

# CLAYTON COUNTY VETERANS' ADVISORY BOARD MEETING MINUTES

3:00 pm Tuesday, September 13, 2016

Conference Room II

112 Smith Street Jonesboro, GA 30236

## **I. Call to Order**

The meeting was called to order by Clerk of Commission, Sandra T. Davis.

Ms. Sandra Davis introduced herself as the Clerk of Commission for the Board of Commissioners. She thanked the members of the Veterans' Advisory Board for their time, energy, and expertise for this worthy cause.

## **II. Roll Call by the Clerk of Commission- Sandra Davis**

**Present:** Mr. Wilbert Jordan, Mr. Kenneth Gilmore, Mr. Clarence O. Burnough and Mr. Paul Winfrey.

**Absent:** Ms. Diane Hanna and Mr. Evan Black (excused).

Clerk Davis recognized that board member, Mr. Evan Black did send in a notice that he had a previous engagement that was already scheduled and that he would not be in attendance. Clerk Davis stated we would like to have him as an excused absence for the meeting. She stated that the reason she mentioned this is because in reference to Resolution 2016-99 that established the Clayton County Veterans' Advisory Board, it states that "if a Veterans' Advisory Board member misses two (2) or more consecutive meetings without adequate excuse, the Veterans' Advisory Board may, after majority vote, request removal of that member by the Board of Commissioners. She stated that is why she wanted to state for the record that Mr. Evan Black had advised the office that he would not be in attendance and requested that his absence be considered as excused for this meeting.

Clerk Davis stated that she also wants to say that four (4) members constitute a quorum, and she did want to recognize that we do have four (4) members present so we do have a quorum for this meeting.

### **III. Duties and Responsibilities as outlined in Resolution No. 2016-99:**

The Clayton County Veterans' Advisory Board is responsible for advising the Board of Commissioners on the needs of local veterans, the resources available to local veterans and programs that could benefit local veterans and their families.

Clerk Davis stated this is part of the excerpt from the resolution. Also, the board is going to be responsible for establishing by-laws, as made reference in the resolution as well. These by-laws shall govern the conduct, meetings, and activities of the Veterans' Advisory Board.

Clerk Davis announced the agenda will be paused and introduced the Chief Operating Officer, Mr. Detrick Stanford, who addressed the board.

COO Stanford thanked the board for their time and commitment to the Veterans' Advisory Board and Council. He stated that the vision of the board is to ensure that there is a collective voice for our veterans throughout the community as a whole. We are certainly going to be at your beckon call as it related to structure that will come from this meeting. Commissioner Rooks would like to give her regards for running late and said she would be here around 4:30 p.m. time frame if we are in fact still in the meeting. But, as Madame Clerk has already alluded to the primary purpose of today's meeting is regarding the organizational structure, trying to figure out specifics to officers and ultimately what would be the structure of the meetings moving forward. The other thing we would like to see come from this is that he has had some extensive conversation with Mr. Winfrey as it relates to locations.

COO Stanford stated that one of the things we talked about is that if in fact we can locate a building for which you can administer some of the functions and have

veterans be able to go to this location. We have identified a couple of locations within our inventory that we think might be suitable for meeting locations; and so, one of the things we would like to do is for you all to identify a time that is conducive for the majority of the board schedule. We will probably meet here at 112 Smith Street, get you all in a van and take you to those locations on that prescribed date and time. We will look at those locations and see if they suit the needs of this body- that is the goal. So, with that the board will get back to the organizational structure and anything we can do to be of service, please let us know. COO Stanford then asked the board is there any preliminary questions the board may have for him regarding any of the information that has been provided and ultimately what's the end goal for today's meeting.

Mr. Paul Winfrey asked could we get a list of the properties and COO Stanford answered yes and asked were there any other requests. Mr. Wilbert Jordan asked if they have a facility, who will maintain that, pay for it, and everything else? COO Stanford answered that the theory there is that if it is a government function more than likely we probably will have some responsibility with the up keep of the building; the question often times is what are the other opportunities or activities that you will be doing that may be considered above and beyond government services, then ultimately there might have to be some rental fees, but that is for down the road, and that will determine the fee structure associated with the use of that space.

Mr. Clarence Burnough asked is it something that Clayton County owns or not? COO Stanford stated that yes the buildings that we will show you all are county owned facilities. In conclusion, COO Stanford stated he is between two meetings but will make sure to come back later just in case there are more questions before the meeting adjourns; he thanked the board, Clerk Davis thanked him and he exited the meeting room.

#### **IV. Brief Description of Officers to be appointed:**

Chairperson- To preside over all meetings and events

Vice Chairperson- Assumes the duties of the Chairperson in his or her absence

Secretary- Taking minutes at board meetings by covering the discussion of each agenda item and recording votes.

Clerk Davis stated these are just brief descriptions of officers to be appointed and are just broad statements about the duty of the officers. She asked is the board prepared to appoint officers. If so, she would like to offer a method of doing that- and the board can let her know how they desire to proceed with this. If you are interested in serving and being appointed as the chairman, state your name and let your fellow board members know you are interested and we will proceed from there. Mr. Clarence Burnough came forward and stated that he will. Clerk Davis asked is there anyone else. When no other board member came forward she then asked the board would someone make the motion to name Mr. Clarence Burnough the chairman of the Veterans' Advisory Board.

- V. Motion was made by Mr. Wilbert Jordan and second by Mr. Kenneth Gilmore to nominate Mr. Clarence Burnough as Board Chairman. Vote unanimous.**
  
- VI. Motion was made by Mr. Wilbert Jordan and second by Mr. Clarence Burnough to nominate Mr. Paul Winfrey as Board Vice-Chairman.**
  
- VII. Motion was made by Mr. Wilbert Jordan and second by Mr. Paul Winfrey to nominate the Human Resources Department as the Secretary.**

Clerk Davis stated that the secretary is going to be provided by the Human Resources Department; chances are it is going to be Ms. Victoria Jeffers but, we don't want to limit the recording secretary to Ms. Jeffers so if we could just have a motion to name a representative from the Human Resources Department as the Secretary to this board.

Clerk Davis stated that for the record, we do have email addresses on some of the board members but not all of the members; if you did not provide an email address and have one, if you would please provide that information to the Assistant Clerk of Commission, Ms. Courtney Rushin, at the end of the meeting- she will take that information. If you are unsure if you did provide an email or not, if you would see her at the end of the meeting and give her that information. We feel that is the best way to stay in contact with the board members and we would like to have that information if it is available.

#### **VIII. New Chairperson- Preside over remainder of Meeting**

Clerk Davis stated that at this time, she is going to step aside and allow the new chairman to assume his duties; if Mr. Burnough will come forward and take his place as the chairman of the board.

Clerk Davis also stated to the board that when they get to the point of talking about time, place and frequency of the board meetings she did just want to mention that Resolution 2016-99 does state that the board will meet at least once monthly and so, she thinks that we do want to at least remain within the purview of the resolution as it comes to the frequency of the meetings but, the time and those other things can be discussed when the board gets to that portion of the agenda.

Clerk Davis stated that next she is going to have Ms. Shalanda Miller, Senior Staff Attorney come forward. For the board meetings, the board should always have some type of legal representation here just to make sure that everything stays in order; it is going to be someone from the Legal Staff unless something changes and we will advise the board of that.

Clerk Davis stated to the board members that we did make copies of the board members listing that has everybody's information and she hopes this is okay that we share that with the other board members so that they may contact one another if need be and we have that information as well if we need to contact a

board member. On the way out, you can grab a sheet of member names and information to be able to contact one another. She thanked the board for their time and exited the meeting room.

#### **IX. Parliamentary Rules and Procedures – Shalanda Miller, Senior Staff Attorney**

Shalanda Miller, Senior Staff Attorney stated that she left her cards upstairs but will go up, get some and make sure that the board has them before they leave today in case they have any questions. She asked the board who has been parliamentarian before. She stated that these are public meetings and, as a county, we are trying to establish some standards for our public meetings and so, these are just some quick tips on parliamentary procedures, making motions and, you will see on the very back of the handout passed out, there is a 'cheat sheet' on which motions are privileged, subsidiary motions, main motions, and that sort of thing. Senior Staff Attorney Miller pointed out that for most of the business this board will be conducting, it will be motions, amendments, and adjournment motions; and probably won't use a lot of these other motions but just in case the board needs them, they are all outlined on here.

Senior Staff Attorney Miller stated she will not take up a lot of the board's time, but if they do have questions, they can follow up with her or someone else from the Legal Staff and we will probably be at least at the first few meetings to help get things rolling. Because these are public meetings and this board is the face of the veterans in our county, we want to make sure that the meetings are operating in accordance with the standards, parliamentary rules and procedures and, that we are being respectful and that people have an opportunity to speak. This also means that the public may come to your meetings; the board would have to make a decision whether or not the board will allow for public comment and how much the board wants to engage the public in contributing ideas and information during the meetings. The board will also need to determine whether or not the board will communicate via email or phone with regard to business of the board.

Senior Staff Attorney Miller stated that all of this is subject to our Open Meetings Act, which means that anything that the board communicates will be available for the public to review. Be conscious of that as the board communicates; we encourage the board to communicate but, just know that anytime everyone is on an email with regard to business of this board, it will be subject to what we call Open Records and people can ask to see it because it is considered a quorum of the board. Anytime the board wants to meet and there are more than four members together, that is a public meeting and will need to be advertised publicly. The Clerk can assist the board if they wish to have a special set meeting and can assist in getting that advertised and making sure it is in compliance with those rules.

Senior Staff Attorney Miller stated to the board to please make sure to give Assistant Clerk Rushin their email information and if it is not an email that they want to be used for this purpose, she suggests to create a separate email for the purpose of communicating with this board; that way you can keep your personals separate from your business; and, if someone needs to see something that went on between this board it does not interfere with your private information. If one of you decides to do this, let Assistant Clerk Rushin or Clerk Davis know so that they can update the contact information so that we are using the proper contact email addresses and, anything we send out will be subject to open meetings.

Mr. Kenneth Gilmore stated will the meeting be held here and Senior Staff Attorney Miller answered that is up to the board. She explained that they have to be held somewhere in Clayton County and it is easier for us if they were held here because we have all of the equipment and won't have to tug it around but, it is not a requirement. She asked were there any other questions and that she will be right back with her cards, but that the board can proceed with the rest of their agenda. She then exited the meeting room.

#### **X. Establish Time, Place and Frequency of Board Meetings**

Chairman Burnough stated that he thinks the first thing the board should do is introduce themselves to one another. The present board members all introduced themselves and what branch of the military they have all retired from. Mr. Wilbert Jordan, Army Veteran; Mr. Kenneth Gilmore, Army Veteran; Mr. Clarence O. Burnough, Marine Corps Veteran; and, Mr. Paul Winfrey, Army Veteran.

Chairman Burnough stated we need to determine when to meet and what time and place based on the quorum that we have now. Mr. Jordan stated that for him, Tuesday afternoon at 3 p.m. is good for him. Mr. Gilmore and Vice-Chairman Winfrey also agreed with Mr. Jordan adding in this building as the location if it is available. The board agreed on Tuesdays at 3 p.m.

Chairman Burnough asked which Tuesday of each month we want to meet on; the 2<sup>nd</sup> Tuesday in October would be October 11<sup>th</sup> and is this good for everyone else. Mr. Gilmore stated we can decide now and always change it if the other board members are working or need to adjust the time for a later time; right now he is open to this. Chairman Burnough stated he agrees but as a quorum we have to still move forward. Assistant Clerk Rushin stated to the board that they are able to change this decision if they need to. Chairman Burnough stated as of now, the next board meeting will be October 11, 2016 at 3 p.m. and, the frequency is the 2<sup>nd</sup> Tuesday of each month; and, that the day might not change but the time might change.

## **XI. Other Business**

Chairman Burnough stated that we need to come up with some by-laws for this board. Mr. Jordan stated that he was looking online and there are Veterans' Advisory Boards all across this county, and he saw some pretty good by-laws online. He stated one thing he learned in his twenty-six and half (26.5) years in the military is do not recreate the wheel. Let's pick something and then just adjust it for ourselves. Chairman Burnough asked does he or anyone else have any suggestions. Mr. Jordan stated he was looking at the King County's Advisory



Board and that if you go on the website, they have more detailing but we would have to adjust it for ourselves. Chairman Burnough asked can we get a copy of this handout for the members of the board, we probably need to take it and piece it together and everyone can take a look at it and pull what we want to use and get back together on October 11<sup>th</sup>. He stated he would like to have something established at least when we come back and the other board members agreed. Ms. Victoria Jeffers from Human Resources Department left the meeting room to make copies for the board members.

Chairman Burnough stated his other concern is that we need to focus on something that we can actually do. He stated that we do not need to try and duplicate anything that the VA's or the VFW's or any of those organizations are doing, but we need to try to find something that we can do successfully here for our veterans in Clayton County. He stated that he sees a lot of veterans sitting around on the corner; he saw a guy the other day at Kroger's, begging. It does not matter to him whether they are black or white, he does not like to see a veteran doing that. We need to do a focus on what we can do, but he guesses that will depend on what type of resources and backing we have but we need to focus on what we can do for the veterans here in Clayton County.

Vice-Chairman Winfrey stated that for himself and the other Sergeant Majors involved, he does benefits. He retired from America Legions as a service officer so he still does that. But, once you start doing that you get into everything else. In fact, outside a veteran was able to get his number from somewhere and he was able to call someone who houses veterans, to get this guy someplace to live. So, every problem that is in society is also in the veteran community. He explained that in Georgia, for the last seven (7) years, he has been handling almost everything from education, homelessness, jobs- all that is out there for us to do. He has made connections and is sure the others have as well, with various agencies that cover all of this. Basically, we are going to be doing a little bit of everything; the main reason for asking for this building is to have what he calls 'one stop shop'. Veterans can come to this building and get information on

anything they need. If we cannot handle it right there, then we will go to the Rolodex.

Mr. Jordan stated that one of the things he wants to make sure we do not do; he is the post service officer and he deals with veterans and veteran issues every day. In the VA and VFW we have a book, and anything that would help the veterans from benefits to anything else it is in this book- the federal benefits book- let's make sure we do not duplicate this. We have all these organizations already and we are doing a lot out there. Most cases, when they have veterans service boards, like this, it is usually comprised mainly of veterans service organizations and veterans; we have a lot of resources. Mr. Jordan stated he is the Georgia advocate from all the way up to the northern border Georgia down to here so we can get the resources so what we need to do is focus on what we can do. Chairman Burnough stated he is glad to know we are basically hooked up with this for whatever direction we need or help that we need so that is a good thing.

The Constituent Aide to Clayton County's Commissioner Gail Hambrick of District Three, Ms. Tina Howard, introduced herself and stated she does not know how feasible this is but suggests seeing more veterans participate in the Martin Luther King, Jr. Parade. One of the things said about Clayton County is that we do not honor our veterans with events; it would be nice to coordinate veterans that are able to participate in some of these events where we are seeing you in uniforms.

Mr. Jordan stated that Veterans' Day is coming up on November 11<sup>th</sup> and his wife spoke to Mayor Day about seeing if it was feasible for this board to have some kind of program on November 11<sup>th</sup>. That would also be a way to let people know we are here and can get an idea of needs and assessment of the veterans out here; because, we can have this board like everything else unless they know we are out here. Veterans' Day is the most important day for us; so, if we can get together and even have just a simple program where we can honor- especially if we can find World War II Veterans, Vietnam War veterans and Korean War veterans- if we could do something to honor them it would be a good thing, and

let them know that the county really cares about them. We have almost 23,000 veterans here in Clayton County but it is almost like we are invisible.

Senior Staff Attorney Miller stated that November 11<sup>th</sup> is on a Friday and that if this is something the board is interested in, we should be able to do that, Clayton County can assist in getting that-she does not imagine that any commissioner would have an objection. Chairman Burnough stated that his primary concern is letting people know, using the media is the best way we can inform Clayton County public that there is a board now. Mr. Jordan asked Senior Staff Attorney Miller can we use Clayton County's Access Television Channel 23 to let the public know when the board is meeting and what some of the things we are going to do are. She answered yes, they certainly can our resources are their resources and that she will speak with Channel 23 and ask them to maybe put out a press release or something and they might want to do interviews.

Motion by Mr. Wilbert Jordan, second by Vice-Chairman Paul Winfrey, that the Clayton County Veterans' Advisory Board will sponsor a Veterans' Day Ceremony on November 11, 2016. Vote unanimous.

Motion by Vice-Chairman Paul Winfrey, second by Mr. Wilbert Jordan, to have the Clayton County Veterans' Advisory Board meetings on the 2<sup>nd</sup> Tuesday of each month at 3 p.m. starting on October 11, 2016. Vote unanimous.

Senior Staff Attorney Miller asked about the location of the meetings and Chairman Burnough stated for right now, it will be here until we have the opportunity to go view the other properties.

Mr. Jordan stated that Martin Luther King, Jr. Day means a lot to us and we should do something as veterans. For some of us that are combat veterans, we know the price we have paid and we need to let the public know we are here and to know that we are fighters- we need to honor that. He called for a motion to come up with some kind of program where we can even have just a little march or something on Martin Luther King, Jr. Day.

Ms. Howard stated that there is a parade every year in Jonesboro and she was thinking they could just be a part of it, to have a banner or something; representing all branches of the military.

Mr. Winfrey stated there are so many things going on for Martin Luther King, Jr. Day besides a parade. Politicians get things, maybe we should find out what would be our best venue so that we can get it out there to the public. The parade is good but, it might be something else we can get into. Mr. Jordan asked why don't we just say we will take part in a ceremony to honor Martin Luther King, Jr., if we do it like this that will leave it open and he makes it a motion. Senior Staff Attorney Miller stated that we have time, so they do not have to make a decision right now. Chairman Burnough suggested tabling this. Mr. Jordan stated if there is no second, it will be tabled.

Mr. Gilmore stated to Chairman Burnough that he makes a motion for the county to give us some kind of shirts, jackets or hats to identify the board; so, if we are going to march, people will know who we are and we can be recognized. Chairman Burnough agreed to make a motion for this. Vice-Chairman Winfrey asked Senior Staff Attorney Miller what we would use if we do get shirts or business cards for example- can we use the Clayton County logo. Senior Staff Attorney Miller answered that surprisingly, there is not any official Clayton County logo or seal but she is sure the Board of Commissioners will not object to the Veterans' Advisory Board using the logo. She stated she is not sure of the policy or protocol for boards having cards or anything like that but she understands this board is different; she is not aware of any other board having those types of things. Chairman Burnough stated to Senior Staff Attorney Miller that is more of a marketing tool for us, we might go to places where she may never go.

Senior Staff Attorney Miller stated maybe something the board can think about is having some sort of telephone number or email address that links directly to the board so that if they are handing out these cards you are not giving out personal information. She stated she does not know the protocol for that because typically stuff like that will be reserved for a county employee but the board is not

considered county employees; so, she would have to look into that but it makes sense. Vice-Chairman Winfrey stated in agreeance that it does make sense because we will be coming face to face with the veterans and their questions so he can imagine what will happen once we get established. Chairman Burnough asked Senior Staff Attorney Miller will she look into the possibility of having business cards, email account, phone number, jackets, hats, shirts, other identifiers, blazers for a more formal affair, polo shirts, et cetera and she stated she will refer it to the right people.

Chairman Burnough asked to take a quick look at the calendar so we know we don't have any conflicts with any holidays for our meetings. The 2<sup>nd</sup> Tuesday in November is Election Day so we might want to move that to November 15<sup>th</sup> at the same time of 3 p.m. In December, school is out on December 19<sup>th</sup>, so this month looks fine. In December, we can start looking at January and February. He suggests moving the November meeting to the following week so we won't be meeting on Election Day. Mr. Gilmore calls for a motion to ask Clayton County to purchase apparel identifiers such as shirts, jackets, hats, nametags and cards because people need to know who we are once we get out there in the public and we are here for the veterans. Chairman Burnough clarified for Mr. Gilmore that we have to see if it will be feasible. Chairman Burnough continued his statement of making the November meeting will be moved to the 3<sup>rd</sup> Tuesday of November which is November 15<sup>th</sup> and that the December meeting is going to be on the 2<sup>nd</sup> Tuesday of December which is on December 13<sup>th</sup>. Senior Staff Attorney Miller and Chairman Burnough clarified the identifiers the board wants to receive from the county which includes business cards, phone number which the board has access to, email address, website, jackets, hats, polo shirts, blazers, nametags and banner. Senior Staff Attorney Miller stated she will ask and let the board know. Chairman Burnough stated to her to do what she can.

Motion by Chairman Burnough, second by Vice-Chairman Paul Winfrey to request Clayton County to make the purchases of the following identifier items that have been addressed during this meeting. Vote unanimous.

Chairman Burnough stated to Senior Staff Attorney Miller that in reference to the by-laws, each member present today will review the by-laws that were pulled and come up with something and use it as a guide to create our own. Next time we meet, we will have by-laws for consideration. He asked does anyone have any questions and he thinks we have a full plate right now as far as what we need to do including the by-laws, identifiers, and picking the property for the meetings.

Vice-Chairman Winfrey stated that they are going to set up a meeting for us to where we are going to go look at these properties but he would advise once we get a list of the properties, we can look at them ourselves and find out about them prior to going inside once COO Stanford provides the information to us.

Mr. Jordan stated he thinks we should make sure we let the other veteran service organizations in our county know that we exist because they will probably be the main resource for us as far as helping veterans if they already have things in place otherwise, we will just be spinning our wheel. He is able to talk directly to VA because of his position and Mr. Winfrey too so we need to make sure we are working with these veteran service organizations and using those facilities. The Veterans of Foreign War is completely behind us, and they are already telling him they will help with the funding and he is authorized to speak for them. Vice-Chairman Winfrey added that with the American Legion, he spoke to the commander and they are willing to help us in any way they can. He will speak to the Department of Georgia to see if they are willing to help us. Chairman Burnough stated he knows that the Labor Department has employment and such.

Senior Staff Attorney Miller suggested that maybe once communication items are in place and once we get our press release, we can send something out then. Chairman Burnough stated that we cannot rely on a maybe because we do not have that much time. Senior Staff Attorney Miller stated that if they want something uniform; then, she suggests waiting on a press release because they do not want to put out a press release before they have a website or contact information; it might be a good idea to wait. Chairman Burnough asked her how long does she project before an answer and she answered that she will ask today.

She explained that we have a Board of Commissioners meeting next Tuesday but it wouldn't hurt for one of the board members to reach out and to come and ask at the board meeting or to reach out and ask your commissioner prior to the board meeting. She is imagining the website and contact information can be done without too much cost to the county and she imagines she will get a yes on that and she will ask; she told the board to make sure we have their contact information and email addresses so that she can get the information out to them that way. Chairman Burnough stated he could personally ask the Board of Commissioners Chairman Turner.

Vice-Chairman Winfrey suggest some type of a formal letter that can go to the different organizations and/or the VA's Regional Office and the hospital more or less to let them know we are coming, he has the card of the person in charge at the regional office. Senior Staff Attorney Miller stated the more people they reach out to the better. Chairman Burnough stated he will develop a letter and send it out to each board member a week from today so they can look at it so we are on the same page so we aren't leaving out anybody. Vice-Chairman Winfrey stated that in his opinion, to try to send this to Home Depot, Lowe's and the big places in the community to let them know we are coming; somewhere along the lines we will be coming to them and asking for things so it will be good for them to know beforehand what we are about. Mr. Jordan asked Senior Staff Attorney Miller are we authorized to get funds because that is a gray area and she stated you would always get funding through the county and the county accepts on the board's behalf.

Mr. Jordan stated he would like to give out another email that is not private. Senior Staff Attorney Miller stated yes and if there is any information any of the board members have on this list that they do not want to go out, cross it out and get in contact with the Clerk to make sure we get your updated emails. The email listing sheet was passed around the table.

Chairman Burnough stated before we do a short review of the items discussed at today's meeting, we need to address the input from the public and if we want to

have that and if so, how long and are we going to hear from the public. Senior Staff Attorney Miller stated that the board is not required to have public comment but they are welcome to and that she suggests a time limit for how long the public comment will be and for how long each individual will speak. Mr. Jordan suggested using the same conditions as the Board of Commissioners. She clarified those time limits are three (3) minutes per person and thirty (30) minutes total; once people know about the board, more people will probably participate. Chairman Burnough asked Assistant Clerk Rushin will they be getting copies of the notes from today. Assistant Clerk Rushin answered that she will transcribe the minutes within the next week and send them out to the board members. Mr. Jordan stated he has a Gmail email he would like to use for this board and Senior Staff Attorney Miller stated that if he emails it to her; then, she will make sure Assistant Clerk Rushin receives it. Chairman Burnough did a short review of all the items discussed during the meeting for the board members.

Mr. Jordan asked are there any liabilities, he does not want anyone to try to sue anyone because he wants to make sure we are covered. Senior Staff Attorney Miller stated there are always liabilities with anything but any lawsuit against any board member or the board itself is a lawsuit against the county; and, that unless something was done in negligence, purposeful or malicious, anything done as a board member is covered by the county; as long as nothing is done purposefully or harmful, the board members should be fine. Mr. Jordan also stated that in terms of the by-laws, the handout he provided is not concrete and there are several good ones online and that he gave that as an example. Chairman Burnough agreed and stated that we all need to look and have something when we come back.

Chairman Burnough stated to the board to make sure that we all have one another's phone numbers. Senior Staff Attorney Miller stated everyone should have a copy of the board members sheet with the contact information and that once we finalize the emails, we will get this updated. Chairman Burnough asked the board members who are not present and they identified who was absent: Ms. Diane Hanna, who is working Emergency Management for the disaster in



Louisiana and is a member of the Black Veterans of Clayton County; and, Mr. Evan Black, who is recorded as an excused absence. Vice-Chairman Winfrey asked about the addresses set up for the properties by COO Stanford. Ms. Jeffers stated COO Stanford's assistant Ms. Terrie Randolph informed her that he would be stepping back in momentarily but it has not happened yet and she can go and ask him if he is ready to come back if need be. Senior Staff Attorney stated that if that is all they are waiting on then we can still adjourn the meeting and that if she cannot get that information for them right now; then, she will email the information later. Vice-Chairman Winfrey stated we will have to set up a date and time and that COO Stanford is going to set up a meeting for us to look at them prior to that so we have a better idea of the properties; he spoke to COO Stanford and he said there are four (4) properties.

Senior Staff Attorney Miller assured the board that they will not miss any information and, if that was all, the board can adjourn the meeting and she will step over and see COO Stanford. Chairman Burnough asked does anyone else have any questions or other business to discuss and suggested closing the meeting in prayer. Mr. Wilbert Jordan closed the meeting in prayer.

## **XII. Adjournment**

There being no further business to discuss, motion by Chairman Burnough, second by Mr. Kenneth Gilmore, to adjourn the Veterans' Advisory Board Meeting of September 13, 2016 at 4:18 p.m.