

**COUNTY PERSONNEL COMMITTEE MEETING  
THURSDAY, NOVEMBER 12, 1998, 2:00 PM**

**Present:** Johnnie Evans, Chairman  
H. Mac Tyson II, Commissioner

**Absent:** Tom Bacote, Commissioners

**Staff:** Cliff Strassenburg, County Manager  
James Martin, Deputy County Manager  
Doug Candlers, Staff Attorney II  
James Lawson, Interim Personnel Director  
Howard Lloyd, Sheriff's Office  
Kendall Wall, Civic Center Director  
Rhonda C. Raynor, Deputy Clerk to the Board

Chairman Evans duly called the meeting to order.

**1. Approval of Minutes of the October 28, 1998 meeting.**

**MOTION:** Commissioner Tyson offered a motion to approve the October 28, 1998 Personnel Committee meeting minutes.

**SECOND:** Commissioner Evans

**VOTE:** UNANIMOUS

**2. Consideration of Position Reclassifications for the Sheriff's Office and Civic Center.**

Mr. Martin, Deputy County Manager advised the reclassification for the Civic Center was the reclassification of an Office Support III position to create a new classification of Sales Manager which is a Grade 69.

James Lawson, Interim Personnel Director stated the Personnel Office has worked with Kendall Wall in the creation of this position.

Commissioner Tyson asked if the creation of this new position has been presented to the Civic Center Commission for approval.

Kendall Wall, Civic Center Director advised the position has been approved by the Coliseum Commission. The creation of this position is part of a process they have planned over the next few years and the funds for this position are a part of the Civic Center's current budget, but the position was not created until the time was appropriate to do so.

This is a new position, and it will be first advertised in-house. The person in this position will work with the Convention and Visitors Bureau and will work with booking shows.

Commissioner Evans noted there was a large jump in pay for this new position.

Mr. Wall advised the Office Support III position will be done away with. The whole position is being reclassified to the new position of Sales Manager.

**MOTION:** Commissioner Evans offered a motion to approve the reclassification of the Office Support III position #959 at grade 57 to a Sales Manager position at a grade of 69 and that this item is to be referred to the full Board of Commissioners for approval.

**SECOND:** Commissioner Tyson

**VOTE:** UNANIMOUS

James Lawson explained the position to be considered for reclassification in the Sheriff's Office is for a Supply Supervisor at Grade 62. The reclassification is to a Supply Control Officer at Grade 65.

Howard Lloyd with the Sheriff's Office explained there are sufficient funds in lapsed salaries to cover the costs for this reclassification.

It was noted this reclassification was recommended by County Management and Sheriff Butler.

**MOTION:** Commissioner Tyson offered a motion to approve the reclassification of the Supply Supervisor position # 4504 at grade 62 to a Supply Control Officer position at a grade of 65 and that this item is to be referred to the full Board of Commissioners for approval.

**SECOND:** Commissioner Evans

**VOTE:** UNANIMOUS

**3. Other Committee Concerns.**

Cliff Strassenburg, County Manager advised he had spoken with John Carlisle regarding the matter discussed by the Personnel Committee during the October 28, 1998 meeting. Mr. Carlisle indicated a rotation schedule of qualified Realtors will be compiled and this list will be used to assist Cape Fear Valley Health System in relocating physicians to the area. He noted Mr. Carlisle advised the hospital is in the process of developing the criteria for placing Realtors on this list and he feels this will address the problem brought to the attention of the Personnel Committee. Mr. Strassenburg noted he will keep the Committee updated on the progress of this matter.

No other committee concerns were raised.

**MOTION:** Commissioner Tyson offered a motion to adjourn.  
**SECOND:** Commissioner Evans  
**VOTE:** UNANIMOUS

Meeting adjourned at 2:20 PM.