

# PUTNAM COUNTY BOARD OF COMMISSIONERS



---

117 Putnam Drive, Suite A ♦ Eatonton, GA 31024

## **Retreat Minutes**

**Friday, November 17, 2017 ♦ 10:00 AM**

*Putnam County Administration Building – Room 203*

The Putnam County Board of Commissioners met for a Retreat on Friday, November 17, 2017 at approximately 10:00 AM in the Putnam County High School, 300 War Eagle Drive, Eatonton, Georgia

### *PRESENT*

Chairman Stephen Hersey  
Commissioner Kelvin Irvin  
Commissioner Daniel Brown  
Commissioner Alan Foster  
Commissioner Trevor Addison

### *STAFF PRESENT*

County Attorney Barry Fleming  
County Manager Paul Van Haute  
Assistant County Manager Lisa Jackson  
County Clerk Lynn Butterworth

### *OTHERS PRESENT*

Executive Director Laura Mathis, Middle Georgia Regional Commission

## **Opening**

### 1. Call to Order

Chairman Hersey called the Retreat to order and turned it over to the facilitator, Ms. Laura Mathis.

## **Retreat**

### 2. Roles for Retreat

Ms. Mathis went over the various roles for the retreat: BOC members should participate, engage in discussion, and share information; Staff should share information and engage in discussion; MGRC will stimulate discussion, ask questions, share information, keep the day moving, and not do all the talking.

### 3. Rules of Engagement for Successful Retreat

The rules for the retreat were to participate in the process, ask questions if you need clarification, speak for yourself, tell the truth with respect, discuss-not debate, use active listening, stay on track, and one voice at a time.

### 4. Roles / Responsibilities in Governance

Ms. Mathis explained that all came into their office with different motivations, issues, concerns, and ideas. All have different expectations and experiences and there are different needs across the county. She further explained that this board inherited everything and everyone from the last 210 years and that it takes time to learn about each other. An exercise was done where each person answered the question: "What is your personal 'why' you decided to become a \_\_\_\_\_ (whatever your role is)?" Each individual share why they wanted to be a commissioner, attorney, manager, or clerk. The general recap of responses was that the staff wants to enable others to do good things; the BOC has specific issues that are important to them and the BOC wants to preserve the good we have and make it a better place for the future. The Manger-Commission form of government was discussed along with the various roles of the county manager and the board of commissioners. Micromanaging issues were discussed and the need for a future planning retreat was mentioned.

The retreat recessed for lunch at approximately 11:54 a.m.

The retreat reconvened at approximately 12:33 p.m.

### 5. Meeting Protocol / Agenda Setting

An exercise was done where each person answered the question: "A successful meeting of the board is one where \_\_\_\_\_." Each individual shared their ideas. The meeting protocol, decorum, and governing rules were discussed. The agenda development was reviewed and it was mentioned that it would be helpful if backup material, if available, could be sent out with the draft agenda.

### 6. Communication / Information Sharing

Internal and external communication was discussed, including how does it happen amongst commissioners and how does it happen amongst commissioners and staff. Reporting, accountability, managing vs. micromanaging, and status reporting were also discussed. County Manager Van Haute explained the standard budget process.

### 7. Next Steps

The next step is to hold a Planning Retreat for the TSPLOST if nothing else, possibly in January, but no later than February.

County Attorney Fleming announced that an Executive Session was needed for a legal matter.

**Executive Session**

8. Motion to enter Executive Session as allowed by O.C.G.A. 50-14-4, if necessary, for Personnel, Litigation, or Real Estate

**Motion made by Commissioner Addison, seconded by Commissioner Irvin, to enter Executive Session as allowed by O.C.G.A. 50-14-4 for litigation. Motion carried with Commissioners Irvin, Brown, Foster, and Addison and Chairman Hersey voting yes.**

Retreat closed at approximately 2:27 p.m.

9. Motion to reopen meeting and Execute Affidavit concerning the subject matter of the closed portion of the meeting

**Motion made by Commissioner Irvin, seconded by Commissioner Addison, to reopen the retreat and execute an affidavit concerning the subject matter of the closed portion of the meeting. Motion carried with Commissioners Irvin, Brown, Foster, and Addison and Chairman Hersey voting yes. (Copy of affidavit made a part of the minutes on minute book page \_\_\_\_\_.)**

Retreat reopened at approximately 2:41 p.m.

10. Action, if any, resulting from the Executive Session  
No action was taken.

**Closing**

11. Adjournment

Chairman Hersey adjourned the retreat at approximately 2:42 p.m.

ATTEST:

Lynn Butterworth  
County Clerk

Stephen J. Hersey  
Chairman