



## **Administrative Committee Meeting MINUTES**

**April 21, 2020 – 5:45 pm**

Third Floor - 1930 University Parkway, Aiken, SC

### **COMMITTEE MEMBERS**

Honorable Andrew Siders, Chairman (present)

Honorable Camille Furguele, Vice-Chairman (present)

Honorable Phil Napier (present)

1. Resolution to Make an Award of Contract on Solicitation 20-06-P and Authorize the Council Chairman on Behalf of Aiken County to Enter into an Agreement with Planned Administrators, Inc. on Proposal 20-06-P, Risk Management Third Party Claims Administrator.  
(County Administrator) **(Council Agenda p. 53-56) Approved unanimously.**
2. Approve Committee Minutes from January 21, 2020 **(ADM p. 1) Approved unanimously.**
3. Vacancy Report **(ADM p. 2-4) Received as information.**
4. Minority and Women Owned Business Enterprise (MWBE) Report **(ADM p. 5) Received as information.**

Vacancy Report

Position Title	Grade	Pos #	Seq #	Department	Annual Lower	Annual Upper	Approved by Council on	Fund	Date Position was vacated
OFFICE MANAGER	N11	131	1	Administration	\$29,314.73	\$41,040.40		General Fund	6/28/2019
LEGAL SECRETARY II	N12	809	14	Magistrate	\$31,039.00	\$43,454.10		General Fund	5/1/2020
ASSESSOR	N32	932	1	Assessor	\$65,551.55	\$91,771.94		General Fund	10/11/2019
INFORMATION SECURITY OFFICER	N23	319	1	Information Technology	\$50,020.78	\$70,028.59		General Fund	New position
GEOSERVICES ANALYST	N15	269	2		\$48,295.26	\$67,613.65		General Fund	3/20/2020
ADDRESSING TECHNICIAN I	N11	264	1		\$29,314.73	\$41,040.40		General Fund	2/6/2020
DISPATCHER II	N12	674	2	Sheriff's Office	\$32,590.96	\$45,626.81		General Fund	2/20/2020
DISPATCHER II	N12	674	9		\$32,590.96	\$45,626.81		General Fund	4/30/2020
DISPATCHER II	N12	674	13		\$32,590.96	\$45,626.81		General Fund	3/6/2020
DISPATCHER II	N12	674	17		\$32,590.96	\$45,626.81		General Fund	2/29/2020
DISPATCHER III	N13	675	1		\$32,764.50	\$45,870.31		General Fund	3/6/2020
INVESTIGATOR II	N20	639	9		\$47,085.18	\$65,919.00		General Fund	3/12/2020
PATROL GUARD	N11	54	3		\$5,637.44	\$7,892.38		General Fund	1/23/2020
PATROL GUARD	N11	54	5		\$5,637.44	\$7,892.38		General Fund	4/17/2020
DEPUTY SHERIFF I	C15	611	89		\$38,026.28	\$53,236.55		General Fund	1/23/2020
DEPUTY SHERIFF II	C16	614	126		\$39,839.38	\$55,774.87		General Fund	3/13/2020
DEPUTY SHERIFF III	C17	617	46		\$41,651.16	\$58,311.88		General Fund	4/16/2020
EMT-I	M14	753	66	Emergency Services	\$34,490.00	\$48,286.52		General Fund	8/9/2019
EMT-I	M14	753	70		\$34,490.00	\$48,286.52		General Fund	9/4/2019
EMT-I	M14	753	75		\$34,490.00	\$48,286.52		General Fund	7/26/2019
EMT-I	M14	753	78		\$34,490.00	\$48,286.52		General Fund	6/28/2019
EMT-P	M15	754	12		\$38,137.15	\$50,701.47		General Fund	2/10/2020
EMT-P	M15	754	14		\$38,137.15	\$50,701.47		General Fund	3/24/2020
EMT-P	M15	754	16		\$32,089.93	\$43,454.10		General Fund	3/16/2020
EMT-P	M15	754	18		\$38,137.15	\$50,701.47		General Fund	2/11/2019
EMT-P	M15	754	19		\$38,137.15	\$50,701.47		General Fund	3/9/2018
EMS CREW CHIEF	M16	755	5		\$39,025.70	\$53,118.92		General Fund	3/11/2020
EMS CREW CHIEF	M16	755	7		\$39,025.70	\$53,118.92		General Fund	1/24/2020
EMS CREW CHIEF	M16	755	19		\$39,025.70	\$53,118.92		General Fund	1/24/2020
EMS CREW CHIEF	M16	755	22		\$39,025.70	\$53,118.92		General Fund	6/10/2019
EMS CREW CHIEF	M16	755	26		\$39,025.70	\$53,118.92		General Fund	8/9/2019

Vacancy Report

Position Title	Grade	Pos #	Seq #	Department	Annual Lower	Annual Upper	Approved by Council on	Fund	Date Position was vacated
EMS CREW CHIEF	M16	755	32		\$39,025.70	\$53,118.92		General Fund	10/18/2019
EMS CREW CHIEF	M16	755	34		\$39,025.70	\$53,118.92		General Fund	1/24/2020
EMS SHIFT MANAGER	N19	756	1		\$43,118.77	\$60,366.28		General Fund	3/6/2020
DETENTION OFFICER II	C13	664	65	Detention Center	\$34,402.73	\$48,163.83		General Fund	11/15/2019
DETENTION OFFICER II	C13	664	76		\$34,402.73	\$48,163.83		General Fund	2/7/2020
DETENTION OFFICER II	C13	664	73		\$34,402.73	\$48,163.83		General Fund	3/6/2020
DETENTION OFFICER III	C14	658	12		\$36,214.51	\$50,700.85		General Fund	11/3/2019
DETENTION OFFICER III	C14	658	8		\$36,214.51	\$50,700.85		General Fund	4/11/2019
CORPORAL DETENTION CENTER	C15	528	7		\$38,026.28	\$53,236.55		General Fund	4/3/2020
OFFICE ADMINISTRATOR	N13	132	1	Probate Court	\$32,764.50	\$45,870.00		General Fund	New position
LEGAL CLERK III	N11	804	13	Clerk of Court	\$29,314.73	\$41,040.40		COC Title IV	2/19/2019
ASSISTANT SOLICITOR II	N27	843	1	Solicitor	\$56,924.04	\$79,963.41		Solicitor	3/26/2020
EQUIPMENT OPERATOR II	N13	406	6	Public Works	\$32,764.50	\$45,870.31	10/21/2015	Road Maintenance	2/21/2020
EQUIPMENT OPERATOR II	N13	406	9		\$32,764.50	\$45,870.31		Road Maintenance	2/6/2020
EQUIPMENT OPERATOR II	N13	406	2		\$32,764.50	\$45,870.31		Solid Waste	4/20/2020
EQUIPMENT OPERATOR II	N13	406	1		\$32,764.50	\$45,870.31		Solid Waste	4/17/2020
EQUIPMENT OPERATOR I	N12	405	1		\$32,590.95	\$45,626.81		Road Maintenance	4/17/2020
HEAVY TRUCK DRIVER	N11	402	1		\$29,314.73	\$41,040.40		Road Maintenance	2/7/2020
HEAVY TRUCK DRIVER	N11	402	3		\$29,314.73	\$41,040.40		Road Maintenance	1/6/2020
HEAVY TRUCK DRIVER	N11	402	5		\$29,314.73	\$41,040.40		Road Maintenance	1/24/2020
LIGHT TRUCK DRIVER	N10	401	4		\$27,588.00	\$38,622.95		Road Maintenance	12/27/2019
LIGHT TRUCK DRIVER	N10	401	5		\$27,588.00	\$38,622.95		Road Maintenance	10/4/2019
LIGHT TRUCK DRIVER	N10	401	6		\$27,588.00	\$38,622.95		Road Maintenance	2/6/2020
SITE ATTENDANT	N05	432	19		\$14,220.38	\$19,908.33		Solid Waste	3/11/2020
SITE ATTENDANT	N05	432	25		\$14,220.38	\$19,908.33		Solid Waste	4/28/2020
ACCOUNTING CLERK II	N11	122	1		\$29,314.73	\$41,040.40		General Fund	3/20/2020
MECHANIC II	N13	414	6		\$32,764.50	\$45,870.31		General Fund	3/24/2017
ESO IV	N15	469	1	PSA	\$36,215.51	\$50,701.48	7/19/2016	Public Service Auth.	10/17/2008
ESO II	N13	465	7		\$32,764.50	\$45,870.31		Public Service Auth.	7/25/2019
BUSINESS MANAGER	N21	119	1		\$46,569.76	\$65,197.44		Public Service Auth.	5/18/2018
COLLECTION SYSTEM OPERATOR I	N15	462	2		\$36,215.51	\$50,701.48		Public Service Auth.	7/23/2009

Vacancy Report

Position Title	Grade	Pos #	Seq #	Department	Annual Lower	Annual Upper	Approved by Council on	Fund	Date Position was vacated
MAINTENANCE MECHANIC III	N13	473	2	Buildings & Grounds	\$32,764.50	\$39,317.41		General Fund	10/17/2019
MAINTENANCE MECHANIC III	N13	473	1		\$32,764.50	\$39,317.41		General Fund	10/31/2019
CUSTODIAN	N07	501	10		\$22,411.49	\$31,375.59		General Fund	4/23/2020
CUSTODIAN	N07	501	6		\$22,411.49	\$31,375.59		General Fund	2/27/2020
CUSTODIAN	N07	501	2		\$22,411.49	\$31,375.59		General Fund	2/6/2020
ENGINEERING TECHNICIAN	N15	525	4	Engineering	\$36,215.51	\$50,701.48	5/3/2016	General Fund	8/14/2015
ENGINEERING TECHNICIAN II	N17	524	4		\$39,667.77	\$55,535.12		Sales Tax	6/14/2019
OFFICE MANAGER	N11	131	1		\$29,314.73	\$41,040.40		General Fund	12/18/2019
CUSTODIAN	N07	501	2	Code Enforcement	\$22,411.49	\$31,375.59		General Fund	3/9/2020
CLERK I	N07	101	2	Library	\$22,411.49	\$31,375.59		General Fund	1/17/2020

## MONTHLY MWBE REPORT

<b>FY2020 (first half)</b>						
	<b>Jul-19</b>	<b>Aug-19</b>	<b>Sep-19</b>	<b>Oct-19</b>	<b>Nov-19</b>	<b>Dec-19</b>
Total No. of Purchase Orders	749	460	398	463	377	353
Total Amount of Purchase Orders	\$14,527,308.10	\$2,367,949.51	\$2,855,653.94	\$2,040,519.29	\$1,969,337.98	\$2,081,321.41
	<b>PO Count</b>	<b>PO Count</b>	<b>PO Count</b>	<b>PO Count</b>	<b>PO Count</b>	<b>PO Count</b>
	AAM=\$5,636.11	AAM= \$1,003.00	AAM= \$13,740	AAM= \$18,999	AAM= \$480.00	AAM= \$10,800
	CausF= \$369,153.27	CausF= \$32,877.00	<b>CausF=below</b>	CausF= \$1,153,963	CausF= \$127,155.62	CausF= \$34,125
	HispMale=\$4635.00	AAF=\$2,500.00	\$1,064,928.65			
Total No. of Purchase Orders to MWBE	36	36	43	0	39	38
Total Amount of Purchase Orders to MWBE	\$379,154.38	\$36,690.50	\$1,078,668.65	\$1,172,953.00	\$127,635.62	\$44,925.00
Percent % Vendors to MWBE	4.8%	7.8%	10.8%	21.0%	10.3%	10.8%
Percent % Procurements to MWBE	2.6%	1.5%	37.8%	57.5%	6.5%	2.2%

<b>FY2020 (second half)</b>						
	<b>Jan-20</b>	<b>Feb-20</b>	<b>Mar-20</b>	<b>Apr-20</b>	<b>May-20</b>	<b>Jun-20</b>
Total No. of Purchase Orders	468	411	480	325		
Total Amount of Purchase Orders	\$14,527,308.10	\$1,709,320.05	\$1,501,448.21	\$1,820,954.35		
	<b>PO Count</b>	<b>PO Count</b>	<b>PO Count</b>	<b>PO Count</b>	<b>PO Count</b>	<b>PO Count</b>
	AAM=\$7,447.00	AAM= \$900.00	AAM= \$\$8,800.00	AAM= \$0	AAM= \$	AAM= \$
	CausF= \$81,851.33	CausF= \$47,075.81	CausF= \$49,886.20	CausF= \$30326.52	CausF= \$	CausF= \$
			HispM=\$3,439.80			
Total No. of Purchase Orders to MWBE	36	33	58	33		
Total Amount of Purchase Orders to MWBE	\$89,298.33	\$47,975.81	\$62,126.68	\$30,326.52		
Percent % Vendors to MWBE	7.7%	8.0%	12.1%	21.0%	#DIV/0!	#DIV/0!
Percent % Procurements to MWBE	0.6%	2.8%	4.1%	1.7%	#DIV/0!	#DIV/0!