



BALDWIN COUNTY BOARD OF COMMISSIONERS WORK SESSION

November 4, 2025

1601 N Columbia St, Suite 220

3:00 PM

MINUTES

PRESENT

Andrew Strickland, Chair
Kendrick Butts, Vice Chair
Sammy Hall
Emily C. Davis
Scott Little

OTHERS

Carlos Tobar
Dawn Hudson
Brandon Palmer
Lajuana Rensaw
Bo Danuser

CALL TO ORDER

Chairman Andrew Strickland called the November 4, 2025 work session to order at 3:00 PM.

ADMINISTRATIVE MATTERS

Employee Handbook

County Attorney Brandon Palmer presented the commissioners with an updated copy of the Baldwin County Employment Policy and there was discussion about:

- Offenses that warrant disciplinary action and which offenses "may" warrant dismissal and which offenses "shall" warrant dismissal
- The use of prescribed drugs on the job site
- Defining the offenses that would require automatic termination

Attorney Lajuana Rensaw discussed the fact that some offenses and some positions such as a truck driver would warrant strict disciplinary action but the policy needed to have some leeway to avoid mandating harsh disciplinary action when not warranted. Ms. Rensaw discussed scenarios where discretion needed to be used.

The commissioners discussed the use of "may" and "shall" when applied to termination than included:

- Intent of an offence especially when referring to fighting
- Giving discretion to make decisions on disciplinary actions to department heads
- Implementing progressive discipline
- Using "shall" terminate for illegal drug use and for possession

- Possession of fire arms by employees in the workplace and that carrying a firearm was not illegal in Georgia
- Using the language of the policy to discriminate against an employee
- Which of the offenses - like fighting, threatening violence, dishonesty, falsifying documents, discrimination, not showing up for work, gross insubordination, and using, possessing or selling illicit drugs - should mandate termination or allow for discretion
- Using alcohol on the job
- Separating the sale of drugs and the use of drugs
- Government sector rights to appeal and participation in an employee assistance program
- Using the term "may" terminate allowed for discretion but could lead to a disparity in treatment and open the county to grievance filings
- Determining which offenses would require termination

Attorney Rensaw recommend adopting a policy that included the ability to use discretion with the exception of violating Department of Transportation regulations which would fall under state and federal laws.

Discussion returned to:

- Progressive discipline
- Using the terms "may" and "shall" when addressing termination and the fact the using "may" still allowed for immediate termination
- Employees falsifying records, including employment applications
- Moving certain offenses from the "shall" be terminated to "may" be terminated section of the policy.
- Unlawful distribution or sale of illegal drugs was moved to shall be terminated.
- Clearly defining equipment and was considered heavy equipment.
- Identifying equipment that would be considered heavy equipment and including a cost minimum of \$5,000 purchase price when applying misuse standards

Short Term Rental

Attorney Palmer outlined the changes to the Short-Term Rental Ordinance that had been discussed previously and the commissioners discussed the changes:

- Added bedroom, property lot of record, entire property, dwelling unit to definitions
- Capped the number of certificates issued to 150
- Setting the expiration date for certificates to December 31st
- All applications would be submitted annually
- Setting a 300-foot minimum distance between property lines of short-term rental properties
- Current short-term rental properties would not be grandfathered, but renewals would take priority
- Adding the Fire Marshal to the application process
- Setting the maximum occupancy both day and night to 2 persons per bedroom to 2 additional persons not to exceed 12 persons
- Setting December 1 through December 31 as the application period - the section was eliminated
- Right to inspect
- Redundancies in the ordinance
- Requiring at least 1 90-gallon trash receptacle per every 4 guests
- Code Enforcement and Fire Marshall inspections
- Scheduling a public hearing for December 2nd and approval at the regular meeting

Recreation Policy

The commissioners discussed point of the recreation policy to include:

- All incident reports at recreation facilities were forwarded to the Sheriff's Department; the Police Department would not take the lead issuing citations
- The county had autonomy to criminally trespassing park users, arrests would follow state regulations, criminal trespass involved law officers and officers would only be involved if called
- Notice of prohibited entry would currently only apply to the place the notice was issued, length of prohibited entry, and if a trespass should apply to all portions of the park – including the parking lot
- That there were not many problems at the recreation department
- Using the policy applied to umpires and coaches for volunteers, volunteers notifying the county of criminal violations, the length of volunteer probation or ban based on the crime and how long ago the crime was committed
- Criminal violations that warranted a lifetime ban including homicide where a child was involved
- An appeal process
- Notifying the Recreation Director of any violations of the law
- Using the same rules for umpires, coaches and volunteers

Travel Reimbursement Policy

County Manager left the meeting at 5:14 to attend a grant public hearing.

Assistant County Manager Dawn Hudson presented and discussed amending the travel policy that would include a scale depending on the location.

The commissioners discussed:

- Mileage rate
- Doubling on travel to the same location
- The policy would apply to employees and elected officials other than the constitutional officers
- Rates tracked to GSA
- Prohibit non-required travel
- Requiring advanced approval by the County Manager
- Updating the meal reimbursements

ADJOURNMENT

Commissioner Little made a motion to adjourn the meeting. Commissioner Hall seconded the motion and the motion passed unanimously.

The November 4, 2025 work session was adjourned at 5:33 PM.

Submitted,


 Andrew Strickland, Chair
 Baldwin County Board of Commissioners

ATTEST:


 Bo Danuser, County Clerk
 Baldwin County, Georgia