

**COLUMBUS COUNTY BOARD OF COMMISSIONERS**  
**Personnel Policy Manual Workshop**  
**July 13, 2009**  
**6:30 P.M.**

The Honorable Columbus County Commissioners met on the above stated date and at the above stated time in the Dempsey B. Herring Courthouse Annex Building, located at 112 West Smith Street, Whiteville, North Carolina, for the purpose of holding a Columbus County Personnel Policy Manual Workshop.

**COMMISSIONERS PRESENT:**

James E. Prevatte **Chairman**  
 Ricky Bullard, **Vice Chairman**  
 Amon E. McKenzie  
 Giles E. Byrd (Arrived: 6:55 P.M.)  
 Lynwood Norris  
 Ronald Gore

**APPOINTEES PRESENT:**

William S. Clark, **County Manager**  
 Terri L. Martin, **Interim County Attorney**  
 June B. Hall, **Clerk to Board**

**COMMISSIONER ABSENT:**

Edwin Russ

**APPOINTEE ABSENT:**

Bobbie Faircloth, **Finance Officer**

**WORKSHOP CALLED to ORDER:**

At 6:30 P.M., Chairman Prevatte called the July 13, 2009 Columbus County Personnel Policy Manual Workshop to order.

**INVOCATION and PLEDGE of ALLEGIANCE:**

Vice Chairman Bullard delivered the invocation. Everyone in attendance stood and pledged Allegiance to the Flag of the United States of America which was led by Vice Chairman Bullard.

**READINGS of PROCEDURE and TYPES of PROCEDURES:**

Chairman Prevatte stated the following:

1. Workshop meetings normally differ from regular board meetings in two respects as follows:  
 -the meeting is to inform the Board and permit discussion - no final action is taken; **and**  
 -the procedures are less formal than at a regular meeting, but such meetings are part of the decision-making process, deliberations are going on, and therefore, they constitute "official meetings";
2. The procedure we will follow tonight is to discuss the revisions that have been suggested by the committee that has been working on this policy, and then, if time permits, we will go to any questionable area of the manual that has not been revised by the committee; **and**
3. At this time, I will turn it over to William S. Clark, County Manager.

**SUGGESTED POLICY AMENDMENTS:**

Mr. Clark delivered the following background::

1. Last fall, a committee was formed to review the Columbus County Personnel Policy Manual;
2. The committee went through the policy page by page;
3. I would like to say that this is only a draft, and we are open to ideas and suggestions;
4. The committee was made up of myself, Virginia Taylor, Human Resources Director, Kay Worley, Emergency Services, Carla Strickland, Board of Elections, Kim Smith, Health Director, and Gene Soles, Maintenance Director; **and**
5. We will go through the policy amendments.

## POLICY AMENDMENTS

EXISTING  
POLICYAMENDED  
POLICY

PAGE #	POLICY #	PAGE #	POLICY #	SUGGESTED AMENDMENT	SUGGESTED ACTION
7	110	5	110	Added Tax Administrator	
16	135	14	135	Took out # 4.4	
28	205	26	205	Revised 3.2	
29	205	27	205	6.1 Revised, 6.4 Added	Add DSS and maybe Health (108A-14), <b>Will Check on</b>
30	205	28	205	9.4	
31	210	29	210	1.4	
34	220	32	220	1.1	Needs to be defined
37	250	35	250	2.1.1, 2.1.2, 2.1.4, 2.1.5	<b>Will Check on</b>
39	250	37	250	6.2	
40	250	38	250	10.1.1.10	
41	250	39	250	10.3.1	Add: Signature will be requested
43	255	41	255	2.4	<b>Return to this one</b>
50	270	48	270	2.1	Delete "in writing"
51	270	49	270	3.2	
55	310	53	310	1.5, 2.4	
57	315	55	315	5.1	<b>Return to, Check on law</b>
57	315	55	315	5.1 (Added #7. Gifts and Favors)	May need value placed on it, look at on a case-by-case basis
60	320	58	320	2.1	
61	320	59	320	4.2	<b>Return to - Sheriff needs to be involved</b>
63	320	61	320	4.1	
67	400	65	400	(Put holiday in alpha order)	
70	400	68	400	#14 - Added 8 hr. of work	<b>Return to</b>
72	400	<del>70</del> 69	400	20.1 (Bereavement Policy)	<b>Return to</b>
75	400	73	400	Revised policy to reflect new federal regs as of 01/17/2009	

80	400	78	400	Revised #33 - entirety	<b>Return to</b> (33.4 missing) Change topic
86	440	84	440	Revised purpose and 3.4	
95	530	93	530	Added 1.1.10 and 1.1.11	
99	543	97	543	Dropped 1.4, 3.2, Revised 3.1	<b>Return to</b> (Need legal opinion)
100	545	98	545	1.3	Contract employees need clarification
101	506	99	560	Revised total policy for clarity	
107	610	106	3610	No information listed	
119	710	116	710	4.1.1, 4.1.2, 4.1.3.1, 4.1.4.1, 4.1.4.3, 4.1.4.4	Needs breakdown of per diem
121	730	118	730	Revised total policy	Add Health Director
150	1000	148	1000	Revised scope	

**Add an Appendix to Policy**

**NOTE: Page 68 - SICK LEAVE - #12 (Revised 09/28/08) - Not listed on Amendment Sheet**

**ADJOURNMENT:**

At 8:41 P.M., Chairman Prevatte declared the Columbus County Personnel Policy Manual Workshop adjourned.

**APPROVED:**

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**JUNE B. HALL, Clerk to Board**

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**JAMES E. PREVATTE, Chairman**