

JEFFERSON COUNTY PERSONNEL COMMITTEE MEETING
Wednesday, March 1, 2023, 5:00 P.M.
Jefferson County Courthouse

Voting Members

Commissioner Terry Dockery, Chair
Commissioner Randy Bales
Commissioner Ronny Coleman
Commissioner Paul Lowe
Commissioner Heidi Thomas

Ex Officio/Non-Voting Members

County Mayor, Mark Potts

- I. Call to Order
- II. Roll Call
- III. Prayer
- IV. Pledge of Allegiance
- V. Approval of Minutes
- VI. Appearance of Citizens
- VII. Old Business
- VIII. New Business

Position Requests

- | | |
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| 1. Sheriff Jeff Coffey | 4 Full-Time Employees |
| 2. Eric Large, Maintenance Garage | 1 Full-time and 1 Part-Time Employee |
| 3. Lauren Hurdle, Tourism | 1 Part-Time Employee |
| 4. Karen Nelms, UT Ag Extension | 1 Part-Time Employee |
| 5. Susan Mottern, Soil Conservation Office | 1 Full-Time Employee |
| 6. Susan Gass, Property Assessor | 1 Full-Time Employee |
| 7. Bethany Jones, Dandridge Library | 1 Full-Time Employee |
| 8. David Phillips, Jefferson City Library | 1 Full-Time Employee |
| 9. Sara Beth Minton, White Pine Library | 1 Part-Time Employee |
| 10. Donna Phillips, Parrott-Wood Library | 1 Part-Time Employee |
- IX. Other Business
 - X. Adjourn

JEFFERSON COUNTY COMMISSION
PERSONNEL COMMITTEE MEETING
Thursday, December 29, 2022 @10:00 a.m.
JEFFERSON COUNTY COURTHOUSE

Call to order by Mayor Potts @10:00 a.m.

Roll call by Mayor Potts with the following in attendance: Heidi Thomas, Paul Lowe, Ronny Coleman, Terry Dockery, Randy Bales

Prayer led by Mayor Potts and Pledge of Allegiance by Ronny Coleman

No corrections to the Agenda

Approval of Minutes for Thursday April 21, 2022 Meeting: Motion by Ronny Coleman Second by Randy Bales

There were no Citizen Input Forms turned in.

First item on the Agenda was election of officers with Terry Dockery voted in as Chair and at this time Mayor Potts turned meeting over to Terry, Ronnie Coleman voted in as Vice Chair and Randy Bales as Secretary after no one else accepting the position.

With no Old Business to be discussed we moved on to New Business.

Moving on to New Business, Finance Director Jessica Elders brought 3 positions for the Personnel Committee to entertain.

1) Purchasing Agent Position to centralize the buying process in order to help control cost across the board and to seek out the best contract pricing on products that the County consumes. This position is recommended by the Auditors and half of salary to be paid by the School System. School Director Tommy Arnold was there to confirm the school was prepared to pay their ½ of the cost. Union County (who also operate under Act of 81) said it was the best thing they have done to centralize their accounting and save money. Randy Bales made the motion to approve this position with a second from Heidi Thomas. The motion failed with only two yes votes from Bales and Thomas and 3 No votes from Lowe, Coleman and Dockery

2) Payroll Administrator position to be reimbursed in full by the County School System. This move is recommended by the Auditors as well.

3) Accounts Payable position to be reimbursed in full by the County School System. This move is recommended by the Auditors as well.

Positions 2 and 3 were joined together in a motion made by Heidi Thomas and seconded by Paul Lowe contingent on School Board approval for paying for those employees. Both positions are currently under

the School Board and comes out of their budget. All voting members were in favor of the motion and it passed unanimously.

This ended all New Business and Chair Terry Dockery entertained motions to adjourn the meeting.

Motion to Adjourn by Ronny Coleman with a second from Randy Bales, with all in favor meeting was adjourned.

Meeting Adjourned at 10:45

Chairman Terry Dockery

Secretary Randy Bales