



Chatham County - Savannah Metropolitan Planning Commission

Chatham County Commission Chambers
September 24, 2019 ~ 1:00 PM
Minutes

September 24, 2019 PLANNING MEETING

Members Present: Joseph Ervin, Chairman
Ellis Cook, Vice-Chairman
Travis H. Coles
Karen Jarrett
Lacy Manigault
Tanya Milton
Wayne Noha
Tom Woiwode

Members Not Present: Linder S. Suthers, Secretary
Joseph Welch, Treasurer
Thomas Branch
Pat Monahan
Eula Parker
Lee Smith

Staff Present Melanie Wilson, Executive Director
Pamela Everett, Assistant Executive Director
Jessica Hagan, Administrative Assistant

I. Call to Order and Welcome

II. Approval of Agenda

1. Approval of Agenda

Agenda was approved as submitted.

Motion

Approve agenda as submitted.

Vote Results (Approved)

Motion: Tanya Milton

Second: Tom Woiwode

Ellis Cook - Aye

Joseph Ervin - Aye

Tom Woiwode	- Aye
Travis Coles	- Aye
Lacy Manigault	- Aye
Tanya Milton	- Aye
Karen Jarrett	- Aye
Wayne Noha	- Aye

III. Notices, Proclamations and Acknowledgements

[2. September 24, 2019 Finance Committee Meeting, 11:00 A.M., Jerry Surrency Conference Room, 110 E. State Street.](#)

[3. October 8, 2019 Regular MPC Meeting, 1:30 P.M., County Commission Chambers, 124 Bull Street, 2nd Floor.](#)

The Consent Agenda consists of items for which the applicant is in agreement with the staff recommendation and for which no known objections have been identified nor anticipated by staff. Any objections raised at the meeting will result in the item being moved to the Regular Agenda.

IV. Consent Agenda

V. Regular Business

[4. MPC Human Resources Manual - Pamela Everett](#)

Ms. Pamela Everett, Assistant Executive Director, stated the Human Resources Committee asked myself and Mrs. Wilson to amend personnel regulations. I have given you the main changes that have been made to the manual. Many of the changes I made was to bring the manual in compliance with the State Law, since there hasn't been any changes since 2000. The updates include:

- Added employee disclaimer to notice employees that the handbook is not a contract with MPC.
- Updated the EEO statement
- Added Immigration Law Compliance that's required by federal law and grants
- Added policies for compliance with federal laws related to the Americans with Disabilities Act, Religious Accommodations, Genetic Information Nondiscrimination Act, Nursing Mothers and an Employee Complaint Procedure.
- Revised the Drug Free Work Policy to comply with grant requirements including state code.
- Added a Confidentiality clause to protect MPC if an employee discloses confidential information.
- Added Public Relations Policy to ensure employees are notifying the Executive Director or the designee of media inquires.
- Added Dress and Grooming policy to ensure staff's professionalism.
- Revised the Driving Policy to add language regarding Georgia's mandatory Hands-free law and to report any accidents.
- Added Political Activity Policy to enforce no political activities during working hours.
- Added Workplace Violence / Prohibited Conduct Policy to protect MPC from liabilities.
- Added Secondary Employment and Conflicts of Interest Policy to ensure employees are notifying the Executive Director and reducing exposure to MPC.
- Added new Computer, Email, Internet Use, Social Media Policies to reduce exposure to MPC.
- Revised Benefits Policies for future changes if the City decides to make any changes to the benefits package; changing to bi-weekly pay periods, salary increases to availability of funding and to implement salary caps similar to what the County and City uses There will be an entry, mid point and final cap. The cap will not prohibit anyone from getting cost of living increases and bonus' that the MPC decides to give

out.

- Revised Worker's Compensation Policy to add state law requirements.
- Added a Short Term Disability Policy in case MPC adds this as an optional benefit.
- Revised Pension for future changes to the Benefits Package.
- Revised the Educational Leave and Tuition Reimbursement Policy to add reimbursement of educational expenses to encourage employee growth; subject to funding.
- Revised Appointment and Probation Policies to clarify procedures on hiring and to add the directors have the ability to extend an employee's probation period if the employee isn't meeting the requirements of their duties.
- Revised Employee Status Policy under the Fair Labor Standards Act to provide definitions to clarify Part Time and Full Time employees, distinguished Part time vs Temporary.
- Added clarity to the Attendance Policy. We are looking at implementing a time keeping system.
- Changed procedures to the Alternative Work Schedule Policy. What we found with the alternative work schedule especially with the Administrative staff is that they need to be there to support their department so we have changed it to where anyone on that schedule Mrs. Wilson or I would have to approve it.
- Revised the Annual Leave Policy to cap the annual accrual maximum amount of leave to 225 hours per employee; this reduces the monetary liability to MPC if an employee resigns or retires. This was an issue last year with employees that left and we had to pay a lot out.
- Revised Sick Leave Policy to add statutory language.
- Added Parental Leave Policy to provide leave to care for family. The MPC's original policy included language from the Family Medical Leave Act; however, since MPC doesn't have 50 employees that law doesn't apply. What we have done is added a Parental Leave Policy which gives Mrs. Wilson the opportunity to give an employee up to 6 weeks off to care for the birth of a child or to care for a family member instead of the 12 weeks statutory language.
- Revised Bereavement Leave Policy to increase the number of days off.
- Revised Military Leave Policy to encompass future changes in the law.
- Added Recording Time Policy to clarify time keeping responsibilities for exempt and non-exempt employees and added language to protect MPC if an employee fails to notify of improper deductions.
- Eliminated vacation and sick leave accrual for part time employees because part time employees are only eligible for benefits if they work more than 25 hours per week.
- Revised Overtime and Compensatory Policy made in compliance with the Fair Labor Standards Act to require pre-approval for non-exempt employees and deleted all language related to exempt employees accumulating comp time.
- Added Reduction in Force and Layoff Policy to address potential budget shortfalls and reductions in staff. This is in line with what the City and County does.
- Revised Dismissal Policy regarding disciplinary actions and reasons for termination.
- Added Disclaimer and Acknowledgment page to ensure all employees have received and acknowledge the new policies once it has been approved.
- Moved the Family Medical Leave Act to appendix as MPC does not have 50 employees.
- Added and revised templates in the Appendices.

The Personnel Committee has met to review this document and I have made several changes where they have asked me to make policies stricter and then times to make them less restrictive.

Mr. Wayne Noha, Board Member, asked Ms. Everett if she has a copy of every change that was made to the manual for the Board's review.

Ms. Everett, stated she has a redline version but after several changes she stopped keeping a redline version but she will send the latest one to all the Board members for their review.

Mr. Noha, asked how long ago was the final draft of the manual prepared?

Ms. Everett, stated the last draft was sent to the Personnel Committee in August.

Mr. Noha, stated for the record if there is a quorum today, he will not be voting on the manual because he needs time to read the entire document. He asked if MPC did an analysis and what impact does this have.

Mrs. Melanie Wilson, Executive Director, stated that the 225 is just the amount that can be carried over to the next year. Employees can still accrue over the 225. In the past 16 months, we have paid out over \$161,000.

Mr. Noah, asked Mrs. Wilson if she agreed that these are the hours employees have earned?

Mrs. Wilson, stated that's not the issue. It is hours earned and we encourage staff to use them. I want staff to use their vacation hours. If an employee is over the 225 when this manual is adopted, we are going to pay out the employee of what's over the 225. Starting at the end of the year anything over the 225 will become a use or lose.

Mr. Noha, asked if there are restrictions on asking for time off?

Mrs. Wilson, stated, as of right now, if someone has asked for time off I have granted it. I think there is one time I denied someone leave time and that was because of a conflict with one day so they moved that day and it was granted.

Mr. Noha, stated he did something like this at his job and the last three weeks in December he didn't have anyone working and could not operate. Has MPC looked at the impacts.

Mrs. Wilson, stated yes, just because you ask for time off doesn't mean it will be granted. We have to make sure each department has coverage. I will allow an employee to go into two weeks of the new year to use some of their time. I want employees to plan out their vacation and will allow them to roll over more time but they have to take it by the second month of the year.

Mr. Noah, asked if it is up to the Executive Director to decide if she would allow an employee to carry over more time into the next year for already scheduled time off.

Mrs. Wilson, stated yes and, when this is adopted, any employees that are over the 225 and do not want to use some at the beginning of the year will be paid out on the next pay cycle.

Ms. Jarrett, Board Member, asked about the no over time for employees. She believes that a salary employee having to work over 60 hours a week with out compensation will drive good employees away.

Ms. Wilson, stated an exempt employee doesn't get overtime anyway. If an employee has a late meeting, we encourage them to come in later that morning to offset the time. The laws have gotten really strict with dealing with exempt and non-exempt employees and comp time.

Mr. Woiwode, Board Member, asked about the Tuition Reimbursement Policy. If an employee is receiving these benefits and their position is eliminated or a reduction in force. I didn't see in the policy where it stated they would have to pay it back or not if an employee was removed at no fault of their own.

Mrs. Wilson, stated there are caps in regards to what we can and will do with reimbursement and its subject to the budget. It's also set up to where you get the money on the back end to make sure you complete the program. If someone gets RIF'd, I don't have any expectation on getting that money back. There is a cap on how much can be used in a 12 month period.

Motion

Motion to continue to the October 8, 2019 regular MPC meeting to have a full Board to vote.

Vote Results (Approved)

Motion: Lacy Manigault	
Second: Travis Coles	
Ellis Cook	- Aye
Joseph Ervin	- Aye
Tom Woiwode	- Nay
Travis Coles	- Aye
Lacy Manigault	- Aye
Tanya Milton	- Aye
Karen Jarrett	- Aye
Wayne Noha	- Aye

5. Vacation Payout - Melanie Wilson, Executive Director

Mrs. Melanie Wilson, Executive Director, stated if this manual is approved today we are looking at about an \$18,000 to \$20,000 vacation pay out. We have talked about this in the Finance Committee meeting in regards to the numbers.

Mr. Noah, Board Member, asked if the Finance Committee has a recommendation on this.

Mr. Cook, Board Member, stated the Finance Committee did recommend approval.

Mrs. Wilson, stated it's her recommendation to move funds from reserves to help cover renovation cost that the City will not cover and also the vacation pay out. Some of the funds will go on an updated speaker system in the hearing room that will cost an estimated \$20,000. A new security system estimated at \$15,000. Employee pay out about \$20,000. I'm asking for \$100,000 out of the reserves because I'm not sure exactly how much we need, if we don't need all of the \$100,000. it will go back in reserves. As of right now, we have about 2.5 Million in the reserves.

6. 2017 MPC Audit - Melanie Wilson, Executive Director

Mrs. Melanie Wilson, Executive Director, stated we have received our audit from Mauldin & Jenkins and everything is in order. We went over it in the Finance Committee meeting. I'm recommending we do a 2018 audit because we need to make some adjustments on the financial system we use to make sure we update it to be consistent with some grants that have closed out. We will also be updating some procedures on how we operate.

VI. Other Business

VII. Adjournment

7. Adjourn

There being no further business to present before the Board, the September 24, 2019 Metropolitan Planning Commission Planning Meeting adjourned at 2:08 p.m.

Respectfully submitted,

Melanie Wilson
Executive Director

MW/jh

The Chatham County - Savannah Metropolitan Planning Commission provides meeting minutes which are adopted by the respective Board. Verbatim transcripts of minutes are the responsibility of the interested

party.