

THE STATE OF TEXAS
COUNTY OF HUTCHINSON

On this 15th day of June 2026, A.D., the Policy Committee met with the following employees present to wit:

Cindy Irwin
Gary Alexander
Ben Bentley
Dwight Kirksey
Kelly Ratliff
Amy Back
Tiffany Phelan

Monica Wagner
Duane Chisholm
Jerry Langwell
Carrie Kimmell
Richard Hein
Jeremy Sharp

AGENDA

CALL TO ORDER

PUBLIC COMMENTS

None at this time.

CONSIDER AND/OR APPROVE POLICIES

VACATION POLICY

After discussion it was decided to bring to Commissioners Court for approval budgeting to pay out all elected officials for their vacation time at the end of this year that has not been used and then eliminate the elected officials from receiving vacation time and using time sheets all together. The proposed payout is on a spreadsheet that has been made part of the minutes. Going forward if an hourly employee becomes an elected official any vacation they haven't taken prior to taking office will be paid out. December 31st vacation will take effect each year. For county employees 40 hours of vacation shall be earned after completing 6 months of continuous employment and another 40 hours of vacation shall be earned after the next 6 months of that first year. Then keeping the existing policy as is with employees who have worked 7 continuous years shall earn 120 hours of vacation, employees who have worked 14 continuous years shall earn 160 hours of vacation and employees who have worked 21 continuous years shall earn 200 hours of vacation.

UNIFORM POLICY

After discussion it was decided to bring to Commissioners Court for approval a policy like the Fort Bend Policy used as an example and has been made part of the minutes. These were some items that were discussed, Sheriff Langwell has a policy for uniforms within his office. If uniforms are purchased by the county, then they should be worn, worn on a schedule and/or for specific events. If employment is terminated the employee must return the uniform or it will be garnished from their last paycheck. Road and Bridge have a uniform contract with a uniform company and can investigate adjusting short and long sleeves during specific seasons so uniforms can be worn consistently through the year.

NUISANCE AND ABATEMENT POLICY.

After discussion it was decided to send this policy to Craig Jones, County Attorney, for advice/approval. This example policy/process has been made part of the minutes. Commissioner Kirksey is currently in the Nuisance Officer role; it was suggested that Alan Wells, our EMC/County Fire Marshal, take the Nuisance Officer roll along with a stipend. Mr. Wells would also have a county Constable to help with the law enforcement side of the policy. It is important to have guidelines to act when needed. The Nuisance Officer would report directly to the Commissioners' Court and discussion could be had about these situations. A starting point is needed and can be changed and fine-tuned.

CHANGES TO CREDIT CARD POLICY

Credit Card Policy will be left as is.

MISCELLANEOUS POLICIES

None at this time.

SET DATE FOR NEXT MEETING

September 21, 2026 @ 9 a.m. in Grand Jury Room.

ADJOURN



Cindy Irwin

CINDY IRWIN – COUNTY JUDGE

ATTEST:

Kelly Ratliff

KELLY RATLIFF – COUNTY CLERK