

**MINUTES  
FINANCE COMMITTEE MEETING  
WINNSBORO TOWN COUNCIL  
JULY 20, 2021**

**Present:** Chairman Demetrius Chatman; Mayor John McMeekin; Jason Taylor, Town Manager; Patti L. Davis, Town Clerk.

**Others Present:** Jennifer Edwards, Human Resources; Kathy Belton, Finance.

The Finance Committee met on July 20, 2021, at 5:30 p.m. at the Winnsboro Women's Club. In accordance with the South Carolina Code of Laws, 1976, Section 30-4-80 (e), as amended, the following persons and/or organizations have been notified of the time, date and location of this meeting: The Independent Voice of Blythewood and Fairfield, The Country Chronicle and four hundred ninety-two other individuals.

**1. CALL TO ORDER**

Chairman Chatman called the Finance Committee Meeting to order at 5:31 p.m.

**2. PUBLIC COMMENTS**

None.

**3. PRESENTATIONS**

None.

**4. NEW BUSINESS**

Mr. Taylor stated he and Mrs. Edwards have been looking to bring forth a Class and Comp study for permission from Council to put this out for bid for qualifications. The last study was done in the mid 80's by Archer. This study looks at the organization, reviews job descriptions, what kind of positions are needed for this specific type of organization and what the compensation should be for those positions. It is time to do this study again to be sure that the Town has proper jobs in place, proper job descriptions for those jobs and that compensation is appropriate. A proper review is needed to be sure we are where we need to be. Per Mrs. Edwards, the dire need is to get experienced people by raising the salaries to where they should be, and this would allow for proper applicants. Mr. Taylor stated there are a number of departments currently that need key positions in the utilities. We are having a hard time getting applicants; therefore, we need to be sure the City is competitive and paying enough to attract qualified people so the utilities will continue to be run efficiently and to improve them. Mrs. Edwards stated an example of this is the

water plant. The City is unable to get water plant operators that have a B or an A certificate because our plant has more than one task with the other plants being just a true operator. Therefore, it is hard to compete with the salary. Mr. Taylor stated some initial requests have been done in order to obtain estimates on the cost of the study. The range is from \$10,000 to about \$25,000. Mrs. Edwards stated Archer was the lowest so far, and this is probably due to the fact that they already have the information from the prior study. Mrs. Edwards then distributed the information she had to date to the Committee members. Mayor McMeekin inquired what line item would this fall under. Mr. Taylor stated when this is brought forth to full Council, the specific line item will be shown. Mrs. Belton stated this will affect all departments, so most likely it will be under the professional services line item. Mayor McMeekin made a motion to recommend this item to full Council, seconded by Chairman Chatman. ***The motion carried.***

**5. OLD BUSINESS**

None.

**6. EXECUTIVE SESSION: (The following statement is provided in compliance with the South Carolina Freedom of Information Act: Subsequent to Executive Session, Council may take action on matters discussed in Executive Session.)**

**Possible Recommendation by Committee following Executive Session. Note: Two members of Town Council may participate as members of the Finance Committee. The Finance Committee is limited to making recommendations to Town Council.**

None.

**7. ADJOURN**

At 5:36 p.m., it was moved by Chairman Chatman, and seconded by Mayor McMeekin, to adjourn. ***The motion carried.***



PATTI L. DAVIS  
TOWN CLERK



JOHN MCMEEKIN  
MAYOR