

**At A Finance Committee Meeting of the Sussex County Board of Supervisors
Held on Monday, October 25, 2010, 2:00 p.m.
Conference Room, County Office Building
233 L South County Drive, Waverly VA**

Committee Member Present

Harris L. Parker

Committee Members Absent

C. Eric Fly, Sr.
Rufus E. Tyler, Sr.

Others Present

George E. Morrison, III, Interim County Administrator
Jerry L. Whitaker, Director of Finance
Henry A. Thompson, Sr., County Attorney
Deborah A. Davis, Assistant to County Administrator
Brenda H. Drew, Housing Programs Coordinator

Item 1. Call To Order

The meeting was called to order by Chairman Parker.

Item 2. Approval of Agenda

No action taken, due to the lack of a quorum.

Item 3. Accounting System Upgrade

Mr. Onnie L. Woodruff, Treasurer, and Mr. Jerry L. Whitaker, Director of Finance, provided an overview of the County's current accounting system. The approximate amount of money for the system upgrade will be \$60,000.00. (A copy of the Preliminary Proposal for IBM Model 270 Server Replacement, IBM Power7 and Data Migration Services is retained in the October 25, 2010 Board packet).

Item 4. The Allen W. Gibson Community Request Letter – Town of Waverly

George E. Morrison, III, Interim County Administrator, advised that included in the packet is information received from the Honorable Walter J. Mason, Mayor, Town of Waverly, requesting assistance in building the town's proposed Allen W. Gibson Community Park. The information was submitted at the October 21, 2010 Board meeting, with a recommendation to forward the

request to the Finance Committee for discussion and recommendation to the Board of Supervisors.

Mr. Morrison suggested that perhaps the Board could consider waiving fees for site plan review and permitting. Then perhaps later, the Town could submit a request for next year's budget cycle.

Chairman Parker asked the Interim County Administrator to contact Mayor Mason and ask for more specifics as to what the Town would like for the County/Board of Supervisors to assist with.

Item 5. Financing For Elementary School(s) Construction Project

Mr. Jerry L. Whitaker, Director of Finance, reviewed proposed financing for the elementary school(s) construction project.

Mr. Onnie L. Woodruff, County Treasurer, distributed a proposed payment schedule for the elementary school(s) construction project.

Item 6. Other Matters

Mr. George E. Morrison, III, Interim County Administrator, reported that he attended a meeting earlier today with Virginia's Gateway Region and representatives from the state. Staff is looking at getting funding from the Virginia Tobacco Commission to support economic development. There may be \$150,000.00 from the Tobacco Commission; \$70,000.00 from the Governor's Opportunity Fund and typically, there is a local match, which may be \$35,000.00. This could be a favorable project, perhaps thirty (30) jobs and the average salary would be approximately \$14.00 per hour. Staff will proceed unless there is opposition from the Board. They are looking to start June 2011.

Item 7. Recess/Adjournment

No action taken.

**At A Personnel Committee Meeting of the Sussex County Board of Supervisors
Held on Monday, October 25, 2010, 4:00 p.m.
Conference Room, County Office Building
233 L South County Drive, Waverly VA**

Committee Members Present

T. Wayne Birdsong Rufus E. Tyler, Sr.
C. Eric Fly, Sr.

Others Present

Harris L. Parker, Chairman of Board of Supervisors
George E. Morrison, III, Interim County Administrator
Jerry L. Whitaker, Director of Finance
Henry A. Thompson, Sr., County Attorney
Deborah A. Davis, Assistant to County Administrator
Brenda H. Drew, Housing Programs Coordinator

Item 1. Call To Order

The October 25, 2010 Personnel Committee meeting was called to order by Supervisor Tyler.

Item 2. Approval of Agenda

ON MOTION OF SUPERVISOR BIRDSONG, seconded by SUPERVISOR FLY and carried:
RESOLVED that the Personnel Committee hereby approves of the October 25, 2010 agenda.

Voting aye: Supervisors Birdsong, Fly, Tyler

Voting nay: none

Item Advertisement of County Administrator's Position

Mr. George E. Morrison, III, Interim County Administrator, distributed a proposed copy of the advertisement for the position of County Administrator. He advised that the ad could be placed in the Virginia Association of Counties, Virginia Municipal League and International County/City Managers Association newsletters, The Richmond Times Dispatch, The Virginian Pilot, The Washington Post, etc. The Board may consider including a profile of the County for potential applicants. (Mr. Morrison provided a document to the Committee).

Supervisor Birdsong stated that population information could be included in the profile. If applicant wants more information, they can ask for it. He advised that he has no problem with the rest of the information included in the document provided by the Interim County Administrator.

Supervisor Tyler asked if there is a copy of the job description for the position of County Administrator.

Mr. Morrison advised that there is no job description that can be located.

Supervisor Tyler advised that we need a job description.

Supervisor Birdsong agreed with Supervisor Tyler in that we need a job description for the County Administrator's position.

The Board asked Mr. Morrison to draft a job description and to email it to the Committee prior to the next Personnel Committee meeting, which was scheduled for Tuesday, November 16, 2010 at 4:30 p.m., in the conference room of the County Administrator's Office.

Item 4. Other Matters

Item 4a. Potential Title Change for Current Assistant to County Administrator

George E. Morrison, III, Interim County Administrator, advised that on October 24, 2007, the former County Administrator, Ms. Mary E. Jones provided information to the Director of Finance that the Board of Supervisors approved of moving Ms. Deborah A. Davis, to Grade 13, Step 19, on the Wage and Salary Scale, effective July 1, 2007. She was classified as exempt and at that time, she was supposed to receive a title change, but that has never taken place. Mr. Morrison advised that he will forward that information to the Board for the November 16, 2010 meeting.

Supervisor Tyler asked if Ms. Davis' position is exempt or non-exempt.

County Attorney Thompson advised that he will seek clarification from the Department of Labor.

Supervisor Tyler explained that if the Department of Labor rules that Ms. Davis is a non-exempt employee, the Board may have to go back and pay her for overtime.

Item 4b. Housing Programs Coordinator's Request for Salary Increase

Mr. Morrison advised that the Board needs to review and consider a change in the Housing Programs Coordinator's position title also.

Supervisor Fly advised that the Board did not object to a title change, but no raises were being given at that time.

Item 5. Recess/Adjournment

ON MOTION OF SUPERVISOR BIRDSONG, seconded by SUPERVISOR FLY and carried: RESOLVED that the October 25, 2010 Personnel Committee meeting is hereby recessed until

Tuesday, November 16, 2010, 4:30 p.m., in the Conference Room of the County Administration Building.

Voting aye: Supervisors Birdsong, Fly, Tyler

Voting nay: none