

ADMINISTRATION & FINANCE COMMITTEE AGENDA

**Jennifer H. Willis, Chairman
G. Neil Smith
Trey Whitehurst**

**Public Meeting Notice
Monday, November 14, 2016
6:00 p.m.**

**Pickens County Administration Facility
Main Conference Room
222 McDaniel Ave.
Pickens, SC 29671**

Item	Description	Referred	Report	Action
3	Security policy Retained 12/2009 Retained 12/2010 Retained 12/05/2011 Retained 2012 Retained 2013 Retained 2015 Retained 2016	10/19/09	03/05/2012 09/19/2012 08/22/2016	Council convened into executive session to receive a legal report. Several items were discussed and Staff was given direction to proceed with safety measures in certain offices. In addition, staff will continue to make changes and recommendations in public meeting rooms to provide safety for the public. >public session reconvened with no further action. >Committee recommends that staff work with departments to get their input regarding safety issues and concerns. Staff will bring recommendations to committee within 60 days. -Gerald Wilson briefed Council on security measures being taken at Administration Facility ▪ Committee recommends Staff researching additional opportunities to improve overall security, to include but not limited to: metal detectors; emergency notifications via texts to Staff and Council; etc.
43	Salary Review Retained 2015	06/23/2014		Staff will bring information back to committee. Retain for 2015

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Retained 2016			<p>05/04/2015</p> <p>08/17/2015</p> <p>10/12/2015</p>	<p>Staff will come back to Council with adjusted minimums, and have input from department heads as it relates to skill set issues and competition with private sector</p> <p>No action, staff will obtain information about some of the questions relating to minimums in various departments. Also Staff will bring back a more condensed report and make recommendations</p> <p>>Staff will begin with the division of public works and come back with recommendations for starting pay for new hires and existing employees. Also, staff will begin the process of hiring an outside consultant for reviewing job descriptions, pay, and reviewing assessments. This should be proposed in phases.</p> <p>Recommendations from Staff came back with the public works division adjustments and a Phase I Study.</p> <p>>>Council unanimously approved the pay adjustments in the division of public works for positions as recommended by staff.</p> <p>>>Council unanimously approved Phase I study by Archer for approximately 175 positions at a cost of \$44,386.</p> <p>>Committee moved to accept recommendation for the correction of minimum pay (document dated 8/17/2015)</p> <p>>>Council approved committee action of 09/23/2015 to accept the minimum pay correction.</p> <p>Council did <u>amend the motion to state</u></p>
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			<p>07/18/2016</p> <p>08/22/2016</p>	<p>the Salary review to stay in committee so Council can look at the how the minimum will shift across the board as salaries are adjusted.</p> <p>>Council approved to send the recently received Compensation Plan to this Committee for further review</p> <ul style="list-style-type: none"> ▪ During discussion, the Committee requested Staff to determine the last time Council received a pay increase ▪ Committee clarified that FICA and workers comp is not included in the study presented to Council; and further directed Staff to provide a complete list with all costs (FICA, workers comp, etc.) ▪ Committee asked if there is money in the budget for this expense. Ralph Guarino stated there is approximately \$900,000, if the County proceeds with the bond(s) ▪ Committee recommends Staff to move forward with Phase II and Phase III, broken down by department as soon as possible
45	Ethics Policy Retained 2015 Retained 2016	08/18/2014 08/15/2016	08/22/2016	<p>No action, committee request to retain for 2015</p> <p><Council discussed the need to further study boards and commissions during the 08/15/16 meeting.</p> <p>-Gerald Wilson advised the Committee of plans to host Boards and Commissions orientation for newly appointed members</p> <ul style="list-style-type: none"> ▪ The matter regarding the expired term amendment to the Boards and Commissions policy will be added to the September agenda, per Chairman Willis <p>--Remains in Committee</p>

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66	<p>Refinancing of Bonds Retained 2016</p> <p>Ordinance No. 512-Issuance and Sale of \$1,550,000 GO Bond was sent to committee at second reading</p>	<p>06/15/2015</p> <p>08/15/2016</p>	<p>08/22/2016</p>	<p>-Purpose of 06/15/15 item was to present an option to refinance high interest rate bonds separate from the GO Bond, per Ralph Guarino</p> <ul style="list-style-type: none"> ▪ During discussion of the item added 08/15/16, the Committee needs to understand item no. 81 before making any decisions on item no. 66.
78	<p>Video Cameras for Council Auditorium</p>	<p>07/18/2016</p>	<p>08/22/2016</p>	<p><Council unanimously approved to add the video camera request to Committee if the cost exceeds the Administrator’s authority of \$5,000. The preliminary request was to install a total of 8 cameras in the Council Auditorium (One for each Council member, one for the podium and one for the Administrator and Attorney combined).</p> <p>-The Administrator will advise Council of any updates</p> <p>-Gerald Wilson discussed three BIDs with Council</p> <ul style="list-style-type: none"> ▪ Council recommends Staff to move forward with CCTV with an approximate cost of \$3,000
79	<p>Develop Emergency Procedures</p>	<p>08/15/2016</p>	<p>08/22/2016</p>	<ul style="list-style-type: none"> ▪ Committee recommends Staff to prepare emergency procedures to also include canned ordinances, possible issuance of satellite phones, etc. and to provide this with the next agenda and report out to Council at that time.
80	<p>Direct Staff to Develop Emergency Procedure Materials Immediately</p>	<p>08/15/2016</p> <p>09/19/2016</p>	<p>08/22/2016</p>	<p>-Gerald Wilson advised Denise Kwiatek is developing a plan and she has been in contact with Dorchester County</p> <p>-Emergency Procedures Update ready to present to Committee</p>
81	<p>Review of County reserves concerning funding new and existing projects including but not limited to: the Jail; the grading of the Industrial Site; new land</p>	<p>08/15/2016</p>	<p>08/22/2016</p>	<p>No Committee action taken</p>

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	acquisition; the compensation study; the Tri-County Tech building; and working capital			
82	Clarification on Signatory Authority	09/19/2016		-Purpose of item is to clarify the signatory authority of the Council vs. the Administrator