

Walton County Department Agenda Request

Department Name: Human Resources

Department Head or Representative: Melissia Rusk

Meeting Date Request: July 12, 2022

Has this topic been discussed at past meetings? No

If so, when?

Topic: Changes to the Employee Benefits Committee By-Laws

Wording for Agenda: Revisions to Employee Benefits Committee By-Laws

This Request: Informational Purposes Only

Needs Action by Commissioners

What action are you seeking from the Commissioners?

Approval of changes recommended by the Employee Benefits Committee

Department Comments/Recommendation:

Is additional documentation attached? Yes

Is review of this request or accompanying documentation by the County Attorney required? Yes

If so, has a copy of the documentation been forwarded to the County Attorney? Yes

Date forwarded to the County Attorney: June 23, 2022

Has the County Attorney review been completed? Yes

If this request involves the expenditure of County funds, please answer the following:

Approved in current budget?

Budget information attached?

Comments:

Purchasing Department Comments:

County Attorney Comments:

Chairman's Comments:

WALTON COUNTY BOARD OF COMMISSIONERS EMPLOYEE BENEFIT COMMITTEE (EBC) BY-LAWS

ARTICLE ~~II~~

This Committee shall be known as the EMPLOYEE BENEFITS COMMITTEE (hereinafter "EBC") created under the authority of the ~~WALTON COUNTY~~ BOARD OF COMMISSIONERS (~~OF WALTON COUNTY~~ (hereinafter "BOC")) of Walton County, Monroe, Georgia.

ARTICLE ~~III~~

MISSION AND PURPOSE

Section 1. MISSION

The mission of the Employee Benefits Committee is to promote a competitive level of benefits and wellness opportunities to all eligible employees of Walton County, to ensure consistent compliance with the Walton County Civil Service Personnel Rule and Regulations and to, institute programs promoting the wellbeing of the employees while providing economic values to the ~~Taxpayer~~taxpayers of Walton County.

Section 2. PURPOSE

- a. EBC shall perform these duties:
 1. 1. Provide strong representation of Walton County employees to the BOC.
 2. Promote awareness to employees of benefit changes by the BOC.
 3. Promote wellness benefits and incentive programs.
 4. ~~Promote~~Provide economic value to the ~~Taxpayer~~taxpayers of Walton County.
 5. Understand the Walton County Civil Service Personnel Rules and Regulations.
- b. Other duties assigned by the ~~Board of Commissioners (BOC)~~BOC.

ARTICLE ~~111~~III

COMMITTEE MEMBERSHIP

Section 1. Membership

a. The Committee will be made up of representatives of the following voting and nonvoting members:

1. Voting Members:

Animal Control	1
Board of Commissioners/Purchasing	1
Central Communications — E-911	1
Clerk of Superior Court	1
District Attorney	1
Elections	1
EMA	1
EMS	1
Facilities Management	1
Finance	1
Fire Department	1
Human Resources	1
IT Department	1
Juvenile	1
Recycling Center/ KWB	1
Magistrate Court	1
Parks & Recreation	1
Planning & Development	1
Probate Court	1
Public Defender	1
Public Works	1
Sheriff's Office	2
Superior Court	1
Tax Assessor	1
Tax & Tag	1
Traffic Operations	1
USDA	1
Water Authority	1
TOTAL	29

2. Non-voting members:

Human Resources Director

~~Continued~~

- b. Except as provided in Section 2, voting members and alternates representing departments shall be appointed ~~from members of~~ by the Elected ~~Officers (EO)~~ Officials and Department Heads ~~(DH)~~ for each department listed in Article III Section 1 (a)(1) hereof.
- c. Non-voting members may be a part of the committee for advisory purposes only.
- d. Alternates shall serve in the absence of the regular members.
- e. ~~————~~ If the BOC establishes another department, ~~they~~ the new department will automatically ~~become part of~~
e. be treated as if said department is listed in Article III section 1.1 hereof without the need for further revision of these bylaws. If the BOC abolishes a department ~~they, that department~~ will be automatically removed from Article III section 1.1 hereof without the need for further revision of these bylaws.

Section 2. Appointment of Members and Alternates

- a. Members and alternates shall be appointed to the EBC committee from each department listed in Article ~~III~~ section 1. Members and alternates shall be permanent, full-time employees.
- b. ~~The~~ A member and alternate shall be appointed or reappointed to a designated term of service determined by the relevant Elected ~~Officials~~ Official or Department ~~Heads~~ Head, for a period of not less than ~~one~~ (1) year. In the event the member's position is vacated, the alternate will automatically become the member and complete the original term of office. The Elected Officials or Department Heads shall fill the alternate member's position by appointment.
- c. Members and alternates may serve until the end of the term provided by Section (b) hereof, or until removed by the relevant Elected ~~Officials~~ Official or Department Head.
~~Heads.~~
- d. Appointments of all members and alternates will become effective upon the relevant Elected ~~Officials~~ Official or Department ~~Heads~~ Head, as the case may be, giving an annual written notice to the Chairperson of the EBC in ~~the first quarter~~ of each year.
- e. Elected Officials or Department Head Shall neither serve as the Chairperson of EBC ~~or nor~~ as EBC members. Exceptions shall be given to allow Elected Officials or Department

Heads to serve if staffing limitations dictate the necessity of said service. The definition of "staffing limitations" shall be subject to the Chairpersons interpretation

ARTICLE IV

MEETINGS, CONDUCT OF MEETINGS, AND QUORUM

- a. The regular meeting date, time and place of EBC shall be set by the EBC Chairperson. The Chairperson or designee may call special or emergency meetings.
- b. A majority of the members (or designated alternates) shall constitute a quorum for conducting of business. ~~The action of~~ Action and decision of the EBC shall be by a majority vote of the ~~voting~~ members ~~present shall be the act~~ of the EBC.
- ~~c. In the event the EBC has a tie vote, no action will take place until a majority vote.~~
- d. ~~Subcommittees~~ The Chairperson or Vice Chairperson may appoint subcommittees or advisory committees to develop recommendations for the EBC may, which must be appointed by the Chairperson or Vice Chairperson and ratified by the EBC. Subcommittees or advisory committees may be appointed during a meeting a majority vote of the EBC before becoming active.
- e. In the event any member listed in Article III (member and/or alternate) knows they will not be present for the scheduled EBC meeting, the member may send their written vote to the EBC Chairperson for the record. ~~A quorum for EBC meetings shall be a simple majority of voting EBC members.~~
- ~~f. f. All meetings shall be conducted in an orderly manner.~~
- g. The EBC may establish other rules of procedure as deemed necessary for the ~~conduction~~ conduct of business.
- h. A voting members continued absence from regularly scheduled meetings ~~might~~ may require the Chairperson to notify the department represented. A request may be made to replace the member.
- i.i. The Chairperson or ~~their~~ his or her designee shall provide a minimum of three- (3) business days' notice to members for any scheduled meeting.

ARTICLE V

-OFFICERS AND DUTIES

- a. A Chair, Vice-Chair, and Secretary shall be elected by a majority of the voting members for a two-year term of office ending in December. Candidates for ~~The~~the Chair, Vice-Chair, and Secretary must be the voting member and have served a minimum of one year on the committee to be eligible. A vacancy in the ~~vice chair and secretary~~Vice-Chair or Secretary position shall be filled by a majority vote of EBC, for the remainder of the unexpired term.
1. The Chairperson shall appoint a nominating committee of three members not less than thirty (30) days prior to the December meeting ~~who~~. The nominating committee shall report the names of candidates for each position to be voted upon at the biennial election. Additional nominations for any office may be made by members at the time of the meeting.
 2. Nominations shall be received at the last meeting in December prior to beginning term of office in the year needed for election for vice chair and secretary.
 3. The Vice-Chair shall become Chair following the completion or vacancy of the Chair's term.
 4. The EBC secretary shall take minutes on all meetings and forward them to the EBC Chairperson and the EBC for final approval.
 5. The Chairperson, Vice-Chairperson and Secretary maybe removed from their office by a two-thirds majority vote.
- b. The Chairperson shall set the agenda, preside over all meetings, and shall be responsible for conducting the meeting in an expeditious manner. The Chairperson shall accept from and present ideas to the committee. The Chairperson will then seek information regarding these ideas and present it back to the committee in a timely manner. ~~A final duty of the~~The Chairperson ~~will~~shall also be able to approve donated leave ~~request~~requests on behalf of the EBC.
- c. In the absence of the Chair, the Vice-Chair shall assume the duties of the Chair. The Vice-Chair will assist the Chairperson in seeking information regarding ideas to be presented to the committee.

ARTICLE VI AMENDMENTS

- a. These by-laws may be amended by a two-thirds majority vote of the EBC members with the exception of Article III, which may only be amended ~~with the concurrence of the Walton County Board of Commissioners~~ by a majority vote of the BOC.
- b. Written notice must be given to all members and alternates at least 30 days prior to any proposed action to amend the by-laws.

Approved by EBC April 30, 2008

Amended 6/9/2022