

**BE IT REMEMBERED** that the Board of Supervisors of Clay County, Mississippi, met at the Courthouse in West Point, Mississippi, on the 7th day of August, 2013, at 9 00 o'clock A.M. and present were: Lynn Horton, Luke Lummus, and Shelton Deanes, President. Also present were Amy G Berry, Clerk of the Board, and Eddie Scott, Sheriff, when and where the following proceedings were had and determined, to-wit.

NO \_\_\_\_\_

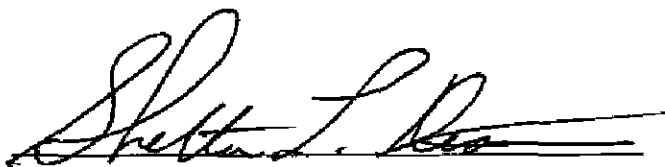
**IN THE MATTER OF ADOPTING AND AMENDING THE AGENDA FOR THE  
BOARD OF SUPERVISORS MEETING HELD ON AUGUST 7, 2013**

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There came on this day for consideration the matter of adopting and amending the agenda for the Board of Supervisors meeting held on August 7, 2013

After motion by Lynn Horton and second by Luke Lummus this Board doth vote unanimously for the agenda to be adopted as presented

SO ORDERED, this the 7th day of August, 2013



President

**IN THE MATTER OF ESTABLISHING A BUILDING ACTIVITY LOG TO BE  
POSTED IN EVERY COUNTY BUILDING**

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There came on this day for consideration the matter of establishing a building activity log to be posted in every County Building

It appears to this Board the need to establish a building activity log to be posted at every county building to be posted in an obscure location on the wall or the back of a door in the said building in a location so that the log will not be tampered with and that the purpose of the said log would be to document the date and time any activity happened to the said County Building whether it be building maintenance such as changing a light bulb or cleaning the building, and,

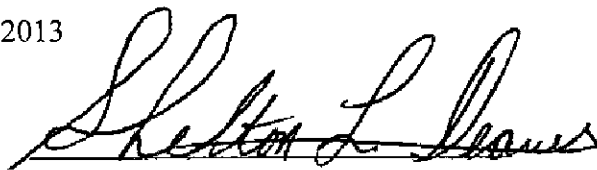
It appears to this Board there is a need to coordinate with the Jail Administrator to set up a schedule for inmates to be responsible for the cleaning of the said buildings such as, ensuring all trash containers have been emptied, restroom sink and toilets bleached and cleaned and contain toilet paper, kitchen area and counter tops have been wiped down bleached and clean, floors mopped, and that the said cleaning should be logged into the Building Activity Log documenting the said cleaning, and,

It appears to this Board the following County Buildings should be cleaned as follows

- **E911 Building**– Three times a week and floors buffed and waxed once a month
- **DHS Building**- Every day of the week, floors mopped once a week, and floors buffed and waxed once every other month
- **DTL Building** - Two times a week , floors mopped once every other week, and floors buffed and waxed as needed
- **Justice Court Office and Restroom** – Every day of the week, floors mopped once a week, and floors buffed and waxed every other month
- **Courthouse** – Floors buffed and waxed once a quarter
- **Voting Precincts** – Once a week, preferably on Monday and Tuesday following the weekends to ensure the building is ready to go for the upcoming weekend and floors buffed and waxed once a quarter

After motion by Luke Lummus and second by Lynn Horton this Board doth vote unanimously for the Clerk to establish the Building Activity Sheet and for the Sheriff to coordinate the said schedule with the Jail Administrator and the Building Maintenance and Grounds Supervisor to ensure the said buildings are being cleaned as outlined above

SO ORDERED this the 7<sup>th</sup> day of August, 2013



President

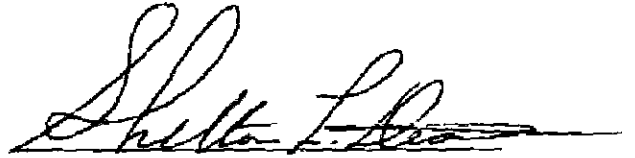
NO \_\_\_\_\_

**IN THE MATTER OF RECESSING**

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There came on this day for consideration the matter of recessing

After motion by Lynn Horton and second by Luke Lummus this Board doth vote  
unanimously to recess until Thursday, August 8, 2013, at 9 00 a m



President

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