**DRAFT MINUTES**

SOUTHEAST COMPACT COMMISSION

ADMINISTRATIVE COMMITTEE

NOVEMBER 16, 2018

The Administrative Committee held a teleconference call on November 16, 2018. Chairman Donna Hodges called the meeting to order at 1:00 P.M. A quorum of the Committee was present.

**Members present were:**

Donna Hodges, Chairman

Karl Frost

John Williamson

Paul Burks

Michael Mobley

Les Foldesi

Steve Harrison, ex officio

**Staff present:**

Ted Buckner

**Others present:**

Debra Shults

Jack Storton

John Lanza

**Public Comment**

Chairman Hodges noted that were no members of the public present for the meeting.

**Activities of Ad Hoc Committees**

The purpose of this teleconference meeting is to continue the discussion of the work to be done by ad hoc committees on administrative matters related to the continued operations and staffing of the Commission, including Commission bylaws, staff salaries and benefits, personnel policies, and internal controls for accounting.

The committee discussed the work done to date by each of the three ad hoc committees dealing with bylaws amendments, the creation of a finance committee, and personnel policies. Commissioner Hodges noted that the Commission will shift to the use of a contractor to perform the staff functions for the Commission, but will make recommendations for changes to benefits that will be available in the event the Commission decides in the future to revert back to use of employees for staffing.

The Administrative Committee reaffirmed a deadline of January 31, 2019 for the ad hoc committees to complete their recommendations and confirmed that the committee will hold a face-to-face meeting in mid-February to discuss the recommendations of the ad hoc committees before putting them before the full Commission.

**Public Comment**

There was no public comment.

The meeting adjourned at 1:53 P.M.