

**At a Personnel Committee Meeting of the
Sussex County Board of Supervisors
Held in the Conference Room
Juvenile & Domestic Relations District Court
on Monday, March 18, 2019 at 1:00 pm**

COMMITTEE MEMBERS PRESENT:

C. E. Fly, Sr.
Alfred G. Futrell
Susan B. Seward, Ex Officio
Rufus E. Tyler, Sr.

STAFF PRESENT:

Vandy V. Jones, III, County Administrator
Millard D. Stith, Independent Consultant
Wallace Brittle, County Attorney
Deste J. Cox, Treasurer
Ernest Giles, Sheriff
Kelly W. Moore, Director of Finance
Shilton R. Butts, Assistant to the County Administrator/
Deputy Clerk to the Board

Item 1. Call to Order (1:16 p.m.)

The March 18, 2019 meeting of the Sussex County Board of Supervisors Personnel Committee was called to order by Supervisor Futrell.

Item 2. Invocation

The invocation was offered by Supervisor Seward

Item 3. The Pledge of Allegiance

The Pledge of Allegiance was recited by all.

Item 4. Agenda Amendments

It was requested to add as Item 7a. Closed Session, pursuant to 2.2-3711(A), personnel matter.

Item 5. Approval of Agenda

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR SEWARD and carried:
RESOLVED that the Sussex County Board of Supervisors Personnel Committee hereby approves the agenda inclusive of adding as Item 7a. Closed Session Item, pursuant to Code Section 2.2-3711(A)1, personnel.

Voting aye: Supervisors Fly, Futrell, Seward, Tyler

Voting nay: none

Item 6. Review of Personnel Policy

There was general discussion of recommended changes to the Personnel Policy to following sections:

SECTION 5 APPLICATIONS AND SELECTION

5.2 Interviewing

There was discussion of interview panels regarding the panel consisting of Personnel Committee members and/or Board members, as well as the liability of Board members on the panel.

It was recommended to change the latter part of the last sentence in paragraph two (2) to read: “supervisory staff employed by the County and appropriate professionals”, deleting “and/or other individuals outside of County employment” from the sentence.

There was discussion of notification of candidates after interviews.

5.4 References

It was recommended to remove the sentence, “No employment offers will be made unless background checks are completed”, from Section 5.4 References to Section 5.6 Pre-Employment Criminal Background Check.

5.6 Pre-Employment Criminal Background Check

Change Sussex County “may” require a criminal background check for applicants to “shall” require a criminal background check for application.

5.7 Selection and Notification of Offer

It was recommended to add the language, “The Department Head will select top candidate in job related criteria after an interview process”. It was also recommended to include salary or rate of pay in letter of job offer.

SECTION 7 EMPLOYMENT REQUIREMENT

7.1 Pre-Employment Examinations

There was discussion in terms of pre-employment examinations such as how, when, and who would access and/or determine when psychological testing is needed. There was a recommendation of removing this section and/or language regarding psychological testing from the Personnel Policy due to possible discrimination in determining the selection of the candidate to be tested for employment. After further discussion, it was decided to include deleting “psychological testing” and add language to note “additional testing may be required”.

7.2 Employee Examinations

After discussion, it was determined to require a mandatory substance abuse/drug test as a condition of employment. It was also determined to require an employee to take a mandatory drug test if involved in an accident. Employees are subject to random drug tests was recommended to be added to the Personnel Policy, as well.

There was discussion that volunteers and/or community workers were not covered under the County's work compensation.

SECTION 9 NEPOTISM POLICY

9.1 Supervisor – Employee: correct typographical errors.

SECTION 10 - ORIENTATION

There was discussion of Section 10 – Orientation of new employees. It was determined that language should be added stating “Employee shall complete orientation within ten (10) days of date of hire”.

SECTION 39 EMPLOYEE CODE OF ETHICS

Section 39.1 Code of Ethics, #5

It was recommended to change verbiage to state “Employee shall not conduct personal business, nor shall they consume illegal drugs or alcoholic beverages while on the job”.

Under the Appendix Agreement for Training and Uniform Reimbursement for Police Officers, Police Department should be changed to Sheriff's Department. Police Officers should be changed to Deputy Officers.

It was recommended to have the County Administrator, Sheriff, and Director of Finance review this section regarding uniforms.

There was also discussion of adding a Work from Home Policy, if the County participated in telecommuting.

There was discussion of verification of leave balances. There was discussion of interview panels.

SECTION 13 FINANCIAL COMPENSATION

There was discussion of the utilization and differences in the various pay increases options such as merit increase, Cost of Living Allocation (COLA), one-time bonus and administrative increase.

It was briefly discussed that the merit increase is an administrative function wherein the County Administrator considers the increase based on merit which is contingent upon funding by the Board of Supervisors.

There was recommendation to change the first sentence in paragraph two (2), under 13.1 Merit Increase from “acceptable” to “exceptional”. There was also a recommendation to delete Section 13.1 Merit Increase from the Personnel Policy.

There was discussion that a Wage & Salary study completed by Springsted; however, it was not implemented.

There was inquiry as to whether the non-financial section of the Personnel Policy could be forwarded to the Board for review for updates and adopted by July 1, 2019. It was noted that this should be able to be done.

It was recommended that the County Administrator do a comparable salary study of neighboring localities.

Supervisor Tyler departed at 2:52 p.m.

SECTION 29 – EMPLOYEE DISCIPLINE

29.4 Disciplinary Options

There was discussion of disciplinary options of chronically, under-performing employees.

Item 7. Citizens’ Comments

There were no citizens’ comments.

Item 7a. Closed Session

ON MOTION OF SUPERVISOR SEWARD, seconded by SUPERVISOR FLY and carried: RESOLVED that the Sussex County Board of Supervisors Personnel Committee hereby entered into Closed Session, pursuant to Virginia Code Section 2.2-3711(A)1, personnel.

Voting aye: Supervisors Fly, Futrell, Seward

Voting nay: none

Absent during vote: Supervisor Tyler

Item 7b. Return to Open Session/Certification

ON MOTION OF SUPERVISOR SEWARD, seconded SUPERVISOR FLY and carried: RESOLVED that the Sussex County Board of Supervisors Personnel Committee hereby reconvened to Open Session.

WHEREAS, the Sussex County Board of Supervisors hereby approves adoption of resolution for certification, to-wit:

WHEREAS, that the Sussex County Board of Supervisors convened a Closed Meeting on this date pursuant to an affirmative recorded vote in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia, as amended, requires a certification by the Board that such Closed Meeting was conducted in conformity with Virginia law.

NOW THEREFORE BE IT RESOLVED that the Board of Supervisors hereby certifies that, to the best of each member's knowledge (i) only public business matters lawfully exempted from Open Meeting requirements by Virginia law were discussed in the Closed Meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the Closed Meeting were heard discussed or considered.

Voting aye: Supervisors Fly, Futrell, Seward

Voting nay: none

Absent during vote: Supervisor Tyler

Item. 8 Adjournment

ON MOTION OF SUPERVISOR SEWARD, seconded SUPERVISOR FLY and carried: RESOLVED that the March 18, 2019 Sussex County Board of Supervisors Personnel Committee meeting hereby adjourned at 4:49 p.m.

Voting aye: Supervisors Fly, Futrell, Seward

Voting nay: none

Absent during vote: Supervisor Tyler