

The minutes of Board of Supervisors meetings contained within this website are **unofficial** and are provided solely for the convenience of the website user. The **official** minutes of Board of Supervisors meetings are maintained on paper, bound and are available to the public Monday through Friday 8:30 a.m. - 5:00 p.m. in the office of the County Administrator, located in the Pamplin Government Center, 14016 Boydton Plank Road, Dinwiddie, Virginia. For further information, please contact the Clerk of the Board of Supervisors at (804) 469-4500 or by e-mail at [arussell@dinwiddieva.us](mailto:arussell@dinwiddieva.us).

VIRGINIA: AT THE CONTINUATION MEETING OF THE DINWIDDIE COUNTY BOARD OF SUPERVISORS HELD IN THE MULTI-PURPOSE ROOM OF THE PAMPLIN ADMINISTRATION BUILDING IN DINWIDDIE COUNTY, VIRGINIA, ON THE 18<sup>TH</sup> DAY OF JANUARY, 2005, AT 11:00 A.M.

PRESENT: HARRISON A. MOODY – CHAIRMAN ELECTION DISTRICT #1  
MICHAEL W. STONE - VICE CHAIR ELECTION DISTRICT #5  
DONALD L. HARAWAY ELECTION DISTRICT #2  
DORETHA E. MOODY ELECTION DISTRICT #4

ABSENT: ROBERT L. BOWMAN IV ELECTION DISTRICT #3

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Mr. Harrison A. Moody, Chairman, called the continuation meeting to order at 11:08 A.M.

**IN RE: PERSONNEL POLICY PROPOSED CHANGES – WORK SESSION**

Mrs. Anne Howerton, Director of Finance, presented the following Personnel Policy Changes for discussion to the Board members:

**PERSONNEL POLICY PROPOSED CHANGES**

1. Hiring policy – follow the Virginia Department of Human Resource Management (DHRM) hiring policy with revisions for County use; include deletion of personal identifiers on applications before screening.

After a short discussion the Board members felt it would be advantageous to leave the personal identifiers on the applications.

2. Form of Application – review and revise current application.
3. Probationary period – change from 6 months to 90 days.

The Board members agreed with the 90 day probationary period to include an evaluation by their supervisor.

4. Deductions – update to include Flexible Spending Account, Short Term Disability, and Vision (cost to employee, no cost to county) when approved.
5. Annual Leave – increase maximum carryover hours from 80 hours for all employees to a tiered maximum based on years of service (i.e. 0-5 years

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earn 80 hours, carryover 80 hours; 6-15 years earn 120 hours, carryover 120 hours; 16 or more years earn 160 hours, carryover 160 hours.)

It was suggested that a buy back option be offered, from October to December, to employees with excessive amounts of annual leave. In addition, it was questioned as to how the buy back option could be included in the budget.

6. Funeral Leave & sick leave – specify more precisely which family members' deaths/illnesses qualify.

Board members felt sick leave should be for members residing with employees only. It was also discussed that some companies do not distinguish between sick, personal, vacation or funeral leave. There is a lump sum amount allowed (called annual leave) and the employees do not have to designate the reason for the absence.

7. Workers' Compensation – add "light duty" options, update procedures for reporting and monitoring claims, better explanation of benefits.

8. Normal hours of work – current practice does not correspond with personnel policy.

The Board asked Administration to poll the employees as to whether they want to work 8:00 – 5:00 and take an hour for lunch; or work 8:30 – 5:00 and take a half hour lunch; instead of working 37 ½ hours and getting paid for 40 hours the employees would work a 40 hour week. It was also suggested that a time card system could be installed to monitor employee time.

9. Compensatory time – modify for 24/7 employees to be paid in cash, rather than accrue compensatory time.

Mrs. Howerton informed the Board that any employee who accumulates over 240 hours of compensatory time must be paid in cash for the additional hours by Federal regulations.

The Board discussed lowering the maximum number of compensatory hours that can be accrued for all employees because of the financial liability to the County if an employee resigned; it also is not good fiscal practice. The Interim County Administrator stated staff would provide a policy for the Board for accrued time.

10. Time Sheets – review the time sheet form and procedures for turning in time sheets & leave slips.
11. Employee Benefits – add flexible spending account, short term disability, and vision coverage if approved.

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12. Travel Regulations – revise to include maximum meal & hotel allowances, similar to State Travel Regulations.
13. Separate policy for 24/7 employees to be developed to cover overtime, use of leave, scheduling, etc.
14. Other procedural changes may be warranted as I become more familiar with the daily operations involving HR and payroll.

The Board discussed bi-weekly payroll for the employees. Staff was instructed to add that to the list.

15. Department manager training on hiring, interviewing, evaluations, timekeeping, workers' compensation, etc. needs to be done once policy is updated.
16. All employees will need to receive, review & sign the new personnel policy.

The Interim County Administrator stated this is the initial review of the personnel policies to receive input from the Board. A Board member asked about the evaluation process. The Director of Finance stated the evaluation process is a whole new project that would need to be investigated later. She said it would be a rather big project requiring a great deal of time.

Mr. Dennis Hale, Division Chief of Public Safety, commented he would like to see the discipline process evaluated as well. Mrs. Howerton informed the Board that she attended a HR class that dealt with the discipline steps that should be followed. She stated there would have to be some training done for both issues.

**IN RE: ADOPTION OF HIRING PROCEDURES**

Mr. Massengill stated as far as the Hiring Procedure piece there are several vacancies that are going to be advertised in the upcoming months and Staff would formally like to have the procedure in place.

Mrs. Anne Howerton, Director of Finance, presented the following revised hiring procedures to the Board members for adoption:

**COUNTY OF DINWIDDIE  
HIRING PROCEDURE**

1. Department managers shall complete a Hiring Packet on each vacancy they have been authorized to fill.
2. The Hiring Packet shall contain the following:

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- a. Updated job description
  - b. Interview screening grid
  - c. Interview questions
  - d. Recommended advertising language and venue
3. The completed Hiring Packet shall be reviewed by the Division Chief and forwarded to the Human Resource Assistant for processing.
  4. Vacancies shall be advertised in the approved manner.
  5. All applications shall be received and date stamped by the Human Resource Assistant.
  6. A copy is made of each original application, and the original is filed by position in the Human Resource Assistant's office.
  7. The copy is sent to the Department Manager for review and scoring per the approved interview screening grid.
  8. Department Manager returns the copy and screening grid to the Human Resource Assistant with recommendation for interview.
  9. Human Resource Assistant notifies the applicant by phone and/or email that they have been selected for interview and sets up the interview date and time.
  10. The interview panel consists of the immediate supervisor of the vacant position, the Human Resource Director, and at least one other employee of that level or higher.
  11. The morning of the interview, the Human Resource Assistant distributes copies of the original application, job description, and interview questions to the interview panel.
  12. The applicant is instructed to arrive 15 minutes prior to the interview time to allow the Human Resource Assistant an opportunity to review the position and County benefits and to obtain authorization for a background check.
  13. During the interview, the interview panel will ask the pre-approved list of interview questions to each applicant and record the answers.
  14. Once a decision has been reached by the interview panel on the best applicant for the position, the Human Resource Assistant will verify references and obtain a background check.
  15. Upon receipt of satisfactory references and background check, the Human Resource Assistant will notify the Department Manager and then the applicant that they have been selected for the position and a start date will be determined.
  16. All inquiries about recruitment, selection, interviewing, hiring, etc should be directed to the Human Resources Director.

Mr. Haraway made the motion to remove number 7 which dealt with the removal of identifiers on applications and adopt the Hiring Procedures. Ms. Moody seconded the motion. Ms. Moody, Mr. Haraway, Mr. Stone, Mr. Moody, voting "Aye", the above Hiring Procedures were adopted.

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**IN RE: PROCUREMENT OFFICER & COMMUNICATIONS  
MANAGER UPDATE**

The Interim County Administrator informed the Board that the Procurement Officer applications had become stagnant due to the period of time the position was advertised and remained vacant. There have been some developments as far as transitioning towards hiring a County Attorney and Staff recommends that the Procurement Officer position be closed at this time. All of the applicants will be notified of the decision. The County Attorney, once on board, should be able to review any contracts and work with the department heads if they need special assistance. The Finance Director agreed.

Mr. Massengill commented the Communications Manager position held by Ms. Denise Absher was more of a project manager for the radio system implementation. The project was transitioned to Mr. Dennis Hale when he came on board to look at the operations and he has done so and is now ready to make his recommendations.

Mr. Hale commented the position has been open since she left and the applicant pool for that position was also stale. Also, in looking at what the needs have been, we have transitioned the project manager position to be handled by him and Mr. Jolly. They have been able to wrap up the bulk of the end of the project.

The needs of the center currently don't fit the position that has been advertised. Currently there are needs for supervision and an IT person in the center. He recommended that the Board allow them to look at a couple of different positions in order to accomplish their needs. The reorganization changes are included in the budget which will be looked at in a couple of weeks.

Mr. Stone asked what was on the IT side that could not be handled by the IT department now. Mr. Hale replied just the volume; we will be adding the Sheriff's Department which is the server and approximately 30 computers and 12 computers at the center. Continuing, Mr. Hale pointed out all the departments that would be networking with the center. The Interim County Administrator stated in looking at the objectives and goals for the IT staff that third IT person, if hired, would not solely be dedicated to Public Safety and the Sheriff's Department. In fact, they would work on a rotation basis with the other two IT persons so there would be 24 hour coverage. This would also allow time for web site improvements and other projects that have been discussed. Mr. Hale commented the first week after the conversion the 911 system went down at 3:00 P.M. and the two of them had no idea what the people were talking about and they were trying to bring that system back on line, which was very interesting. If that happens at 2:00 A.M. they need an IT person to get the system on line. Motorola and Verizon have a two hour response time. If the system goes down

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all the 911 calls are diverted to Prince George and they would have to call the center on a regular phone line. The IT person could fix the problem in 20 minutes.

Mr. Massengill informed the Board that the position description was included in their packets. There was a short discussion regarding the IT position and salary between the Board members and staff.

**IN RE: ADJOURNMENT**

Upon motion of Mr. Stone, Seconded by Mr. Moody, Ms. Moody, Mr. Haraway, Mr. Stone, Mr. Moody, voting "Aye", the continuation meeting adjourned at 12:13 P.M.

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Harrison A. Moody, Chairman

ATTEST: \_\_\_\_\_  
W. Kevin Massengill  
Interim County Administrator

/abr