



**MINUTES**  
**LAURENS COUNTY COUNCIL**  
**COMMITTEE OF THE WHOLE MEETING**  
**MARCH 13, 2018 – 4:30 P.M.**  
**HISTORIC COURTHOUSE – PUBLIC SQUARE**

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**ATTENDANCE:** **COUNTY COUNCIL COMMITTEE MEMBERS PRESENT-** County Council Committee Chair Diane Anderson, Joe Wood, Keith Tollison, Stewart Jones, Garrett McDaniel, Ted Nash and David Pitts.

**COUNTY STAFF:** Laurens County Administrator, Jon Caime; Laurens County Clerk to Council Betty Walsh and Laurens County Attorney, Sandy Cruickshanks.

**DEPARTMENT HEADS PRESENT:** Rob Russian, Director of Public Works; Matt Pennington, EMS Director; Chuck Bobo, Code Enforcement Officer; Lisa Kirk, Finance Director; Kathy Tucker, Detention Center Administrator; Joey Avery, E-911/Communications Director; Jim Coleman, County Auditor and Greg Lindley, Fire Services Director.

**PRESS:** None present.

**SCHEDULED MEETING AGENDA ITEMS –MARCH 13, 2018** – 1.) Call to Order; 2.) Discussion - Laurens County Organization Chart: a.) Brief Overview of the existing County Organization Chart; b.) Approval – Organization Structure; 3.) Committee discussion and recommendations by Council Members; 4.) Recommendations from the “Committee as a Whole” to be presented to Laurens County Council (if applicable); 5.)Adjournment

**MEETING NOTIFICATION** – The requesting general public and Press were informed of the meeting in a timely manner. Postings of the Agenda were posted in County facilities on their bulletin boards and also posted on the County Web Site.

**CALL TO ORDER** – Committee Chair Anderson called the meeting to order at 4:30 P.M.

**OVERVIEW OF THE MEETING** – Committee Chair Diane Anderson stated that this meeting was for a review and discussion by the County Council Committee involving the proposed changes to the existing organizational chart.

Committee Chair Anderson asked if there were any Department Heads present that wished to address the organizational chart.

Registration / Elections Director Lynn West, said that she would like to remind Council that she actually answers to three (3) agencies – The State of South Carolina, The Laurens County Delegation and The Laurens County Council.

Administrator Caime explained, “Since my arrival two (2) years ago we have been methodically implementing multiple initiatives to improve the efficiency and effectiveness of our organization. The color chart does not accurately reflect the current organization structure. The actual existing organization structure has been attempted to be captured in the black and white chart. This proposed black and white chart will be the guiding organization chart and will not be modified unless Council takes action to modify the organization structure. The organization chart is an important document to show the structure of our organization to both internal and external users. It shows the direct reporting for the departments and can be a useful tool for planning our organizational structure. The goal right now is to get the official chart correctly reflecting the organization structure that has been approved by Council. We also need this chart to build our computer database for our positions. We have had a software package that is a module in our existing financial software but has never been populated or used. Populating this module will make us much more efficient”.

Continuing Administrator Caime said, “We have software we use for tracking our financials. This software has the ability to create reports and budgets. Currently we create our budget by using excel. We manually input the data into excel and then perform various calculations in excel. This is very time consuming when we create our budget. We also run the risk of errors by entering the wrong data and/or errors in formulas used to do calculations in excel. When the budget is finalized we must then manually reverse the process and manually enter the approved budget numbers into our financial software. To use the budget package part of our financial software we must populate a position database called the position control module. Our goal is to start populating the module now so that we will have the database ready for the FY20 budget. To do this we must have an approved organization chart because the position control module is built based on the organizational structure”.

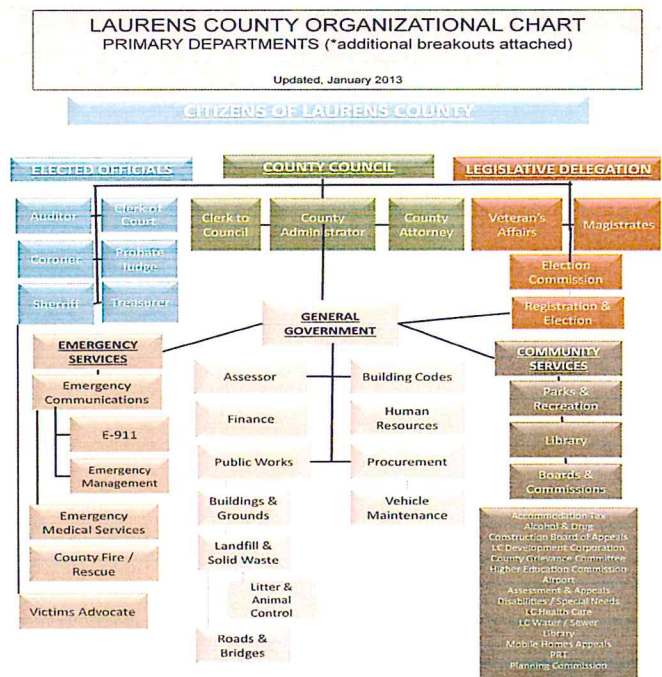
Continuing Administrator Caime explained that a plan of action to get our goals accomplished would be as follows:

Step 1: The position control module is driven by the organization chart and would be approved by Council. This chart will be based on the current structure.

Step 2: Populate the position control module with “official” titles. Subtitles can be added later. To do this we will use databases that have been created since my arrival:

- a. We have created an official head count and official existing titles database based on research and working with the department heads. This official head count is based on what is assumed to be Council approved full time positions in each department prior to my arrival. This database is also assumed to have official position titles that were approved by County Council prior to my arrival. This database will be used to populate the position control module.
- b. As we adjust the departments and/or positions through official actions of Council, we will modify the position control module up until the final position control module is populated. After the database has been populated and quality control checked, only the Human Resources Director will be able to modify the positions in the position control module based on official actions of Council only.
- c. The Finance Department will audit changes to the position control module on a quarterly basis along with other payroll quarterly audits. Any changes will correlate back to the official actions of Council that took place the prior quarter.

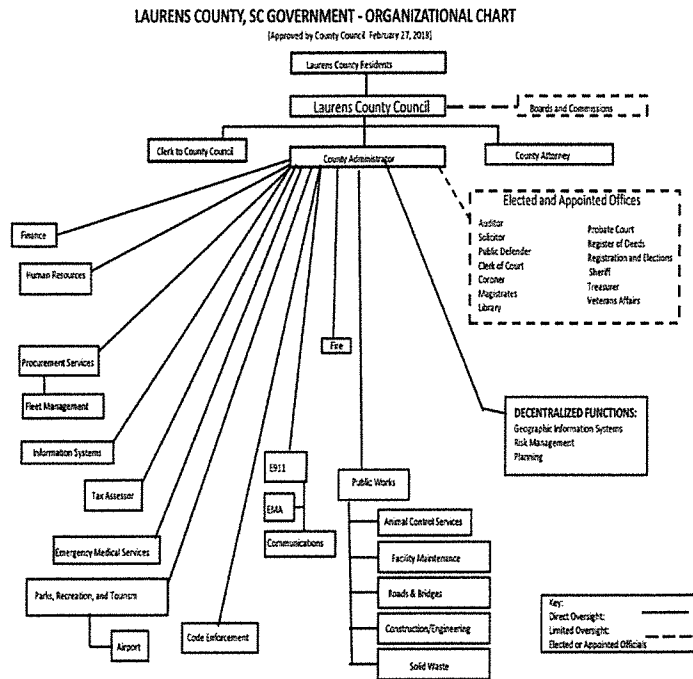
The existing County Organization Chart



The proposed revised

County

Organizational Chart



COMMITTEE DISCUSSION AND RECOMMENDATIONS BY COUNCIL MEMBERS –  
 Committee Chair Anderson opened the floor for council comments.

Councilman Pitts asked for confirmation that all non-elected departments answer to the County Administrator. Administrator Caime replied that we all work as a team.

Councilman Pitts stated that he appreciated the efforts into the revised plan but this is a Council form of Government and not an Administrator form of government.

Councilman Tollison asked for comments from Human Resource Director Debi Parker. Mrs. Parker said that she had polled the State Human Resources Association and had questioned the CSI technicians as to who used the module and what their impression was as to the efficiency of use. Mrs. Parker continued by saying that only one (1) other County actually uses the module and that they noted there was a lot of maintenance required. Most still use excel as their means of reporting.

Administrator Caime said that he has been stalled with producing the budget due to waiting on the numbers. The monthly reports are not being generated on a timely monthly basis. We are only on the fifth month reporting and should be on the seventh. The Finance Department needs to get it together and be more efficient in moving the data”.

Councilman Jones noted that it sounded like to him that the module helps to eliminate human error and streamlines the budget process. Administrator Caime agreed and said that the Finance Department says until the position control module is built, reporting will be slow coming.

RECOMMENDATIONS FROM THE “COMMITTEE AS A WHOLE” TO BE PRESENTED TO LAURENS COUNTY COUNCIL (IF APPLICABLE) – COUNCILMAN WOOD made the MOTION to approve the proposed revised organization chart with COUNCILMAN MCDANIEL seconding; vote 7-0.

ADJOURNMENT – With no further action required by the Council Committee, Chairwoman Anderson adjourned the meeting at 5:10 P.M.

Respectfully Submitted, Betty C. Walsh, Clerk to Council