

BOARD OF SUPERVISORS MINUTES

DECEMBER 20, 2022

At a Worksession of the Orange County Board of Supervisors held on Tuesday, December 20, 2022, beginning at 4:00 p.m., in the Meeting Room of the Public Safety Building, 11282 Government Center Drive, Orange, Virginia. Present: R. Mark Johnson, Chairman; James P. Crozier, Vice Chairman; James K. White; Keith F. Marshall; and Lee H. Frame. Also present: Theodore L. Voorhees, County Administrator; Thomas E. Lacheney, County Attorney; and Alyson A. Simpson, Chief Deputy Clerk.

RE: PERSONNEL POLICIES UPDATE PROCESS

Theodore L. Voorhees, County Administrator, explained that Resolution 210608-9A, which was previously adopted by the Board, established and clarified the authority of the County Administrator. As such, this discussion began an effort to work through the Orange County Personnel Policy Manual in a systematic way that would result in an updated manual of Board personnel policies while removing outdated policies and reclassifying certain policies to the County Administrator.

Mr. Voorhees presented the proposed process by which the policies would be reviewed and considered. He noted the Personnel Policy Manual contained eight sections and, rather than working through all sections at the same time, he proposed working through the sections sequentially in a monthly worksession format. This would keep the process more manageable and focused. Following the review and comment process, a resolution would be presented that would enact all of the proposed policy changes, with subsequent changes presented to the Board, as necessary, and would remove and reclassify the administrative policies.

With the Board's general agreement to the proposed process, Mr. Voorhees presented and reviewed the nine policies contained in Section 1 - Recruitment and Employment and opened the floor for Board discussion.

Discussion ensued among the Board regarding: the responsibility of employees to read and understand the policies; the fact that some policies had broad applicability whereas other policies were not applicable to all employees (i.e., military leave); the desire to highlight policies that included acceptable and unacceptable behaviors and expectations; Board policies versus administrative policies; the various categories of policies (legal requirements, administrative, employee conduct and behavior, and Board policies); whether regulatory policies were necessary if the requirements were already established by law; the need to clarify the policies and employees of Constitutional Officers; and the applicability of policies for Social Services employees.

By consensus, the Board agreed to the proposed process by which the Personnel Policy Manual would be reviewed and agreed to policies in Section 1 that would remain Board policies and those that would be reclassified as administrative policies, understanding the Board policies, as revised, would be presented for formal adoption at a future date.

RE: ADJOURN

There being no further business to discuss, the Board concluded its Worksession and continued to its Regular Meeting at 4:33 p.m.

R. Mark Johnson, Chairman

Theodore L. Voorhees, County Administrator