

May 16, 2022

BOARD OF FRANKLIN COUNTY COMMISSIONERS

Meeting Location: Franklin County Annex Building Commission Chambers

Chair Dunn called the study session to order at 8:30 a.m.

Derek Brown, County Administrator, discussed the staffing levels in the Administration Office. The Administration team has four full-time positions and one intern position in addition to the Administrator. The interim roll HR Director is being filled by Amy Hodo, Ashley Confer is working in a role of HR intern, the Administrative Coordinator position is vacant due to Amy filling the Director position, one full-time member of the HR team is on maternity leave, and Kaci Brady is assisting with additional roles in the Administration Office in addition to her duties as Communications Director. Kaci will be leaving at the end of the month leaving another vacancy in Administration. With the two vacancies in the Administration Office, it leaves an opportunity to evaluate the work flow and make changes. Administration has an additional HR Tech position that has been budgeted but not filled for quite some time. It is proposed that the HR Tech position be dissolved and instead, bump up the Administrative Coordinator to a little higher pay level with additional duties. This job could potentially complete the Tourism duties if the person that fills the position has the right skill set. The tourism duties are currently completed by the Communication Director, but there are enough communication duties to fill the position without the tourism duties. The distribution of duties will depend on the people that fill the two vacancies in the Administrative Office.

The upcoming budget calendar was discussed which will include budget study sessions, a discussion of the Juvenile Detention Center, and a discussion regarding allocation of ARPA funds.

The meeting was adjourned at 8:54a.m.

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Clerk

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Chair