

Sussex County Board of Supervisors
October 18, 2011 Retreat/Special Meeting
(Housing Office Waverly Virginia)

October 18, 2011

Chairman

Date

MINUTES

Tuesday October 18, 2011

Present:

Harris L. Parker, Chairman
C. Eric Fly; Vice-Chair
Charlie Caple
Wayne Harrell

Absent:

Wayne Birdsong
Rufus Tyler; Chairman

Others present:

Thomas E. Harris, County Administrator Kelly Donnell News, Reporter
Henry Thompson, County Attorney Raymond Warren, Citizen

I. CALL TO ORDER:

Chairman Harris L. Parker called the meeting of the Sussex County Board of Supervisors to order at 5:07 p.m. and confirmed that there was a quorum. The Chairman then welcomed everyone and asked the County Administrator to begin. County Attorney, Henry Thompson arrived at 5:45 p.m.

II. INVOCATION – (none)

III. EMERGENCY OPERATION PLAN

Chairman Parker began the discussion with a series of observations regarding Hurricane Irene and the County's Emergency Response. Of particular concern was the location of the Emergency Operations Center, protocol throughout the storm event and the location of both shelters and emergency generators.

Chairman Parker then asked Mr. Harris to go over the Staff notes.

Once completed, there was a general discussion and it was determined that the Board would follow the staff recommendations for an update of the Sussex County Emergency Operations Plan (EOP) and include several of Chairman Parker's recommendations.

IV. SUSSEX COUNTY PERSONNEL POLICIES AND PROCEDURES

Chairman Parker then asked the County Administrator to provide the Board with a general summary of the proposed/recommended Sussex County Personnel Policy. Mr. Harris stated that the drafted document was a means of meeting the following needs:

1. First and foremost as a practical and easily understood Policy and Procedure Manual for our staff that is based on "operational and management" needs
2. To clarify "who" is in charge of personnel and personnel management

3. To clarify the fact (if/once adopted) that this is the “*official*” County Personnel Policies and all other’s are rescinded
4. To more clearly establish rules, regulations and expectations for line staff, supervisors and administration as they relate to personnel management and employee expectations/requirements in a way that can be readily implemented and as a means of holding all levels (*employees*) of the organization to a set of standardized rules and regulations ... even if there has been no prior training.
5. Requires all employees to “*sign-off*” on the Policies to either confirm receipt or access to the Policies.
6. Mr. Harris noted that each Policy Section was titled and identified separately so that if the Governing Body chooses or needs to change a Policy in the future it can be done independently.
 - a. As such the Sussex County Personnel Policies and Procedures could be updated on an as needed basis without losing access to all of the other policies.
7. The County Administrator then discussed several referenced and accompanying Policies that he would like to continue to work on ... which included:
 - a. Personnel Management Plan (*Restricted Classification Plan - RCP*) this Policy was shared with the Board.
 - b. Sussex County Employee Sick Leave Bank (*again drafted and passed out at the meeting*) Mr. Harris explained that the Sick Leave Bank was voluntary and employee managed. He then added that it has proven to be successful in not only creating a sense of mission but even more-so it has been instrumental in the “*team building*” process by assuring that all employees are equally valued and will be treated the same. Mr. Harris requested that this Policy be moved ahead for action at the October Board Meeting.
 - c. Inclement Weather Policy: Mr. Harris stated that this policy was currently being finalized. He further stated that he is a firm believer that County Offices need to remain open as long as possible – while not jeopardizing the health and safety of employees. He would therefore recommend a uniform policy that clearly outlines procedural needs, contact information and “*essential employees*”
 - d. Drug and Alcohol Policy (to be developed) ... while the County may have a policy Mr. Harris said that he had not seen it and therefore was not familiar with it. He did however recommend that Sussex should have a policy that meets current legal requirements.
 - e. Light Duty Policy (to be developed) ... The County Administrator felt that this is another essential policy and one that should mandate medical information and clearly defined work sites etc.
 - f. Reimbursement Policy (to be developed)

Mr. Harris then reported to the Board that the Restricted Classification Plan (RCP) will address a growing concern in the Office – and that is the influx of employees requesting salary adjustments and/or job titles based on their requirement for additional work over the past couple of years. To this end the RCP has a formula and specific requirements that would be applicable to all County Employees – thus eliminating the perception of “*preferential treatment*” ... and put the burden back on the staff/department in meeting the conditions for reclassification based on “*Market Conditions.*” Mr. Harris further informed the Governing Body that this system has worked very well in prior positions and helps keep personnel matters on the administrative not political side of operations.

Mr. Harris finally advised the Board that the Policy had not been reviewed by Mr. Thompson ... which he highly recommended if the Board is favorable to the format and content.

V. QUESTIONS AND COMMENTS

Board members gave general statements regarding their support of the progress made to date.

VI. SUMMARY OF ACTIONS

The Board by consensus agreed and Mr. Harris asked for direction. Chairman Parker pointed out that he would like to see the Personnel Policy before the Board for approval at the November meeting and it would be fine if the County Administrator brought a resolution in honor of the Late Senator Elmon Taylor Gray and the County Administrator’s proposed Employee Sick Leave Bank to the October 20th Board meeting.

VII. ADJOURNMENT

Chairman Parker adjourned the meeting at 7:09 p.m.