

March 25th Special Board Meeting 2021

Members present: Chairman, David Owen, Vice Chairman, Jeremiah Jefferies, William Carter, John Dickerson, Rick McVey, and Steve Oestreicher. Also present: County Manager, Bryan Miller and Human Resource Director, Mindy Satterfield.

Members Absent: Nathaniel Hall

Chairman Owen stated this meeting was called today to discuss the hiring process for the Clerk to the Board. Also, he had received a call from Commissioner Hall that he will not be able to attend today's meeting. As part of the process with hiring a new Clerk to the Board, there will be a screening committee, on this committee there will be Commissioner Hall, Mr. Miller, Mrs. Satterfield and himself. This committee will review the applications and remove candidates that are not qualified to the standards that are set by the Board today. Commissioner Jefferies stated that in the past the Board reviewed all applications. Chairman Owen replied the committee will not choose the applicants; they will only screen them. Mr. Miller stated the screening process is to narrow down applicants that have not met the minimum qualifications that the Board has set for this position. Chairman Owen stated then everyone who meets those qualifications those applications will be presented to the Board. Commissioner Carter questioned are we going by the qualifications that are posted. Chairman Owen replied we are deciding that today.

Commissioner Carter questioned the posting it states "the Clerk to Board will assist or conduct projects or assignments required by the County Manager. The Clerk will also process day to day duties as assigned or in assistance to the County Manager". The Clerk will be busy doing her duties, he suggested that be changed to "the Clerk will process day to day actives assigned by the Board of Commissioners". He understands that the Clerk and the County Manager need to work together. Chairman Owen questioned if the word "assigned" is the issue. Commissioner Carter stated there was some discussion in the past about the Clerk working under the County Manager, he wasn't sure if the Board approved that or not. Then questioned if the Clerk reports to Board currently or not. Chairman Owen replied correct, the Board handles the performance of the Clerk and duties assigned to her. We need to remember that if something goes wrong regardless where it is we look at our County Manager. The Clerk will need to assist the County Manager in certain areas, not report to him. Then he questioned the Board if they had any suggestions on the following statement in the job posting. "The Clerk of the Board will also assist / conduct projects or assignments required by the County Manager. The Clerk will also process day to day duties as assigned or in assistance to the County Manager. Commissioner Dickerson stated the Clerk should answer directly to the Board and to put any other wording if the Clerk does anything other than cooperate with the County Manager would be counter productive to the employee doing their job to the fullest of their potential. We do not need any miscommunication in the job description that places the Clerk under the County Managers direction and anything that could misconstrued that impression. Chairman Owen stated that it is very important that all of our administrative staff work together and assist each other. Commissioner Dickerson replied no one is saying the Clerk shouldn't work with the County Manager to be able to accomplish goals. He does not want any misunderstandings; this is one of the handful of positions that report to the Board. The Board needs to make sure it is spelled out that the Clerk does not work for the

County Manager and that is the primary goal here. Chairman Owen stated he does not believe in the posting it states anywhere that she reports to the County Manager, but somethings can be reworded to state the Clerk is to help and assist the County Manager.

Commissioner Carter suggested removing multiple supervisors from the following wording in the job posting “The Clerk receives instructions, assignments, and /or direction from multiple supervisors including the Board of Commissioners and the County Manager”.

Commissioner Oestreicher suggested rewording the following section of the job posting “The Clerk will also process day to day duties as assigned or in assistance to the County Manager” to “The Clerk will process day to day duties in cooperation in assistance with or to the County Manager.” There is nothing more difficult than having the Clerk report to seven different people directly and who only meet twice a month. Anyone can call the Clerk and give them a task but, that is not how this works. Someone like the County Manager who keeps that ball rolling and has projects and duties assigned to them; with the Clerk working to assist the County Manager make sense on a day to day basis. It is possible that the Clerk could get some conflicting direction from the Board. The Clerk reports to the Board, administratively but, functionally we need to include how to work with the County Manager.

Chairman Owen questioned Commissioner Carter is the wording is changed to “The Clerk will process day to day duties in cooperation with and in assistance to the County Manager”. Commissioner Carter replied that was better. Chairman Owen questioned Commissioner Dickerson on how he felt about that statement as well. Commissioner Dickerson replied yes, that is better. Commissioner Jefferies agreed. Commissioner Carter stated that the issue is with the Clerk receives direction from the County Manager. The Clerk does not need to take on the County Manager duties and suggested assisting the County Manager. Commissioner Dickerson stated he thought that was a good idea. Mrs. Satterfield questioned if the following wording was changed correctly, “The Clerk receives instruction, assignments and / or direction from the Board of Commissioners and works with the County Manager in completion of those task”. Commissioner Oestreicher stated that is correct. Commissioner Carter agreed.

Commissioner Oestreicher stated that it is not listed as one of the duties in the job posting for Public Information Officer. Mr. Miller replied that the role of Public Information Officer was taken on my Mrs. Seamster. Whomever is hire maybe able to take on this role or we may need to take on new avenues. Commissioner Oestreicher replied he thought it needed to be posted in the job description. Commissioner McVey questioned has the Clerk always filled this role before Mrs. Seamster. Mr. Miller replied he was not sure. Commissioner Carter suggested adding it as well to the job description. Chairman Owen suggested rewording or adding some wording to include it in the posting. Commissioner McVey stated could it not be listed under assignments. Mr. Miller replied we could add wording that the Clerk could be assigned to additional duties to include the Public Information Officer. Commissioner Oestreicher stated the essential job functions in the posting “gathering information for meeting agenda packets, and notify Commissioners, appropriate County staff, news media, and other interested parties”. Then questioned does this not cover a lot of the Public Information Duties. Commissioner Jefferies agreed with Commissioner Oestreicher. Chairman Owen agreed. Commissioner Oestreicher likes

the suggestion of adding such duties as the Public Information Officer. Chairman Owen replied we can add that. Mrs. Satterfield questioned so add “to include but not limited to the role as Public Information Officer”. Chairman Owen replied correct.

Commissioner Oestreicher requested that Mrs. Satterfield send out a revised copy of the job description to the Board. Mrs. Satterfield replied then wait for approval of the Board to post the job. Commissioner Oestreicher replied no. Chairman Owen agreed.

Mr. Miller questioned the Board if they had any issues with the job title “Clerk to the Board of Commissioner and Assistant to the County Manager”, or did they want to change it to Executive Assistant to the County Manager. Commissioner McVey suggested leaving It as it is. Commissioner Oestreicher questioned what are other counties Clerk titles. Mr. Miller replied they are typically Clerk to the Board but, those counties have an Assistant County Manager. There are some cases where they have an Executive Assistant or a dedicated Administrative Assistant for the County Manager. This would require a new position, which would require a new salary. Bladen County currently has a job posting with that title. Commissioner Oestreicher questioned would an Executive Assistant assist the county staff. Mr. Miller replied he did not think the Board wanted to portray that this Executive Assistant would be available for anyone in the county. Commissioner Jefferies stated the Clerk to the Board has always been the Assistant to the County Manager if he was out on a leave of absence. It has always been that way and he does not see anything wrong with it; it has been working fine why change it now. Chairman Owen agreed. Commissioner Oestreicher agreed.

Mr. Miller questioned if the pay and grade scale Is what the Board expected. Commissioner Carter questioned if it was \$45,492-\$53,724, depending on qualifications. Mr. Miller replied correct. Commissioner Oestreicher questioned if the salary starts at \$45,492. Mr. Miller replied that is the minimum salary range but, the Board could go as high as \$53,724 depending on qualifications and job experience. Commissioner Oestreicher agreed with the ranges.

Chairman Owen questioned the Board on the time line of the hiring process and if the date on the posting needed to be changed. Mrs. Satterfield replied no, she should be able to make those corrections and post the job today. Chairman Owen stated then send the revised posting to the Board for approval. Commissioner Oestreicher replied not for approval. Chairman Owen replied just to see changes that where made. Then the committee will screen the applications, then the Board will review all applications that meet the qualifications on April 26 in closed session, then Mrs. Satterfield will schedule interviews, the Board will conduct interviews, and on May 10th offer the job or second interviews. Commissioner Jefferies agreed. Commissioner Carter agreed.

Commissioner Carter welcomed Commissioner Oestreicher back and thanked the staff for all the calls in the passing of his father.

Commissioner Dickerson stated his concerns about the counties trash compactors being full, after receiving serval complaints. He has concerns with people out of state dumping trash and suggested that the Sheriff Department get someone out there to write tickets. Chairman Owen

replied that has always been an issue with the site on 86 filling up; we can direct our County Manager to research this matter. Commissioner McVey stated that this matter has been discussed previously. Commissioner Carter stated he had received some complaints as well. Chairman Owen stated the County Manager will look into it.

Commissioner Oestreicher made a motion at 9:49 a.m. to adjourn the March 25th, 2021 Special Board meeting, seconded by Commissioner Carter. Then motion carried unanimously.

Ashley Powell recorded the minutes above.