

BOARD OF SUPERVISORS MINUTES

JANUARY 24, 2023

At a Worksession of the Orange County Board of Supervisors held on Tuesday, January 24, 2023, 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; Lee H. Frame, Vice Chairman; James K. White; Keith F. Marshall; and James P. Crozier. Also present: Theodore L. Voorhees, County Administrator; Thomas E. Lacheney, County Attorney; and Alyson A. Simpson, Chief Deputy Clerk.

RE: PERSONNEL POLICIES UPDATE PROCESS; SECTION 2 (CONDITIONS OF EMPLOYMENT AND EMPLOYEE JOB PERFORMANCE)

Theodore L. Voorhees, County Administrator, explained that a process had recently been initiated to review the existing 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Policy Manual in a systematic way that would result in an updated manual of Board personnel policies while removing outdated policies and reclassifying certain policies to the County Administrator. That process began with a Worksession on December 20, 2022, where policies in Section 1 of the Manual were reviewed and discussed. Mr. Voorhees indicated that review and discussion was now shifted to Section 2 of the Manual.

Mr. Voorhees presented and reviewed the proposed classification of and amendments to the six policies contained in Section 2 - Conditions of Employment and Employee Job Performance. He indicated that the employee evaluation forms currently included in the Manual would be removed and maintained separately, as was the case with other personnel-related forms. Mr. Voorhees then opened the floor for discussion among the Board.

Discussion ensued among the Board regarding: how the added coaching/counseling disciplinary action would be documented; the difference between a verbal reprimand and coaching/counseling; the need to differentiate between expectations of professional conduct and unacceptable behaviors; the ideas behind progressive discipline; the process for updating and reviewing the policies going forward; the Board's desire to see the policies reviewed and/or updated no less frequently than every two years; IT related policies; and differences between employee performance and employee behavior.

By consensus, the Board agreed to policies in Section 2 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 at 4:29 p.m.

R. Mark Johnson, Chairman

Theodore L. Voorhees, County Administrator