

Personnel Committee

Meeting Minutes

June 16, 2011

Members Present: Millie Dyer, John Roth, Ann Gill, Dave Boggs, Dick Joyce

Also Present: Ron Severson, Dan Duffy, Sandy Pommier, Susan Bates, Denise Kasper, John Callahan, Karen Connor

A motion to approve the minutes from the May 12, 2011 meeting was made by Boggs, seconded by Roth. Motion carried.

A motion to approve the minutes from the June 3, 2011 meeting was made by Roth, seconded by Joyce. Motion carried.

Denise Kasper, HR Director, updated the committee on the employee terminations and new hires. Terminations included an Assistant States Attorney, Maintenance position and Plumbing Inspector. All positions will be posted as required.

Kasper also told the committee that there were 9 participants for the AED training at the Sheriff's Department and 17 participants for the Violence in the Workplace seminar. The Health Fair is scheduled for July 14, 2011.

The committee then discussed the FY2012 Employee Salary Increases. County Administrator Dan Duffy stated that standard procedure has been that the Personnel Committee sends their recommendation to the Finance Committee in order to plan for budgeting. The committee agreed to make no recommendation until the Finance Committee has determined what funds would be available for increases.

Coroner John Callahan and Administrative Deputy Karen Connor attended the meeting to further discuss the request for the full time Chief Deputy position. HR presented the proposed annual salary including the cost of benefits. Callahan presented budget comparisons (\$5450.00 increase since 2001) vs population increases (12,528 since 2001). Also included county budgets per capita comparisons. Callahan explained the responsibilities of the current staff and how the full time position would be handled. The committee discussed possible options to lower the cost of the position and the certifications that the full time position would have. Gill made a motion, seconded by Roth, to recommend the request for the full time Chief Deputy position to the Finance Committee with a positive recommendation with the intent to build it into the budget. Upon roll call, three ayes, two nays. Motion carried.

Roth then made a motion, seconded by Boggs to recommend the request for the full time Chief Deputy position to the Finance Committee with a salary of \$52,000.00 for FY2011 plus benefits, prior to becoming board certified, with the intent of increasing to \$57,000.00 plus benefits for the FY2012 budget, requiring board certification. Upon roll call, three ayes, two nays, motion carried.

The committee discussed the annual employee evaluations. Dyer stated that all had been done except the County Administrator and HR Director. Boggs asked that going forward that it is made clearer when the evaluations are due. Also discussed restructuring the evaluation process including doing joint evaluations; being the County Administrator and the Committee Chair of the relevant department.

Kasper told the committee that, as requested, she had looked into the board members being put into a different level than the county employees in regards to health insurance benefit premiums. The request was the result from a conversation in regards to the fairness of board members having benefits when part time employees do not. She informed the committee that the board members could be put in a level to be charged higher premiums. Any changes made would be effective FY2012. Boggs made a motion, seconded by Joyce to have Gill, Tom Poole(Insurance Committee Chairman) and Kasper meet to discuss the increase percentages for the board members. Motion carried.

Duffy presented the job description for the Transit Director position. The committee reviewed the description and talked about the funding and salary of the position including an amendment to the job qualification section. A motion was made by Roth, seconded by Joyce to approve the job description as amended. Motion carried.  
A motion was made by Boggs, seconded by Joyce to authorize HR to post the position with a \$40,000.00-\$50,000.00 salary range. Motion carried.

At 5:40 PM a motion was made by Roth, seconded by Gill to enter into executive session for personnel matters. Upon roll call the motion carried.

At 6:45 PM a motion was made by Gill, seconded by Boggs to return to open session. Motion carried.

A motion to adjourn was made by Gill, seconded by Boggs. Motion carried.