Commissioner Dennis Lopez will be proxy for Sheriff Malin Parker for the NMAC meetings in Taos. Also conversation will begin with NM Dot Mr. Parker concerning roads in Roosevelt County.

New Business:

- a. Request for Approval for Purging of Obsolete Items for FY17 Asset Inventory Listing - Finance Specialist Toni Williamson requested disposal of obsolete items. Motion to approve was made by Commissioner Lewis Shane Lee with a second from Commissioner Dennis Lopez. Commissioner Gene Creighton - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Matthew Hunton - Yes, Commissioner Dennis Lopez - Yes.
- b. Presentation And Request for Approval of Capital Asset Inventory Certification - Finance Specialist Toni Williamson stated approval was needed for the audit. Motion to approve with the removal of the purged items was made by Commissioner Matthew Hunton with a second from Commissioner Dennis Lopez. Commissioner Gene Creighton - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Matthew Hunton - Yes, Commissioner Dennis Lopez - Yes.
- c. Request for Approval to Authorize Treasurer to Transfer up to \$350,000 to General Fund Reserve Account by June 28, 2017 - County Manager Amber Hamilton stated these funds would come out of the General Fund and into Reserve to meet the goal of having 2 million in the reserve account. Motion to approve was made by Commissioner Dennis Lopez with a second from Commissioner Lewis Shane Lee. Commissioner Gene Creighton - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Matthew Hunton - Yes, Commissioner Dennis Lopez - Yes.

Contracts - Agreements - Procurements:

- a. Request for Approval of Contract with Firetrol Protection Services for Roosevelt County Detention Center - County Manager Amber Hamilton stated this is an annual contract. Motion to approve was made by Commissioner Lewis Shane Lee with a second from Commissioner Dennis Lopez. Commissioner Gene Creighton - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Matthew Hunton - Yes, Commissioner Dennis Lopez - Yes.
- b. Request for Approval of Agreement Renewal with Roosevelt General Hospital to Provide Occupational Medicine and Worker' Compensation Services - Human Resource Administrator Debra Olds stated this is an annual contract. Motion to approve was made by Commissioner Dennis Lopez with a second from Commissioner Matthew Hunton. Commissioner Gene Creighton - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Matthew Hunton - Yes, Commissioner Dennis Lopez - Yes.
- c. Request for Approval of Renewal of Independent Contractor Professional Services Agreement for Misdemeanor Probation and DWI Compliance Officer with Tamara Peel - County Manager Amber Hamilton stated this was an annual renewal. Motion to table was made by Commissioner Lewis Shane Lee with a second from Commissioner Dennis Lopez. Commissioner Gene Creighton - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Matthew Hunton - Yes, Commissioner Dennis Lopez - Yes.
- d. Request for Approval of Investment Management Services Contract with New Mexico Bank & Trust - Treasurer Layle Sanchez stated this was an annual renewal with one modification, the exclusivity was dropped. Motion to approve was made by Commissioner Dennis Lopez with a second from Commissioner Lewis Shane Lee. Commissioner Gene Creighton - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Matthew Hunton - Yes, Commissioner Dennis Lopez - Yes.
- e. Request for Approval of Contract Amendment with Correct Care Solutions - County Manager Amber Hamilton stated the correction was to include the 24/7 coverage as approved by the commission. Motion to approve was made by Commissioner Matthew Hunton with a second from Commissioner Dennis Lopez. Commissioner Gene Creighton - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Matthew Hunton - Yes, Commissioner Dennis Lopez - Yes.