

**Anderson County Legal Services Advisory Committee
Meeting Agenda
Monday, October 28, 2024 at 10 am (Room 118A)**

1. Call to Order
2. Approval of minutes (September 23, 2024 meeting)
3. Presentation of applicants for the position of law director by Andrew Stone, Interim Director of Human Resources and Risk Management
 - a) Board Review of Applications
 - b) Board Selection of applicants for interview
 - c) Establishment of interview date, location, time
4. Unfinished Business
 - a. Compensation of legal staff
 - b. Any other unfinished business
5. New Business
6. Adjourn

**Anderson County Legal Services Advisory Committee
Meeting Minutes: September 23, 2024**

Members Present: Terry Frank, Tracy Wandell, Josh Anderson, Tim Shelton, Russell Barker, Regina Copeland, Jeff Cole, Rex Lynch, Gary Long, and Sabra Beauchamp

Members Absent: Johnny Alley

Others Present: LLEAN Tupper, Nichole Brooks, Special Counsel Jamie Brooks, Robby Holbrook, and Annette Prewitt

Terry Frank called the meeting to order at 10:06 a.m.

Election of Chair: Commissioners Wandell made a motion for Mayor Frank to continue as committee Chairman. Second by Jeff Cole. **Motion carried**

Election of Vice-Chairman: Motion by Jeff Cole and second by Regina Copeland for Tim Shelton to continue as Vice-Chairman. **Motion carried**

Election of Secretary: Regina Copeland made a motion, and second by Rex Lynch for Tracy Wandell to continue as Secretary. **Motion carried**

Approval of Meeting Minutes from August 30, 2024

Minutes were **approved as presented** on a motion by Jeff Cole and seconded by Tim Shelton

Review of Job Posting for Vacancy of Law Director's position

After discussion, Tracy Wandell moved to defer approval of the job posting for 30 days to give committee members time to review. Second by Tim Shelton. Motion carried. But, after further discussion, Mr. Wandell moved to rescind his earlier motion to defer, second by Tim Shelton. **Motion to rescind carried**

Tracy Wandell moved to add to the job description under essential functions, that the new hire would perform duties as outlined under the most recent approved Private Act up to and including any modifications of that document. Seconded by Rex Lynch. **Motion carried**

Tracy Wandell made a motion, seconded by Regina Copeland, to approve the draft job description with the last change (outlined in the previous motion), and post the job description as soon as possible for 30 days. **Motion carried**

The committee set a meeting for 10 a.m. on Monday, October 28th to review the applications that have been vetted by the county HR Department.

Vacancy of Legal Assistant Position

The committee, on a motion from Commissioner Beauchamp and second from Rex Lynch, to leave the position vacant until a new law director is hired. **Motion carried**

Commissioner Wandell made a motion, seconded by Commissioner Beauchamp, for the committee to meet monthly with Special Counsel Jamie Brooks until the hiring process for a new law director has been completed. **Motion carried**

New Business

Commissioner Wandell moved to increase Nichole Brooks' compensation by 5 percent due to increased responsibility. Second by Commissioner Beauchamp. The motion and second were withdrawn after discussion among the committee members.

Commissioner Wandell moved to review Nichole Brooks' salary in 30 days after a review of her job description. Second by Commissioner Beauchamp. **Motion carried**

The meeting was adjourned at 11:25 a.m.