

MEETING #38- August 4

At a Special Workshop Meeting of the Madison County Board of Supervisors on August 4, 2014 at 6:00 p.m. in the Madison County Firehouse Lounge Room located at 1223 N. Main Street:

PRESENT: Doris G. Lackey, Chair
R. Clay Jackson, Vice-Chair
Jonathon Weakley, Member
Robert W. Campbell, Member
Kevin McGhee, Member
V. R. Shackelford, III, County Attorney
Ernest C. Hoch, County Administrator

ABSENT: Leo Tayamen, Finance Director
Jacqueline S. Frye, Deputy Clerk
Supervisor Jackson arrived at 6:15 p.m.

Agenda:

1. Call to Order

2. Pledge of Allegiance & Moment of Silence

The Board of Supervisors commenced their meeting with the Pledge of Allegiance and a moment of silence.

3. Determine Presence of a Quorum

Chairman Lackey advised that a quorum was present.

4. Adopt Agenda

Chairman Lackey called for adoption of today's Agenda.

Chairman Lackey called for the following changes to today's Agenda:

- *Defer Item 5 - [Updates on construction projects until Wednesday (August 6, 2014); and*
- *Item 5 will be amended to denote an additional Closed Session to discuss personnel issues*

Supervisor Campbell questioned the reasoning for the closed session pertaining to personnel matters and requested that any discussions pertaining to him be conducted in an open session. In closing, he advised he had no problem with

discussion personnel issues; he works for the citizens and he'd like them to be able to hear anything said pertaining to him in closed and/or open session.

Supervisor Jackson moved to approve the Agenda as amended, seconded by Supervisor Weakley, with the following vote recorded:

Doris G. Lackey	Aye
R. Clay Jackson	Aye
Jonathon Weakley	Aye
Robert Campbell	Nay
Kevin McGhee	Aye

Chairman Lackey advised the next issue will involve the first closed session.\

Supervisor Campbell asked (the County Attorney) that if anything pertains to him, he should have the right to have it addressed in front of the citizens. In closing, he advised if the issue pertains to him, he'd like to have legal counsel present to represent him.

The County Attorney explained that if an issue is a proper subject for closed session, this can be accomplished; however, he also added that participation is at your (Supervisor Campbell) discretion.

Chairman Lackey advised (Supervisor Campbell) that it isn't proper to have legal counsel present during a discussion; however, if the decision is made to take any action, this will need to be done in open session, and legal counsel can be sought (at your discretion).

Public Comment:

Chairman Lackey opened the floor for public comment.

The following citizen(s) provided public comment:

- Junior **Carpenter** (Brightwood)

With no comments being provided, Chairman Lackey closed the public comment opportunity.

5. Closed Session (#1)

a. Closed Session:

On motion of Supervisor Jackson, seconded by Supervisor McGhee, the Board moved to convene in a closed session, pursuant to Virginia Code Section 2.2-3711(A)(7), pertaining to consultation with legal counsel pertaining to:

- 1) *Putz vs. Lackey; and*

2) *Personnel issues involving the County Administrator's role with other County employees and the Board of Supervisors*

With the following with the following vote recorded:

<i>Doris G. Lackey</i>	<i>Aye</i>
<i>R. Clay Jackson</i>	<i>Aye</i>
<i>Jonathon Weakley</i>	<i>Aye</i>
<i>Robert Campbell</i>	<i>Nay</i>
<i>Kevin McGhee</i>	<i>Aye</i>

b. Motion to Reconvene In Open Session

On motion of Supervisor Jackson, seconded by Supervisor McGhee, the Board reconvened in open session, with the following vote recorded:

<i>Doris G. Lackey</i>	<i>Aye</i>
<i>R. Clay Jackson</i>	<i>Aye</i>
<i>Jonathon Weakley</i>	<i>Aye</i>
<i>Robert Campbell</i>	<i>Aye</i>
<i>Kevin McGhee</i>	<i>Aye</i>

c. Motion to Certify Compliance:

On motion of Supervisor Jackson, seconded by Supervisor Weakley, the Board certified by roll-call vote that only matters lawfully exempted from open meeting requirements pursuant to Virginia Code Section 2.2-3711 (A)(7), and only matters that were identified in the motion to convene in a closed session were heard, discussed or considered in the closed meeting, with the following vote recorded:

<i>Doris G. Lackey</i>	<i>Aye</i>
<i>R. Clay Jackson</i>	<i>Aye</i>
<i>Jonathon Weakley</i>	<i>Aye</i>
<i>Robert Campbell</i>	<i>Aye</i>
<i>Kevin McGhee</i>	<i>Aye</i>

Chairman Lackey called for a three (3) minute break.

Chairman Lackey reconvened the meeting.

6. Information/Correspondence (if any)

Salary Study

Chairman Lackey advised the Board will continue the discussion about the salary study.

Supervisor Weakley referred to documentation presented by the County Administrator regarding that employee evaluations will be conducted in November instead of May; he advised agreement with the merit system and see this be included as a part of the County's annual budget.

The County Administrator explained the current personnel policy advises that employee reviews will be done toward the end of each fiscal year; he advised that today's recommendation can be an action of the Board if agreed upon; recommendations will be brought before the Board in January concerning any employees who have exceeded the merit guidelines. In closing, he advised that conducting reviews toward the end of the fiscal year usually transpires after the budget process has already been completed; the new proposal will allow evaluations to be reviewed prior to the budget process.

Chairman Lackey: Advised she'd like to see written documentation for the recommended merit increases being requested.

Supervisor Campbell: Verbalized concerns pertaining to the salary grades being denoted in the job description of a specific position.

The County Administrator advised the salary/grade can be changed; this doesn't change anyone's salary, but does change the range within which the County can work and advertise a specific position. In closing, he advised if the Board is in agreement with the pay scale as presented, this will call for an upgrade to all County positions at once; however, it was also noted that changing the pay scale doesn't necessarily cause an increase to any of the salaries listed.

Supervisor Campbell: Advised the proposed adjustments will be in effect through 2015, which gives the County almost seven (7) months to compile updated job descriptions, pay ranges/grades for each County position.

The County Administration questioned if the Board would be in favor of:
 Changing to the new pay scale
 Work on updating the job descriptions accordingly
 Adjust the employee review period to be done annually in November
 Adjustment to earned vacation time for new hires

The County Administrator also addressed the amount of accumulated leave for new employees; departments with high turnover (i.e. Sheriff, EMS) usually have employees that earn accumulated leave (i.e. 12 hours per month) with no probationary period involved, which allows them to accumulate eighteen (18) days of leave during the first year. He suggested the accumulated leave for all new hires be reduced.

Supervisor Campbell: Advised he'd like to see employees receive payment for any unused accumulated leave at the end of each year and start with zero leave at the beginning of each year. In closing, he advised his ideas are very different on this issue and he isn't prepared to discuss this matter tonight; doesn't feel that sick leave and vacation leave should be tied together.

The County Administrator advised that most of the County's senior employees will lose almost 250 hours when they leave; he advised that most employees aren't able to take enough days off during the year to use their accumulated leave.

Concerns verbalized by the Board focused on not tying the salary study to the issue pertaining to accumulated leave, as this issue will require further discussion. It was also suggested the Board review the documentation presented, and that the suggestion to reduce accumulated leave for new personnel (Sheriff/EMS) would produce a savings (i.e. from eighteen [18] days annually to seven (7) days). In closing, it was suggested this issue be discussed further during the August joint meeting scheduled for Wednesday, August 6th.

Supervisor Campbell: Suggested this issue be discussed at the August workshop session; the County has managed for a number of years with the existing policy and he doesn't feel the policy will cost the County an extensive amount of funding during the next few months. In closing, he suggested that each Board member compose a plan and concept and discuss all ideas as presented along with the County Administrator, as it's the County's job to act on the recommendation of the County Administrator and finalize a concept.

Chairman Lackey: Would like to see the County come to an agreement and also feels the issue could be discussed further at a future workshop session.

The County Administrator advised the original personnel plan (developed in 2007) noted the existing accumulated leave policy for County personnel.

In closing, it was the consensus of the Board to discuss this issue at a future workshop session.

The County Administrator suggested the Board consider taking action on the:
 New pay scale
 Salary Adjustments
 Adjust the employee review period to be done annually in November
 Adjustment to earned vacation time for new hires

After discussion, it was noted the Board take action on the recommendation to conduct employee evaluations annually in November so employees will be made aware of the change.

The County Administrator advised there are concerns about increased costs and a desire to save money; he feels the County can make a change to the leave policy to be effective for any new hires – changes can be made at any time.

Supervisor Jackson: In favor of taking action on:

Work on updating the job descriptions accordingly
 Adjust the employee review period to be done annually in November
 Adjustment to earned vacation time for new hires

But has concerns about the proposed salary increases.

Supervisor Campbell: Feels the discussion on vacation and sick leave policy could be a lengthy discussion, and will require more than just a quick motion.

Supervisor McGhee: Recommended the Board act on all the issues presented by the County Administrator.

Chairman Lackey: Disagrees with only allocating three (3) days of leave for new hires.

Supervisor Campbell: Feels today's proposal is something the Sheriff's Department can be involved in, if everything can be pulled together so the policies could be the same.

The County Administrator advised the decision will have to be on the Sheriff's part, as he's aware of the policy; however, the County cannot make him agree.

In closing, it was suggested the Sheriff be invited to attend a workshop session to discuss if this is possible and to also discuss would be involved in creating a joint personnel policy.

7. Closed Session (#2)

a. Closed Session:

On motion of Supervisor Jackson, seconded by Supervisor Weakley, the Board moved to convene in a closed session, pursuant to Virginia Code Section 2.2-3711(A)(1), pertaining to personnel matters, specifically involving personnel evaluations and performances.

Supervisor Jackson moved to amend the motion to add "salary requirements", seconded by Supervisor Weakley, with the following with the following vote recorded:

<i>Doris G. Lackey</i>	<i>Aye</i>
<i>R. Clay Jackson</i>	<i>Aye</i>
<i>Jonathon Weakley</i>	<i>Aye</i>
<i>Robert Campbell</i>	<i>Aye</i>
<i>Kevin McGhee</i>	<i>Aye</i>

b. Motion to Reconvene In Open Session

On motion of Supervisor Jackson, seconded by Supervisor Weakley, the Board reconvened in open session, with the following vote recorded:

<i>Doris G. Lackey</i>	<i>Aye</i>
<i>R. Clay Jackson</i>	<i>Aye</i>
<i>Jonathon Weakley</i>	<i>Aye</i>
<i>Robert Campbell</i>	<i>Aye</i>
<i>Kevin McGhee</i>	<i>Aye</i>

c. Motion to Certify Compliance:

On motion of Supervisor Jackson, seconded by Supervisor McGhee, the Board certified by roll-call vote that only matters lawfully exempted from open meeting requirements pursuant to Virginia Code Section 2.2-3711 (A)(1), and only matters that were identified in the motion to convene in a closed session were heard, discussed or considered in the closed meeting, with the following vote recorded:

<i>Doris G. Lackey</i>	<i>Aye</i>
<i>R. Clay Jackson</i>	<i>Aye</i>
<i>Jonathon Weakley</i>	<i>Aye</i>
<i>Robert Campbell</i>	<i>Aye</i>
<i>Kevin McGhee</i>	<i>Aye</i>

8. Adjournment

With no further action being required by the Board, on motion of Supervisor Jackson, seconded by Supervisor McGhee, Chairman Lackey adjourned the meeting, with the following vote recorded:

Doris G. Lackey	Aye
R. Clay Jackson	Aye
Jonathon Weakley	Aye
Robert Campbell	Aye
Kevin McGhee	Aye

Doris G. Lackey, Chairman
Madison County Board of Supervisors

Clerk of the Board of Madison County Board Supervisors

Adopted on: September 9, 2014

Copies: Doris G. Lackey, R. Clay Jackson, Jonathon Weakley, Robert Campbell,
Kevin McGhee, V. R. Shackelford, III & Constitutional Officers



Agenda
Special Workshop Meeting
Madison County Board of Supervisors
Wednesday, August 4, 2014 at 6:00 p.m.
302 Thrift Road, Virginia 22727



Agenda Items

1. Call to Order
2. ***Pledge of Allegiance & Moment of Silence***
3. Determine Presence of a Quorum
4. Adopt agenda

Public Comment Opportunity (will be as close to 7:00 p.m. as possible)

~~5. Discussion Items:~~ ***Closed Session***
~~a. Updates on construction projects~~

6. Information/Correspondence (if any)
7. Closed Session (Salary Study)
8. Adjournment

ADDITION(S) DENOTED IN ROYAL BLUE

DELETIONS DENOTED IN ROYAL BLUE, STRIKETHROUGH AND YELLOW HIGHLIGHT*