

HARTSVILLE/TROUSDALE COUNTY METROPOLITAN GOVERNMENT

PERSONNEL COMMITTEE

NOVEMBER 7, 2022 | 6:00PM | MAYOR'S OFFICE

MINUTES

Members Present: 6/6

Shane Burton
Alan Carman

Brian Crook
Grant Cothron

Will Dennis
Steve Whittaker

Others Present:

Ex-Officio Members: Mayor Jack McCall

Branden Bellar, Richard Johnson, Amy Thomas

As the designated member, Commissioner Will Dennis called the meeting to order at 6pm and led the invocation. A quorum was determined to be present with all members in attendance.

The first order of business was to elect officers.

Chair – Will Dennis

Motion to cease nominations and elect by acclamation made by Crook; seconded by Cothron

MOTION APPROVED

Vice Chair – Steve Whittaker

Motion to cease nominations and elect by acclamation made by Burton; seconded by Cothron

MOTION APPROVED

Secretary – Alan Carman

Motion to cease nominations and elect by acclamation made by Burton; seconded by Cothron

MOTION APPROVED

Minutes from the July 14, 2022 meeting were reviewed.

Motion to accept as presented by Burton; second by Whittaker.

MOTION APPROVED

Questions were raised by Commissioner Crook on the Inclement Weather policy and how Administration Days were handled if the administration offices closed. According to the new policy, Inclement Weather Administration Days are available to full time employees to cover any missed scheduled paid hours due to hazardous road conditions in the event of bad weather. If an employee is scheduled to work and is unable to come in due to weather or road conditions, the employee can be granted an administrative day. If an employee is not scheduled to work on those days, the administrative day will not apply to that employee.

County Attorney Bellar opined that one of the responsibilities of this Committee was to review the policy and research circumstances and come up with solutions moving forward. There are several questions raised from the Sheriff's department that will need to be researched and addressed.

Chairman Dennis read aloud the Purpose of the committee.

"Monitors and revises the personnel policy/Employee Handbook. Mediates disputes between supervisors and their staff when necessary. Annual evaluation of the employee insurance benefits. Works with insurance broker to find the best solution for insurance benefits or options."

Commissioner Crook questioned how the paid time off should work, especially for the Sheriff's office and other departments that do not have an 8 hour day. An answer could not be given at this meeting, but the issue would be taken to HR and Payroll.

Burton inquired on having paystubs available online. This is in the works and should be available in January. Accounting is also working on getting sick and vacation accessible online. We are working with My Benefits Channel to have several processes streamlined for the employees.

Meeting adjourned at 6:18pm with a motion from Steve Whittaker; second by Grant Cothron.

Next meeting January 11, 2023.