

HARTSVILLE/TROUSDALE COUNTY METROPOLITAN GOVERNMENT

PERSONNEL COMMITTEE

FEBRUARY 2, 2023 | 6:00PM | MAYOR'S OFFICE

MINUTES

Members Present: 5/6

Will Dennis, *Chair*

Alan Carman, *Secretary*

Grant Cothron

Steve Whittaker, *Vice Chair*

Shane Burton

Members Absent: Brian Crook, Mayor McCall

Others Present:

Guiselle Scott (HR), Branden Bellar, Amy Thomas

Chairman Will Dennis called the meeting to order at 6pm and opened with an invocation. A quorum was determined with five members present.

Minutes from the November 7, 2022 meeting were reviewed.

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

MOTION APPROVED

Discussion Items

Review Personnel Policy Section VII, Item H Use of Government Vehicles and Equipment

to potentially add language to allow volunteers as drivers for the ambulance service. Attorney Bellar spoke with Tom Montgomery of TN Risk Management Trust to clarify the insurance policy language; policy allows coverage if the volunteer is within the scope of their duties and if they are a permissive user. The County's personnel policy only refers to employees when addressing operators for County owned vehicles. It was suggested to add "volunteers or authorized drivers" to the personnel policy language. It was further discussed to tie the definition of volunteer to Section II Item E.

The question was by Commissioner Cothron asked if the volunteers would fall under the Vanessa K Free Act and take EVOC (Emergency Vehicle Operator Course) training. CDLs are not a requirement for any of the EMS or volunteer positions; but it was unknown if any other driver training was provided.

This idea is not a daily mindset, but one that may arise in dire situations. Adding language to the effect of "volunteers should only be used in dire situations or as a secondary option when the primary driver is unavailable.

Committee was also reminded that any required training by the County would also need to be paid by the County. Cothron stated he does both virtual and physical training and will check into the costs associated with both. The trainings sessions would be treated as a call out / per diem for the volunteers so they would be paid for their time. Committee will also seek the answer to how often a volunteer is asked to drive the ambulance in emergency situations and who decides which volunteer personnel is chosen for the responsibility.

Cothron made the motion to postpone this discussion to the next Personnel Committee meeting; second by Whittaker.

MOTION APPROVED

Introduction of HR Coordinator Guiselle Scott has been hired as the new HR Coordinator in the Mayor's office.

Notary Bond for employee Commissioner Burton asked about reimbursement for an employee who paid for his notary bond out of pocket. Ms. Thomas asked if he applied for the notary due to responsibilities in the Sheriff's office. Burton acknowledged that it was. Sheriff will need to write a letter to request reimbursement and the accounting office will take care of it.

Part time employee benefits Commissioner Whittaker asked about benefits for part time employees. Due to most part time employees not having guaranteed hours in the court system, it makes their situation more unique than other departments. Suggestion was to assess the classification of the Grade/Step assignment for those positions or to implement a longevity bonus towards part time workers to show appreciation at certain marks of employment (i.e., 5 years, 10 years, etc.). The average courtroom security officer works 12 hours a week with a minimum 2-hour shift.

Online paystubs Commissioner Burton asked about online paystubs. Ms. Thomas said they are online now. Still learning the system before announcing to employees. Some have already found the feature when using MyBenefitsChannel.com. Currently the January pay stubs are available as well as the 2022 W2 forms.

Employee Retention Commissioner Carman asked how to improve employee retention, especially in the EMS department. Many believe that it is market driven, but we do need to implement exit interviews to learn the reasons why some move on to other entities. The County does have an education program for employees who wish to obtain their EMT certification; there is a clause to keep employment with HTC for 3 years. Two employees recently completed this and have been reassigned as EMTs in the EMS department.

Public Comment – none presented.

Meeting adjourned at 6:47pm with a motion from Grant Cothron; second by Alan Carman.

*Minutes submitted by
Amy Thomas, CCFO*