

# PAC Meeting Minutes

*MAY MEETING*

MAY 22, 2007

4:30 PM

NAT U. HILL ROOM, COURTHOUSE

MEETING CALLED BY	Vic Kelson, President of PAC Committee
TYPE OF MEETING	Personnel Administration Committee
LEGAL REPRESENTATION	Jeff Cockerill, Monroe County Legal Department
NOTE TAKER	None. Meeting recorded by Heather Whitlow, Legal Dept.
PRESIDING OFFICIAL	Vic Kelson, President of PAC Committee

Date set for next meeting: June 26, 2007, at 4:30 p.m.

## Agenda Topics

### ITEM ONE SURVEYOR'S ADMINISTRATIVE ASSISTANT KEVIN ENRIGHT, SURVEYOR

DISCUSSION	M. Woods moved to amend the job description under the category "Job Requirements" to include the requirement of a High School diploma or GED. Kelson seconded. Vote of 3-0 in favor of job description amendment.
	M. Woods stated that between now and the June Council meeting, PAC needs clarification on whether this can all come out of the Corner fund.
	Sandy Newmann, Auditor, has told the Surveyor that her responsibilities are as the secretary to the Drainage Board. Jeff Cockerill, Legal Dept, will find out and get back with PAC on this.
CONCLUSIONS	For the sake of expediency, M. Woods suggested that this position sounds like a COMOT II and would be comfortable with dispensing with sending it to Waggoner, Irwin, Scheele.
	V. Kelson moved that it be classified as a COMOT II. Woods seconded. Vote: 2-1 (Lesh voted No). Motion Passed.  V. Kelson further moved that PAC pass this along to the Council with the recommendation that we go ahead with it. Woods seconded. Vote: 2-1 (Woods voted No) and the motion passed.
ACTION ITEMS	
Request moved to County Council	PERSON RESPONSIBLE
	DEADLINE

### ITEM TWO YOUTH SERVICES BUREAU REVIEW OF JOB CLASSIFICATION FOR YSB CARE COORDINATOR RON THOMPSON, YSB EXECUTIVE DIRECTOR

DISCUSSION	Waggoner, Irwin, Scheele recommended that this position be changed to an Exempt 40-hr position.
CONCLUSIONS	M. Woods moved to recommend that the job description be approved with Exempt status and "As Assigned" hours to the Council. Lesh seconded. Vote: 3-0 in favor of sending to Council
ACTION ITEMS	
Request moved to County Council	PERSON RESPONSIBLE
	DEADLINE

### ITEM THREE YOUTH SERVICES BUREAU REQUEST FOR PERSONNEL FOR SPF/SIG GRANT ROBIN DONALDSON, ASST. DIRECTOR

DISCUSSION	Robin Donaldson: This grant will fund two positions; Program Director and Office Manager/Administrative Assistant. R. Donaldson asked that WIS get this done before June because one of the state requirements is that we have these positions filled by July 1, 2007, which is the beginning of their fiscal year.
CONCLUSIONS	M. Woods moved that PAC forward both job descriptions to Waggoner, Irwin, Scheele for review and classification. V. Kelson: Seconded.
M. Woods moved that PAC recommend these positions to the Council classified as a PAT III and a COMOT II pending a final, objective classification from Waggoner, Irwin, Scheele. Lesh seconded. Vote: 3-0 in favor.	

