

# PAC Meeting Minutes

MEETING

FEBRUARY 2008

4:30 PM

HEALTH BLDG

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	Hattie Greene, Auditor's office
PRESIDING OFFICIAL	Vic Kelson, President of PAC Committee

Date set for next meeting: March 25, 2008, at 4:30 p.m.

## Agenda Topics

DISCUSSION	Kelson called the meeting to order on February 26, 2008.		
	Kelson moved Woods seconded to add item 0 election of officers. Item six; the process of formalizing the discussion of the planning and highway salaries that was discussed at the February council work session. Item 7; What happens to salaries of employees that have been here less then three years when they transfer between departments. Item eight, asking council to set a PAC calendar for 2008. Item 1/2; the EAB discussion with PAC.		
	<b>Motion passed</b>		

### ITEM ZERO

#### The election of officers

DISCUSSION	Kelson moved Woods seconded that Woods be Chairman of PAC.		
	<b>Motion passed</b>		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

### ITEM 1/2

#### DISCUSSION OF EAB

DISCUSSION	Cockerill: I had asked that this be on the January agenda. Because last fall I felt a lot of tension between the PAC and the Department heads as to how things were going thru PAC. One was the institution of pay that's tied to your classification another reason was a lot of the department heads were feeling like they were a ping pong ball between the council and PAC. I've talked with the EAB about those tensions from a council perspective of why they were feeling frustrated but in order to be fair I would also let the PAC know some of what the departments were feeling as well. As
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the PAC body changes how they viewed some of the things that they looked at changed. A lot of that over the last year was due to the implementation of the compensation policy.

Woods: I can understand the ping pong feeling. I know there's been a lot of complaint about the overall length of process for that. I think PAC did a good job last year and hopefully a better job this year. Last year there was an outpouring with job reclassifications. A lot of the problem was disagreeing with WIS recommendations with what they came back with.

Kelson: One of the problems is that when we send something off to WIS and they state that the classification was correct, we are going to agree with WIS. We pay for their consulting services to keep us consistent with other counties. I know sometimes that disappoints some people.

**CONCLUSIONS**

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**ITEM ONE REQUEST TO REVISE JOB DESCRIPTION AND JOB TITLE CHANGE FOR EMERGENCY MANAGEMENT DIRECTOR**

**DISCUSSION**

Cockerill: I have been working with EMAC throughout this process. They had some concerns with looking at the job description for the Emergency Management Director, and not seeing the level of detail they felt needed to be in that job description. So they revised that job description to make it more detailed into what they considered the job to be. And this is what the EMAC came up with. Essentially it's not changing the job in any way or no susceptible way, it's just providing a clear detail as to what is expected of that position.

Woods: I would like strikethrough's or underlines to recognize changes in the job description.

Kelson: I would suggest that you break the GPS into a separate line.

**CONCLUSIONS**

**Woods moved Kelson seconded to forward to council with a caveat that those changes be made.**

**Motion passed**

action items: forward to council	PERSON RESPONSIBLE	DEADLINE
	Jeff Cockerill	

**ITEM TWO SALARY FOR CHIEF DUPUTY PUBLIC DEFENDER OF MONROE COUNTY**

**DISCUSSION**

Michael Hunt: We're asking for a different classification because the State plan calls for basically similar salaries between similar positions between the Public Defender's office and the Prosecutor's office. This was sent to WIS and they suggested this be a special classification and the salary be the same as the Chief Deputy Prosecutor and that's what we're asking for. In addition when we get to the Council we're asking for that extra money to come from our supplemental fund.

Woods: Did we create this at budget time?

(Debbie Outcult) Originally it started when we did the WIS reclassification in 2006. WIS approved our request for the Chief Deputy.

Hunt: WIS believes they should be paid the same.

Woods: The present classification which was approved by WIS adopted by the Council with the salary put in as consistent with the compensation policy isn't treating this position any different then we would treat the position of chief deputy prosecutor if such a position actually existed within the jurisdiction of the county, but that's outside our jurisdiction. Basically my problem with this is: ever since they ran thru the schedule for raising the prosecutor's and judges salaries there has been a continuous creep throughout all of these justice systems.

Hunt: It's not costing the county anything to do this. We're taking it out of the money we're getting from the Supplemental Fund. If we don't do this and if they cut it, then you won't that money, and you don't have to worry about it. But I won't have it either and I not only won't have that money I won't five employees salary's.

**CONCLUSIONS** Kelson moved, Woods seconded to send this to council without recommendation.

Action items : Send to County Council

**PERSON RESPONSIBLE**

MICHAEL HUNT

**DEADLINE**

**ITEM THREE**

**GENERAL REORGANIZATION OF THE BUILDING DEPT**

**DISCUSSION**

Jim Gerstbauer – I have we're dealing with a lot of conflicts and commercial construction and I don't have anyone qualified on my staff to move into that second in charge of my office in the commercial inspector position. I want to know if I can hire somebody at the salary that the person left was receiving. If I could hire somebody into that certified position at the mid-point of PAT IV then I might be able to get somebody who could do that job. If I have to bring them in at low point of PAT IV I'm not sure. I have a problem with attracting qualified help. Secondly when we took over the two – mile fringe and we took over the City there was a lot of confusion of what was going to happen, how it was going to happen. When I talked to council and said we'll run with it for a while and as we need to make changes we'll make changes. One of the things that I needed to do is I have a position that I call "Plan Review Inspector" and that person reads blue prints, discusses problems and then release the permit, they also do some commercial inspections in the field. The job descriptions were intentionally written for those two positions so that we could keep the salaries within the range of what the county wanted to pay. I have two Plan Review Inspectors that are currently both answering directly to me and what I wanted to do with that is to take one of those positions and change his job description to require Architectural Engineer Design qualifications. And then take the other position that is parallel to that and make it subordinate. Leave the job description the same other then to say that he would report directly to the Plan Review Architect.

Kelson: It's not additional bodies; the only places where there would be changes in terms of compensation is that one of the current field inspectors would become a supervising PAT III as a Chief Residential Inspector. You would be asking for us to send this Chief Plan Review Inspector position to WIS for potential reclassification

because of the architect engineer requirement. So this could move a PAT IV supervising a PAT III or could become a PAT IV depending on how WIS sees it.

Woods: I would suggest sending this to Council so they can recommend what to do with PAT IV and PAT III and try to identify other convergences in the salary ranges.

CONCLUSIONS

Woods moved Kelson seconded to recommend approval of the change in job description to Plan Review Inspector and Chief Residential Inspector as submitted and to submit Chief Plan Review Inspector to WIS for classification. And to adopt the proposed organizational chart.

**Motion passed**

ACTION ITEMS: Send this to WIS and to Council

PERSON RESPONSIBLE

DEADLINE

Jim Gerstbauer

**ITEM FOUR**

**APPROVAL OF MINUTES FOR OCTOBER 23, 2007**

DISCUSSION

Woods moved Kelson seconded to approve the minutes for October 23, 2007

**Motion passed**

CONCLUSIONS

ACTION ITEMS

PERSON RESPONSIBLE

DEADLINE

**ITEM FIVE**

**APPROVAL OF MINUTES FOR NOVEMBER 27, 2007**

DISCUSSION

Woods moved Kelson seconded to approve the minutes for November 27, 2007

**Motion passed**

CONCLUSIONS

ACTION ITEMS

PERSON RESPONSIBLE

DEADLINE

**ITEM SIX**

**Planning and Highway Salaries**

DISCUSSION

CONCLUSIONS

Kelson moved Woods seconded that in the event that one of those positions, which are all special occupations, may be advertised between the midpoint of the EXE 2 to the top of the EXE 2 and the maximum salary as a range between those two salaries, however they are no longer guaranteed parity and those three positions will be frozen for two years. And to decouple them so that never again there is a requirement that they all are the same.

**Motion passed**

ACTION ITEMS

send to council

PERSON RESPONSIBLE

DEADLINE

**ITEM SEVEN**

**WHAT HAPPENS TO SALARIES OF EMPLOYEES THAT**

