

**PERSONNEL COMMITTEE MEETING
MONDAY, NOVEMBER 13, 2023 1:00 ANNEX BUILDING**

ATTENDANCE: Chairman Justice Harbans Mangat; Justice Tobbye McClanahan; Justice Cecil McDonald; Justice Betty Hepler; Justice Neil Burge; Justice Melinda Martin; Finance Kelli Jones; Treasurer Candace Nichols; County Clerk Janice Currie; Deputy Clerk Ashley McGuirt; Collector Susan Short; Judge John Alan Nelson; NEA Town Courier Joseph Fondren.

1. Meeting was called to order by Justice Harbans Mangat. There were questions on the position for Chief of Staff. The Finance Committee recommended the request go back to Personnel. Justice McClanahan hadn't reviewed the job description before the Personnel Meeting. The first issue Justice McClanahan had was the Chief of Staff terminology and didn't think it was fitting for County Government. The position needed to be along the lines of Executive Assistant. Second issue was listed things that passed on what the Judge was legally responsible for. Several paragraphs were for overseeing the operations of the County Judge's Office. Referenced how interactions with the Elected Officials and speaking for the County Judge. Justice McClanahan thought the term Gatekeeping was offensive. Some of the required qualifications were written for the person in the position now. Job descriptions should be for the job and not the person in the job. Justice Cecil McDonald had worked in the Federal Government and thought the wording would affect Judge Nelson's position. In the absence of the Judge Justice McDonald thought some things should not be the Chief of Staff's responsibility. There were four other Elected Officials in the building and the Chief of Staff should not be the building manager over all. The Committee recommended the job description be edited. Motion was made by Justice Tobbye to resend the motion made at the last Personnel Meeting and send back to Judge Nelson's Office to revise and represent. Second was made by Justice Cecil McDonald. Motion passed.

2. Judge Dan Ritchey was awarded a grant thru the AOC and the Department of Human Services for a Peer Recovery Specialist. The grant was for three years but reviewed every year to see if would be continued. \$50,000.00. Starting salary \$36,155.00. Fringe was figured in. \$13,825.00. The County's benefit package was more. Total \$54,909.88. Justice McClanahan was not comfortable to create the slot before some more questions were answered. Motion was made by Justice Cecil McDonald to table the request until another Personnel Meeting on Monday, November 20, 2023. Second was made by Justice Tobbye McClanahan. Motion passed.

3. Motion to adjourn.

Minutes submitted by: Cindy George