

Personnel Committee
Meeting Minutes
July 12, 2012

The meeting was called to order at 4:00 PM

Members Present: Millie Dyer, Ann Gill, Dave Boggs, Dick Joyce, John Roth (4:15)

Also Present: Ron Severson, Shawn Hamilton, Sandy Pommier, Denise Kasper, Susan Bates, Marcy Miller, Kathy Mattingly, Jane Kay

Media: Terry Christensen, Christina Chapman

A motion to approve the minutes from the June 14, 2012 meeting was made by Joyce, seconded by Boggs. Motion carried.

No Public Comment.

HR Update:

HR Director Denise Kasper discussed the recent Health Fair and screening; 110 screenings done at Administration Center and the Sheriff's Department is scheduled for July 17, 2012.

Kasper updated the committee on the job postings in the Health Department.

FY2013 Salary Increases: A discussion was held and Boggs motioned to recommend a 1% salary increase to the Finance Committee. The motion failed due to no second.

County Administrator Hamilton asked for direction from the committee about a percentage range for increases in order to model the budget process. The committee further discussed potential increases including a lump sum amount including two days off during the holidays; as been done in the past. Hamilton was directed to compile scenarios to include 1% increase, flat sum amount; not to exceed 2.5% increases.

Highway Job Description: The committee reviewed a memo prepared by Craig Cassem requesting the approval of the job description titled "Engineer" for the Highway Department. The position would replace the current position titled "Senior Engineering Technician". Boggs stated that the Highway Committee had approved the job description. Roth questioned whether the department was increasing the employee base; he was told that it was not and they were just asking for approval of the job description. A motion to approve the job description was made by Gill, seconded by Roth. Motion carried.

Salary Schedule/Grade System: Hamilton stated that he is still working on the matter.

Payroll Processing System: Treasurer Miller and employees Kathy Mattingly and Jane Kay attended the meeting to discuss the problems the department has been having with the system for the last three years. Miller stated that she had been quoted a cost for a new system at \$19,000.00 for startup and \$8,000.00 annually which is reflected in the FY2013 Technology budget proposal. Miller told the committee that payroll processing is the responsibility of the HR department and is too much for her office to handle in addition to their job responsibilities. The committee discussed the consideration of the payroll processing being under the direction of the HR Director. Miller was given approval to continue the research on the matter.

At 4:55 PM a motion to enter into executive session to discuss personnel issues was made by Gill, seconded by Joyce. Upon roll call, the motion carried.

At 6:43 PM a motion to return to open session was made by Boggs, seconded by Joyce. Motion carried.

A motion was made by Boggs, seconded by Roth to accept the recommendation in closed session. Motion carried unanimously.

The committee discussed the benefits of the County having a by-lingual employee and possible seminars for existing employees on alternative languages.

A motion to adjourn was made by Joyce, seconded by Roth to adjourn. Motion carried.