

**COLUMBUS COUNTY BOARD OF COMMISSIONERS  
Personnel Policy Manual Workshop (Second)**

August 10, 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  
Edwin Russ  
Lynwood Norris  
Ronald Gore

**APPOINTEES PRESENT:**

William S. Clark, **County Manager**  
Mike Stephens, **County Attorney**  
June B. Hall, **Clerk to Board**

**APPOINTEE ABSENT:**

Bobbie Faircloth, **Finance Officer**

**WORKSHOP CALLED to ORDER:**

At 6:30 P.M., Chairman Prevatte called the August 10, 2009 Columbus County Personnel Policy Manual Workshop to order.

**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 go over the amendments that were discussed at the July 13, 2009 Workshop for the sake of the Board member that was not present; **and**
3. Chairman Prevatte presented the following amendments for discussion.

**SUGGESTED POLICY AMENDMENTS:**

**POLICY AMENDMENTS**

<b>EXISTING POLICY</b>		<b>AMENDED POLICY</b>		<b>SUGGESTED AMENDMENT</b>	<b>7-13-09 SUGGESTED ACTION</b>	<b>8-10-09 SUGGESTED ACTION</b>
<b>Pp #</b>	<b>POLICY #</b>	<b>Pp #</b>	<b>POLICY #</b>			
7	110	5	110	Added Tax Administrator	Okay	Okay
16	135	14	135	Took out # 4.4	Okay	Okay
28	205	26	205	Revised 3.2	Okay	Okay
29	205	27	205	6.1 Revised, 6.4 Added	Add DSS and maybe Health (108A-14), <b>Will Check on</b>	Okay
30	205	28	205	9.4	Okay	Okay
31	210	29	210	1.4	Okay	Okay

Pp #	POLICY #	Pp #	POLICY #	SUGGESTED AMENDMENT	7-13-09 SUGGESTED ACTION	8-10-09 SUGGESTED ACTION
34	220	32	220	1.1	Needs to be defined	<b>Address Again, Attorney to check on</b>
37	250	35	250	2.1.1, 2.1.2, 2.1.4, 2.1.5	<b>Will Check on</b>	<b>Attorney to check on</b>
39	250	37	250	6.2		<b>Leave as is</b>
40	250	38	250	10.1.1.10		Okay
41	250	39	250	10.3.1	Add: Signature will be requested	Same Action as 7-13-2009 Mtg.
43	255	41	255	2.4	<b>Return to this one</b>	<b>Manager to look at cost and return to</b>
50	270	48	270	2.1	Delete "in writing"	Same Action as 7-13-09 Mtg.
51	270	49	270	3.2		Okay
55	310	53	310	1.5, 2.4		Okay
57	315	55	315	5.1	<b>Return to, Check on law</b>	Okay
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	<b>Leave as is</b>
60	320	58	320	2.1		Okay
61	320	59	320	4.2	<b>Return to - Sheriff needs to be involved</b>	Okay
63	<del>320</del> 335	61	<del>320</del> 335	4.1		Okay
67	400	65	400	(Put holiday in alpha order)		Okay
70	400	68	400	#14 - Added 8 hr. of work	<b>Return to</b>	Okay
72	400	<del>70</del> 69	400	20.1 (Bereavement Policy)	<b>Return to</b>	<b>May Request Board Action in Official Session</b>
75	400	73	400	Revised policy to reflect new federal regs as of 01/17/2009		Okay
80	400	78	400	Revised #33 - entirety	<b>Return to (33.4 missing) Change topic</b>	<b>Re-do</b>
86	440	84	440	Revised purpose and 3.4		Okay
95	530	93	530	Added 1.1.10 and 1.1.11		Okay

<b>Pp #</b>	<b>POLICY #</b>	<b>Pp #</b>	<b>POLICY #</b>	<b>SUGGESTED AMENDMENT</b>	<b>7-13-09 SUGGESTED ACTION</b>	<b>8-10-09 SUGGESTED ACTION</b>
99	543	97	543	Dropped 1.4, 3.2, Revised 3.1	<b>Return to</b> (Need legal opinion)	<b>Can do this</b>
100	545	98	545	1.3		Okay
101	506	99	560	Revised total policy for clarity	Contract employees need clarification	Okay
107	610	106	3 610	No information listed		<b>Return to</b>
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	<b>Check with State and Return to</b>
121	730	118	730	Revised total policy	Add Health Director	Okay
150	1000	148	1000	Revised scope		Okay

**Add an Appendix to Policy**

**NOTE: Page 68 - SICK LEAVE - #12 (Revised 09/28/08) - Not listed on Amendment Sheet (July 13, 2009 Workshop)**

**ADJOURNMENT:**

At 9:15 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**