

**NEWBERRY COUNTY COUNCIL  
WORK SESSION  
MINUTES  
MARCH 29, 2021**

Newberry County Council met on Monday, March 29, 2021, at 6:00 p.m., in Council Chambers at the Courthouse Annex, 1309 College Street, Newberry, S.C., for a work session.

Notice of the work session was duly advertised, as required by law.

**PRESENT:** Henry H. Livingston, III, Chairman (District 3)  
Todd Johnson, Vice-Chairman (District 1)  
Mary Arrowood, Council Member (District 2)  
Nick Shealy, Council Member (District 4)  
Les Hipp, Council Member (District 5)  
Johnny Mack Scurry, Council Member (District 6)  
Travis Reeder, Council Member (District 7)  
Susan C. Fellers, Clerk to Council  
Katherine Cook, HR Director  
Taylor Davenport, Assistant to County Administrator

**ABSENT:** Wayne Adams, County Administrator  
A.J. Tothacer, Jr., County Attorney

**MEDIA:** Andrew Wigger

**1. CALL TO ORDER - HENRY H. LIVINGSTON, III, CHAIRMAN**

Mr. Livingston called the meeting to order at 6:00 p.m. All Council Members were present.

**2. DISCUSSION OF THE COUNTY ADMINISTRATOR POSITION AND HIRING PROCESS.**

Katherine Cook presented copies of County Administrator job descriptions from several other South Carolina counties. After reviewing and discussing these job descriptions, the consensus of Council was for Mrs. Cook to adapt the wording of the Beaufort County Administrator job description and the last paragraph of the Dillon County job description to fit Newberry County.

There was discussion of hiring an outside agency to promote and screen candidates, which Council decided to hold off on for now.

Once the job description is ready and is brought back before Council for approval, Mrs. Cook was instructed to post on our website, the SCAC publication, the Municipal Association publication and SC Biz magazine.

Mr. Hipp requested that the pool of applicants not be limited to persons who are already administrators or assistant administrators. He felt any candidates from the private sector should receive the same consideration as a candidate with government experience.

Mr. Shealy felt it was very important for the candidate to have experience in management, budget, strategic planning and grant writing.

Mrs. Arrowood stated she has worked in both the private sector and government sector. If a person doesn't know local government, it will take a long period of training for them to adapt to government.

Mr. Hipp said all departments of the county government are in place with department heads and elected officials.

Mr. Reeder felt we needed someone with good communication and people skills. He also felt that private management and government management are two different monsters.

Once job description is approved by Council and Mrs. Cook coordinates publication, a timeline for applications will be scheduled at that time.

Mrs. Davenport was asked to place the job description on the next Council agenda for approval by Council.

Mr. Johnson brought up the fact that between the next meeting and next, we will be absent a County Administrator and felt that needed to be on the next agenda for discussion.

Mr. Hipp suggested an Executive Session at the next meeting to determine if there is someone already working for the county that could act as interim administrator, and of course, compensate them accordingly. That person should not be excluded from applying for the position, if they desire.

### **3. EXECUTIVE SESSION (IF NEEDED)**

No Executive Session needed.

### **4. COMMENTS/REQUESTS FROM COUNCIL MEMBERS**

Mrs. Arrowood felt a more specific job description could be worked on later, if needed.

Mr. Reeder asked if the county was planning something for Mr. Adams' retirement.

Mr. Hipp responded that Mr. Adams had done a lot of good things for the County and suggested a Resolution setting forth his accomplishments and years of service, and possibly a plaque.

Mr. Livingston stated that Newberry County had progressed under Mr. Adams' leadership, to which Mrs. Arrowood agreed.

### **5. PUBLIC COMMENTS**

No comments from the public.

### **6. ADJOURNMENT**

Mr. Johnson moved to adjourn.

Mr. Livingston declared the meeting adjourned at 6:48 p.m.

**NEWBERRY COUNTY COUNCIL**

---

**Henry H. Livingston, III, Chairman**

---

**Susan C. Fellers, Clerk to Council**

**Minutes approved:** \_\_\_\_\_