

**At a Personnel Committee Meeting of the
Sussex County Board of Supervisors
Juvenile & Domestic Relations District Court on
Friday, February 13, 2026 at 11:00 a.m.**

COMMITTEE MEMBERS PRESENT:

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

OTHERS PRESENT:

Steve E. White, Ex Officio
Phyllis T. Tolliver

STAFF PRESENT:

Richard Douglas, County Administrator
Chris Balassone, Public Safety Coordinator
Deste Cox, Treasurer
Stephanie Daniels, Accounts Payable Clerk
Ernest Giles, Sheriff
Jaime Poole, Interim Finance Director
Regina Sykes, Commonwealth's Attorney
Victor White, Interim Public Works Director
Shilton R. Butts, Assistant to the County Administrator/
Clerk to the Board

Item 1. Call to Order

Chair Baicy called the February 13, 2026 Personnel Committee meeting of the Sussex County Board of Supervisors to order.

Item 2. Invocation

The invocation was offered by Supervisor Tyler.

Item 3. The Pledge of Allegiance

The Pledge of Allegiance was recited by all.

Item 4. Agenda Amendments

There were no amendments to the agenda.

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 approved the February 13, 2026 agenda as presented. All Board members present voted aye.

Item 6. Review/Discussion of County Personnel Policy & Procedures Manual to Include Updating Items and Hiring Process

There was discussion of amending Section 5.6 of the Personnel Policy. Administrator Douglas recommended having a contractor/consultant to do a whole review/reset of the policy including job descriptions, pay and classification/qualification plans. There was a discussion of addressing

There was discussion of legal things that needed to be changed. Administrator Douglas noted separation and responsibility.

Amend Policy 5.6 Application (Page 18) and state that a conditional employment offer may be made contingent upon a successful background check.

It was noted to change Henrico to Sussex County on Page 45.

There was brief discussion of having a Board member on the interview panel.

Item 7. Review/Discuss Job Descriptions and Contract of Finance Department

Item 8. Accounting Manager

There was discussion of the duties and responsibilities of the Accounting Manager position. It was noted the job description needed to be updated and advertised.

Item 9. Interim Finance Director Contract

There was discussion of the duties of the Interim Finance Director. There was discussion of the number of hours to be worked per week, which was 20 hours. There was discussion of telework and the language to be used.

Item 10. Accounts Payable

There was discussion of the Accounts Payable Clerk duties and responsibilities.

Item 11. Payroll Clerk

The Payroll Clerk handles part of the human resource duties. However, another position would be needed to supervise.

Item 12. Other Personnel Items

There was discussion to schedule workshop for amendments to Policy and Procedure manual.

Item 13. Emergency Operations Planning/Item 14. County Employee Classification during Emergency Events

There was discussion of employees that were expected to work during emergency events.

There was discussion of Building and Grounds employees being in place. It was also noted that Social Services assists with Emergency.

A Social Services provided detail of their services during emergency events.

Item 15. Closed Session

Closed Session

ON MOTION OF SUPERVISOR FUTRELL, seconded by SUPERVISOR TYLER and carried: RESOLVED that the Sussex County Board of Supervisors Personnel Committee hereby entered into Closed Session for discussion or consideration of prospective candidates for employment, assignment, appointment, promotion, or performance, pursuant to Virginia Code Section 2.2-3711(A)1, personnel, building and grounds and animal services.

Voting aye: Supervisors Baicy, Futrell, Tyler

Voting nay: none

Item 7b. Return to Open Session/Certification

ON MOTION OF SUPERVISOR FUTRELL, seconded SUPERVISOR Baicy and carried: RESOLVED that the Sussex County Board of Supervisors Personnel Committee hereby reconvened to Open Session.

WHEREAS, the Sussex County Board of Supervisors hereby approves adoption of resolution for certification, to-wit:

WHEREAS, that the Sussex County Board of Supervisors convened a Closed Meeting on this date pursuant to an affirmative recorded vote in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia, as amended, requires a certification by the Board that such Closed Meeting was conducted in conformity with Virginia law.

NOW THEREFORE BE IT RESOLVED that the Board of Supervisors hereby certifies that, to the best of each member's knowledge (i) only public business matters lawfully exempted from Open Meeting requirements by Virginia law were discussed in the Closed Meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the Closed Meeting were heard discussed or considered.

Voting aye: Supervisors Baicy, Futrell, Tyler

Voting nay: none

Item 16. Recommendations to the Board of Supervisors

There was no recommendation.

Item 17. Adjournment

ON MOTION OF SUPERVISOR BAICY, seconded SUPERVISOR FUTRELL and carried: RESOLVED that the February 13, 2026 Sussex County Board of Supervisors Personnel Committee meeting hereby adjourned at 2:15 p.m. All Board members present voted aye.