

NEWBERRY COUNTY COUNCIL
Personnel and Intergovernmental Relations Committee
MINUTES
September 27, 2017- 6:00 p.m.

PRESENT: **Travis Reeder, Committee Chairman**
 Scott Cain, Councilman
 Harriet Rucker, Councilwoman

OTHERS PRESENT: **Wayne Adams, County Administrator, Wanda Hill, HR Director, Katherine Cook, HR Assistant, Ann Skinner, Work Force Development Director, Beth Folk, Clerk of Court, Shanna Proctor, Director of Voter Registrations and Elections, Todd Johnson, Chief Deputy Sheriff, Karen Livingston, Town of Prosperity**

MEDIA: **None Present**

The meeting was duly advertised as required by law.

1. Call to Order – Travis Reeder, Committee Chairman

Chairman Reeder called the meeting to order @ 6:00 p.m. and led the invocation.

2. Additions, Deletions, and Adoption of Agenda

Councilman Cain recommended to adopt the Agenda; the vote was unanimous.

3. Approval of November 28, 2016 Minutes

Councilman Cain recommended to approve the November 28, 2016 minutes as written; the vote was unanimous.

4. Shanna Proctor, Director of Voter Registrations and Elections

- Transfer Municipal Elections from the Town of Prosperity to Newberry County Voter Registration and Election Commission

Mrs. Proctor stated that the Town of Prosperity wishes for Newberry County to conduct its elections. Councilman Cain recommended that the County conduct the Town of Prosperity's elections. Last year Newberry County took over elections for the City of Newberry, with the City reimbursing the County's cost. Councilman Cain motioned to push this item to full Council with recommendation to approve; the vote was unanimous.

- Request for Well Installation at Stoney Hill Fire Department Substation

Mrs. Proctor stated that current precinct location for this area is the Stoney Hill Community Center. However, the community center is not ADA compliant. The next best alternative is the Stoney Hill Fire Department substation. This facility meets ADA requirements, but receives poor water supply from its existing well. A new well would cost as much as \$15,000. Councilman Cain motioned to recommend the well installation; the vote was unanimous.

5. Ann Skinner, Work Force Development Director

- Upper Savannah Workforce Area SC Works System MOU

Mrs. Skinner stated that they have been very busy recently in helping Samsung find employees and have held 3 job fairs to do so. Mrs. Skinner stated that the Workforce System is in the process of modifying its business plan for the greater region and is focusing on eliminating unnecessary costs. They are asking our council chairman to sign an MOU, essentially acknowledging the planning process. Signing the MOU does not commit Newberry County to any kind of funding obligation. Councilman Cain recommended to have the MOU signed; the vote was unanimous.

6. Katherine Cook, Human Resources Assistant

Holiday Observance

The County will observe the Thanksgiving Holiday on Thursday and Friday, November 23 and 24. The Christmas Holidays will be observed Monday through Wednesday, December 25-27. The New Year Holiday will be observed on Monday, January 1.

Changes to Handbook Language

- **Post Retiree Health Benefits**

Mrs. Cook stated that the handbook might need updated language concerning when it is that time stops tolling for retirees for purposes of calculating their post-retirement health care benefit. Currently, the accrual of service time/years used to calculate the post-retirement health care benefit ceases once the employee elects to receive their state retirement. A retiree does not qualify for post-retirement health care benefits unless they have worked for Newberry County for at least 20 years. At that point, Newberry County pays 65% of the employee's post-retirement health care insurance. Mr. Adams stated that this benefit could become very costly to the County as time goes on because more people would be taking part in it. Chief Johnson stated that he retired when he had 18 years of service with Newberry County because it was beneficial to him at that time, he has since worked 5 more years. He asked the question that is an employee is to accrue time when they choose to end employment with the County and then return, should they not also be able to do the same when they retire, what is it costing the County? Mr. Adams asked if it would be beneficial to let people who are in similar situations to Chief Johnson carry over enough service time to meet the minimum of 20 years in order to qualify for the health care benefit? Councilman Cain recommended to take the item under advisement until the November meeting in order to gather more information.

- **Annual Leave Carry Over Maximum**
Mrs. Cook stated that the employee handbook currently states that an employee may carry forward a maximum of 240 hours of annual leave from one calendar year to the next. Increasing the maximum carry over of annual leave hours to 360 would help prevent lost leave time when the rollover occurs at the first of the year and increase the employee's average final compensation which is used in the Retirement System's formula to determine the retiree's monthly benefit. It would however increase the financial liability of the county. Councilman Cain recommended to move the item to full Council for approval; the vote was unanimous.
- **Electronic Communications Subject to Freedom of Information Act**
Mrs. Cook stated that the purpose of this addition to the Use of Internet and Other Electronic Resources policy is to make employees aware that their personal devices used for work-related communications, such as email, voicemail, and text messages, could be subject to disclosure pursuant to the Freedom of Information Act. Councilman Cain recommended to move the item to full Council for approval; the vote was unanimous.

7. Public Comments

There were no public comments.

8. Adjournment

Chairman Reeder motioned to adjourn.

PERSONNEL AND INTERGOVERNMENTAL RELATIONS COMMITTEE

Travis Reeder, Chairman

Katherine Cook, Recorder