

Policies & Procedures Committee
Meeting Minutes
Monday October 17, 2022 @ 5:00 p.m.
Administrative Plaza- Conference Room1

Members present: Jenny Anthony Joe Mike Hodge, Terry Hershman

Members Absent: Allen Lendley, Tim Morris

Non-Voting Member: Heather Shelton

Others Present: Jon Coffelt (Manchester Times)

- Chair Jenny Anthony called the meeting to order.
- Jenny Anthony discussed nominating a Vice Chairman to conduct meetings during her absence. Motion made by Jenny Anthony to nominate Terry Hershman to act as vice chairman during times of her absence motion received a second by Joe Mike Hodge. Motion tabled for vote until next meeting due to not having a quorum.
- Discussion on what day of the week will be the most convenient for meetings. All present members were in favor of keeping the meetings as they have been on the third Monday of each month at 5:00 pm.
- Jenny Anthony handed out a copy of the current Coffee County Personnel Manual to all members and Heather Shelton handed out copies of the Coffee County Substance Abuse Policy to all members for review.
- Old business from the May 16, 2022 meeting was discussed regarding the Employee Leave Donation Program. Heather Shelton is to email all committee members a copy of the current Leave Donation Program and a copy of the State Leave Donation Policy to review and discuss possible revisions to the County Leave Program at the next meeting. A copy of the Administrative Closing Policy that was retracted from the County Personnel Manual in June of 2022 is to be emailed to all members for review and discussion at the next meeting. The Administrative Closing Policy will be reviewed and revised for approval to add back to the Personnel Manual.
- Terry Hershman made the motion to adjourn and received a second from Joe Mike Hodge.
- Meeting adjourned

Respectfully submitted,

Heather Shelton