

**Policies & Procedures Committee
Meeting Minutes
Monday July 17, 2023 @ 5:00 p.m.**

**Members present: Chairman Jenny Anthony, Commissioner Terry Hershman,
Commissioner Tim Morris, Commissioner Joe Mike Hodge, Allen Lendley**

Non-Voting Member: Heather Shelton

Members Absent:

Others Present: Commissioner Claude Morse

- Chairman Jenny Anthony called the meeting to order.
- Motion to approve the Agenda was made by Commissioner Morris and seconded by Commissioner Hershman. Motion passed unanimously
- Motion to approve the June minutes made by Commissioner Hershman seconded by Commissioner Hodge. Motion passed unanimously
- Commissioner Claude Morse presented a packet to the Committee Members that included Suggestions for Next Years County Budget Process and Employee Evaluations. Discussion on the Budget Process and making some necessary changes in the Process for the next fiscal year. Members went over the proposed changes and will discuss in a future joint meeting with the Legislative Committee. Employee Evaluations and setting a County Policy in place for Department Heads to conduct employee evaluations yearly within their departments was discussed and will be included on the agenda for the joint meeting with the Legislative Committee. Packet attached.
- Unfinished Business: Juneteenth Holiday was added back to the Agenda for further discussion. Recommendation for employees to choose to take the Juneteenth Holiday or the Day after Thanksgiving which is already an approved County Paid Holiday. After discussion the committee's decision was to stand with the previous Motion from June 26, 2023 meeting made by Commissioner Hodge to add Juneteenth as a County Paid Holiday based on the Governor's approval and to forward item to the Budget & Finance Committee for approval. Second made by Chairman Jenny Anthony. Legislative Committee reviewed and approved the Administrative Closing Policy to be added back to the County Personnel Manual. Motion to forward item to the Full Commission for final approval made by Commissioner Morris and second by Commissioner Hershman. Motion passed unanimously
- New Business: Draft a Policy regarding Bonuses being paid to employees with unused fund balances. To be discussed at next committee meeting.
- Next scheduled meeting will be August 21, 2023 at 5:00 P..M. Conference Room 1.
- Motion to adjourn made by Commissioner Hershman and seconded by Chairman Jenny Anthony.

Respectfully submitted,

Heather Shelton