

**At a Personnel Committee Meeting of the
Sussex County Board of Supervisors
Juvenile & Domestic Relations District Court
on Tuesday, April 16, 2019 at 11:00 a.m.**

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
Ellen G. Boone, Commissioner of the Revenue
Brenda H. Drew, Housing Coordinator
Deste J. Cox, Treasurer
William Jenkins, General Registrar
Kelly W. Moore, Director of Finance
Shilton R. Butts, Assistant to the County Administrator/
Deputy Clerk to the Board

Item 1. Call to Order (11:15 a.m.)

The April 16, 2019 meeting of the Sussex County Board of Supervisors Personnel Committee was called to order by Supervisor Futrell, Chairman.

Item 2. Invocation

The invocation was offered by Supervisor Tyler.

Item 3. The Pledge of Allegiance

The Pledge of Allegiance was recited by all.

Item 4. Agenda Amendments

There were no amendments to the agenda.

Item 5. Approval of Agenda

ON MOTION OF SUPERVISOR SEWARD, seconded by SUPERVISOR TYLER and carried:
RESOLVED that the Sussex County Board of Supervisors Personnel Committee hereby approved the agenda as presented.

Voting aye: Supervisors Fly, Futrell, Seward, Tyler

Voting nay: none

Item 6. Review of Personnel Policy & Employees

There was discussion of presenting the recommended edits/amendments to the Personnel Policy at the regular May 2019 Board meeting so that changes can be implemented, effective July 1, 2019.

There was also discussion of developing an employee evaluation form. The top portion of the form will be standard for all employees; however, the other portion of the evaluation form will be specific to the employees' responsibilities in his/her department. It was recommended to develop the evaluation form and present it at the June 2019 regular Board meeting and schedule meetings accordingly to have evaluations forms in place by July 1, 2019 as well.

There was general discussions of recommended changes, amendments or additions to the following sections.

SECTION 8 ALCOHOL AND DRUG TESTING

There was recommendation to have a drug testing policy as a standalone policy. It was recommended to have each employee sign to acknowledge reading and receipt of policy.

It was noted that there is language in the Personnel Policy regarding employees being compelled to take drug tests for certain situations. It was stated that language for random drug testing should be added. It was also recommended that any employee involved in a vehicular and physical accident on the job, require immediate drug testing. It was recommended that the County would also reserve the right to request a drug test due to performance. The drug testing policy needed to be amended due to its vagueness and the history of the County in dealing with drug testing in the past.

It was recommended to require drug tests for new employees going forward.

SECTION 22 OVERTIME COMPENSATION

Section 22.7 Flexible Scheduling

In a previous Personnel Committee meeting, there was discussion of whether or not staff would be allowed to work from home or whether working from home would be appropriate. If so, a telecommuting policy for staff employees would have to be drafted and put in place. There was discussion of certain situations/task wherein an employee may be more productive working from home without interruptions. It was also discussed that certain medical situations that may prohibit an employee from coming to work; however, the employee may be allowed to telecommute (work from home) without disrupting the office workflow.

There was also discussion of the details of flexible scheduling. There was discussion that flexible scheduling gives the County Administrator the ability to allow employees to work from home. There was also discussion that flexible scheduling allows employee to adjust arrival and/or departure time of physically being at work, not entailing working from home.

There was discussion of maintaining quality staff and getting the job done.

ON MOTION OF SUPERVISOR SEWARD, seconded by SUPERVISOR FLY and carried: RESOLVED that the Sussex County Board of Supervisors Personnel Committee hereby recommends that the Personnel Policy inclusive of edits of the former County Attorney Flynn and the Personnel Committee be forwarded to the County Attorney and/or an attorney for review; and

FURTHER RESOLVED inclusive of an attorney prepared standalone drug testing policy to cover various scenarios where drug testing will be required.

Voting aye: Supervisors Fly, Futrell, Seward, Tyler

Voting nay: none

Item 7. Citizens' Comments

There were no citizens' comments.

Item 8a. Closed Session

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR TYLER 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, employment and personnel.

Voting aye: Supervisors Fly, Futrell, Seward, Tyler

Voting nay: none

Supervisor Tyler departed at approximately 1:20 p.m.

Item 8b/c. 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 2.2-3711 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

8d. Action on Closed Session Item

There were no actions on Closed Session items.

Item. 9 Adjournment

ON MOTION OF SUPERVISOR SEWARD, seconded SUPERVISOR FLY and carried:
RESOLVED that the April 16, 2019 Sussex County Board of Supervisors Personnel Committee meeting hereby adjourned at 1:37 p.m.

Voting aye: Supervisors Fly, Futrell, Seward
Voting nay: none
Absent during vote: Supervisor Tyler