

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS  
WORKSHOP – PERSONNEL POLICY  
FEBRUARY 14, 2017**

**PRESENT AND ACTING:**

**DANNY RAY WISE, CHAIRMAN  
GENE BAILEY, VICE-CHAIRMAN  
DENNIS JONES  
JERAL HALL**

**MATT FUQUA, ATTORNEY  
CARLA HAND, CLERK OF CIRCUIT COURT AND COUNTY COMPTROLLER  
SARAH WILLIAMS, CLERK ADMINISTRATIVE ASSISTANT**

The workshop was called to order by Chairman Wise at 5:30 p.m., CT.

Attorney Fuqua stated he inserted some suggested additions from the Krizner Firm into the Personnel Policy along with Commissioner Bailey's changes. Attorney Fuqua stated these additions provide more guidance and details, but are not really policy changes. Attorney Fuqua outlined some of the additions from the Krizner Firm. Attorney Fuqua stated some are common sense additions, such as not talking on cell phones and not wearing strong perfumes or colognes at work. Other additions were non-exempt employees not working on anything work related at home and claiming overtime, and department heads reporting to the Board or Human Resources. Attorney Fuqua stated the Board would need to speak with Clerk Hand about the Human Resources portion of the Personnel Policy, because her employee would be providing that service for the Board in addition to her other duties with the Clerk's Office. Attorney Fuqua stated other suggested additions were in regards to making sure there is confidentiality maintained in the workplace, computer password changes periodically, and not using work computers for non-business related activities. There was also a suggestion about adding some language for avoiding receiving gifts from vendors in an attempt to gain favor, and details about reporting periods for the healthcare policy. Chairman Wise asked if the health benefits section added meant employees could not get health insurance until six (6) months after their hire date. Clerk Hand stated this has to do with the Affordable Health Care Act reporting guidelines. Clerk Hand stated all employees would still receive health insurance after a month of employment, but these are just measurement periods used by the Affordable Health Care Act. There was further discussion about the healthcare policy reporting periods. Commissioner Bailey stated he does not see any problems with the suggested additions from the Krizner Firm. Commissioner Bailey asked Clerk Hand if any of the changes made would overload her office, and if so changes could be made in the future to correct any issues. Commissioner Bailey stated he made a few more changes to the policy after Attorney Fuqua sent the last changes out to the Board regarding reporting to the Board and not the Director of Operations. Commissioner Bailey distributed an updated organizational chart showing all employees reporting to the Board. There was further discussion about the organizational chart.

There being no further business, the meeting adjourned at 5:54 p.m., CT.

Danny Ray Wise  
DANNY RAY WISE, CHAIRMAN

ATTEST:

Carla A. Hand  
CARLA A. HAND, CLERK