

**JEFFERSON COUNTY COMMISSION**  
**Personnel Committee Meeting**  
**Thursday, June 27, 2024 @ 10:00 a.m.**  
**Jefferson County Courthouse**

**Call to Order:** Chairman Terry Dockery called the meeting to order at 10:00 a.m.

**Roll call:** Members present were Terry Dockery, Ronny Coleman, Randy Bales and Mayor Mark Potts. Absent from the meeting were Paul Lowe and Heidi Thomas.

Prayer was led by Mayor Potts with Pledge of Allegiance by Ronny Coleman.

**Appearance of Citizens:** Army Retiree Leslie Purser and Air Force Retiree Pat Bivens introduced themselves and offered to help with the search for a Veterans Service Officer.

**Approval of the Minutes:** motion by Ronny Coleman with a second by Randy Bales all in favor and minutes were approved.

**New Business:** Vacancy for Veterans Service Officer. After discussion Ronny Coleman made a motion for the VSO to report directly to the Mayor's office with a second from Randy Bales. All were in favor and the motion passed.

Ronny made a motion to strike the Physical Requirements on VSO job description. Seconded by Randy Bales all in favor and motion passed unanimously.

Randy made motion to approve of VSO job announcement with changes recommended by Army Retiree Leslie Purser and Air Force Retiree Pat Bivens. Seconded by Ronny Coleman, all in favor and motion passed.

Terry Dockery stepped down from the chair and made a motion to move base salary up to \$45,000 to make it more desirable. Ronny seconded the motion, all in favor and the motion passed.

Terry then resumed the Chair position.

The Personnel Committee discussed the work that Army Retiree Leslie Purser and Air Force Retiree Pat Bivens had put into the VSO job description. The job description has been improved, thanks to their efforts and first-hand knowledge of the skills this position requires. After taking this into consideration, the Personnel Committee requested that they be involved in the interview process and their input be given.

**Old Business:** none

**Next Meeting:** as needed.

**Motion to adjourn:** Motion was made by Randy Bales, seconded by Ronny Coleman with all in favor and meeting was adjourned.

  
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Terry Dockery, Chairman

  
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Randy Bales, Secretary