

**PLANNING and ADMINISTRATION COMMITTEE
MINUTES
JANUARY 22, 2008**

The Planning and Administration Committee met on Tuesday, January 22, 2008 in the Committee Room, located on the second floor of the Administration Building beginning at 2:35 p.m. Mr. Jeffcoat, Committee Chairman presided.

Members Attending:

Johnny W. Jeffcoat, Chairman	George H. Smokey Davis, V Chairman
Debra B. Debbie Summers	John W. Carrigg, Jr.
William B. Banning, Sr.	William C. Billy Derrick

Also attending: Katherine Hubbard, County Administrator; Joe Mergo, Deputy County Administrator; Larry Porth, Finance Director/Assistant County Administrator; other staff members, citizens of the county and representatives of the media.

In accordance with the Freedom of Information Act, a copy of the agenda was sent to radio and TV stations, newspapers, and posted on the bulletin board located in the lobby of the County Administration Building.

Recruitment Update (Goal 3) - Human Resources - Lori Adler, Director and Michael

Robbins Human Resources Recruiter – Ms. Adler and Mr. Robbins presented updates on the County’s recruitment program. They met with County departments and created a framework for recruitment plans for the Sheriff’s Department, Communications, 911, Fire Services as well as other departments. The plan consists of a purpose, goal, description, the ideal candidate, sourcing methods, process and an agreement of responsibilities. Ms. Adler also presented a draft recruitment brochure, which staff designed. Staff was asked to make some minor changes to the draft recruitment brochure.

Mr. Robbins provided statistical information on employee recruiting. He said that currently the Sheriff’s Department had no openings for correctional officers or deputies, which he confirmed with the Sheriff’s Department prior to the meeting. Mr. Robbins reported that Public Safety currently has the following job openings; Fire Service - seven, EMS – four, and Telecommunications - eight. He briefly discussed certifications needed for these positions. He announced that the County of Lexington will be featured on WIS-TV’s Job Market Monday on February 4, 2008.

The Committee discussed costs of advertising open positions and hiring from within the County. Ms. Hubbard, County Administrator, indicated that if there are qualified candidates within the County then the job opening would not be listed in The State Newspaper. She said that the job application pool is an opportunity to see if there is someone better qualified for the position as well as prospective leads for other County positions that may be open.

Mr. Robbins was asked about the fire service volunteers and he indicated that 50 volunteers were needed to be in place this year and they plan to do a recruitment brochure for Fire Service

volunteers. Mr. Robbins was asked to provide copies of the Fire Service volunteer recruitment brochure to Council members for them to have available when they are out in the community.

For information only. No action taken.

Approval of Minutes - Meeting of December 11, 2007 – A motion was made by Mr. Banning, seconded by Mr. Derrick to approve the December 11, 2007 minutes as submitted.

The vote in favor was unanimous.

Old Business/New Business - Digital Billboards – None.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Judy R. Busbee
Assistant to the Clerk

Johnny W. Jeffcoat
Chairman

Diana W. Burnett
Clerk