

At a Personnel Committee Meeting of the Board of Supervisors
Held in the Social Services Conference Room
Thursday, February 13, 2025 at 4 p.m.

BOARD MEMBERS PRESENT

Alfred G. Futrell
Thomas W. Baicy, III
Phyllis T. Tolliver, Ex Officio

BOARD MEMBERS ABSENT

Rufus E. Tyler, Sr.

STAFF PRESENT

Richard Douglas, County Administrator
David Conmy, Deputy County Administrator/
Economic Development Director
Louise Brucato, Payroll Clerk
Deste J. Cox, Treasurer
Stephanie Daniels, Accounts Payable (Virtual)
Ernest Giles, Sheriff
Kelly W. Moore, Finance Director
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 February 13, 2025 Personnel Committee meeting of the Sussex County Board of Supervisors to order.

Item 2. Invocation

Dr. Tolliver offered the 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

By general consensus, the agenda was amended.

Item 6. Discussion of Telework Options for County Employees

Chairman Baicy noted that the meeting wasn't geared to any particular person. It was just general discussion. The Personnel Committee only makes recommendations.

Chairman Baicy noted that there was no Telework Policy in place per the County Administrator.

There was inquiry of which departments telework.

There was also discussion/request to notify Board members of notice of office closure.

There was discussion of staff ability to work on inclement weather days. Staff voiced concerns regarding days when there are inclement weather.

There was discussion of essential personnel and continuity of operation.

A copy of Prince George's Telework Policy was provided.

Item 7. Discussion of Recommending Annual Evaluation of County Administrator to the Board

There was discussion and inquiry of evaluations and how often they were done.

Item 8. Recommendations to the Board of Supervisors

It was recommended that County Administrator draft Telework Policy for the Board's review and approval.

It was recommended to the Board to reinstate the County Administrator's annual evaluation per his contract.

Item 9. Adjournment

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR BAICY and carried: RESOLVED that the Sussex Board of Supervisors Personnel Committee hereby adjourned the February 13, 2025 meeting at 5:45 p.m. All Personnel Committee members present voted aye.