

THE EFFINGHAM COUNTY BOARD OF COMMISSIONERS
POLICIES WORKSHOP

The Board of Commissioners of Effingham County, Georgia, Mr. Wendall Kessler Chairman, Mr. Steve Mason, Vice Chairman, Mr. Forrest Floyd, Mrs. Vera Jones, Mr. Reginald Loper and Mr. Phil Kieffer met in a workshop at 4:00 p.m. on Monday, October 28, 2013 in the Commissioners' Meeting Room at the Effingham County Administrative Complex.

PERSONS ATTENDING THE MEETING

Mr. Toss Allen, Interim County Administrator, Mrs. Stephanie Johnson, County Clerk, Mr. Adam Kobek, Community Relations Director, Mrs. Joanna Wright, Finance Director, Mrs. Fiona Charleton, Purchasing Agent, Ms. Rushe Hudzinski-Sero, Human Resources Director, Mrs. Cheri Sale, HR Generalist, Mr. Eli Vandiver, HR Tech,

CALL TO ORDER

Chairman Kessler called the meeting to order.

WORKSHOP

DISCUSSION OF THE BOARD POLICY MODIFICATIONS AND FINANCIAL POLICY

UPDATES (01):

The Board went over each item of the Rules and Procedures for the Board one by one for discussion. Commissioner Floyd expressed concern for the Parliamentary Procedures as it relates to recognition by the Chairman to speak. The Board members discussed different scenarios surrounding the subject. There was also discussion about Robert's Rule of Order and the manner in which motions could be made, and how to properly amend a motion.

The Board came to a consensus to add under Section A, #3 – Parliamentary Procedures to strike the first sentence and replace with "the Chairman shall keep the meetings in good order" and leave the last sentence of this section as written.

There was a discussion about called meetings. Interim County Administrator Allen read a piece from State Legislation stating "extraordinary meetings may be called as often as deemed necessary. Meetings can be called by the Chairman or any three members of the Board."

Later in the workshop the Board discussed gathering material for the agenda and the agenda deadline. It was decided that the Board the Commissioners would receive agenda material the Thursday prior to the meeting date. As noted in the Board policy, a line title will be added for "Correspondence" which will state agenda material for the meeting is available in the office of the Clerk.

Interim County Administrator Allen explained the details of the tabling policy.

The Board discussed the process for hearing second readings on zoning issues. The Board considered having the 1st and 2nd reading at the same meeting.

Zoning Administrator Shaw explained the 1st and 2nd readings can be considered during the same meeting.

Finance Director Wright gave an overview of the current financial policies and the proposed policy changes.

The Board discussed leaving the Administrator and the Finance Director as the persons with oversight of Internal Controls rather than the Board of Commissioners.

There was discussion on adding procedures for handling deposits under \$500.

There were discussions on the departments that are authorized to receive deposits and the need to include them in section d.5 of the Asset and Cash Management portion of the Financial Policy.

There were discussions on the Capital Improvement Program and Budget section of the Financial Policy.

There was discussion on the related party transactions and the Board decided to revise the definition in the draft document to reflect changes proposed by the attorney which mirrored language currently used in our purchasing contracts.

Human Resources Generalist Vandiver expressed a few items to be considered for change on the Travel Policy: under (C.2.b – **Pool Vehicles**, change to Administrator's Designee or Board Designee; (E.4) – **Major City**, decreased in per diem by \$10 per day; (G) **Telephone Changes**, cell phones for travel; and (D) – **Lodging** – less than 100 miles or special permission based on time spent.

Purchasing Agent Charleton asked if under Financial Policies C.-overview, page 20, should there be a threshold for items/contracts for the verbiage to be pre-approved by the County Attorney; and can some items be placed on Consent Agenda.

The Board directed Staff to make changes as discussed to present at the November 5, 2013 for consideration of approval.

ADJOURNMENT

The workshop adjourned at 7:31 p.m.


Wendall Kessler, Chairman


Stephanie Johnson, County Clerk