

**JASPER COUNTY COUNCIL  
ADMINISTRATIVE COMMITTEE  
MARY GORDON ELLIS EXECUTIVE BUILDING  
CONFERENCE ROOM  
AUGUST 22, 2007  
10:00 A.M.**

**OFFICIALS PRESENT:**

GLADYS JONES, CHAIRMAN  
DR. GEORGE HOOD, COUNCILMAN

**STAFF PRESENT:**

RONNIE MALPHRUS, DEP. ADM. ADM. SER.  
GLORIA LUCAS, HR DIRECTOR  
JUDITH FRANK, CLERK TO COUNCIL

**DISCUSSION:**

MR. MALPHRUS SAID THAT THE COMMITTEE NEEDED TO DISCUSS THE SALARY STUDY AND THAT HE AND MS. LUCAS WILL MEET WITH THE DEPARTMENT HEAD ON AUGUST 29 AND THEN THEY WILL REPORT BACK TO COUNCIL IN SEPTEMBER. COUNCILMAN HOOD SAID THAT A SPECIAL MEETING CAN BE CALLED, IF NECESSARY BECAUSE HE WANTED THE COUNCIL TO GO OVER IT THOROUGHLY. COUNCILMAN HOOD SAID THAT A FIVE PERSON COMMITTEE NEEDED TO BE FORMED TO HANDLE ANY PEOPLE WHO WERE UPSET WITH THE RESULTS OF THE STUDY. CHAIRMAN JONES SAID THE PEOPLE WHO DID NOT RECEIVE INCREASE THE LAST TIME WERE OVER SCALE WHEN THE STUDY WAS DONE. MR. MALPHRUS SAID THAT THEY WERE GOING TO GET PEOPLE TO THE NEXT STEP SO THAT THEY CAN BE ON A STEP IN THE PROPER RANGE, IF THEY ARE IN BETWEEN TWO STEPS. MR. MALPHRUS SAID THAT WAS THE PLAN AND HE WANTED TO MAKE SURE THE COUNCIL AGREED WITH IT. CHAIRMAN JONES SAID SHE ASKED TO LOOK AT THE JOB DESCRIPTIONS AND SHE EXPECTED TO HAVE A COPY OF THEM AT THIS MEETING. MS. LUCAS SAID SHE DID NOT HAVE AN EXTRA COPY, BUT SHE WOULD MAKE HER A COPY. MR. MALPHRUS SAID THAT NO ONE HAS LOOKED AT THE JOB DESCRIPTIONS. MS. LUCAS SAID SHE DID NOT LOOK AT THE JOB DESCRIPTIONS BECAUSE IT WAS NOT APPROPRIATE. MS. LUCAS SAID THE JOB DESCRIPTIONS NEEDED TO BE REVIEWED AND DISTRIBUTED TO THE DEPARTMENT HEADS AND SHE DID NOT THINK IT WAS APPROPRIATE UNTIL SHE HAD EVERYTHING. MR. MALPHRUS SAID THAT A COPY WOULD BE MADE FOR VICE CHAIRMAN JONES IF SHE WANTED ONE. CHAIRMAN HOOD SAID HE ALSO WANTED A COPY. MS. LUCAS SAID THE TASKS ARE DETAILED AND IT IS IMPORTANT THAT THE SUPERVISOR LOOKS AT THIS. THE SUPERVISOR WAS TOLD NOT TO CHANGE WHAT THE EMPLOYEE WROTE DESCRIBING THEIR TASKS. THE SUPERVISOR COULD MAKE COMMENTS WHEN THEY REVIEWED THE ORIGINAL JOB DESCRIPTIONS THAT THE EMPLOYEE DID. MS. LUCAS SAID THAT SHE PERSONALLY REVIEWED ALL THE ORIGINALS AND SHE ALSO MADE COMMENTS.

MS. LUCAS SAID THAT IF THE NEED ARISES THEN THE SUPERVISOR NEEDS TO BE ABLE TO PERFORM THE FUNCTION OF HIS STAFF.

COUNCILMAN HOOD DISCUSSED THAT ONE PERSON SHOULD NOT HOLD SO MANY POSITIONS THAT THEY CANNOT GET ALL THE WORK DONE.

COUNCILMAN HOOD SAID THAT MINUTES FROM A MAY MEETING WERE NOT COMPLETED BY A PERSON IN THE DEVELOPMENT SERVICES DEPARTMENT AND THAT PERSON'S SUPERVISOR WAS TOLD BY COUNCIL 6 MONTHS AGO TO GET HER HELP. COUNCILMAN HOOD SAID A SUPERVISOR SHOULD MONITOR THE SITUATIONS AND HANDLE THE MANAGEMENT OF WHAT GETS DONE.

CHAIRMAN JONES SAID THAT NOW THAT ATM IS HANDLING THE MINUTES FOR THE PLANNING COMMISSION SHE WAS SURE THEY WOULD BE DONE AND THEY WOULD HAVE HAD THEM DONE BEFORE, BUT NO ONE INSTRUCTED THEM TO DO THE MINUTES. MS. LUCAS SAID THAT HELP WAS HIRED FOR THE INDIVIDUAL AND THEY HIRED A TEMPORARY AND THEY ALSO HIRED A SUMMER INTERN WHO WAS PAID A STIPEND EVERY TWO WEEKS TO WORK IN THAT DEPARTMENT. MS. LUCAS SAID SHE WAS NOT AWARE FROM THE STAFFING STAND POINT THAT COUNCIL SAID TO HIRE A TYPIST. CHAIRMAN JONES SAID THAT ATM WAS HIRED TO DO THE MINUTES BECAUSE THE COUNCIL WAS TOLD THERE WAS NO ONE IN THAT DEPARTMENT QUALIFIED TO DO THE MINUTES. CHAIRMAN JONES SAID THE ADMINISTRATOR WAS TOLD TO PAY ATM BY THE HOUR AND THEY SHOULD GET THE MINUTES DONE.

COUNCILMAN HOOD SAID THAT HE FELT AT THE STAFF MEETINGS THE ADMINISTRATOR SHOULD RELAY TO THE STAFF WHAT THE COUNCIL HAS GIVEN DIRECTIONS TO GET DONE. COUNCILMAN HOOD SAID THE COUNCIL NEEDS THE DOCUMENTS IN QUESTION BY SEPTEMBER 4, 2007.

CHAIRMAN JONES SAID THAT EVEN THOUGH THE DEPARTMENT WAS GIVEN EXTRA HELP, WAS THAT HELP HELPFUL TO THE PERSON THE COUNCIL APPROVED EXTRA HELP FOR. CHAIRMAN JONES ASKED HOW DID THE STUDENT INTERN HELP HER AND MS. LUCAS SAID THAT THEY WERE VERY PLEASED WITH HIS WORK. CHAIRMAN JONES ASKED MS. LUCAS WHAT HE DID AND MS. LUCAS SAID SHE ENCOURAGED THEM TO LET HIM DO THE MINUTES. CHAIRMAN JONES SAID SHE DID NOT THINK THE HELP IN THAT DEPARTMENT WAS BEING UTILIZED PROPERLY. COUNCILMAN HOOD SAID THAT SOMEONE NEEDS TO MONITOR THAT THE WORK IS BEING DONE. MR. MALPHRUS SAID THE PEOPLE NEED TO GO TO MS. LUCAS AND TELL HER WHERE THE HELP IS NEEDED.

CHAIRMAN JONES SAID SOME PEOPLE DON'T KNOW THEY HAVE A PROBLEM. CHAIRMAN JONES SAID IF SHE (AS A SUPERVISOR) HAD AN EMPLOYEE THAT WAS OVERWHELMED AND SHE TOOK HER OUT OF THE OFFICE FOR ONE AND HALF HOURS TO LOOK AT PROJECTS THAT THE EMPLOYEE HAD NOTHING TO DO WITH AND IGNORED HER COMMENTS AND BY TAKING HER CAUSED STRESS ON THE OTHER EMPLOYEES, CHAIRMAN JONES THAT SUPERVISOR WAS CAUSING

PROBLEMS, NOT FIXING THEM. COUNCILMAN HOOD ADDED THAT THE COUNCIL SHOULD NOT HAVE TO STRAIGHTEN SITUATIONS LIKE THIS OUT.

MS. LUCAS SAID THAT WHEN CHAIRMAN JONES REQUESTED THE JOB DESCRIPTIONS SHE DID NOT KNOW SHE WAS TO HAVE A SET READY FOR CHAIRMAN JONES AND IT WAS NOT THAT SHE DIDN'T WANT HER TO HAVE A COPY, SHE JUST DIDN'T KNOW SHE WAS TO HAVE IT. MS. LUCAS SAID SHE WAS BUSY WITH INTERVIEWS AND DIDN'T HAVE A CHANCE TO GET IT DONE, BUT SHE WOULD HAVE IT READY TODAY. COUNCILMAN HOOD SAID SHE SHOULD FEEL COMFORTABLE TO HAVE HER SECRETARY COPY IT AND THEY JUST NEED TO BE AWARE THAT IT IS CONFIDENTIAL. MS. LUCAS SAID SHE DID NOT THINK THE STAFF SHOULD SEE THEIR OWN JOB DESCRIPTION AND SHE WOULD MAKE THE COPIES HERSELF. VICE CHAIRMAN JONES ASKED WHY SHE COULDN'T SEE HER JOB DESCRIPTION IF IT REFERENCED WHAT SHE SAID DURING THE INTERVIEW WITH CONDREY. MS. LUCAS SAID SHE WANTED TO GO OVER IT AND CHECK TO MAKE SURE IT IS ACCURATE AND SHE DID NOT THINK THE EMPLOYEE SHOULD SEE IT UNTIL IT WAS APPROVED. VICE CHAIRMAN JONES SAID MS. LUCAS NEEDED TO BE ABLE TO TRUST THE PEOPLE WHO WORK FOR HER AND TO INSTILL CONFIDENCE IN THE PEOPLE WE WORK WITH SO THAT JOBS AND WORK CAN BE SHARED.

COUNCILMAN HOOD ASKED IF THERE WERE TIMES WHEN THE BIG FOUR MEET AND DISCUSS PERSONNEL. MR. MALPRHUS RESPONDED THAT THEY MET OCCASSIONALLY.

COUNCILMAN HOOD SAID THAT HE RECEIVES CALLS FROM THE STAKEHOLDERS OF THE COUNTY AND HE HAS TO SPEND HOURS EXPLAINING THINGS TO THEM AND WHEN HE CALLED THE MEETING FOR LAST FRIDAY THE STAFF WAS NOT PREPARED AND THESE TYPE OF SITUATIONS HAVE TO STOP.

CHAIRMAN JONES ASKED ABOUT ICMA AND MR. MALPRHRUS SAID THAT IT HAS BEEN AN ORDEAL, BUT A WEB SEMINAR IS SCHEDULED AND MS. LUCAS IS STILL TRYING TO GET SOMEONE TO COME HERE TO TALK WITH THE COUNCIL. MS. LUCAS SAID SHE HAS ASKED THEM WHY IT IS TAKING SO LONG AND WAS IT BECAUSE ONLY A FEW PEOPLE WERE INVOLVED, BUT THEY TOLD HER THAT WAS NOT A PROBLEM. MS. LUCAS SAID THIS IS A DIFFERENT TYPE OF PROGRAM THAN THE ADMINISTRATOR IS ENROLLED IN AND IT IS NOT A REGULAR RETIREMENT PROGRAM.

COUNCILMAN HOOD SAID THERE IS AN EMPLOYEE WITH AN OUT OF STATE CELL PHONE NUMBER AND WHENEVER THE CITIZENS CALL HIM THEY ARE CHARGED FOR A LONG DISTANCE CALL. COUNCILMAN HOOD SAID THIS PERSON IS PAID A CELL PHONE ALLOWANCE . MR. MALPHRUS SAID THAT THE INDIVIDUAL IS PAID A STIPEND, BUT HE WOULD TRY AND GET THIS WORKED OUT.

COUNCILMAN HOOD SAID THAT A GOOD ADMINISTRATOR NEEDS TO BE ABLE TO TALK ABOUT ISSUES AND CHAIRMAN JONES SAID THERE IS A DIFFERENCE BETWEEN HEARING WHAT IS BEING SAID AND LISTENING. COUNCILMAN HOOD

SAID AN ADMINISTRATOR NEEDS TO BE AVAILABLE TO THE PUBLIC AND BE ACCOUNTABLE AND HE NEEDS TO LET STAFF KNOW WHERE HE IS AND HOW HE CAN BE REACHED SO THEY CAN CONTACT HIM IF NECESSARY.

MR. MALPHRUS TOLD THE COMMITTEE THAT THE AUDIT WILL START NEXT MONTH.

COUNCILMAN HOOD ASKED MS. LUCAS IF THEY ARE MAKING ANY PROGRESS WITH THE HIRING AND MS. LUCAS SAID THAT SHE HAS BEEN INVOLVED WITH THE INTERVIEWING AND SHE FELT THEY ARE MAKING GOOD PROGRESS.

MS. LUCAS SAID SHE FELT THAT SHE HAD A GOOD CANDIDATE FOR THE MAGISTRATE'S OFFICE. MS. LUCAS SAID THAT SHE IS WAITING ON A DRUG TEST FOR TWO PEOPLE FOR EQUIPMENT OPERATORS POSITIONS AND DRUG TESTS HAVE BEEN ORDERED FOR 2 PEOPLE FOR THE DETENTION CENTER AND 3 PEOPLE FOR EMS. MS. LUCAS SAID SHE HAD A GOOD CANDIDATE FOR THE ASSESSOR AND SHE HAS A CANDIDATE IN MIND FOR THE FIELD INSPECTOR'S POSITION AT THE AUDITOR'S OFFICE. CHAIRMAN JONES ASKED ABOUT THE POSITIONS IN DEVELOPMENT SERVICES AND SHE RESPONDED THAT THE PLANNING DIRECTOR'S POSITION AND THE PLANNING AND ZONING COORDINATOR'S POSITION CLOSED LAST WEEK. MS. LUCAS SAID THAT SHE DID GET APPLICATIONS FOR BOTH POSITIONS AND SINCE IT WAS ADVERTISED NATIONWIDE SHE IS GOING TO WAIT AND SEE IF ANY WERE MAILED.

VICE CHIARMAN JONES ASKED ABOUT THE CODE ENFORCEMENT OFFICER POSITION AND MS. LUCAS SAID SHE WAS WAITING ON THE JOB DESCRIPTION BEFORE ADVERTISING FOR THAT POSITION. MS. LUCAS SAID SHE WANTED TO CHECK AND SEE WHAT THE COMPETITION WAS DOING.

COUNCILMAN HOOD ASKED ABOUT THE HOURLY RATE AND MS. LUCAS SAID IF THE EMPLOYEES ARE NON-EXEMPT, THEY ARE PAID HOURLY.

THE MEETING ENDED AT 11:25 A.M.

RESPECTFULLY SUBMITTED BY:

APPROVED BY:

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JUDITH M. FRANK, CCC  
CLERK TO COUNCIL

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GLADYS JONES  
CHAIRMAN