

**At a Personnel Committee Meeting of the
Sussex County Board of Supervisors
Juvenile & Domestic Relations District Court
on Thursday, June 6, 2019 at 10:00 a.m.**

COMMITTEE MEMBERS PRESENT:

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

COMMITTEE MEMBERS ABSENT:

Rufus E. Tyler, Sr.

STAFF PRESENT:

Millard D. Stith, Independent Consultant
Wallace W. Brittle, County Attorney
Shilton R. Butts, Assistant to the County Administrator/
Deputy Clerk to the Board

Item 1. Call to Order (10:15 a.m.)

The June 6, 2019 meeting of the Sussex County Board of Supervisors Personnel Committee was called to order by Chairman Futrell.

Item 2. Invocation

The invocation was offered by Supervisor Fly.

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

Voting aye: Supervisors Fly, Futrell

Voting nay: none

Absent: Supervisor Tyler

Item 6. Review of Evaluation Forms

At a previous meeting, the Personnel Committee (Committee) discussed putting an evaluation system in place for County employees. Several evaluation forms were provided to the Committee. The Committee reviewed the evaluation forms. After discussion of the verbiage and scoring system of the evaluation forms, the Greenville County evaluation form was selected.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR SEWARD and carried: RESOLVED that the Sussex County Board of Supervisors Personnel Committee hereby recommends the Greenville County Evaluation Form to the Board of Supervisors.

Voting aye: Supervisors Fly, Futrell

Voting nay: none

Absent during vote: Supervisor Tyler

Item 7. Citizens' Comments

There were no citizens' comments.

Item 8. Closed Session

Due to extenuating circumstances, County Administrator Jones was not present at the meeting. As a result, the Personnel Committee did not enter into Closed Session, pursuant to Virginia Code Section §2.2- 3711(A)1, personnel matter, to allow County Administrator Jones to be present to provide his input.

Mr. Millard, Independent Consultant, stated County Administrator Jones had drafted a letter to the Personnel Committee. However, the Personnel Committee deferred the Closed Session item to the Board of Supervisors at its regular meeting, June 20, 2019 for the full Board's discussion.

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR SEWARD and carried: RESOLVED that the Sussex County Personnel Committee hereby recommends that the Closed Session Item, pursuant to Virginia Code Section §2.2- 3711(A)1, personnel matter, be deferred to the June 20, 2019 regular Board of Supervisors meeting to be discussed by the full Board.

Voting aye: Supervisors Fly, Futrell

Voting nay: none

Absent during vote: Supervisor Tyler

Item. 9 Adjournment

ON MOTION OF SUPERVISOR FLY, seconded SUPERVISOR SEWARD and carried: RESOLVED that the June 6, 2019 Sussex County Board of Supervisors Personnel Committee meeting hereby adjourned at 10:24 a.m.

Voting aye: Supervisors Fly, Futrell

Voting nay: none

Absent during vote: Supervisor Tyler