

Council Members

District 1: Terry Graham
District 2: Charlene McGriff
District 3: Billy Mosteller, Secretary
District 4: Jose Luis
District 5: Steve Harper, Chair
District 6: Allen Blackmon
District 7: Brian Carnes, Vice-Chair

**County Administrator**

Dennis E. Marstall

County Attorney

Ginny L. Merck-Dupont

Clerk to Council

Sherrie Simpson

April 19, 2023

1:00 PM

**101 North Main Street
Lancaster, SC 29720**

**LANCASTER COUNTY COUNCIL
County Council Chambers, County Administration
Building, 101 North Main Street, Lancaster, SC 29720**

WORKSHOP MINUTES

Council Members present: Allen Blackmon, Brian Carnes, Steve Harper, Charlene McGriff (*who left the meeting early at approximately 2:00 p.m.*) and Billy Mosteller.

Council Members absent: Terry Graham and Jose Luis.

Staff Members/Others present: Dennis Marstall, County Administrator; John Bodner, Assistant County Administrator; Sherrie Simpson, Clerk to Council; Kim Belk, Budget Director; Lisa Robinson, Human Resources Director; Veronica Thompson, Chief Financial Officer; Ginny Merck-Dupont, County Attorney; Graham Shuford, Budget Analyst; Probate Judge Mary Rathel; Sheriff Barry Faile; Auditor Suzette Murphy; Treasurer Carrie Helms; Cathy McDaniel, Procurement Director; various Department Heads; various staff; and press.

A quorum of Lancaster County Council was present for the meeting. The following press were notified of the meeting by e-mail in accordance with the Freedom of Information Act: *The Lancaster News*, *Kershaw News Era*, *The Rock Hill Herald*, Cable News 2, Channel 9 and the local government channel. The agenda was posted in the lobby of the County Administration Building and also on the County website the required length of time. The updated County power point presentation utilized during the meeting is attached to the written minutes in the Clerk to Council's office.

Call to Order - Chairman Steve Harper

Chairman Steve Harper called the Budget Workshop to order at approximately 1:00 p.m.

Welcome and Recognition - Chairman Steve Harper

Chairman Steve Harper welcomed everyone to the meeting.

Pledge of Allegiance and Invocation - Council Member Allen Blackmon

Allen Blackmon led the Pledge of Allegiance to the American Flag and delivered the Invocation.

Approval of the Agenda

Charlene McGriff moved to approve the agenda. Seconded by Brian Carnes. Motion Passed 5-0.; Absent: Graham, Luis

Discussion and Action Items

Discussion of Personnel Budget

Dennis Marstall provided an overview of the Workshop by explaining that Council would be discussing personnel, investment policies, and construction/project management. Dennis Marstall, Kim Belk, Veronica Thompson, and John Bodner provided the information to Council via the updated County power point presentation and that presentation is attached to the written minutes in the Clerk to Council's office.

Dennis Marstall began the meeting by discussing the personnel budget. He reviewed the budget goals with Council. Next, Kim Belk explained that personnel comprised the largest component of the budget and was a significant investment. She began her presentation by reviewing the current County workforce as to the number of employees, the tenure of employees, and the compensation of employees. Council and staff discussed job classifications, pay scales, the Consumer Price Index (CPI) adjustments that have been made to employee pay, and the minimum pay for part-time employees. Council agreed that the County needed a Human Resources (HR) policy on employee pay adjustments and pay structure. Kim Belk provided a summary of costs for new personnel requests from departments for the Fiscal Year 2023-2024 budget. Then, she discussed the costs for a pay increase similar to last fiscal year for all employees and the costs for the proposed fifteen percent pay increase for the Sheriff's career ladder for the upcoming fiscal year. She then provided a detailed list of all the new personnel requested from departments for the upcoming fiscal year and what the costs would be to add those new employees. After that, she reviewed the new mandated payroll adjustments from the State for the employer portions of Health Insurance and Retirement. Council discussed whether the County should move to more contracted employees versus full time employees and possible continued increases in the employer contributions for State Retirement. Kim Belk reviewed other potential benefit enhancements for employees in the upcoming fiscal year: an expansion of the Christmas bonus, paid parental leave, and a County contribution to a 401k/457 account. Council and staff discussed a possible 401k supplement, possible paid parental leave versus family medical leave act (FMLA) leave, and the need for a policy on parental leave that Council could approve via Resolution. Charlene McGriff left the meeting for another appointment. Dennis Marstall explained that any potential gains in revenue could be offset by compensation alone, without including capital equipment requests and other increased costs. Council and staff discussed the next steps in the budget process and the need for more data when trying to evaluate the need for additional staff.

Veronica Thompson, Chief Financial Officer, and Treasurer Carrie Helms led a discussion on the County investment policy via the updated County power point presentation. Veronica Thompson reviewed the best practices for investment policies according to the Government Finance Officers Association (GFOA). Carrie Helms reviewed the role of the County Treasurer as it applies to the County investment policy. She noted that State Code Section 12-45-220 deals with investments by the County Treasurer and that County Code Section 2-223 also deals with investments. She and Dennis Marstall explained that included in the power point was information regarding the County's investment accounts at the South Carolina Office of the State Treasurer and from First Citizens. Council and staff discussed insurance for government funds, collateralization of funds and the need for Council to adopt an investment policy. The next step is for staff to write an investment policy and bring it back before Council.

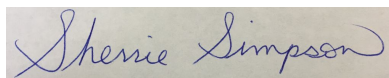
John Bodner led a discussion on the project management delivery method. He explained that the County mainly used the Design - Bid - Build process but sometimes has used the Construction Manager At Risk (CMAR) process for specialized projects. He noted the County has two project managers. He reviewed the advantages and disadvantages of the Design - Bid - Build process. He provided Council with an update of the County's completed projects, active projects, and future projects. Council and staff discussed the Detention Center project.

Adjournment

Billy Mosteller moved to adjourn the meeting. Seconded by Brian Carnes. The motion to adjourn the Budget Workshop Passed 4-0.; Absent: Graham, Luis, McGriff.

There being no further business, the Budget Workshop adjourned at approximately 2:37 p.m.

Respectfully Submitted:

A handwritten signature in blue ink that reads "Sherrie Simpson".

Sherrie Simpson
Clerk to Council

Approved by Council on May 8, 2023

A handwritten signature in black ink that reads "Billy Mosteller".

Billy Mosteller, Secretary