



County Council Committee Minutes

Personnel and Finance Committee September 21, 2020

The Personnel and Finance Committee of Spartanburg County Council met on Monday, September 21, 2020, in County Council Chambers of the County Administrative Office Building. In compliance with the Freedom of Information Act, notice of this meeting was provided in advance to the local news media and other interested parties. The following were in attendance: Honorable Bob Walker, Chairman; Honorable Jack Mabry, Committee Member; along with Honorables Manning Lynch, Michael Brown, David Britt, and Roger Nutt, Council Members. Also attending were Cole Alverson, County Administrator; Earl Alexander, Deputy County Administrator; John Harris, County Attorney; and Ginny Dupont, County Attorney. Honorable Whitney Farr, Committee Member, was absent.

I.

Chairman Walker called the meeting to order.

II.

- A. Mr. Earl Alexander, Deputy County Administrator, presented information in reference to reclassifying an **Assistant Director, Register of Deeds** (Position No. 82) to a **Deputy Director, Register of Deeds position**. In an effort to offer the County better efficiencies in records management, recordation, and retention, Administration requested to unfreeze and reclassify an Assistant Register of Deeds (grade 13) position to a Deputy Register of Deeds (grade 19) position. The position will assume deputy level duties related to the Register of Deeds Office, assisting with departmental leadership and exercising supervisory oversight related to Records Management. COVID-19 has underscored the need to have more records digitized and available online for increased access which reduces the need for office visits. Achieving this goal will require freezing a currently vacant Data Recording Tech III position within the Register of Deeds Office and holding open a Records Operator position in the Records Management Department which will result in an annual budgetary savings of up to \$13,233. Motion made by Mr. Mabry to approve this request. Motion seconded by Mr. Walker and carried.

B. Updated financial data and personnel vacancy reports were received.

Meeting adjourned.