

MINUTES
GREENVILLE COUNTY COUNCIL
COMMITTEE ON FINANCE
FEBRUARY 9, 2015
CONFERENCE ROOM D
5:30 P.M.

Pursuant to the Freedom of Information Act, notice of the meeting date, time, place and agenda was posted on the bulletin board at the entrance of the Council Office and made available to the newspapers, radio stations and television stations and concerned citizens.

COUNCIL MEMBERS PRESENT:

CHAIRMAN, BUTCH KIRVEN
LYNN BALLARD
JIM BURNS
SID CATES
XANTHENE NORRIS

COUNCIL MEMBERS ABSENT:

STAFF PRESENT:

LAWANDA CURRY, RECREATION DEPARTMENT
FURMAN GATEWOOD, RECREATION DEPARTMENT
JOHN HANSLEY, DEPUTY COUNTY ADMINISTRATOR
RUTH PARRIS, BUDGET MANAGER
VANESSA PAYNE, EXECUTIVE ASSISTANT
MARK TOLLISON, COUNTY ATTORNEY

CALL TO ORDER

Chairman Kirven called the Finance Committee meeting to order at 5:30 p.m.

INVOCATION

Councilor Norris provided the invocation.

APPROVAL OF MINUTES

Councilor Burns moved to approve the minutes of the regular meeting of January 26, 2015. The motion carried unanimously.

GRANT APPLICATION:

DSS AFTERSCHOOL SNACK PROGRAM:

This is the DSS Afterschool Snack Program Grant. The grant funding will be used by Parks, Recreation and Tourism to provide snacks for the afterschool snack program. Parks and Recreation will be reimbursed \$0.82 per snack by the Department of Social Services. This grant does not require a County match.

Ruth Parris, Budget Manager, Furman Gatewood and Lawanda Curry, Parks & Recreation were present to answer questions of the committee.

Councilor Norris moved to approve the DSS Afterschool Snack Program Grant. The motion carried unanimously.

EXECUTIVE SESSION:

Councilor Burns moved to go into executive session at 5:35 to discuss a contractual matter. The motion carried unanimously. The committee came out of executive session at 6:05.

PROJECT MEADOWLARK:

Councilor Burns moved to approve a resolution authorizing the execution and delivery of an Inducement Agreement between Greenville County and Project Meadowlark which includes Special Source Credits to reimburse the Company for a portion of the costs and Multi-County Park status. The motion carried unanimously.

COMMUNITY PROJECT APPLICATION:

This is a Community Project Application from Taylors TownSquare, Inc the amount of \$500. The funds will be used to complete a project Taylors Mill property which will feature a playground, sand volleyball court and disk golf park.

John Hansley, Deputy County Administrator was present to answer questions of the committee.

Councilor Cates moved to approve the Community Project Application in the amount of \$500 for the Taylors Mill property. The motion carried unanimously.

PERSONNEL HANDBOOK:

This is a request from the Human Resources Department to update the Personnel Handbook. Greenville County previously updated the Personnel Handbook on August 3, 2004. The recommended updates will incorporate changes particular to the organization and required by law since the last update.

Debra Ham, Human Resources Director and Wayne Mullen, Human Resource Coordinator were present to answer questions of the committee.

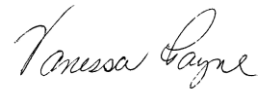
Councilor Burns moved to approve the recommended updates to the Personnel Handbook. (See Summary of changes attached.) The motion carried unanimously.

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There being no other business to come before the Finance Committee, the meeting adjourned at 6:36.

Respectfully submitted,

A handwritten signature in cursive script that reads "Vanessa Payne".

Vanessa Payne
Executive Assistant

Summary of the Major Revisions Made to the Personnel Handbook February 6, 2015

1. Changed the format to be more reader friendly.
2. Removed the Forward, History, and description of various offices (formerly pages 5-7).
3. Added Mission, Vision and Values (page 7).
4. Added a Diversity Statement (page 8).
5. Added an Ethics Statement (page 9).
6. Removed definition of Floater Holiday (page 16).
7. Cleaned up definitions in Chapter 3 (pages 13-19).
8. Added Americans with Disabilities Act Policy (page 21).
9. Expanded Harassment Policy (pages 27-28).
10. Added a Social Media Statement (page 32).
11. Revised the Tobacco Products Statement to include Nicotine Products and Electronic Smoking Devices (page 35).
12. Added a Workplace Violence section (page 35).
13. Deleted sentence mentioning Floater Holiday (Section 9.1.2., page 37).
14. Added Employee Assistance Program (EAP) (page 43).
15. Removed Floater Holiday from Holidays and added Veterans Day (page 43).
16. Removed section regarding Floater Holiday (pages 43 & 44).
17. Changed the term Annual Vacation Leave to Vacation Time Accruals (page 44).
18. Changed the term Sick Leave to Sick Time (page 47).
19. Revised 8.9.6 to include "two (2) or less days" instead of one day (page 48).
20. Added a chapter by splitting what was formerly Chapter 8 (Fringe Benefit Package) into two chapters, Chapter 8 (Benefits) and Chapter 9 (Leaves of Absence).
21. Expanded FMLA section for compliance reasons (page 53).
22. Expanded Reductions in Force section (page. 78).