

MAY 03, 2000 – SPECIAL WORKSHOP

The Board of County Commissioners, Walton County, Florida, held a Special Workshop on Wednesday, May 03, 2000, at 8:30 a.m., in the Communications Room of the Emergency Operation Center.

The following Board members were present: Chairman Van Ness R. Butler, Jr., Vice-Chairman Randall Infinger, Commissioner Joel Paul, Jr., Commissioner Herman Walker and Commissioner Gene Ryan. Ms. Shirl Williams, Administrative Supervisor, and Mr. Dan Bodiford, Clerk of Courts, were also present.

Chairman Butler called the meeting to order.

Dr. Herb Marlowe, Analytica, provided the Board with an agenda for today's workshop. Dr. Marlowe provided information concerning the compensation status update stating that the first draft should be completed next week for review by Mrs. Lynda Robinson, Human Resource Officer and Mr. Ken Little, Assistant Administrative Supervisor. Dr. Marlowe questioned each commissioner as to what role the Administrative Supervisor's position would entail. Answers varied from an organizer, a contact person, a coordinator, an overseer and a responsible entity.

Mr. Larry Arrington described policymaking and executive/administrative functions as the two major functions shared by the Administrative Supervisor and the Board of County Commissioners, stating that the Board is ultimately the accountable party.

The Commissioners expressed that the Administrative Supervisor should ensure that there is an open, two-line communication channel for the Board as well as each department head stating that the feedback mechanism is an important and necessary

factor for this position. Mr. Arrington concurred with these comments advising that communication is the KEY factor.

Further discussion consisted of the Commissioners having an Administrative Assistant to assist them with issues, research and speak to citizens, therefore, to prevent overloading the Administrative Supervisor with items that could be handled by the assistant. Mr. Arrington declared that more chaos and confusion would be created if each Commissioner had an Administrative Assistant and suggested that a “pooled staff” (under the Administrative staff) or a Board Support Team be assigned to the Commissioners to assist with these items.

The Commissioners recessed briefly at 9:30 a.m.

The Commissioners reconvened at 9:45 a.m.

Mr. Arrington briefly summarized the specific powers and duties of the Administrative Supervisor as outlined in the draft ordinance prepared by Staff Attorney, Jonathan Walker. The question was asked as to what advantage would be established in adopting a policy versus adopting an ordinance. Mr. Arrington answered that by adopting an Ordinance, more strength is added to ensure compliance of the regulations stipulated within the Ordinance and the power to enforce compliance.

Mr. Little supplied the Commissioners with the County Organizational Chart for review.

Dr. Marlowe advised that the chart would be re-drawn to show personnel presently reporting to the Commissioners to be included within the Public Works department. Dr. Marlowe requested each Board member to confirm positions appointed. The positions consisted of some Department Heads; Dr. Marlowe advised that a list of

positions, by title, will be presented for confirmation by the Board at the May 17, 2000 Special Workshop.

The Commissioners recessed briefly at 10:00 a.m.

The Commissioners reconvened at 10:10 a.m.

Dr. Marlowe presented the Performance Appraisal identifying Models A & B and a five scale rating system. Model A represents the traditional rating system detailing six (6) key behaviors and Model B represents acceptable/non-acceptable superior performance. Mr. Bodiford remarked that unless the Supervisors are managed under strict scrutiny, the appraisals would migrate to the highest level for the least resistance. The employee is then rated on each key behavior using the five scale rating system.

Discussion regarding establishing a merit or bonus program to the step system to award personnel for their consistent achievements and their exemplary efforts. The Board agreed that they wish to have a system that the Supervisor gives the employee feedback concerning the results of the appraisal.

Dr. Marlowe requested the Commissioners to review the draft Ordinance in order to resolve the issue relating to the Administrative Supervisor position and decide whether to adopt as an ordinance or a policy and asked the Board to provide any comments or suggestions to Attorney Walker. Dr. Marlowe reported that a fifth meeting will probably be scheduled in June to address any issues or concerns.

Mr. Little advised the Board that the Workshop scheduled May 17, 2000, has been rescheduled for 9:00 a.m., in the Commissioner's Boardroom of the Walton County Courthouse.

There being no further discussion, the meeting adjourned at 11:45 a.m.

APPROVED: _____
Van Ness R. Butler, Jr., Chairman

ATTEST: _____
Dan Bodiford, Clerk