

Personnel Committee
Meeting Minutes
June 10, 2010

Called to order at 4:30 PM

Members Present: Ann Gill, John Galloway, Dick Joyce, Mike Lutz, Greg Redford

Also Present: Frank Halpin, Dan Duffy, Sandy Lucas, Kay Lynn Shoemaker

A motion to approve the minutes from the May 13, 2010 meeting was made by Lutz, seconded by J Galloway. Motion carried.

Gill presented the update provided by Denise Kasper, HR Director. Included in the memo were departments that have not yet complied with performance evaluation deadline, new hires, Safety Committee meeting and FY 2011 employee salaries.

The committee discussed the FY 2011 employee salaries. Duffy stated that he anticipates no re-evaluation requests and is recommending the same compensation as FY 2010, including upcoming union negotiations. A motion was made by Redford, seconded by Lutz to recommend to the Finance Committee to compensate the non-union employees with a \$500.00 stipend and two additional paid days off during holidays and to offer the unions the same. Motion carried.

Kay Lynn Shoemaker, Health Administrator, updated the committee on the Health Department. Shoemaker stated that the cash receipts have increased and the expenditures have decreased, with the State being behind in reimbursing the Family Case Management grant. Gill questioned the need for lay-offs; Shoemaker replied that currently there is no need. Shoemaker stated that the vacant position of the Senior Programs Case Manager had been posted internally and a current contractual worker is being considered for the position. Assistant States Attorney Susan Bates stated that the position is required to be posted externally to prevent liability to the county and avoid the appearance of favoritism. Shoemaker stated that she had discussed the matter with the Board of Health, the HR Director and had read the policy in the county's Personnel Manual (4.01) and felt that she was compliant. Halpin asked that the policy be presented and read to the committee; Shoemaker complied. Duffy stated that the policy may need clarification, suggested taking the States Attorneys office opinion under advisement and further consulting the HR Director. Shoemaker stated that the Seniors Department has two new programs starting in July and expressed concerns that the required posting time may affect the programs due to the delay in hiring. The committee recommended that Shoemaker follow the policy and communicate the same to the applicant being considered for the position.

Under new business, Duffy told the committee that HR is beginning to review and revise the Department Head manual. Also, discussions will soon begin with the unions about the wage openers.

A motion to adjourn was made by Lutz, seconded by J Galloway. Motion carried.