

Employee/Personnel Committee

Meeting Minutes

January 7, 2021 at 7:00 P.M.
Trousdale County Court House & Zoom

Members Present: Bill Fergusson, Mary Ann Baker, Shane Burton, Coy Dickey, Amber Russell, Dwight Jewell and Vickie Howard.

Members Absent: Gary Walsh, Richard Johnson.

Others Present: Rene Pridemore, Sheriff Ray Russell, Branden Bellar and Brian King.

Chairman Bill Fergusson called the meeting to order at 7:01 P.M.

Mayor Chambers advised the Comptrollers' Office had directed that before each committee meeting a motion be made that due to COVID – 19 the meeting was being held virtually and all votes be done by roll call.

Dwight Jewell made a motion due to COVID -19 this meeting was being held virtually. Seconded by Coy Dickey.

Roll Call Vote – Yes – Bill Fergusson, Shane Burton, Coy Dickey, Amber Russell, Vickie Howard.

No – None.

Absent – Gary Walsh and Richard Johnson.

*Note committee Secretary Mary Ann Baker failed to call Dwight Jewell and her own name who both voted yes.

MOTION CARRIED

Review Minutes

Chairman Fergusson asked the committee to review the minutes from the July 9, 2020 meeting. Amber Russell made a motion to approve. Seconded by Shane Burton.

Roll Call Vote – Yes – Bill Fergusson, Shane Burton, Coy Dickey, Amber Russell, Vickie Howard.

No – None.

Absent – Gary Walsh and Richard Johnson.

*Note committee Secretary Mary Ann Baker failed to call Dwight Jewell and her own name who both voted yes.

MOTION CARRIED

Officer Elections

Amber Russell nominated Bill Fergusson for Chairman, no other nominations were made and nominations ceased.

Roll Call Vote – Yes – Bill Fergusson, Shane Burton, Coy Dickey, Amber Russell, Vickie Howard.

No – None.

Absent – Gary Walsh and Richard Johnson.

*Note committee Secretary Mary Ann Baker failed to call Dwight Jewell and her own name who both voted yes.

MOTION CARRIED

Shane Burton made a motion for the Vice Chairman and Secretary positions to remain the same which are Richard Johnson Vice Chairman and Mary Ann baker Secretary. Seconded by Dwight Jewell.

Roll Call Vote – Yes – Bill Fergusson, Shane Burton, Coy Dickey, Amber Russell, Vickie Howard.
No – None.

Absent – Gary Walsh and Richard Johnson.

*Note committee Secretary Mary Ann Baker failed to call Dwight Jewell and her own name who both voted yes.

MOTION CARRIED

Discussion Items

- a. **Personnel Policy Amendment** – COVID -19 Sick – Mayor Chambers advised that in March of 2020 Congress had passed the families first corona relief act that included an emergency paid sick leave for employees due to COVID-19 and This act was set to expire on December 31, 2020. However, if approved The Hartsville/Trousdale County Government COVID-19 Sick Leave Policy (*Attached) would extend emergency sick leave for all full time and part time Hartsville/Trousdale County employees due to COVID -19 from January 1, 2021 thru December 31, 2021. Coy Dickey made a motion to approve this policy. Seconded by Mary Ann Baker.

Roll Call Vote – Yes – Bill Fergusson, Shane Burton, Coy Dickey, Amber Russell, Vickie Howard.
No – None.

Absent – Gary Walsh and Richard Johnson.

*Note committee Secretary Mary Ann Baker failed to call Dwight Jewell and her own name who both voted yes.

MOTION CARRIED

- 1) Mayor Chambers asked that the **Administrative Leave Policy** go back to what the Hartsville/Trousdale County had done prior to COVID-19 which allows Department Heads or Elected Officials to give employees 3 days paid administrative leave after they had exhausted all other time they had. Amber Russell made a motion to go back to the Administrative Leave Policy prior to COVID-19. Seconded by Mary Ann Baker.

Roll Call Vote – Yes – Bill Fergusson, Shane Burton, Coy Dickey, Amber Russell, Vickie Howard.
No – None.

Absent – Gary Walsh and Richard Johnson.

*Note committee Secretary Mary Ann Baker failed to call Dwight Jewell and her own name who both voted yes.

MOTION CARRIED

Wage Study – Mayor Chambers advised that his office had reached out to 3 consultants for proposals on conducting the study and had received them back in mid-December, they were from

Mike Umphres – Principal Compensation Advantage - \$60,678.50

Larry Russell – Organizational Management Group - \$15,500.00

Steven Thompson – BTA (Burriss Thompson & Associates) - \$15,590.00 - \$18,150.00

After some discussion Shane Burton made a motion to retain BTA (Burriss Thompson & Associates) to conduct the wage study. Seconded by Amber Russell.

Roll Call Vote – Yes – Bill Fergusson, Shane Burton, Coy Dickey, Amber Russell, Vickie Howard.
No – None.

Absent – Gary Walsh and Richard Johnson.

*Note committee Secretary Mary Ann Baker failed to call Dwight Jewell and her own name who both voted yes.

MOTION CARRIED

- b. **Direct Deposit** – Chairman Fergusson advised that this is something we would like to do however the Hartsville/Trousdale County Employees payroll is currently being done on a current basis rather than accrued which would be required to do Direct Deposit and the hardship this might be on the employees to not receive a check for 2 weeks.

Mayor Chambers advised that current pay means time sheets are collected from employees on Wednesday and checks are given to them on Friday, accrued means the employee is paid 2 weeks after that time sheet is turned in. The problem would be employees not receiving a check for a whole month due to the 2 weeks to get to the accrued and 2 weeks to get paid. The only way they have seen to cover that gap would be to give the employees a bonus to cover that time frame.

We would also have to find a bank that could do the direct deposit which may require moving from Citizens Bank to Wilson Bank & Trust and Wilson Bank & trust would only be able to do the direct deposit if we were on an accrued verse current. They are also looking at moving to an electronic time sheet system perhaps thru a vendor.

Amy Thomas mentioned that the current pay period is Thursday thru Wednesday and would like to move it to Sunday thru Saturday. Commissioners expressed how they understood employees concerns however they wanted to move forward with this to the full County Commission.

Mayor Chambers expressed that the soonest it could be done would be July 1, 2021 and how will it be implemented. He asked the committee what they wanted pass it to the full commission and his office continue to work on further recommendations or pick a course of action and move forward. Mayor Chambers advised that he had brought it to the Executive committee earlier but was told no due to the cost. However, in 2015 the County Commission passed a resolution giving the Mayor the authority to put it into place whenever he or she chooses, and no action of a committee can override that action of the commission. Commission Jewell advised that this committee wanted the Mayors office to tell them the best way to get this done. The Mayor advised that his office's recommendation was to go from current to accrued work with the banks to set up the direct deposit whichever one it was Citizens or Wilson and pair with an electronic time keeping system and give all employees a bonus to cover the paycheck lapse. Amber Russell made the motion to proceed with Mayor Chambers recommendation. Seconded by Mary Ann Baker.

Discussion: Chairman Fergusson asked what the bonus would cost? Mayor Chambers advised around \$132,000.00.

Amy Thomas proposed that we do have funding from the Local Government support grant we could use if we wanted to implement this in next year's budget that would need to be approved by the County Commission.

Amber Russell made a motion to amend the motion to include the funding for the bonus would come from the Local Government Support Grant. Seconded by Coy Dickey.

Roll Call Vote – Yes – Bill Fergusson, Shane Burton, Coy Dickey, Amber Russell, Vickie Howard.

No – None.

Absent – Gary Walsh and Richard Johnson.

*Note committee Secretary Mary Ann Baker failed to call Dwight Jewell and her own name who both voted yes.

MOTION CARRIED

Amber Russell made the motion to proceed with Mayor Chambers recommendation. Seconded by Mary Ann Baker.

Roll Call Vote – Yes – Bill Fergusson, Shane Burton, Coy Dickey, Amber Russell, Vickie Howard.

No – None.

Absent – Gary Walsh and Richard Johnson.

*Note committee Secretary Mary Ann Baker failed to call Dwight Jewell and her own name who both voted yes.

MOTION CARRIED

- c. Other – Mayor Chambers advised that the personnel policy being worked on would include information from the wage study.

Public Comment

None

Adjourn

Coy Dickey made a motion to adjourn. Seconded by Dwight Jewell.

Meeting was live streamed to the Hartsville/Trousdale County Government Facebook Page and recorded for record.

Minutes submitted by:

Mary Ann Baker

January 15, 2021