

Policies & Procedures Committee
Meeting Minutes
Monday March 20, 2023 @ 5:00 p.m.
Administrative Plaza- Conference Room 2

Members present: Terry Hershman, Tim Morris, Joe Mike Hodge, Heather Shelton

Members Absent: Allen Lendley, Jenny Anthony

Non-Voting Member: Heather Shelton

Others Present:

- Terry Hershman called the meeting to order.
- Tim Morris made a motion to approve the February 27, 2023 Meeting Minutes Joe Mike Hodge gave the second. Motion passed unanimously by vote
- Tim Morris made a motion to approve the Meeting Agenda Joe Mike Hodge seconded the motion. Motion passed unanimously by vote.
- Discussion regarding the County Hiring Policy. Committee members thought the First Draft was a good start. Tim Morris had suggestion for revision to item (3) to add the verbiage: The drug screen results, signed acknowledgement of reading the County Personnel Manual and background check must be received by Personnel & Benefits before the hiring process will continue. Joe Mike Hodge had suggestion for revision to item (5) to add the verbiage: Absolutely no new employees of Coffee County Government will be authorized to begin work, receive compensation or benefits until all above steps are completed through the County Personnel & Benefits Coordinator.
- Motion was made by Tim Morris to send Draft of the Hiring Policy with suggested revisions to the Legislative Committee for Review and to also send the List of Legally approved Interview Questions that the Personnel & Benefits Coordinator has on file to the members of the Policies & Procedures Committee Members. Motion was seconded by Terry Hershman. Motion passed unanimously.
- The Committee Suggested that all Elected Officials and Department Heads be requested to attend the next Policies & Procedures meeting for discussion of the County Hiring Policy before approval of the Full Commission.
- New Business to add to the April Agenda is discussion on Tuition Reimbursement Policy. Committee requests that Marianna Edinger, Finance Director, Commissioner Tim Stubblefield, Commissioner Frank Watkins and Michael Bonner, EMS Director be requested to attend the next scheduled meeting.
- Next meeting will be April 17, 2023 at 5:00 p.m. Conference Room 1
- Motion to adjourn meeting made by Joe Mike Hodge and second made by Tim Morris. Motion passed to adjourn.

Respectfully submitted,

Heather Shelton