

**THE EFFINGHAM COUNTY BOARD OF COMMISSIONERS**  
**ORGANIZATIONAL STRUCTURING 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 3:30 p.m. on Tuesday, November 19, 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, Ms. Rushe Hudzinski-Sero, Human Resources Director, Mr. Steve Liotta, County Engineer, Mr. George Shaw, Zoning Administrator, Mr. Jay Spinks, 911 Director, Ms. Wanda McDuffie, EMS Director, Mr. Ed Myrick, EMA Director, Mr. Travis Zittrouer, Ms. Brooke Dicks, Ms. Gigi Risby and Mr. Pat Donahue

**CALL TO ORDER**

Chairman Kessler called the meeting to order.

**WORKSHOP**

**DISCUSSION OF ORGANIZATIONAL STRUCTURING FOR THE COUNTY (01):**

Interim County Administrator Allen introduced Mr. Dave Wills, Government Relations Manager with ACCG.

Mr. Dave Wills gave an overview and made recommendations on the Employee Agreement and the Job Classification for the position of the County Administrator.

Upon review of the documents Mr. Dave Wills explained the differences between a County Administrator and County Manager, in addition to the contradictions in the previous County Administrator's employment agreement and the job classification.

Some of the issues highlighted were:

- ❖ FLSA being identified on the job classification as a non-exempt position, but is outlined in the agreement as an exempt position.
- ❖ The County Administrator being responsible for the day to day operations of county government; hires and terminates subordinate personnel, with the exception of the County Clerk and the Assistant County Administrator. As written reads like a description of a County Manager.
- ❖ Works closely with the Assistant County Administrator. Mr. Dave Wills recommended an Assistant administrator or subordinate are delegated to aid in the day-to-day operations.
- ❖ Modifying the job classification to delete acts as Finance Director and Human Resources Director.
- ❖ Creating a new employee agreement to conform to with the job classification.

There was a discussion about the enabling act and if there was specification of the type of government to be followed.

Interim County Administrator Allen stated he believed there was a piece in the Enabling Act that provides for a Commission Administrator form of government.

Mr. Dave Wills stated the Board has the authority to establish a form of government.

Mr. Dave Wills explained when considering hiring a County Administrator or Manager the interviews may be conducted in public or in executive session. If interviews are conducted in executive session, up to three (3) candidates may be announced but a vote cannot be made until fourteen days after the announcement is made. The job announcement advertising time recommended is 45 days. Mr. Dave Wills also recommended to the Board to perform background checks on all applicants.

The Board directed Staff to make changes to documents as advised and to create one document to submit to the Board for review.

**ADJOURNMENT**

The workshop adjourned at 4:49 p.m.



Wendall Kessler, Chairman



Stephanie Johnson, County Clerk