

VIRGINIA: AT THE CONTINUATION MEETING OF THE DINWIDDIE COUNTY BOARD OF SUPERVISORS HELD IN THE CONFERENCE ROOM OF THE EASTSIDE COMMUNITY ENHANCEMENT CENTER, DINWIDDIE COUNTY, VIRGINIA, ON THE 19TH DAY OF DECEMBER, 2001, AT 11:00 A.M.

PRESENT: HARRISON A. MOODY-CHAIRMAN ELECTION DISTRICT #1
EDWARD A. BRACEY, JR., VICE CHAIR ELECTION DISTRICT #4
DONALD L. HARAWAY ELECTION DISTRICT #2
ROBERT L. BOWMAN IV ELECTION DISTRICT #3
AUBREY S. CLAY ELECTION DISTRICT #5

PHYLLIS KATZ COUNTY ATTORNEY

IN RE: CALL TO ORDER

Mr. Harrison Moody, Chairman, called the continuation meeting to order at 11:06 A.M.

IN RE: PRESENTATION OF THE PAY AND CLASSIFICATION PLAN REVIEW – PAMELA GIBSON AND DONALD LACY

The Board met with Ms. Pamela D. Gibson, Program Manager, Institute of Innovative Governance, Virginia Cooperative Extension, Department of Agriculture and Applied Economics, and Mr. Donald P. Lacy, State Leader, Government and Community Services, Ohio State University Extension, for the presentation and discussion of the Pay and Classification Plan Review.

Ms. Gibson presented and discussed the wage and salary survey results with the Board. She also provided the following draft personnel classification study:

Personnel classification systems and pay plans are used by organizations as a means to differentiate between jobs and to provide a consistent system for compensation. A sound classification/pay plan is based upon four fundamental principles.

A. Internal Equity – Jobs that involve comparable work load, experience responsibility, skill, training, and complexity are classified and compensated with approximately equal pay.

B. Competitive with the Market – The pay for employees is competitive with and comparable to similar jobs within the labor market for which the organization must compete for employees.

C. Reflects Organizational Values and Goals – The classification and pay plan adequately reflects the “values” of the employer as to the worth or value of each job, i.e. the value that an organization places on particular jobs or functions must be reflected in the plan. Further, the plan must be designed to help the organization achieve its policy and fiscal goals.

D. Employee “Buy-In” – The classification and pay plan conveys to all employees the basic idea that their work will be appropriately rewarded with pay, benefits, and opportunities for advancement. Plans are developed to provide room for income growth so new positions can be added and pay scales can remain in effect for three to five years. Further, plans are designed to provide opportunities for advancement so that an employee can expect to move to a higher grade if his/her performance level meets expectations and if he/she satisfies the requirements for the higher grade.

A classification system is used to place jobs within grades. Similar jobs are placed within the same or adjacent grades, whereas different jobs are placed

at higher or lower grades depending upon job related factors. Pay scales are developed with sufficient grades and steps to accommodate the organizational structure, fit within the fiscal constraints of the organizations, and provide differentiation between and among jobs with similar and very different characteristics, skills, or responsibilities. Each grade or classification is associated with steps on the pay scale that provide pay ranges to accommodate employee pay increases during the life of the scale. The purposes of a pay scale are to achieve internal equity, leave room for growth, establish a competitive wage, provide a degree of fiscal certainty for budget planning purposes, and to recruit and retain a quality workforce.

Ms. Gibson stated in the development of the Job classification Plan for Dinwiddie County, four categories of analyses were used. From these four categories, a point system (called a "point factor analysis") was constructed. Job descriptions, employee questionnaires, and desk audits (interviews with employees) were used to develop a numerical ranking for each job. The ranking was based on four factors: (1) level of job complexity; (2) level of responsibility; (3) decision band – the organizational level of the job within the county positional hierarchy; and (4) the educational/training level (KSAs) needed to perform the job tasks. These four factors were assigned different weighted values to help place jobs within appropriate grades.

Mr. Donald P. Lacy presented the following Organizational Review and Management Study for Dinwiddie County:

The study of the organization and management of Dinwiddie County government was developed as part of the wage/salary/classification and pay plan for the county. This part of the study was designed to look toward the future of Dinwiddie County government and provide some recommendations on organizational issues and management practices that will serve the county well during the next decade. Thus, we have prepared a report and developed recommendations relating to the current and future organization, operations and staffing for Dinwiddie County government. During the study we were guided by several basic principles. These principles are identified below.

1. Find the most effective and efficient ways to deliver services and manage programs for the residents of Dinwiddie County.
2. Develop an organizational structure that would, over a period of five years, achieve cost savings for the county without reducing services.
3. Protect the valuable and dedicated employees of the county from any negative impacts that might arise from our recommendations for reorganization.
4. Develop an organizational structure that would provide adequate opportunity for advancement and promotion for county employees through a career path.

As a basis for our study we reviewed the existing organization and operations of Dinwiddie County government, examined staffing patterns, reviewed job tasks for each employee, interviewed each employee, obtained data and information from employees through a job tasks list, surveyed employees for their perceptions about county operations, and interviewed all current department heads to listen to their thoughts and ideas concerning reorganization and potential cost savings.

The study is divided into four parts.

Part 1 -- Recommendations for the future organizational structure of the county.

Part 2 -- Recommendations for future staffing needs.

Part 3 -- Recommendations for changes in management practices.

Part 4 -- Recommendations for policy changes relating to personnel practices.

Mr. Lacy presented and discussed with the Board the recommendations for the future organizational structure of the county government.

The Board will follow up with future meetings and discussions.

IN RE: LUNCH BREAK

The Board took a lunch break at 12:30 P.M. The meeting reconvened at 1:05 P.M.

IN RE: COUNTY ADMINISTRATOR - AMENDMENT TO TERMINATION OF CONTRACT

At the request of Mr. R. Martin Long, the Board was asked to amend the action they took to terminate his contract.

Upon Motion of Mr. Bracey Seconded by Mr. Bowman, Mr. Bowman, Mr. Clay, Mr. Haraway, Mr. Bracey, Mr. Moody voting "Aye",

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that due to his physical disability the contract of Mr. R. Martin Long, County Administrator, was terminated October 31, 2001.

IN RE: CLOSED SESSION

Mr. Clay moved that the Board now convene in a closed meeting to discuss matters exempt from the open meeting requirements of the Virginia Freedom of Information Act:

- The purpose of the closed meeting is to discuss subject matters identified as §2.2-3711 A. 3 Real Property; §2.2-3711 A.1 Personnel

Real Property - §2.2-3711 A. 3 of the Code of Virginia

Acquisition of real property for public purpose OR the disposition of government owned property where public discussion would jeopardize the County's or Town's bargaining or negotiating position

Personnel Matters - §2.2-3711 A. 1 of the Code of Virginia

Candidates for employment or the assignment, appointment, promotion, performance, demotion, discipline, salaries, compensation, resignation of employees, Administrative Staff

Mr. Haraway seconded the motion. Mr. Clay, Mr. Haraway, Mr. Bowman, Mr. Bracey, Mr. Moody voting "Aye", the Board moved into the Closed Meeting at 1:06 P.M.

A vote having been made and approved the meeting reconvened into Open Session at 2:00 P.M.

IN RE: CERTIFICATION

- Whereas, this Board convened in a closed meeting under § 2.2-3711 A.3, for the purpose of Real Property; and §2.2-3711 A.1 Personnel - Administrative Staff.

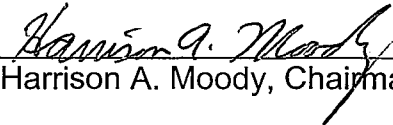
And whereas, no member has made a statement that there was a departure from the lawful purpose of such closed meeting or the matters identified in the motion were discussed.

Now be it certified, that only those matters as were identified in the motion were heard, discussed or considered in the meeting.

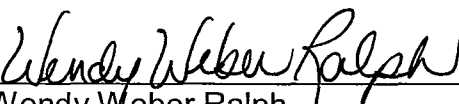
Upon Motion of Mr. Bowman Seconded by, Mr. Clay, Mr. Bowman, Mr. Clay, Mr. Haraway, Mr. Bracey, Mr. Moody voting "Aye", this Certification Resolution was adopted.

RE: ADJOURNMENT

Upon Motion of Mr. Clay, Seconded by Mr. Bracey, Mr. Clay, Mr. Haraway, Mr. Bowman, Mr. Bracey, Mr. Moody voting "Aye", the meeting adjourned at 2:01 P.M.



Harrison A. Moody, Chairman

ATTEST: 

Wendy Weber Ralph
Acting County Administrator

/abr