

**JASPER COUNTY COUNCIL  
PERSONNEL COMMITTEE  
MARY GORDON ELLIS EXECUTIVE BUILDING  
CONFERENCE ROOM  
JANUARY 10, 2007  
10:00 A.M.**

**MINUTES**

**OFFICIALS PRESENT:**

CHAIRMAN GEORGE HOOD, VICE CHAIRMAN GLADYS JONES, ANDREW FULGHUM-ADMINISTRATOR, RONNIE MALPHRUS- ADMINISTRATIVE SERVICES, DEPUTY COUNTY ADMINISTRATOR, GLORIA LUCAS- HR DIRECTOR, JUDITH FRANK- CLERK TO COUNCIL

IN ACCORDANCE WITH THE FREEDOM OF INFORMATION ACT THE ELECTRONIC AND PRINT MEDIA WERE NOTIFIED.

DURING PERIODS OF DISCUSSION AND PRESENTATIONS MINUTES ARE TYPICALLY CONDENSED AND PARAPHRASED.

MS. LUCAS SAID THAT THE PURPOSE OF THE MEETING WAS TO GIVE THE COMMITTEE AN UPDATE ON THE REQUEST FROM COUNCIL REGARDING CERTAIN POSITIONS THAT NEEDED TO BE RECLASSIFIED. MS. LUCAS SAID THAT MGT HAS CLOSED its OFFICE IN COLUMBIA AND FLORIDA SO SHE LOOKED FOR ANOTHER COMPANY. MS. LUCAS SAID SHE DID A SEARCH AND CONTACTED SEVERAL PROFESSIONAL HUMAN RESOURCE'S ORGANIZATIONS AND SHE SAID SHE HAS CONTACTED SEVERAL OTHER COUNTY HUMAN RESOURCE DIRECTORS. BASED ON HER INVESTIGATION, CONDREY AND ASSOCIATES WAS HER CHOICE TO DO THE RECLASSIFICATIONS. MS. LUCAS SAID THAT THIS FIRM HAS DONE POSITION CLASSIFICATIONS IN SEVERAL AREAS INCLUDING GOOSE CREEK, HILTON HEAD, LIBERTY COUNTY, GA., AND CHATHAM COUNTY, GA.

MS. LUCAS SAID SHE CONTACTED MR. CONDREY AND HE REVIEWED THE MGT STUDY, THE LIST OF PEOPLE TO BE RECLASSIFIED AND SHE ALSO DISCUSSED HER CONCERNS ABOUT HOW THE MGT STUDY WAS DONE. MS. LUCAS SAID THAT MR. STEVE CONDREY MET WITH SENIOR MANAGEMENT IN NOVEMBER.

MS. LUCAS SAID THAT SHE ASKED MR. CONDREY TO LOOK AT THE POSITIONS IN QUESTION AND HE SAID HE COULD NOT LOOK AT THEM IN ISOLATION AND HE SAID THAT MGT DID NOT DO THE CLASSIFICATIONS THE WAY HIS COMPANY WOULD DO THEM. MS. LUCAS SAID THE DATA FROM 2003 WAS OUTDATED AND FLAWED AND DOES NOT REPRESENT TODAY'S MARKETPLACE OR THE POSITIONS AS THEY ARE TODAY. MS. LUCAS SAID THAT THERE WAS ALSO SOME INTERNAL ISSUES AS TO PLACEMENT OF POSITIONS. MR. CONDREY DID NOT THINK HE SHOULD JUST REVIEW THE LIST AND HE LACKED CONFIDENCE IN THE OLD STUDY. MR. CONDREY'S COMPANY WILL GIVE THE COUNTY THE JOB DISCRPTIONS, AND THE SUPPORT DATA AND THEY WILL BECOME THE PROPERTY OF JASPER COUNTY. MS. LUCAS SAID THAT EVERY POSITION WILL BE LOOKED AT AND THEY WILL ALSO PROVIDE THE COUNTY WITH A PERFORMANCE BASED APPRAISAL SYSTEM. MS. LUCAS SAID SHE WOULD WORK VERY CLOSELY WITH MR. CONDREY'S COMPANY. MS. LUCAS SAID THAT SHE DEVELOPED A JOB APPRAISAL FORM THAT MR. FULGHUM PLANS TO USE WHEN HE EVALUATES THE DEPUTY ADMINISTRATORS. MS. LUCAS SAID THAT THE CONDREY FIRM WILL DO A FACTOR SYSTEM AND TRAIN THE STAFF ON THE POINT FACTOR ANALYSIS AND WILL CONTINUE TO WORK WITH THE STAFF FOR ONE YEAR TO MAKE SURE THE SYSTEM IS WORKING AND THE STAFF UNDERSTANDS THE SYSTEM. MS. LUCAS SAID THIS SYSTEM IS USER FRIENDLY AND CAN BE EXPLAINED TO THE EMPLOYEE. MS. LUCAS SAID THIS TYPE OF REVIEW ALSO HAS AN APPEALS PROCESS TO EVALUATE THE CONCERNS. MS. LUCAS SAID THAT SHE PREVIOUSLY BRIEFED THE ADMINISTRATION AND COUNCIL MEMBER THAT ARE PRESENT AT THIS MEETING OF HER SEARCH. MS. LUCAS SAID SHE FEELS SHE HAS FOUND THE RIGHT FIRM. MR. LUCAS TOLD THE COUNCIL THE MR. CONDREY HAS PRESENTED A PROPOSAL, BUT THERE IS NO OBLIGATION. MS. LUCAS SAID THAT A

STUDY OF THIS NATURE WOULD COST OVER \$100,000.00 BUT IT WOULD COST JUST OVER \$35,000.00.

CHAIRMAN HOOD SAID THAT HE DID NOT THINK THE MGT STUDY WAS DONE PROPERLY AND THAT IT WAS A BUNCH OF JUNK. CHAIRMAN HOOD SAID THAT MGT WOULD NOT SHARE TH DISK OR THE INFORMATION WITH THE COUNTY AND THEY DID NOT PROVIDE THE COUNTY WITH WHAT IT ASKED FOR.

MS. LUCAS COMMENTED THAT THE CONDREY STUDIES HAS A LOW APPEALS RATE AND THE APPROACH IS CONSISTANT WITH THE HUMAN RESOURCE DEPARTMENTS AND SHE FELT THAT THEY WERE ONE OF THE BEST COMPANIES OUT THERE. MS. LUCAS SAID THAT HE HAS MR. CONDREY'S HOME, OFFICE AND CELL PHONE NUMBERS AND HIS EMAIL ADDRESS TO CONTACT HIM, SINCE SHE KNEW OF THE PROBLEMS INCURRED BY NOT BEING ABLE TO CONTACT MGT.

CHAIRMAN HOOD SAID HE FELT THAT \$35,000.00 WAS AN EXCELLENT PRICE.

MS LUCAS ASKED THAT THE COMMITTEE GO INTO EXECUTIVE SESSION DUE TO HOW IT RELATES TO SPECIFIC INDIVIDUALS THAT ARE ON THE LIST. VICE CHAIRMAN JONES SAID THAT IF THEY WERE GOING TO DISCUSS A COMPLETE STUDY FOR ALL EMPLOYEES SHE DID NOT THINK THEY WOULD BE DISCUSSING INDIVIDUALS AND EXECUTIVE SESSION WAS NOT NECESSARY.

MR. FULGHUM SAID THAT HE THOUGHT EXECUTIVE SESSION WAS PROPER BECAUSE CERTAIN POSITIONS OR INDIVUALS NAMES COULD BE MENTIONED.

THE COMMITTEE AGREED TO GO INTO EXECUTIVE SESSION FOR CONTRACTUAL MATTERS TO HEAR MR. CONDREY'S PROPOSAL. AT 10:30 A.M.

THE COMMITTEE RETURNED FROM EXECUTIVE SESSION AT 1:15 P.M.

CHAIRMAN HOOD SAID THE COMMITTEE, MR. FULGHUM, MS. LUCAS, AND MR. R. MALPHRUS LISTENED TO A PROPOASAL REGARDING A NEW CLASSIFICATION AND COMPENSATION STUDY. DR. HOOD SAID HE WOULD PLACE THE CLASSISFICATIONA ND COMPENSATION STUDY ON THE REGULAR COUNCIL AGENDA FOR CONSIDERATION, AS SOON AS MR. CONDREY COULD APPEAR BEFORE THE ENTIRE COUNCIL. CHAIRMAN HOOD ASKED THE ADMINSITRATOR TO LOOK AT WHAT NEW POSITIONS WILL BE NEEDED IN THE FUTURE AND ASKED THAT THEY BE ADDED TO THE STUDY. CHAIRMAN HOOD SAID THE NEW POSITIONS AND RESULTS OF THE STUDY WILL BE CONSIDERED DURING THE NEW BUDGET WORKSHOPS.

VICE CHAIRMAN JONES ASKED ABOUT A JOB DISCRPTION FOR A PLANNER AND MR. FULGHUM SAID THAT IT HAS NOT BEEN DONE, BUT IT SHOULD BE DONE BY MR. CONDREY.

THE MEETING ADJOURNED AT 1:30 P.M.

RESPECTFULLY SUBMITTED BY:

APPROVED BY:

\_\_\_\_\_  
JUDITH M. FRANK, CCC  
CLERK TO COUNCIL

\_\_\_\_\_  
DR. GEORGE M. HOOD  
CHAIRMAN