



LUMPKIN COUNTY
Board of Commissioners
Special Called Work Session Agenda
Telephone/Video Conference Room

February 9, 2021
3:30 P.M.

- Zoom Meeting ID: 879 2817 3701
- Passcode: 807133

- Call to Order Chairman Dockery
- Welcome & Introductions
- Overview & Purpose of Meeting
- Review of Survey Results: Feedback on Position Expectations & Priorities
- Discuss County Manager Scenarios
 - Parks & Recreation/Trustee Relationship Scenario
 - Cherryhill Scenario #1
 - Cherryhill Scenario #2
- Facilitated Discussion
 - Clarify Role & Expectations - BOC, Dept. Heads, & Staff
 - Review Position & Description
 - Define Salary & Benefits
 - Establishing the Search Committee
 - Who Should Serve?
 - Process, Qualifications, & Expectations
 - Any Other Comments
- Open Dialogue with Commissioners (*County Manager may be excused as needed)
- Wrap-up & Next Steps
- Adjournment

LUMPKIN COUNTY
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Special Called Work Session Minutes
Telephone/Video Conference Room



February 9, 2021
3:30 P.M.

Zoom Meeting ID: 879 2817 3701

Passcode: 807133

Call to Order

The meeting was called to order at 3:38 PM by Chairman Chris Dockery

Attendee Name	Title	Status	Arrived
Chris Dockery	Chairman	Present	
David Miller	District 1 Commissioner	Present	
Bobby Mayfield	District 2 Commissioner	Present	
Rhett Stringer	District 3 Commissioner	Present	
Jeffrey Moran	District 4 Commissioner	Present	

Welcome & Introductions

The Board of Commissioners were joined by ACCG employees Mary Beth Brownlee, Brent Williams, Michael O'Quinn, and Bill Twomey. Jake Cantrell from the Dahlonega Nugget was also present.

Overview & Purpose of Meeting

The purpose of the meeting is to discuss the hiring process for the next County Manager.

Review of Survey Results: Feedback on Position Expectations & Priorities

Mary Beth Brownlee went over the answers to the survey questions that were distributed to the Commissioners before the meeting. She discussed the desired traits that the Commissioners had listed in their survey responses. The discussion moved ahead to the County Manager Scenarios.

Discuss County Manager Scenarios

Parks & Recreation/Trustee Relationship Scenario

The Commissioners discussed a fictional scenario and how a county manager should respond.

Cherryhill Scenario #1

The Commissioners discussed the second scenario and how a county manager should respond.

Cherryhill Scenario #2

The Commissioners made some observations about how a potential county manager will want to respond to the scenario.

Facilitated Discussion

Clarify Role & Expectations - BOC, Dept. Heads, & Staff

Review Position & Description

Bill Twomey read in the current county manager job description that the manager "prepares and submits an agenda for each meeting." He asked how this process allows for input from commissioners. Mr. Kelley said he does prepare the agenda but discusses the items beforehand. In our enabling legislation, it states a commissioner can compel the county manager to put an item on the agenda. Mr. Twomey then asked if other elected officials have signed on with the County's personnel policies, in whole or in part? Mr. Kelley responded there are two elected officials that do not sign onto the Civil Service Plan but the Sheriff has done so.

Mr. Twomey said the job description listed four years of city/county government experience as a requirement along with at least a 4-year degree in public administration (or an equivalent). Mr. Kelley pointed out that the requirements for the position are actually spelled out in the enabling legislation for the County. The Chairman said we could have our enabling legislation amended if needed. He said it would be too restrictive to limit the candidate pool to only applicants that have four years of county managerial experience along with a public administration degree. He stated he would contact one of our legislators to see about amending the language to be more permissive and allowing for equivalent experience or education.

Define Salary & Benefits

Chairman Dockery discussed the benefit of a take home vehicle. As far as benefits, they will be offered the same benefits that every other full-time employee is offered. They then had a brief discussion of probationary periods and severance package options.

Establishing the Search Committee

Mr. Twomey cautioned the BOC that depending on the makeup of this committee, you will have to communicate to them very specifically what you are looking for. The danger is that they might weed out applicants based on their own preferences. Michael O'Quinn said the benefit of the search committee is that not only does it take a lot of work off of the BOC, it also increases community acceptance of the new manager. He then discussed the types of people that are usually included on county executive search committees.

Who Should Serve?

The Commissioners were all in agreement to establish a search committee. The discussion then turned to various potential candidates to serve on the committee, as well as their beneficial attributes. The Chairman asked Mary Beth Brownlee if she had any guidance on the size of the committee, and she said her gut feeling is 5 to 7 people. It should be large enough to be diverse and small enough to function effectively. Mr. Kelley asked about involving the HR Director in the process, and Bill Twomey said it might be a good idea to have her as an advisor to guide the committee on any liability concerns.

Process, Qualifications, & Expectations

The Commissioners then discussed in further detail what would be the process of the search committee. Ms. Brownlee said they could conduct interviews of top candidates, and Mr. O'Quinn said they could help check references of the applicants.

Any Other Comments

Mr. Kelley asked if there would be enough time before the end of June to complete this process. Bill Twomey said he thinks there is enough time, but the BOC should have a backup plan if there is no resolution by that date. Mary Beth Brownlee said the BOC should also consider the possibility of conducting Zoom interviews since there are still Coronavirus concerns across the country.

Open Dialogue with Commissioners (*County Manager may be excused as needed)

Wrap-up & Next Steps

Michael O'Quinn outlined the steps necessary to comply with the Open Meetings Law and described the process of conducting open hiring vs. the confidential process. He advised consulting with the County Attorney during the process. Chairman Dockery said the final step is to come up with the search committee members, but he said he will need to reach out to them first to see if they will want to serve. We can then provide a finalized list to the Nugget, he added. The suggested members were Bill Poole as Chairman, Mac McConnell, Clarence Stowers, C.O. Woody, Wyman Walden, Brandy Thomas, and Rebecca Mincey. The search committee will be charged to provide a ranking of top candidates, check resumes and references, and then interview the top 8 to 12 via Zoom if needed.

Adjournment

The meeting adjourned at 7:48 PM.

March 17, 2021

Date



Melissa Witcher

County Clerk, Lumpkin County



Chris Dockery, Chairman

Lumpkin County Board of Commissioners