

**COLUMBUS COUNTY BOARD OF COMMISSIONERS**  
**Personnel Policy Manual Workshop (Third)**  
**September 01, 2009**  
**6:00 P.M.**

The Honorable Columbus County Commissioners met on the above stated date and at the above stated time in the Dempsey B. Herring Courthouse Annex Building, located at 112 West Smith Street, Whiteville, North Carolina, for the purpose of holding a Columbus County Personnel Policy Manual Workshop.

**COMMISSIONERS PRESENT:**

James E. Prevatte **Chairman**  
Ricky Bullard, **Vice Chairman** (Departed: 6:55 P.M.)  
Amon E. McKenzie  
Giles E. Byrd  
Edwin Russ  
Lynwood Norris  
Ronald Gore

**APPOINTEES PRESENT:**

William S. Clark, **County Manager**  
Mike Stephens, **County Attorney**  
June B. Hall, **Clerk to Board**  
Bobbie Faircloth, **Finance Officer**

**WORKSHOP CALLED to ORDER:**

At 6:00 P.M., Chairman Prevatte called the September 01, 2009 Columbus County Personnel Policy Manual Workshop to order.

**READINGS of PROCEDURE and TYPES of PROCEDURES:**

Chairman Prevatte stated the following:

1. Workshop meetings normally differ from regular board meetings in two respects as follows:  
-the meeting is to inform the Board and permit discussion - no final action is taken; **and**  
-the procedures are less formal than at a regular meeting, but such meetings are part of the decision-making process, deliberations are going on, and therefore, they constitute "official meetings"; **and**
2. The procedure we will follow tonight is to go over the amendments that were not resolved at the previous two (2) workshops.

**SUGGESTED POLICY AMENDMENTS:**

Chairman Prevatte presented the following amendments for discussion.

**POLICY AMENDMENTS**

<b>EXISTING POLICY</b>		<b>AMENDED POLICY</b>					
<b>Pp #</b>	<b>POLICY #</b>	<b>Pp #</b>	<b>POLICY #</b>	<b>SUGGESTED AMENDMENT</b>	<b>7-13-09 SUGGESTED ACTION</b>	<b>8-10-09 SUGGESTED ACTION</b>	<b>9-01-09 SUGGESTED ACTION</b>
34	220	32	220	1.1	Needs to be defined	<b>Address Again, Attorney to check on</b>	<b>O.K.</b>
37	250	35	250	2.1.1, 2.1.2, 2.1.4, 2.1.5	<b>Will Check on</b>	<b>Attorney to check on</b>	<b>O.K.</b>
43	255	41	255	2.4	<b>Return to this one</b>	<b>Manager to look at cost and return to</b>	<b>Return to this one.</b>
72	400	<del>70</del> 69	400	20.1 (Bereavement Policy)	<b>Return to</b>	<b>May Request Board Action in Official Session</b>	<b>Return to this one.</b>

Pp #	POLICY #	Pp #	POLICY #	SUGGESTED AMENDMENT	7-13-09 SUGGESTED ACTION	8-10-09 SUGGESTED ACTION	9-01-09 SUGGESTED ACTION
80	400	78	400	Revised #33 - entirety	Return to (33.4 missing) Change topic	Re-do	Review Draft Information Presented
107	610	106	3 610	No information listed		Return to	Not Addressed
119	710	116	710	4.1.1, 4.1.2, 4.1.3.1, 4.1.4.1, 4.1.4.3, 4.1.4.4	Needs breakdown of per diem	Check with State and Return to	Come Back to this one

**PROPOSED AMENDED POLICIES DISTRIBUTED:**

PAGE #	POLICY #	POLICY NAME
<u>32</u>	<u>220</u>	<u>Probationary Periods and Review</u>
<u>35</u>	<u>220</u>	<u>Probationary Periods and Review</u>
<u>37</u>	<u>220</u>	<u>Probationary Periods and Review</u>
<u>41</u>	<u>255</u>	<u>Retirement Benefits</u>
<u>69</u>	<u>400</u>	<u>Attendance and Leave (Bereavement)</u>
<u>78</u>	<u>400</u>	<u>Attendance and Leave (Education Leave)</u>
<u>106</u>	<u>3 610</u>	<u>Grievance, Appeals and Complaints Administration (Grievance Procedures)</u>
<u>116</u>	<u>710</u>	<u>Travel and Training (Reimbursements)</u>

**ADJOURNMENT:**

At 8:47 P.M., Chairman Prevatte declared the Columbus County Personnel Policy Manual Workshop adjourned.

**APPROVED:**

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**JUNE B. HALL, Clerk to Board**

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**JAMES E. PREVATTE, Chairman**