

Policies & Procedures Committee
Meeting Minutes
Monday January 23, 2023 @ 5:00 p.m.
Administrative Plaza- Conference Room 1

Members present: Terry Hershman, Tim Morris, Jenny Anthony, Joe Mike Hodge

Members Absent: Allen Lendley

Non-Voting Member: Heather Shelton

Others Present:

- Jenny Anthony called the meeting to order.
Jenny Anthony made a motion to approve the December 19, 2022 Meeting Minutes Terry Hershman gave the second. Motion passed unanimously by vote
- Jenny Anthony made a motion to approve the Meeting Agenda with an amendment to add the Administrative Closing Policy. Terry Hershman seconded the motion. Motion passed unanimously by vote.
- Discussion on the Administrative Closing Policy and revisions that were sent back from the January County Commission Meeting. Revisions on the Policy are as follows: (1) First Responders will receive their regular hours worked and in addition for working during an Administrative Closing receive comp hours figured at straight time for the hours worked. Administrative Office Employees are not permitted to report to work during administrative closings. Heather is to make the suggested changes and send the revisions to the Committee Members by email. The suggested revisions will then be forwarded on to the Legislative Committee for review at the January 26th legislative committee meeting.
- Discussion over the Juneteenth Holiday and the removal of the day from the County Holiday List. After research of this particular federal holiday being added to the 2022 Holiday List it was discovered that this paid day was never approved by any committees nor the County Commission as a paid Holiday for County Employees. Motion was made by Tim Morris that Juneteenth not be added to the County Holiday List as an observed federal holiday. Second was made by Terry Hershman. Motion passed unanimously by vote.
- Final discussion regarding the revisions to the COCTP Policy. The following suggested changes were made to policy: Under Guidelines for the Certified Training Program, Guideline (2) Employees must have been employed with Coffee County for a minimum of six months as full time to be eligible for participation in the COCTP and the county benefit. Guideline (4) Employees are encouraged to receive the yearly recertification online when available but may attend the recertification event in the fall if online recertification is not offered provided the Department Head approves absence from work in advance. The County will pay the following for employee recertification: application fee, mileage and per diem. The per diem for hotel stays will only be accepted and paid for by the County if the event is sixty miles (60) or more one way from your County Office Location and proof must be provided by employee. Motion to approve the revision to the COCTP Training Policy and forward it to the County Commission for approval was made by Tim Morris and seconded by Joe Mike Hodge. Motion passed unanimously by vote.
- Heather asked that discussion and drafting of a Hiring Policy be added to the next meeting agenda.
- Next meeting will be February 27th, 2023 at 5:00 p.m. Conference Room 1
- Motion to adjourn meeting made by Jenny Anthony and second made by Terry Hershman. Motion passed to adjourn.

Respectfully submitted,

Heather Shelton