

**Special Jefferson Co. Commissioner Meeting Minutes
October 19, 2015**

Meeting called to order at 9:00. Those present are Commissioner Farnsworth, Commissioner Hancock, Chairman Raymond, Clerk Colleen Poole; Audrey Moon is clerk of the board. Pledge given by Commissioner Hancock. Prayer given by Chairman Raymond.

Commissioners

• **Filling of Open Position**

[9:00:59 AM](#) Rebecca Squires comes in to meet with Commissioners. Chairman Raymond mentions they had an outstanding group of applicants. Each applicant had many strengths. Will hold these applications for further review for any open positions in the County. Did have one application/interview that rose to the top. The commissioners took the week to decide and are ready to proceed.

[9:03:03 AM](#) **Motion by Chairman Raymond that the Jefferson County Board of County Commissioners move to hire Rebecca Squires for Executive Assistant to the Commissioners/Parks & Recreation Director/Human Resources Director/Emergency Management Director. Will consider the pay to be commiserated with a slight adjustment to the step. Grade should stay the same just need to change years of experience. Wants to include having Rebecca responding to the media as well as director of the county website. Second by Commissioner Hancock. Ask if there is any discussion. Commissioner Farnsworth mentions this was not an easy decision. Commissioner Hancock mentions they needed someone multi-dimensional. Needs to be able to handle multiple tasks. Believe Rebecca has the best handle on the opening. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[9:07:10 AM](#) Commissioner Hancock mentions Rebecca will have to take the initiative to learn this position. Will have help but will need to be self-motivated. Chairman Raymond mentions that with all of her responsibilities she will answer to the commissioners.

[9:09:09 AM](#) Chairman Raymond asks Rebecca if she accepts this position. Rebecca happily accepts. Ask about a time frame for her to start. Decide upon next Monday, October 26. Chairman Raymond asks if she could meet with him on Wednesday to go through her new office. Will meet with the sheriff to get keys for the office. Will provide Rebecca with a policy book today. Commissioner Hancock mentions showing Rebecca the lake, the sheriff's office and around the courthouse. Will put this on the next agenda to do some orientation and a walk through of the building. Mentions the lake will be having a marathon but they are not opening the grounds this is something the individuals will set-up for. Commissioners offer her their phone numbers.

Recess

Open session 9:25

[9:25:55 AM](#) Colleen has letters for the commissioners to sign for the other applicants.

[9:26:03 AM](#) **Motion by Commissioner Farnsworth to dismiss at 9:26. Second by Commissioner Hancock. All in favor – aye.**

Chairman of the Board

Clerk of the Board

County Clerk