

At a Personnel Committee Meeting of the Board of Supervisors
Held in the Social Services Conference Room
Tuesday, June 25, 2024 - 9 a.m.

BOARD MEMBERS PRESENT

Thomas W. Baicy, III
Alfred G. Futrell.
Rufus E. Tyler, Sr.

STAFF PRESENT

Debbie Broughton, Animal Services Director
Ernest Giles, Sheriff
Kelly W. Moore, Finance Director
Nick Sheffield, Fire and Rescue Chief
Titiana D. Nicholson, CSA Director
Shilton R. Butts, Assistant to the County Administrator/
Clerk of the Board

Item 1. Call to Order/Determine Quorum

Chairman Baicy called the June 25, 2024 Personnel Committee meeting of the Sussex County Board of Supervisors to order.

Item 2. Invocation

There was no invocation offered.

Item 3. The Pledge of Allegiance

There was no Pledge of Allegiance.

Item 4. Agenda Amendment

There were no agenda amendments.

Item 5. Approval of Agenda

ON MOTION OF SUPERVISOR TYLER, seconded by SUPERVISOR FUTRELL and carried:
RESOLVED that the Sussex County Board of Supervisors Personnel Committee hereby approve
the June 25, 2024 agenda.

Item 6. Employment Notification

There was discussion of notifying Board members of new hires of Department Head positions.

It was stated that staff issues and complaints should come to the Personnel Committee, if the employee is not comfortable with talking or taking it to the County Administrator after speaking with their Supervisor.

Staff noted that there were no official Human Resource Department.

ON MOTION OF SUPERVISOR FUTRELL, seconded SUPERVISOR TYLER and carried: RESOLVED that the Sussex County Personnel Committee hereby recommend modifying the Personnel Policy, page 19, second paragraph to state that one representative from the Personnel Committee may choose to serve on the interview panel. All Personnel Committee members present voted aye.

Item 7. Animal Shelter Operation Hours

Debbie Broughton, Animal Services Supervisor, stated that Animal Services is mandated to have published operation hours by the State of Virginia. Animal Services has to be open a certain amount of hours throughout the weekdays.

Animal Services set hours to be opened are 1:00 p.m. through 4:00 p.m., Monday through Friday. Ms. Broughton noted that someone is at the animal shelter, seven (7) days a week. They are there to take care of animals and to run calls. They start at 7 a.m.

She noted they work with individuals who cannot get to the animal shelter in the set four hour period.

Item 8. Citizens' Comments

There were no citizens' comments.

Item 9. Adjournment

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR FLY and carried: RESOLVED that the Sussex Board of Supervisors Personnel Committee hereby adjourned the June 25, 2024 meeting at 9:45 a.m. All Personnel Committee members present voted aye.