

Meeting to discuss Payroll

January 10, 2018

3:02 p.m.

Present: Commissioner Jackson, Commissioner Stamper, Archie Smith, Graham Gowing, Suzette Smith, Steve Walton, Commissioner Fund (3:09 p.m.)

Recorder: Rieva Lester

Commissioner Jackson said Becky Butler indicated Daleyn Coleman would handle BOCC payroll and that he found language in the employee handbook regarding nepotism.

Suzette Smith discussed the nepotism chapter in the employee handbook. She said an audit standpoint, a family member should not be reviewing and/or calculating a family member's timecard.

Archie Smith asked if Daleyn Coleman would be auditing and / or verifying Rieva Lester's timecards. Suzette said it appears she would be.

Commissioner Fund joined by phone at 3:09 p.m.

Suzette discussed leave slips, pre-approved time off and the use of auditing, reviewing and verifying time cards.

Commissioner Stamper said he would prefer to avoid the perception of impropriety.

Archie discussed the need for an MOU in case a situation arises in the future in which a family member would be the supervisor and/or payroll preparer.

Commissioner Fund discussed Commissioner Stamper's daughter and son-in-law, who work in the Sheriff's Office, and said he wouldn't sign their timecards.

Commissioner Fund left at 3:20 p.m.

Commissioner Jackson asked if Becky still was interested in processing payroll. Steve Walton said he would discuss it with her.

Meeting adjourned at 3:21 p.m.