

SOUTHEAST COMPACT COMMISSION

ADMINISTRATIVE COMMITTEE

JUNE 01, 2021

The Administrative Committee was held via a virtual Zoom meeting. Chairman Steve Harrison called the meeting to order at 3:02 P.M. A quorum of the Committee was present.

Members present were:

Steve Harrison, Chairman

Karl Frost

John Williamson

Paul Burks

Debra Shults

Donna Hodges

Staff present:

Ted Buckner

Also present were:

Jack Storton

David Turberville

B.J. Smith

Public Comment

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

Approval of Minutes

Minutes for the June 25, 2020, meeting were presented for approval. **A motion to accept the minutes as drafted was made by Donn Hodges and seconded by Debra Shults. The minutes were approved unanimously.**

Staff Report

Ted Buckner, Executive Director of the Commission, summarized the items on the Committee's agenda.

Discussion of Proposed Budget for 2021/2022

Steve Harrison, Chairman of the Administrative Committee, reported that Ted Buckner presented the proposed budget for 2021/2022 and the supporting documentation to the Committee. The proposed budget had been reviewed by the Finance Committee the previous day and referred to the Administrative Committee for further review.

Commissioner Burks moved that the 2021/2022 budget be approved as reported and that to recommend it to the full Commission. Commissioner Karl Frost seconded the motion. The budget was approved unanimously.

Staff Transition

Steve Harrison recused himself from this portion of the meeting because of his possible interest in the new position of a contract Executive Director.

Commissioner Williamson presented a revised version of the draft personal services contract to be used to engage a new Executive Director and discussed the most recent changes, including amount of time spent fulfilling the contract and compensation. There were changes made to the language of Paragraph 10.2 and 10.4 regarding governing law and location of dispute resolution locations.

The Committee discussed changes to the draft position notice related to the amount of time required for the position, the amount of compensation, and the application process.

Commissioner Burks moved that the draft notice and the draft contract with the changes discussed be recommended to the Commission for approval. Commissioner Debra Shults seconded the motion. The motion was approved unanimously.

Steve Harrison returned to chair the meeting.

Records Retention Policy

Commissioner Hodges reported on her review of the Records Retention Policy and public access to Commission records. She discussed what various states require under their laws. She will continue working on her review of public access to records and the Committee did not take any action on that issue. She noted that she will look at the current retention policy to determine if it needs to be revised.

There was no further business before the Committee.

Public Comment

There was no public comment.

The meeting adjourned at 4:15 p.m.