

HARTSVILLE/TROUSDALE COUNTY GOVERNMENT

PERSONNEL COMMITTEE

Will Dennis, Chair
Steve Whittaker, Vice Chair
Alan Carman, Secretary

Shane Burton
Brian Crook
Grant Cothron

Guiselle Quiel de Scott
HR Coordinator (NVM)

JULY 20, 2023 | 6:00 PM | MAYOR'S OFFICE

Agenda

1. Open Meeting
2. Review Minutes from June 29, 2023
3. Discussion Items
 - A. Personnel Policy Section V.N – Administrative Leave
A department head meeting has not been held since the previous Personnel Committee meeting
 - B. Review Departmental Authority
- Reference ORD 66-2012-22 Defining the Duties and Responsibilities of Dept Heads
 - C. Other discussion
4. Public Comments
5. Adjourn

HARTSVILLE/TROUSDALE COUNTY METROPOLITAN GOVERNMENT

PERSONNEL COMMITTEE

JUNE 29, 2023 | 6:00PM | MAYOR'S OFFICE

MINUTES

Members Present: 5/6

Will Dennis, *Chair*

Alan Carman, *Secretary*

Grant Cothron

Steve Whittaker, *Vice Chair*

Brian Crook

Absent: Shane Burton

Others Present:

Mayor Jack McCall, Amy Thomas *CCFO*

Chairman Will Dennis called the meeting to order at 6pm; Grant Cothron led the committee in prayer. A quorum was determined with five members present.

Minutes from the March 16, 2023 meeting were reviewed.

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

MOTION APPROVED

Discussion Items

Review Personnel Policy Section VII, Item T Nepotism

It was found that intended wording was left out of a section. The wording was in the previous policy and was to be carried over to the current. The omitted wording addresses how personal relationships are to be viewed and handled by department heads.

Crook made the motion to recommend the addition to the Commission; second by Cothron.

MOTION APPROVED

See attachment of added language to Section VII.T

Review Personnel Policy Section V, Item N Administrative Leave

Review Personnel Policy Section V, Item O Inclement Weather Conditions

It is recommended by the County Attorney to remove this section, several employees and department heads abuse this section. Committee discussed that this is more of a department head issue and requested the Mayor to set up a meeting with the Department Heads. More discussion is needed and possible research into other counties' policies for different wording. The Inclement weather section was referenced to show that administrative leave is referenced. Dennis suggested if you make the policy so specific it would be detrimental and would not leave much "wiggle room".

Cothron made the motion to postpone the discussions on Sections N and O until the next meeting pending the Mayor's meeting with Dept Heads; second by Crook. **MOTION APPROVED**

Other Business:

Crook would like to discuss ORD 66-2012-22 at the next meeting. This concerns giving the department head the authority to hire for their department. Will need the Charter and Personnel Policy referenced concerning hiring procedures. Asks for ample time to discuss.

Next meeting date Committee set the next meeting for Thursday, July 20, 2023 at 6pm.

Public Comment – none presented.

Meeting adjourned at 6:26pm with a motion from Crook; second by Cothron.

*Minutes submitted by
Amy Thomas, CCFO*

ORDINANCE #66-2012-02**An Ordinance Defining the Duties and Responsibilities of Department Heads, Directors and Supervisors Operating Within the Hartsville/Trousdale County Government****Sponsored by Fergusson**

WHEREAS, the Hartsville/Trousdale County Metropolitan Charter (Section 4.01) gives the Commission the authority to amend the plan of administrative organization at any time by passage of an ordinance; and

WHEREAS, the Hartsville/Trousdale County Government utilizes Department Heads, Directors, Boards, Committees, and Commissions to direct the employees and operations of the various budgeted departments as outlined in the Hartsville/Trousdale Metropolitan Charter, Article 4. The County Executive/Mayor shall have the authority to recruit, interview, and nominate individuals for Department Head/Director/Administrator positions subject to the approval of the County Commission. The County Executive/Mayor shall have the power to remove a Department Head/Director/Administrator from that administrative position. The County Executive/Mayor shall have the authority to approve purchase orders only after the appropriate Department Head/Director/Administrator has given his/her approval first.

NOW, THEREFORE, BE IT ORDAINED by the Commission of Hartsville/Trousdale County Government that, those Department Heads/Directors/Administrators shall have complete authority and oversight to manage the employees and conduct the day to day operations of such departments including approval of all budgetary spending. In all cases, the Department Head/Director/Administrator shall approve all purchase orders for spending department funds. Department Heads/Directors/Administrators shall be responsible for employee hiring, employee evaluations, employee disciplinary actions, employee terminations, delegation of employee duties, employee scheduling, and day to day operations within their respective departments. Department Heads/Directors/Administrators shall consult with the appropriate Board, Committee, or Commission for additional assistance in the operation of that department. In the absence of a Department Head/Director/Administrator and/or the lack of a nomination from the County Executive/Mayor within 10 days, the County Commission is authorized to nominate and approve an interim Department Head/Director/Administrator until such a time as a formal nomination is forthcoming. The County Executive/Mayor shall not be responsible for any employee hiring, employee evaluations, employee disciplinary actions, employee terminations, employee work assignments, or decision making pertaining to the day to day operations of any budgeted departments within Hartsville/Trousdale County Government except the operation of the County Executive/Mayor's office and its staff.