

ADMINISTRATION & FINANCE COMMITTEE REPORT

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

The Committee of Administration and Finance met on Monday, November 14, 2016 at 6:00 p.m. at the Pickens County Administration Facility, Main Conference Room. All members of the Committee were in attendance with Chairman Willis presiding. Councilman Ensley Feemster was also in attendance.

Staff in Attendance:

Gerald Wilson, County Administrator
 Ken Roper, County Attorney
 Crystal A. Alexander, Clerk to Council
 Ralph Guarino, Finance Director
 Tami Hall, Human Resources Director
 Denise Kwiatek, Emergency Management Director
 Creed Hash, Chief Deputy

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	<p>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.</p> <p>>public session reconvened with no further action.</p> <p>>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.</p> <p>-Gerald Wilson briefed Council on security measures being taken at Administration Facility</p> <ul style="list-style-type: none"> ▪ Committee recommends Staff researching additional opportunities

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			<p align="center">11/14/2016</p>	<p>to improve overall security, to include but not limited to: metal detectors; emergency notifications via texts to Staff and Council; etc.</p> <ul style="list-style-type: none"> ▪ Committee recommends removing item no. 3 from the log. (Councilman Neil Smith temporarily absent at vote)
<p>43</p>	<p>Salary Review Retained 2015 Retained 2016</p>	<p>06/23/2014</p>	<p>05/04/2015</p> <p>08/17/2015</p> <p>10/12/2015</p>	<p>Staff will bring information back to committee. Retain for 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>

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			<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 the Salary review to stay in committee</u> so Council can look at the how the minimum will shift across the board as salaries are adjusted.</p> <p>07/18/2016 >Council approved to send the recently received Compensation Plan to this Committee for further review</p> <p>08/22/2016</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. <p>11/14/2016</p> <ul style="list-style-type: none"> ▪ Committee directed Staff to provide detail on Phase I by department to include difference before/after with percentage of increase. ▪ Committee adjourned to Executive Session to discuss the compensation
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				<p>plan and reconvened with the following recommendation: Pull the compensation study from this Committee and add to the Executive Session Agenda on December 5th.</p> <ul style="list-style-type: none"> Committee recommends removing "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)" from item no. 43.
45	<p>Ethics Policy Retained 2015 Retained 2016</p>	<p>08/18/2014 08/15/2016</p>	<p>08/22/2016 11/14/2016</p>	<p>No action, committee request to retain for 2015 <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 --Remains in Committee Committee recommends removing item no. 45 from the log. (Councilman Neil Smith temporarily absent at vote)
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 08/15/2016</p>	<p>08/22/2016 11/14/2016</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. Committee recommends removing item no. 66 from the log.
78	<p>Video Cameras for Council Auditorium</p>	<p>07/18/2016</p>		<p><Council unanimously approved to add the video camera request to Committee</p>

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			08/22/2016 11/14/2016	<p>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 ▪ Committee recommends removing item no. 78 from the log. (Councilman Neil Smith temporarily absent at vote)
79	Develop Emergency Procedures	08/15/2016	08/22/2016 11/14/2016	<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. ▪ Committee directed Staff to communicate to municipalities, and further implement a MOU or municipal agreement with them. ▪ Committee recommends a first reading of Emergency Procedure Ordinance. <p>--Remains in Committee</p>
80	Direct Staff to Develop Emergency Procedure Materials Immediately	08/15/2016 09/19/2016	08/22/2016 11/14/2016	<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> <p>-Staff presented the Committee with the proposed Emergency Procedure/Plan.</p> <ul style="list-style-type: none"> ▪ Committee directed Staff to better clarify the Emergency Council is a communicating body, and not decision making body.

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				<ul style="list-style-type: none"> ▪ Committee recommends combining item no. 80 into item no. 79.
81	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 acquisition; the compensation study; the Tri-County Tech building; and working capital	08/15/2016	08/22/2016 11/14/2016	<p>No Committee action taken</p> <ul style="list-style-type: none"> ▪ Committee recommends removing item no. 81 from the log.
82	Clarification on Signatory Authority	09/19/2016	11/14/2016	<p>-Purpose of item is to clarify the signatory authority of the Council vs. the Administrator</p> <ul style="list-style-type: none"> ▪ Committee recommends to remove item no. 82 with direction for Staff to present to full Council at next meeting with inclusion of check signing authority and limits.

EXECUTIVE SESSION: S.C. Code of Laws, Section 30-4-70 (a)

Chairman Willis called for a motion to convene into Executive Session as defined by S.C. Code of Laws, Section 30-4-70 (a). Chairman Willis further stated that each issue would be discussed as the Law provides.

- Motion was made by Chairman Willis, seconded by Vice Chairman Trey Whitehurst and unanimously passed to convene in executive session for the stated purposes:

Personnel-30-4-70 (a) (1)

- Review of compensation study for Salary Review log item no. 43

PUBLIC SESSION RECONVENED:

Chairman Willis called the Public Session back to order and advised the following motions:

- Motion was made to pull the compensation study from the Committee and add to the Executive Session Agenda on December 5th. This is reflective of the recommendation added to log item no. 43.