

### FOLLOW-UP RETREAT

The Spalding County Board of Commissioners held their Follow-Up Retreat on Friday, August 23, 2013 at the Spalding County Senior Center Conference Room beginning at 9:00 a.m. with Chairman Gwen Flowers-Taylor presiding. Commissioners Raymond Ray, Rita Johnson, Samuel Gardner and Bart Miller were present. Also present were County Manager William P. Wilson, Jr., Attorney Jim Fortune, Administrative Services Director Jinna Garrison, Human Resources Director Bill Gay and County Clerk, Ex-Officio, Ricky L. Clark, Jr. to record minutes/actions.

The following Department Heads were present: Terry Colling (Board of Elections), Jami Clark (Fire Department), T.J. Imberger (Parks & Recreation) & Kelly Leger (Parks & Recreation)

For the first item of discussion, County Manager Wilson explained the current process of Purchasing Requisitions. Mr. Wilson noted that Department Heads submit their requisitions to the Finance Department. Once the Purchasing Requisition is received by the Finance Department, funds are then verified. Should necessary funds be available within that Departments Budget, Terri Bass (Administrative Assistant) proceeds to obtain three (3) bids (informal). If the Departments Budget doesn't allow for purchase of the requested item(s), a budget amendment has to be submitted and approved by the Finance Director before the requisition can be processed. Chairman Flowers-Taylor questioned the selection process for obtaining informal bids. Mr. Wilson explained that Terri Bass has a list of vendors that she gets quotes from. In addition, Mr. Wilson noted that he would instruct the Finance Department to create a formal vendor list and have bidders register with the county. Furthermore, Mr. Wilson noted that he would contact the City of Griffin Purchasing Department and ask them to send over their current listing of vendors as a starting point.

At this point in the meeting, Mr. Wilson solicited comments from the Board regarding the proposed Spalding County Financial Policies & Procedures. The following items depict the changes as approved by Board Consensus with corresponding page numbers:

1. Change approval of capital expenditures from \$25,000 to \$20,000 (page 5)
2. Add Administrative Services Director to bottom bullet point (page 5)
3. The investment committee will consist of the County Manager & Administrative Services Director not the County Attorney, Chairman and/or designee. (page 7)

4. Change the following sentence: On a quarterly and annual basis, the Administrative Services Director shall prepare a report of the investment program, which shall be presented to the Board of Commissioners to On a quarterly and annual basis, the Administrative Services Director shall prepare a report of the investment opportunity, which shall be presented to the Spalding County Board of Commissioners. (page 7)
5. Strike the words "procedures" and change to "guidelines." (page 9)
6. Staff to reword Objectives & Goals (page 9)
7. Strike the words "when practical" (page 10)
8. Formal Bids: Change amount from \$25,000 to \$20,000 (page 11)
9. Advertising for Bids: Add postings to Courthouse bulletin board (page 11)
10. Informal Bids: Change amount from (\$10,000 to \$25,000) to (\$10,000 to \$20,000) (page 12)
11. Informal Bids: Strike the words "whenever possible" (page 12)
12. Low-Value Purchases: Strike the words "whenever possible" (page 12)
13. Low-Value Purchases: Delete procedures (page 12, 13 & 14)
14. Out-Of-Pocket Purchases: Delete procedures (Page 14)
15. Out-of-Pocket Purchases: Change \$99.00 to \$249.99 (page 14)
16. Emergency Purchases: Between \$250.00 & \$1,000 (page 14)
17. Weekend, Holiday and/or Overnight Purchases- Between \$250.00 & \$1,000 (page 15)
18. Combine all Special Purchasing (Out-of-Pocket, Emergency & Weekend (page 14&15)
19. Professional Services: from \$25,000 to \$20,000 per engagement (page 15)
20. Professional Services: add will place RFQ's on as many web outlets as possible for advertisement (page 15)
21. Professional Services: change medical, dental, legal to physicians, dentists and lawyers. (page 15)

After the discussion of the Financial Policies & Procedures, Ricky Clark sounded all changes. After sounding, commissioners agreed that changes were accurate and accepted.

At this point, Human Resources Director Bill Gay gave an update on Bi-Weekly Pay. Mr. Gay presented commissioners a draft of the flyer for employees that details information on the transition from semi-monthly to bi-weekly pay. Mr. Gay noted that with a semi-monthly pay period employees were paid a total of 24 pay checks per year, twice a month. With bi-weekly pay, employees will receive a total of 26 checks, every other week. Additionally, Mr. Gay noted that checks will cover fewer hours thus being 8% smaller. One of the major causes for this transition is the need to develop an electronic time and attendance system. Furthermore, Mr. Gay noted that our current utilization of paper leaves the potential for error. In order to make a time and attendance system work with a payroll system, we must have a frequency that a system will understand. The new Health Care Plan requires extensive record keeping

for all employees, especially part time employees and verification of hours worked during the year.

Chairman Flowers-Taylor questioned if the County was going to use the Time & Attendance System as previously purchased. Mr. Gay stated that CSI, our financial system software provider, worked with Gorrie Reagan in the past but not any longer. Mr. Wilson explained that CSI will not support an interface with Gorrie Reagan. Mr. Gay explained that Gorrie Reagan advised the county that their system would work with our scheduling, pay periods, etc. and this simply never happened. Mr. Wilson stated that the County spent \$70,000 for this system and its use has since been discontinued. Chairman Flowers-Taylor questioned the date of anticipation for a time and attendance system. Mr. Wilson advised that Staff anticipates recommending purchase of a Time & Attendance System in the FY' 15 Budget. A subcommittee of the Budget Review Committee has been established to research several different vendors, schedule demonstrations and make recommendation, noted Mr. Wilson.

Human Resources Director Bill Gay also went over some proposed changes with the Leave Without Pay Policy. Mr. Gay recited the following Policy:

**Section 20. Leave Without Pay- Revised Policy (DRAFT 08/23/13)**

A permanent or probationary employee may be granted a leave of absence without pay for up to 48 scheduled work hours by the Department Head. A permanent or probationary employee may be granted a leave of absence without pay for up to one (1) year by the County Manager or Elected Official.

The employee must submit a written request for a leave of absence without pay to the Department Head or Elected Official for approval. If the leave request exceeds 48 hours the Department Head must forward the request with a recommendation for approval or denial by the County Manager.

Leave without pay shall be used for the following reasons:

- a) The employee's illness or personal disability or to provide care for the employee's spouse, parent or child who is ill or disabled after accrued sick leave, annual leave, and offset time have been exhausted.
- b) Continuation of the employee's education, special work that will permit the County to benefit from the experience gained or the work performed by the employee, or for other reasons deemed justified by the Department Head, Elected Official and/or County Manager after accrued annual leave and offset time have been exhausted.

An employee on an approved leave of absence without pay of up to 30 calendar days will be returned to his or her former job at the end of the Leave.

An employee on an approved leave of absence without pay of more than 30 calendar days is not guaranteed continuation of employment at the expiration of the leave unless provided by appropriate State or Federal law. However, if possible, the employee will be returned in accordance with the following priorities:

- a) The employee is placed in the former job, if available; or
- b) In a comparable job at the same grade, if available (at the same rate of pay); or
- c) In a lower-grade job, if available; or
- d) If no job is available at the expiration of the leave, the employee will be separated from employment.

An employee who is able to return to work prior to the expiration of the leave without pay must submit a written notification to his or her Department Head or Elected Official at least five (5) calendar days prior to the date he or she desires to return.

An employee who fails to contact the Department Head or Elected Official regarding returning to work at the expiration of the leave without pay will be considered to have voluntarily resigned.

#### **Section 21. Leave Without Pay- Retention and continuation of Benefits**

An employee will cease to accrue annual and sick leave on the date leave without pay begins. Eligibility to continue participation in employee benefits while on leave without pay is determined by each benefit plan document.

An employee on a leave of absence without pay must pay the employee share of any insurance premiums during the first 12 weeks of leave without pay. After 12 weeks of leave without pay the employee must pay the full insurance premium unless otherwise specified by State or Federal Law.

In closing, Mr. Gay advised the Commission that once changes were finalized and checked against other proposed personnel policy changes he would provide a date of completion to the County Manager.

#### **Update on Goals & Objectives from February 1<sup>st</sup> & 2<sup>nd</sup> Retreat**

- A. Financial Policies & Procedures- Mr. Wilson noted that these policies & procedures are scheduled for consideration at the September 16, 2013 Commissioners meeting.
- B. Pension Plan for Public Safety Employees- Mr. Wilson noted that GEBCorp conducted a Pension Workshop on May 6, 2013 and gave a brief overview of how Pension Plans work and options for enhanced retirement packages for Public Safety Employees. Chairman Flowers-Taylor stated that we should differentiate between Public Safety Employees and Regular employees. Mr. Wilson noted that our pension plan is all “county” paid. Employee’s currently don’t pay anything into our pension plan. Mr. Wilson advised that the County could elect to have a mandatory contribution and enhance the benefit for employees. ***Board consensus for staff to continue investigation and possibilities of a Pension Plan specific to Public Safety Employees with emphasis on decreasing years of service required.***
- C. Longevity Pay Criteria- Mr. Wilson advised that the Budget Review Committee has made their recommendation to the Board of Commissioners and no final decision has been made. Commissioner Ray stated that he would like to see the Board go towards a “Pay for Performance” model in lieu of Longevity Payments. Commissioner Gardner requested analyzing the funds allocated for longevity and put it back into the 50% match for retirement. Chairman Flowers-Taylor stated that she believes that employees are more interested in what their take home pay actually is. Chairman Flowers-Taylor recommended forfeiting longevity payments and reinstating the 50% match. Commissioner Miller stated that he doesn’t believe a “Pay for Performance” module would work. Chairman Flowers-Taylor stated that if Department Heads are doing evaluations correctly, the “Pay for Performance” model would work.

Commissioner Gardner stated that his concern would be for employees of Elected Officials. Mr. Wilson stated that 60% of the Spalding County Workforce is within the Elected Officials departments. Chairman Flowers-Taylor noted that if Elected Officials chose not to evaluate their employees, then the Commission would not have to honor any form of increase for their employees. ***Board consensus to investigate the step compensation plan to address compression problems and to move towards a "pay for performance" model. This will be a priority for the FY' 15 Budget.***

- D. 2008 SPLOST, LARP & LMIG- Mr. Wilson stated that staff has completed a draft survey that will be sent to the top two streets on the unimproved road paving priority list. Additionally, Mr. Wilson stated that previous Boards' have always set a 90% donation criteria for paving consideration. This means that property owners must agree to donate at least 90% of the road frontage for their road to be paved. The county would move to condemn the remaining 10% and commence paving. Commissioner Miller recommended 100% donation to keep the county from absorbing any costs. ***Board consensus to keep 90% donation criteria.***
  
- E. Alcohol Beverage License- Revisions complete and Ordinance has been reviewed by attorney's Galloway & Fortune. Final Drafts were submitted to Commissioners on 08/22/13 and scheduled for first reading at the September 16, 2013 meeting. Mr. Wilson prompted commissioners to review the ordinance as there are drastic changes and fee increases.
  
- F. Ethics Ordinance- approved by the Board of Commissioners at their March 4, 2013 Meeting.
  
- G. County Manager Succession Plan- Mr. Wilson stated that the County Manager's Succession Plan is complete.

#### **County Manager Succession Plan**

The current Pay and Classification System has three job descriptions that are applicable to a succession plan for the position of Spalding County Manager.

Those three positions are:

- Assistant to the County Manager
- Assistant County Manager
- Deputy County Manager

It is my opinion; should funds become available for administrative assistance, the position of Assistant County Manager be the first position filled (given the current circumstances- ordinarily I would suggest initially hiring an Assistant to the County Manager). Once a successful candidate is selected and has proven themselves in that position advancement could occur. That advancement would be to the position of Deputy County Manger with many additional job duties and supervision requirements.

- H. County Manager to name emergency successor until the Board appoints an Interim- County Manager Wilson appointed Community Development Director Chad Jacobs at the February 18, 2013 Board of Commissioners Meeting.
- I. 3G Committee to decide if CIE can be shared: Item was not discussed at May 3G meeting but will be discussed at the September meeting.
- J. Bi-Weekly Pay- Effective January 1, 2014. Human Resources Director Bill Gay distributed an informational flyer and after review from the Board it was approved for distribution during the week of August 26, 2013.
- K. Per Diems- Staff will be recommending a daily limit for meals and incidentals (receipts required for reimbursement) in lieu of a per diem at the September 16, 2013 meeting.
- L. Blue Cross/Blue Shield Health & Wellness Contribution- Mr. Wilson noted that the County has until December 31, 2013 to expend funds. Mr. Wilson recommended splitting the \$40,000 50/50. 50% would go towards Virgin HealthMiles & 50% would be used to subsidize fitness memberships. Mr. Wilson explained that if employees sign up for a virgin health miles or fitness membership within the next thirty (30) days, they would receive a cash incentive of \$25.00. If the employee is currently a Virgin HealthMiles subscriber or has a fitness center membership, the county would reimburse employee for up to six (6) months of your membership. We would reimburse up to \$90 for gym/fitness memberships over the next six (6) months and up to one (1) year of Virgin HealthMiles membership. Chairman Flowers-Taylor stated that Assistant to Human Resources Director Wendy Law mentioned a health oriented event (i.e County-wide 5K). ***Board consensus to hold a health oriented event and to accept the recommendation as provided by County Manager Wilson)***
- M. 800 Mhz- Mr. Wilson advised that staff has done a 3<sup>rd</sup> calculation of the 800 Mhz system and will be having a meeting with Kenny Smith to discuss this alternative method of calculating user fees.

***Motion/Second by Ray/Johnson to add review of the proposed Travel & Training Policy to the September 16, 2013 agenda. Motion carried unanimously by all.***

***Motion/Second by Ray/Gardner to enter Executive Session at 3:23 p.m. Motion carried unanimously by all.***

***Motion/Second by Gardner/Ray to adjourn Executive Session at 4:01 p.m. Motion carried unanimously by all.***

The meeting was adjourned.

/s/ \_\_\_\_\_  
Chairman

/s/ \_\_\_\_\_  
County Clerk

.....

