

**MINUTES
ADMINISTRATION & FINANCE COMMITTEE
GREENWOOD COUNTY COUNCIL
TUESDAY, NOVEMBER 15, 2016
GREENWOOD COUNTY LIBRARY
4 PM**

MEMBERS

Chairman Steven Brown, District Five
Vice-Chairman Mark Allison, District Two – Not Present
Councilwoman Edith Childs, District One
Councilman Gonza Bryant, District Three
Councilman Chuck Moates, District Four
Councilman Robbie Templeton, District Six
Councilman Bob Fisher, District Seven

STAFF

Toby Chappell, County Manager
Stephen D. Baggett, Jr., County Attorney
Ketekash Crump-Lukie, Clerk to Council – Not Present

In accordance with the Freedom of Information Act, staff posted an agenda containing the date, time and location of this meeting on the main entrances of the Greenwood County Courthouse and the Greenwood County Library and on the Greenwood County website calendar. The *Index-Journal* and local radio stations received copies of the agendas via fax.

CALL TO ORDER

Chairman Brown called the meeting to order at 4 p.m.

INVOCATION – Councilwoman Edith S. Childs, District One

Councilwoman Childs delivered the invocation.

APPROVAL OF PREVIOUS MEETING MINUTES

Tuesday, November 1, 2016

Councilman Fisher motioned to approve the November 1, 2016 minutes, seconded by Councilwoman Childs and the motion carried by unanimous vote.

ACTION: Council approved the minutes of the November 1 meeting minutes.

OLD BUSINESS

A. Discussion of proposed Greenwood County Policies - Toby Chappell, Administration

- 1. Policy 2.1, Workplace Harassment**
- 2. Policy 3.0, Recruitment, Selection, and Employment Requirements**
- 3. Policy 3.1, Grant Funded Positions**
- 4. Policy 3.2, Re-Employment Process**
- 5. Policy 3.3, Pre-Employment and Employment Requirements**
- 6. Policy 4.1, Code of Ethics**
- 7. Policy 4.2, Social Media and Networking**
- 8. Policy 4.3, Nepotism/Employment of Relatives**

The County Manager outlined changes that had been made to address concerns that County Council had raised in previous meetings. After these concerns were addressed Chairman Brown asked Council if there were any additional concerns or questions pertaining to the policies as presented. There were no questions from Council. The County Manager advised Council that it was his intent for the next set of policies to be presented at the December 20, 2016 meeting for their consideration and discussion.

The County Manager then asked Council to clarify the change that was made to Policy 3.2, specifically Procedure B. Mr. Chappell advised that this was a complete reversal of previous County operations and he wanted Council to advise if this change would be retroactive to current employees or only prospective for future employees. The consensus of Council was that they only wanted this policy to be applied prospectively, for only new employees.

NEW BUSINESS

A. Resolution 2016-16 amending the Fiscal Year 2017 Budget, Ordinance 2016-05, to expend \$900,000 from the 2.6 Mills Fund Balance to Fire Services; and other matters related thereto

The County Manager advised Council that this was one of the first steps in getting the Ware Shoals Fire Department completed. The County was in the final stages of having the Architectural Agreement completed by David Anderson with Richardson and Plowden Law Firm. Once the Agreement was completed and executed this would pave the way for the design to begin. The County Manager advised that before money was spent on construction he would bring the recommended bid to Council for their approval or rejection.

B. A proposed location of the boundary between real property owned by Greenwood County for the purpose of the Buzzard's Roost Project and real property owned by David and Jonathan Banks

Chairman Brown announced that he had a conflict of interest with the proposed boundary line agreement, he had completed his Conflict of Interest Form. His potential conflict of interest was that he and the owners of the property were close family members.

Chairman Brown relinquished the gavel to Councilman Templeton, former Chairman of Council, and excused himself from the meeting.

Mr. Templeton recognized Mr. Chappell who deferred comments to the County Attorney.

Mr. Baggett advised Council that this was a classic boundary line agreement. There were no questions from Council. Mr. Chappell retrieved Chairman Brown.

PENDING ITEMS

A. Discussion of proposed Greenwood County Policies - Toby Chappell, Administration

- 1. Policy 3.5, Reduction in Force**
- 2. Policy 4.4, Selling and Solicitation**
- 3. Policy 4.6, Appropriate Dress**
- 4. Policy 4.8, Drug Free Workplace**
- 5. Policy 4.9, Political Activities**
- 6. Policy 4.11, Substance Abuse Testing**
- 7. Policy 4.12, Employee Badges**
- 8. Policy 4.14, Motor Vehicle Safety**
- 9. Policy 4.15, Domestic Violence**
- 10. Policy 6.5, FMLA**
- 11. Policy 6.7, Military Leave**
- 12. Policy 8.1, Tuition Assistance Program**
- 13. Policy 12.2, Investment**

The County Manager advised that the December 6th County Council meeting was going to be a very full Agenda and therefore the next set of policies would not be presented to Council, for their consideration, until the December 20th Meeting.

Chairman Brown stated that the Third Reading and Public hearing for Project Café would be held at the next meeting of Council (December 6).

EXECUTIVE SESSION

Council did not go into Executive Session.

ADJOURNMENT

Chairman Brown adjourned the meeting at 4:15 p.m.

Approved Tuesday, December 6, 2016.

Ketekash Crump-Lukie
Ketekash Crump-Lukie, Clerk to Council