

**JASPER COUNTY COUNCIL
ADMINISTRATION COMMITTEE
COUNCIL OFFICE
NOV. 14, 2007
9:45 A.M.**

MINUTES

OFFICIALS PRESENT:

CHAIRMAN GLADYS JONES, COUNCILMAN HOOD, RONNIE MALPHRUS- DEP.
ADMINISTRATOR, 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/OR PRESENTATIONS MINUTES ARE
TYPICALLY CONDENSED AND PARAPHRASED.

DISCUSSION:

CHAIRMAN JONES ASKED ABOUT THE JOB DESCRIPTIONS FOR THE
DEVELOPMENT SERVICE COORDINATOR AS THE COUNCIL NEVER DISCUSSED
CHANGING THE DISCRPTION TITLE AND THE COUNCIL SPECIFICALLY ASKED
THAT MR. SAGER WAS NOT TO HAVE A FULL TIME SECRETARY AND THAT HE IS
NO LONGER THE DEP. ADMINISTRATOR OF DEVELOPMENT SERVICES.
CHAIRMAN JONES SAID THE JOB DESCRIPTION TURNED INTO CONDREY WAS FOR
AN ADMINISTRATIVE ASSISTANT AND THE PERSON WHO WAS IN THAT POSITION
IS NOW CLASSIFIED AS THE DEVELOPMENT SERVICES COORDINATOR.
CHAIRMAN JONES SAID THIS WAS NEVER APPROVED BY COUNCIL. CHAIRMAN
JONES ASKED MR. MALPHRUS WHY HUMAN RESOURCES WAS DOING THINGS
AND THAT HE AS DEPUTY ADMINISTRATOR WAS OVER HUMAN RESOURCES WAS
HE NOT MADE AWARE OF WHAT HUMAN RESOURCES WAS DOING. CHAIRMAN
JONES SAID SHE FELT THAT HUMAN RESOURCES NEEDED TO KEEP MR.
MALPHRUS BETTER INFORMED. CHAIRMAN JONES SAID THE SPECIAL PROJECT
MANAGER IS LISTED UNDER ADMINISTRATIVE SERVICES . MR. MALPHRUS SAID
THE SPECIAL PROJECTS MANAGER REPORTS TO MR. FULGHUM. AND THAT
NEEDED TO BE CHANGED ON THE ORGANIZATIONAL CHART. CHAIRMAN JONES
SAID THAT THE DIFFERENCE BETWEEN THE DEP. ADMINISTRATOR OF
DEVELOPMENT SERVICES JOB DESCRIPION AND A PROJECT MANAGER'S JOB
DESCRIPTION IS THAT THE PROJECT MANAGER IS NOT OVER A DEPARTMENT OR
ANY STAFF . CHAIRMAN JONES ASKED WHY HE WAS STILL DOING ECONOMIC
DEVELOPMENT. MR. MALPHRUS SAID THAT CURRENTLY THE JOBS OVERLAP
SINCE NO ONE HAS REPLACED THE DEP. ADMINISTRATOR OF DEVELOPMENT
SERVICES AND MR. SAGER WAS NOT DEALING DIRECTLY WITH DEVELOPMENT,
THAT MR. FULGHUM HANDLES THAT AND MR. SAGER DOES THE RESEARCH (MR
MALPHRUS SAID THAT WAS HIS UNDERSTANDING OF MR. SAGER'S POSITION).
CHAIRMAN JONES SAID THAT MR. SAGER NEEDS TO MOVE HIS OFFICE TO THE
EXECUTIVE BUILDING AND HE SHOULD GO INTO THE OFFICE OF THE HUMAN
RESOURCE GENERALIST AND SHE SHOULD BE MOVED TO THE ROOM NEXT TO
THE PAYROLL DEPARTMENT. COUNCILMAN HOOD SAID HE DID NOT THINK MR.
SAGER'S OFFICE SHOULD BE WHERE THE ATTORNEY IS LOCATED. COUNCILMAN

HOOD SAID ONLY THE ATTORNEY AND HIS PARALEGAL SHOULD GO INTO THE KNOWLES HOUSE. COUNCILMAN HOOD SAID IF STEVE IS TO WORK WITH ANDY THEN HE NEEDS TO BE IN THE SAME BUILDING AS ANDY AND IF HONEY IS GOING TO CONTINUE TO WORK WITH STEVE, SHE DOES NOT NEED TO BE LOCATED AWAY FROM HIM. COUNCILMAN HOOD SAID SHE COULD COORDINATE BETWEEN STEVE AND ANDY. CHAIRMAN JONES SAID MS. JOHNSON HAS LEARNED TO WORK WITH MR. SAGER AND SHE KNOWS HOW TO KEEP HIS PROJECTS MOVING FORWARD. THE COMMITTEE SAID THAT MR.SAGER DID NOT HAVE ORGANIZATIONAL SKILLS AND MS. JOHNSON CAN HELP HIM. MR. MALPHRUS ASKED WHO THE COMMITTEE EXPECTED TO DO THE WORK OF THE DEPUTY ADMINISTRATOR OF ECONOMIC SERVICES UNTIL THE POSITON WAS FILLED. CHAIRMAN JONES SAID THAT LISA LAMB IS DOING MOST OF THAT WORK NOW AND SHE SHOULD BE COMPENSATED JUST LIKE EVERYONE ELSE HAS BEEN WHO FILLS IN WHILE A POSITION IS BEING FILLED. COUNCILMAN HOOD SAID THAT A GOOD PLANNING DIRECTOR COULD HANDLE THAT WITH THE HELP OF THE STAFF. MR. MALPHRUS SAID THE PLANNING DIRECTOR SHOULD NOT HAVE TO SUPERVISE ALL THE OTHER AREAS UNDER THE DEP. ADM. OF DEVELOPMENT SERVICES ; THE PLANNER SHOULD JUST DIRECT PLANNING. CHAIRMAN JONES SAID THAT THERE ARE GOOD PEOPLE IN THAT DEPARTMENT LIKE MR. SMITH AND MS. LAMB WHO KNOW THEIR JOBS. MR. MALPHRUS SAID THAT SOMEONE HAS TO BE AVAILABLE TO MEET WITH THE DEVELOPERS AND IF THE PLANNING DIRECTOR IS SUPERVISING THE DEPARTMENT HE WON'T BE ABLE TO DO HIS JOB. COUNCILMAN HOOD SAID THAT A LADY WHO WAS WITH ATM AT THE LAST COUNCIL MEETING OFFERED TO DO CONTRACT WORK FOR THE COUNTY, AND THAT MAY BE A WAY TO GET SOME HELP. MR. MALPHRUS SAID THAT LISA LAMB CANNOT MEET WITH THE DEVELOPERS AND WORK OUT \$15,000,000.00 DEALS. COUNCILMAN HOOD SAID THE COUNTY NEEDS A PLANNER MORE THAN IT NEEDS A DEP. ADM. OF DEVELOPMENT SERVICES. MR. MALPHRUS SAID HE FELT BOTH WERE NEEDED. COUNCILMAN HOOD SAID HE DID NOT THINK THE COUNTY NEEDED SO MANY DEPUTY ADMINISTRATORS AND PERHAPS THAT ISSUE WOULD BE DISCUSSED AT BUDGET TIME.

COUNCILMAN HOOD SAID THAT GOOD PEOPLE NEED TO BE HIRED AND MET WITH WEEKLY TO DISCUSS ISSUES AND THAT MINUTES SHOULD BE TAKEN OF ALL STAFF MEETINGS. COUNCILMAN HOOD SAID HE WANTED MINUTES TAKEN AT ALL MEETINGS FOR DOCUMENTATION. COUNCILMAN HOOD SAID THAT A CODE ENFORCEMENT OFFICER WAS HIRED AND THE COUNCIL WAS NEVER NOTIFIED.

CHAIRMAN JONES SAID THAT THE JOB DESCRIPTION SPECIAL PROJECTS MANAGER NEEDS TO BE SERIOUSLY STUDIED AND COMPARED TO THE JOB DESCRIPTION OF DEP. ADM. OF ECONOMIC SERVICES.

THE CLERK DISCUSSED HER JOB DESCRIPTION AND PAY RANGE. SHE EXPRESSED THAT IT DID NOT ACCURATELY DESCRIBE HER RESPONSIBILITIES AND IT DID NOT ADDRESS THE AMOUNT OF OVERTIME REQUIRED. THE CLERK SAID SHE CONTACTED THE PEOPLE CONDREY COMPARED FOR THEIR EVALUATION AND A FEW OF THEM DID NOT EVEN HAVE A CLERK TO COUNCIL LISTED. THE CLERK POINTED OUT THAT HER POSITION NEEDED TO BE CHANGED FROM ADMINISTRATIVE SERVICES TO BEING DIRECTLY UNDER THE COUNCIL ON THE ORGANIZATIONAL CHART. THE COMMITTEE TOLD HER TO FILE AN APPEAL WITH THE PERSONNEL DEPARTMENT.

THE COMMITTEE WENT INTO EXECUTIVE SESSION.

THE COMMITTEE RETURNED FROM EXECUTIVE SESSION.

CHAIRMAN JONES SAID THAT THE SALARY GRADE FOR THE SPECIAL PROJECT MANAGER IS GRADE 22 AND IS \$52,590.00 AND THE PERSON IN THAT POSITION SHOULD BE AT STEP 2. CHAIRMAN JONES ASKED MR. MALPHRUS TO REPORT TO COUNCIL AT THE NEXT COUNCIL MEETING WHAT IS INCLUDED WITH THAT POSITION LIKE A PHONE OR CAR ALLOWANCE AND WHAT THE PERSON IN THAT POSITION IS CURRENTLY BEING PAID.

CHAIRMAN JONES SAID THAT THE COMMITTEE GAVE MR. MALPHRUS REQUESTS FOR INFORMATION AND HE WAS TO PROVIDE THE COUNCIL WITH THAT INFORMATION DURING EXECUTIVE SESSION OF THE NEXT COUNCIL MEETING.

THE MEETING ENDED AT 11:00 A.M.

RESPECTFULLY SUBMITTED BY:

APPROVED BY:

JUDITH M. FRANK, CCC
CLERK TO COUNCIL

GLADYS JONES
CHAIRMAN