

**CHESTERFIELD COUNTY COUNCIL
RULES-PERSONNEL COMMITTEE MEETING
COUNCIL CHAMBERS
July 3, 2024 10:00 A.M.**

PRESENT: Hattie Burns, Committee Chair; Committee Members Ethan Foard, Todd Smallwood and Mary Anderson.

OTHERS PRESENT: Council Chair Rhett Butler; Timothy L. Eubanks, Administrator; Betty M. Boswell, Clerk to Council and C. Heath Ruffner, County Attorney/Assistant Administrator.

PRESS: Pursuant to the Freedom of Information Act, notice of the meeting, date, time, place of meeting and agenda were posted on the bulletin board at the County Administrative Offices, 178 Mill Street, Chesterfield, SC, and the County Website (www.chesterfieldcountysc.com). In addition it was made available to the newspapers and concerned citizens (*upon request*).

CALL TO ORDER

Committee Chair Burns welcomed everyone and called the meeting to order.

ADOPTION OF AGENDA

Committee Member Anderson made a motion to adopt the July 3, 2024 meeting agenda. Committee Member Smallwood seconded the motion. Voting in favor of the motion was unanimous. Motion passed.

APPROVAL OF MINUTES

a. January 24, 2024 – Committee Meeting

Former Committee Member Butler made a motion to approve the January 24, 2024, Committee Meeting Minutes. Committee Chair Anderson seconded the motion. Voting in favor of the motion was unanimous. Motion passed.

NEW BUSINESS

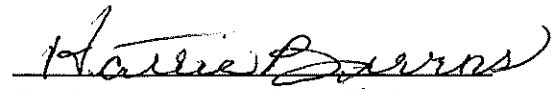
Job Description – County Administrator

There was discussion regarding the Administrator’s Job Description which was presented to the Committee. The Committee also discussed different avenues for posting the job description, along with a time line for posting. Attorney Ruffner is to prepare proposed ad to be posted and present to Committee for their approval before posting.

ADJOURN

Committee Member Smallwood made a motion to adjourn. Committee Member Anderson seconded the motion. Voting in favor of the motion was unanimous. Motion passed.

APPROVED:

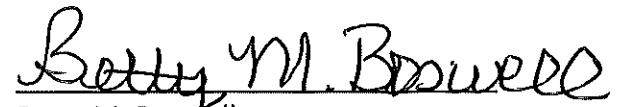


Hattie Burns, Committee Chair

Rules-Personnel Committee

Dated: August 28, 2024

ATTEST:



Betty M. Boswell

Clerk to Council