BOARD OF COMMISSIONERS
PERSONNEL & ADMINISTRATION COMMITTEE

MINUTES

May 15, 2014

Present: Commissioners Emig, Elkins and Halladay.


Meeting was called to order at 10:37 a.m. by Chairperson Emig.

Motion by Commissioner Elkins, supported by Commissioner Halladay to approve the agenda as presented. Motion carried.

Public Comments: None.

Employee/Board Comments: None.

Motion by Commissioner Elkins, supported by Commissioner Halladay to approve the minutes of April 14, 2014. Motion carried.

Emergency Management Staff Compensation: Commissioner Emig reviewed the actions he had taken as part of the emergency declaration and implementing the May 6th Board’s direction for compensation for the Emergency Management Department part-time non-exempt staff’s hours worked during the flooding situation. Paying the hours worked versus compensatory time was supported by the Board at the last meeting and an appropriation will be presented at the Board meeting on the 20th for approval of the funds transfer. Larry mentioned the salary exempt position is not being monetarily compensated; only using flex time.

Discussion was held on appointed salaried department heads and Flex time. Flex time is not Compensatory time. There isn’t any monetary compensation paid to an employee if they leave employment.

Discussion on the County’s Wage Classification System.
The Committee reviewed the Classification and Compensation Study handout Mr. Nottley provided to discuss what processes the County’s employees can do. The department heads present provided input on the processes. The following recommendations were made:

Recommended by Commissioner Elkins, supported by Commissioner Halladay to notify the department heads and request the job descriptions be reviewed and updated to move forward with the Classification and Compensation Study. Recommendation was supported.

Recommended by Commissioner Elkins, supported by Commissioner Halladay to move forward with the Classification and Compensation Study with Mr. Nottley and approve up to $40,000 for the Study. Recommendation was supported.
Employee/Board Comments: Jon-Thomas commented about his position and services.
Personnel and Administration
May 15, 2014
Page 2

Commissioner Elkins mentioned having the department head meetings and a summer picnic with County staff.

Susan mentioned the Building Department will have limited hours they are open the week of May 29th due to vacations.

Public Comment: None.

Motion by Commissioner Halladay, support by Commissioner Elkins to adjourn at 11:46 a.m.

Respectfully submitted,

Susan M. Vander Pol, County Coordinator