



**JASPER COUNTY COUNCIL**  
**SPECIAL CALLED WORKSHOP**  
**Jasper County Clementa C. Pinckney Government Bldg**  
**358 3<sup>rd</sup> Avenue Ridgeland, SC 29936**  
**Monday, March 24, 2025**  
**Minutes**

**Officials Present:** Chairman John Kemp, Vice Chairman Joey Rowell, Councilman Chris VanGeison and Councilman Joe Arzillo

**Staff Present:** County Administrator Andrew Fulghum, County Attorney David Tedder, Kimberly Burgess and Videographer Jonathan Dunham.

**1. Call to Order of the Jasper County Council Meeting by Chairman Kemp**

Chairman Kemp called the meeting to order. The Report of Compliance with the Freedom of Information Act was read for the records as follows: *In accordance with South Carolina Code of Laws, 1976, Section 30-4-80(d), as amended, notification of the meeting and the meeting agenda were posted at least 24 hours prior to the meeting on the County Council Building at a publicly accessible place, on the county website, and a copy of the agenda was provided to the local news media and all person's or organizations requesting notification.*

The Pledge to the Flag was given and the Invocation was given by Councilman Rowell.

**Approval of the Agenda:**

**Motion to approve:** Councilman Arzillo

**Second:** Councilman Rowell

**Vote:** Unanimous

The motion passed.

**Workshop Topic:** Jasper County Personnel Policy Procedures Handbook

Chairman Kemp turned the meeting over to Mr. Fulghum. Mr. Fulghum noted that there were two employees that wanted to be there that were not there that morning for the meeting. Nicole Holt, HR Director and that she had been working on the rewrite of this handbook since 2020 and Wanda Giles, Clerk to Council. He noted that both had the same symptoms and were out sick and they wished them both well and to get some rest. He noted this was a rework of the document created in 2008. He noted that from that time forward that there had been amendments to this document. He noted that Ms. Holt had worked with the law firm of McAngus, Goudelock and Courie, LLC with Amy Jenkins as the primary contract. Mr. Fulghum overviewed the proposal from staff of the new handbook, he noted it was standard of other organizations and that it had all of the basic items in it such as holidays, vacation days, policies, progressive disciplinary actions, evaluations, Grievance Committee, blogging and

Social Media Policy. Mr. Fulghum noted that Mr. Tedder was heavily involved in the Blogging and Social Media Policy and noted that this may be a good place to start.

Councilman VanGeison said he had gone through that section. He said his company had put a policy forward to keep people off social media during working hours. Councilman Rowell discussed not blur the lines of first amendment rights and social media on their off time within reason. Chairman Kemp noted that there may need to be some prohibited use concerning County WiFi. Mr. Tedder suggested that the Administration have a few days to come up with an analysis of the Social Media Policy and the statement of D.E.I. - Diversity, Equity and Inclusion. Chairman Kemp noted that he had a few items he would like to go over such as:  
Page 10 on the Introduction and 2<sup>nd</sup> paragraph "is the objective of the County Council to maintain" regarding maintaining staff.

Vice Chairman Rowell had a question regarding Elected Constitutional Officers and the Personnel Handbook. Mr. Fulghum said they may need to sit down with the Elected Constitutional Officers and go through this policy.

Chairman Kemp asked why on Page 11 Item # 1C was delegated to the HR Director as it puts a lot of weight on her and no one else, "for the direct supervision of this Jasper County Personnel interpretation and enforcement of this handbook". He noted that he wondered if it should read "and the County Administrator". Mr. Fulghum explained why this was done, how it helped in regard to court situations, and he noted that this shows that she carries the full faith and effect of the County Administrator. Mr. Tedder noted that 1B notes the County Administrator in hierarchy is totally in charge, then moves on to 1C which notes the discussion of the HR Director it that way. Mr. Fulghum said they could look at the word along with the wording that leads up to that portion. Chairman Kemp asked if once this is done as a resolution would everyone have to re-sign, and that appeared to be so at this time.

Mr. Tedder noted that the 2007 - 2008 adoption of the Personnel Handbook was done by ordinance and amended by ordinance which took 3 readings and a public hearing. He noted that adoption by ordinance is not a nimble or agile method for revision. He noted that many counties do this only by resolution so that they can amend it from time to time with one reading as things come up or situations come up. He said his plan with Council's consent, was that since they had just had the first reading of an ordinance that they had a Section 2-71 which was a new section regarding no employment contracts, that he could insert a new subsection in that one that says something like "County Council hereby repeals the old ordinance and old handbook and may adopt by resolution official action from time to time and a Personnel Handbook". He said regarding the other ordinance and section that had already had first reading, that by the time that this document got to third reading they would have a resolution and this document in final form for Council to adopt that same night. Mr. Tedder noted that all future amendments would be by resolution.

Council and staff went on to discuss items regarding some of these following concerns:

Chairman Kemp, page 12, asked for information regarding the Dissemination and implementation, relating to the Personnel Handbook as he wants to keep responsibilities separate for Council, Administrator and staff.

Chairman Kemp, page 22, Drug Testing and consortium, with questions regarding drug testing regarding CDL.

Chairman Kemp, page 25, regarding Nepotism and blood relation or marriage; Mr. Fulghum suggested to maybe cross reference with immediate family.

Chairman Kemp, page 28 daily checks of tire pressure, fluid leak; noting maybe we need a form on this.

Chairman Kemp, page 30, # 4A noted that personal work on County time and personal use of County tools and equipment and facilities is prohibited. We need to have a car policy for the use of cars, that is stricter and more in

depth. Mr. Fulghum noted he thought that this was covered in a different section. Ms. Burgess noted that it is under vehicle policy under Sections 3E and 3F. He noted he would talk to Mr. Tedder about that later.

Chairman Kemp, page 31 – Section 4D “Conflict of Interest”- related by blood or marriage referenced the Ethics Act. Chairman Kemp read that section and Mr. Tedder noted that they could address that.

Chairman Kemp, page 39 noted everyone had to wear their badges, and that they required it of staff, so Council needed to do that.

Chairman Kemp, page 40 noted it should say “County Authorized Logo”.

Chairman Kemp, page 41 noted that remote work needed for a policy and discussed the attendance policy.

Chairman Kemp, page 43 - 44 noted that regarding “Recruitment Procedures” at the top it needs to be changed from “capable to qualified”.

Vice Chairman Rowell, page 86 discussed that receipts will be required if meal cost is not requested prior to travel. He mentioned that he at this job is more accustomed to IRS travel standards with mileage and receipts. Ms. Burgess noted that they review all travel requests per diem.

Vice Chairman Rowell, page 90 – Section 14C discussed the classification requirements of SC PEBA.

Mr. Fulghum discussed on page 93 regarding the Health Ins Coverage for retired individuals, noting that currently employees must be employed 25 years. Mr. Fulghum discussed possible changes to plan stipulations. He noted that some retirees have had issues with the insurance paying once they have Medicare; it was also discussed regarding a dollar amount once eligible to obtain Medicare – where the County could pay a certain amount per month to help budget. It was noted that there is an option for employees to join the Health Plan but not the Retirement Plan, Mr. Fulghum noted.

**Adjourn:**

**Motion to adjourn:** Councilman Vice Chairman Rowell

**Second:** Councilman VanGeison

**Vote:** Unanimous

The motion passed and the meeting adjourned.

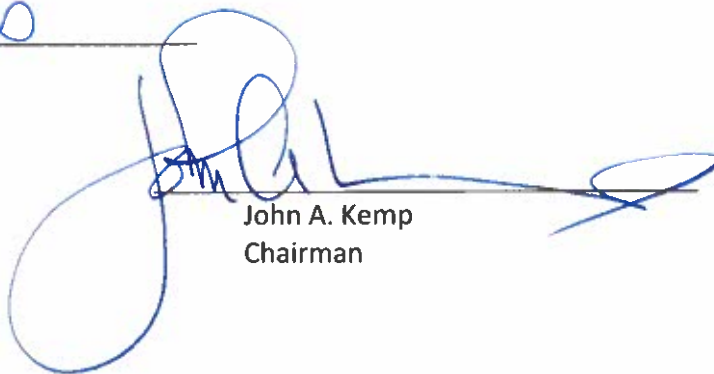
For more information on this meeting please go to our YouTube Channel for the video go to [https://www.youtube.com/channel/UCBmloqX05cKAsHm\\_ggXCJIA](https://www.youtube.com/channel/UCBmloqX05cKAsHm_ggXCJIA) .

The motion passed and the meeting adjourned.

**Respectfully submitted:**



Wanda H. Giles  
Clerk to Council



John A. Kemp  
Chairman