

MINUTES OF THE  
2021 - 2022 COMPENSATION REVIEW BOARD  
AND CHARTER REVIEW COMMISSION  
JULY 7, 2021

The following members were present:

Dennis C. Brownlee  
Samuel H. Dean  
Camille A. Exum  
Stephanie Overton Stanard  
Glenda R. Wilson  
Jacqueline B. Woody

LUPI Q. GRADY, CHAIR (**absent**)

Staff Present:

Robert J. Williams, Jr., Council Administrator  
William M. Hunt, Deputy Council Administrator  
Colette R. Gresham, Associate Council Administrator  
Kathleen H. Canning, Legislative Officer  
Dinora A. Hernandez, Legislative Officer  
Donna Brown, Clerk of the Council  
Rosalyn E. Pugh, Esq., Consultant  
Sharon Savoy Williams, Administrative Staff

Others Present:

Shawn Stokes, Director, Office of Human Resources Management (OHRM)  
Kameron Coefield, Deputy Director, OHRM  
Richlyn Dantzler, Retirement Manager, OHRM  
Stanley Earley, Director, Office of Management and Budget  
Stephen McGibbon, Director, Office of Finance  
Richard Hilmer, Fleet Manager, Office of Central Services

INTRODUCTORY REMARKS:

Board Member Dean was elected as Acting Chair in Chair Grady's absence and called the meeting to order at 4:09 p.m. Ms. Gresham did a roll call of members in attendance.

APPROVAL OF MINUTES:

The minutes from the June 2<sup>nd</sup> meeting were reviewed. Board Member Brownlee moved for approval of the minutes and Board Member Wilson seconded the motion. The minutes were approved.

BRIEFING BY OFFICE OF HUMAN RESOURCES MANAGEMENT:

Director Shawn Stokes, Kameron Coefield and Richlyn Dantzler presented a comprehensive overview of the County Executive, County Council Members, County Council Chair and Vice Chair salaries, pensions, and benefits, and what is comparable in other jurisdictions on the State and County level.

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**BRIEFING BY OFFICE OF MANAGEMENT AND BUDGET:**

Director Stanley Earley presented a comprehensive overview of the County Revenues, County Spending, County Fund Balance, County Bond Rating and where the County is headed for the next five (5) years.

**BRIEFING BY OFFICE OF FINANCE AND OFFICE OF CENTRAL SERVICES:**

Director Steve McGibbon informed the Board that the Taxable Car Program is a joint function of the Office of Central Services as well as the Office of Finance.

Mr. McGibbon and Mr. Hilmer together provided a presentation on the Taxable Auto Program. The Guiding Policy of the Program is the following:

- Administrative Procedure 610, which is Vehicle Assignments, Use and Charges including Internal Revenue Fringe Benefit Costs;
- Administration of vehicle program is shared responsibility between the Office of Central Services (primary) and the Office of Finance (fiscal components);
- Evaluation of agency Vehicle Allocation Plan; and
- County vehicle program has several assignment types and exemptions.

Mr. McGibbon and Mr. Hilmer informed the Board that elected officials have four (4) vehicle options and presented each option in detail.

- Option #1 – Work Day Use
- Option #2 – Mileage Reimbursement
- Option #3 – Take Home Assignment\*
- Option #4 – Automobile Allowance\*

\*Income Tax Consequences

**ADDITIONAL QUESTIONS/DISCUSSION:**

Ms. Gresham informed the Board Members that Chair Grady called during the meeting and apologized for being unable to attend the meeting due to a family emergency. She also thanked Mr. Dean for standing in as Chair in her absence. The consensus of the members was to review the documents presented today and possibly discuss at next meeting.

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NEXT MEETING:

Ms. Gresham reminded the Board the next meeting is September 1, 2021 at 4:00 pm and the Chair of the Council will provide an overview of the duties of Council Members, the Clerk of the Council will provide information regarding the Council Members' calendar and a member of the County Executive's staff has been invited to give an overview.

ADJOURNMENT:

A motion to adjourn was made by Board Member Brownlee, seconded by Board Member Wilson. All members were in favor of adjournment. The meeting was adjourned at 5:31 p.m.