

**Jefferson County Personnel Committee  
Tuesday, October 3, 2023 @ 9:00 a.m.  
JEFFERSON COUNTY COURTHOUSE**

Called to order by Terry Dockery

Roll Call: In attendance Terry Dockery, Paul Lowe, Randy Bales and Mayor Mark Potts

Absent were Ronny Coleman and Heidi Thomas

Prayer was led by Mayor Potts and Pledge of Allegiance was led by Paul Lowe

Appearance of Citizens: None

Approval of the Minutes for March 1, 2023 was motioned by Paul Lowe and seconded by Terry Dockery

Old Business: none

New Business: Approval of job descriptions for: Tourism Dept and Environmental Department

Tourism Dept: Lauren Hurdle requested taking 2 part-time positions and making it 1 full-time position to help retain a part-time employee who is seeking full-time position. Currently only one of the part-time positions is filled. The cost difference between the 2 part-time and the full-time is roughly \$4000-\$6000 and would be helpful in employee retention. Randy Bales made a motion to do away with the 2 part time positions and use 1 full-time employee with a salary of \$38000.00 plus benefits and meeting the job description presented to us during the meeting. Paul Lowe seconded the motion, and it was unanimously voted in favor of to send to the Budget Committee.

Environmental Dept: Requested moving from a part-time position into a full-time position. Randy Bales made the motion to move to a part-time position into a full-time position with a salary of \$40,000.00 plus benefits and meeting the job description that was presented to us during the meeting. Paul Lowe seconded the motion, and it was unanimously voted in favor to send it to Budget Committee.

Next meeting to be called as needed.

Motion to adjourn made by Randy and seconded by Paul Lowe.



Chairman Terry Dockery



Secretary Randy Bales