

May 7, 2009  
Workshop  
Bonifay, Florida

The Holmes County Board of Commissioners met in a Special Session on the above date with the following members present: Commissioner Kenneth Williams, Commissioner Ron Monk, Commissioner Jim King, Commissioner Phillip Music and Commissioner Monty Merchant, Chairman of the Board.

Mr. Brandon Young, County Attorney, was present.

Administrator Wood was present.

Angie Jonas, Deputy Clerk, was present and kept the minutes.

Chairman Merchant opened the meeting with the prayer and pledge.

Pursuant to public notice, the Board held a Workshop to discuss Administrator Employment Agreement and County Ordinance # 06-12 which detailed County Administrator job description.

Chairman Merchant stated that the Board had decided previously to revisit the ordinance, which was written in 2006, as well as the employment agreement. He stated that the ordinance had not been re-written, but that suggestions could be submitted. He stated that Attorney Young had revised the contract. Attorney Young discussed the sample revised contract and highlighted the following proposed changes:

- No guaranteed annual increase in salary, but there will be an evaluation after every twelve month period. He stated that the Board could award an increase if it chose to do so.
- Under the County termination without cause section, “ninety days written notice” was reduced to thirty days notice.
- The severance was reduced from three months to eight weeks/two months severance.
- The term of the contract would change from one year to two years in length.
- The removal of the indemnification clause.
- Revision in the section regarding suspension with or without pay so that the Board may decide whether or not to pay the Administrator if they are charged with some type of crime.

Commissioner King stated that he was not in favor of the two year term of the contract. Commissioner Williams explained that he interpreted the proposed change to mean that the Administrator could be terminated without cause, and in such an instance the severance of sixty days would be due; and also that should there be a cause for termination, no severance would be due. He also stated that the two year

contract term would eliminate the need for yearly renewal discussion.

The Board discussed the evaluation portion. Attorney Young stated that the Board should decide how to address the format of the evaluation. Commissioner Williams stated that a format should be agreed upon, so that it will be clear to both the Board and the Administrator whether he/she has met the goals and objectives for the year. Commissioner Monk agreed and stated that this would be a valuable tool to aid in deciding whether a raise should be awarded. He also proposed a quarterly evaluation. Chairman Merchant asked whether the changes would need to be written into the ordinance. Attorney Young advised that the changes should be put into the employment agreement, but that the goals would not necessarily be written into the employment agreement because they would be ever-changing.

Commissioner Monk asked whether a committee was part of the hiring process for current Administrator. Commissioner Williams stated that there was a committee that was present for the initial search process, but the Board was ultimately responsible for the actual hiring of the Administrator.

Administrator Wood offered some input regarding the contract. He stated that some clarification is needed regarding severance and stated that the proposed sixty days is rather short. He stated that the term "regular employee" should be changed to "department head". He agreed that setting goals and objectives for employee expectations would be helpful as well. He also stated that a fifteen day written termination notice without cause should be sufficient and suggested basing possible merit increases on the grant awards that are secured.

The Board discussed the compensation section of the contract. Administrator Wood stated that the previously advertised salary range was \$50,000-70,000.00 annually, and that his beginning salary was \$67,500.00 and current salary was 69,525.00. Commissioner Williams stated that a past Department Head's salary was \$65,000.00 and that it would not be sensible to pay an Administrator less than Department Heads. Commissioner Monk suggested keeping the starting salary low and increasing it with merit raises as appropriate. He also stated that he was in favor of a two year contract term. Attorney Young advised that a salary range would be acceptable.

Citizens speaking regarding this topic were the following:

Mr. Mike Alvis  
Mr. Tom Jenkins  
Mr. John Braxton, Sr.  
Ms. Marianne Albritton  
Mr. Bob Jones  
Ms. Kathleen Parker  
Mrs. Lory Wood  
Ms. Ann Leavins

Attorney Young advised that this meeting was a workshop and that no official action would be taken. He stated that the purpose for the meeting was to gather information regarding the position in general. He also stated that should the Board decide to hire another Administrator, a contract should be prepared soon. He advised that decisions regarding this topic will be needed at the next meeting as the employee manual and several ordinances reference a County Administrator.

Chairman Merchant reminded the Board that engineer rankings are due to the Administrative Assistant on May 13<sup>th</sup> by three o'clock p.m.

Commissioner Monk stated that he had received two quotes for the dump truck repair. Attorney Young advised that this issue should be addressed at the next meeting.

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Clerk

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Chairman