

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS
COUNTY COORDINATOR WORKSHOP
February 9, 2007

The Board met this date for a County Coordinator Workshop. Present were Chairman J.N. Tuten, Jr. and Commissioners Gene C. Hall, Felix "Skeet" Joyner, Danny Monroe, III and Jerry Sutphin.

Also present were Grants Administration Director Roy Schleicher, Planning Official Bill Tellefsen, Ambulance/Fire Director Mark Matthews, Building Official Wallace Bullock, Road Superintendent David Harvey, Mayor Julie Conley, County Extension Director Larry Halsey, and Clerk of Court Kirk Reams.

1. Julie Conley spoke of the purpose of the workshop which was to develop a position to assist with coordinating county activities, not to add another layer of bureaucracy.
2. Larry Halsey described the difference between a county manager and county coordinator position. He also presented similar job descriptions from counties of comparable size.
3. Larry Halsey presented the committee's proposal for the Table of Organization.
4. Larry Halsey presented the committee's proposal for the County Coordinator job description consisting of several areas of responsibility: budget and finance, agenda preparation, personnel issues, community responsibilities, and any additional responsibilities set forth by the Board.
5. Larry Halsey stated that applicants needed at least five years of local government experience and two years of management or supervisory experience.
6. Larry Halsey presented the committee's recommendation that hiring an applicant require no less than a 4-1 approval and removal from the position no less than a 3-2 vote.
7. Chairman Tuten commended the committee for their hard work and dedication.
8. Larry Halsey stated the salary range for the position would be \$60,000 to \$82,000 per the county personnel policy.
9. Roy Schleicher presented the Board with a copy of the job announcement and advertisement.
10. Commissioner Sutphin expressed his desire for equal voting requirements for both hiring and firing.
11. Chairman Tuten stated his reasons for accepting the committee's recommendation for hiring and firing.
12. Commissioner Sutphin stated his concerns about complying with the ADA within the job description.
13. Larry Halsey assured the Board that the job description resembled similar descriptions that were ADA compliant.
14. Commissioner Joyner expressed the need for personal relationship and communications skills in the applicants.
15. Commissioner Monroe expressed concern over the salary range for the position.
16. Chairman Tuten requested that the Board consider this matter placed on the next Regular Session meeting agenda.

17. Roy Schleicher recommended that the Board should consider where and for how long the position should be advertised. He also advised the Board of the need for a detailed employment contract with the coordinator.
18. Chairman Tuten expressed his stance on nepotism within county employment. He asked the Board to reach a consensus on this issue.
19. Larry Halsey pointed out the Board's personnel policy on nepotism.
20. It was the consensus of the Board to adhere to the personnel policy opposing nepotism.
21. On motion by Commissioner Monroe, seconded by Commissioner Hall, and unanimously carried, the meeting was adjourned.

Chairman

Attest: _____
Clerk

INDEX

County Coordinator job description.....	1
areas of responsibility	1
Employment contract	2
Nepotism	2
Salary range	1
Table of Organization	1