

ST. MARY'S COUNTY
BOARD OF COUNTY COMMISSIONERS
THURSDAY, May 25, 1995

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Present: Commissioner Barbara R. Thompson, President
Commissioner D. Christian Brugman
Commissioner Paul W. Chesser
Commissioner Frances P. Eagan
Commissioner Lawrence D. Jarboe
Judith A. Spalding, Recording Secretary

CALL TO ORDER

The meeting was called to order at 1:35 p.m.

EXECUTIVE SESSION

Commissioner Eagan moved, seconded by Commissioner Chesser, to meet in Executive Session to discuss a matter Distribution of Police Forces, as provided in Article 24, Section 4-210(a)9/11. Motion carried four to one with Commissioner Brugman voting against.

Distribution of Police Forces/Property Acquisition

Present: Commissioner Barbara R. Thompson, President
Commissioner D. Christian Brugman
Commissioner Paul W. Chesser
Commissioner Frances P. Eagan
Commissioner Lawrence D. Jarboe
Sheriff Richard Voorhaar
Lt. David Williams, Charles County Sheriff's Office
Judith A. Spalding, Recording Secretary

Authority: Article 24, Section 4-210(a)9 and 11
Time Held: 1:40 p.m. - 2:05 p.m.

Action Taken: The Commissioners reviewed a confidential document with Sheriff Voorhaar and indicated concurrence.

HIRING CRITERIA

COUNTY ADMINISTRATOR'S/COUNTY ATTORNEY'S POSITIONS

Present: George Foster, Personnel Office
Evelyn Wood, Personnel Assistant

As requested by the Commissioners, Mr. Foster presented information relative to hire decisions for the County Administrator's and County Attorney's positions. Decisions needed by the Commissioners include who will be on the panel; whether scoring will be during a meeting or on his/her own; factors to be scored and weights for each factor; who will be on the interview panel; when interviews will be held, how many will be interviewed, and how much time should be given for each interview; questions to be asked; and who will check references.

The Commissioners agreed to meet in Executive Session on May 30 to discuss the score sheets and weights for each factor and would make decisions on the issues addressed by Mr. Foster.

STRATEGIC PLAN/EFFICIENCY COMMISSION (TASK FORCE)

The Commissioners discussed the goals and objectives of the Strategic Plan and how the proposed Efficiency Commission relates to it. In addition the Commissioners discussed the Request for Proposal for a Management Study to include management and organizational review; wage survey, and classification review.

After discussion the Commissioners agreed to the following:

- That the Strategic Plan process will continue as currently structured
- That a Resolution be drafted establishing an Efficiency Task Force
- That the Efficiency Task Force will consist of seven members (with each Commissioner selecting a member and the other two members being selected by the full board)
- That the Efficiency Task Force will be given the following charges:
 - To review all departments and spending units;
 - To review manpower requirements, pay and benefits;
 - To review functions, services, practices, and processes
- That there is a need to more specifically define the priority areas to be addressed by the Task Force
- That the Efficiency Task Force will submit an Interim Report in September at which time the group may arrive at the determination that a consultant may be needed to assist with its charge.
- That the Efficiency Task Force will submit its final report in November so that budget issues can be taken into consideration.
- That the Request for Proposal for the management/classification/salary review continue to go forward.

ADJOURNMENT

The meeting adjourned at 4:00 p.m.

Minutes Approved by Board of
County Commissioners on 5/30/95

Judith A. Spaulding
Recording Secretary