



PAC AGENDA

Personal Administration Committee Meeting

February 24, 2009, 5:00 p.m. Nat U Hill III Meeting Room, Courthouse,
Bloomington, Indiana

PAC Members: Vic Kelson
Warren Henegar
Geoff McKim

Please read: Meeting Packet
Please bring:

<i>Numbered Agenda Item</i>	<i>Topic and Information</i>	<i>Organization</i>
Item One	Approval of Minutes	PAC
Item Two	Reclassification Request	Extension Office
Item Three	Health Department (Review of 2 Positions)	Health Department
Item Four	Auditor (Revision of 2 Positions)	Auditor

PAC Meeting Minutes

MEETING

DATE: FEBRUARY 2, 2009

TIME: 5:00 P.M.

LOCATION: NAT U.
HILL MEETING ROOM

MEETING CALLED BY	Vic Kelson
TYPE OF MEETING	Personnel Administration Committee
LEGAL REPRESENTATION	Michael Flory, County Council Attorney
NOTE TAKER	Barbara Phipps, Deputy Auditor
PRESIDING OFFICIAL	Geoff McKim, Chairman of PAC Committee

Date for next meeting: 24 February 2009 at 5:00 p.m.

Meeting called to order at 5:10 by Vic Kelson.

Members Present: Vic Kelson, Warren Henegar, and Geoff McKim; Charles Newmann as public.

Agenda Topics

ITEM 0	ORGANIZATIONAL	PAC
DISCUSSION	Kelson nominated Geoff McKim as Chair. Henegar seconded.	
CONCLUSION	Passed Unanimously	

ITEM I	RECLASSIFICATION: ELEVATION OF BUSINESS MANAGER POSITION TO OFFICE MANAGER.	EXTENSION OFFICE- JEFF HOLLAND
DISCUSSION	Holland presented background and description of increased responsibilities. In 2008 Department head requested and received approval from PAC to create a Program Assistant position. Due to the financial situation faced by the County in 2008 the Department rescinded the request. The duties of the newly created position were then assigned to the Business Manager. Foster Completed a desk audit in October of 2008. Found that the changes in duties did merit review. Increased volume and increased responsibilities.	
CONCLUSIONS	Kelson moved to have description sent to WIS. Henegar seconded. Discussed cost and procedure. Foster explained that she has done a lot of the leg work so the WIS review should take less time and thus cost less. WIS's hourly charge is \$125.00/ hr. Kelson expressed concern about having someone doing substantial work beyond their current job description. Motion passed unanimously.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
SEND to WIS. Address again at PAC February 24, 2009		

ITEM II A	RECLASSIFICATION AND REVISION OF GRANTS REPRESENTATIVE	AUDITOR- AMY GERSTMAN
DISCUSSION	Gerstman requests reclassification COMOT II to COMOT III and revision rename position to Second Financial Representative Kelson asked Foster whether there had been a desk audit. Foster states that she was not aware of this reclassification request and no desk audit had been performed. Kelson - PAC tries to limit requests from Newly Elected Officials to first two months. Background -- Prosecutor's Office 2008.	
CONCLUSIONS	Kelson moves to request a desk audit. Clarifies that Gerstman is requesting this for 2009. McKim -asked Foster about time required to perform desk audit. Foster - It will take 10-12 hours. Kelson -moves to table and send to Human Resources for desk audit. Henegar seconded. Motion Passed Unanimously	
action items:	PERSON RESPONSIBLE	DEADLINE
Desk Audit	Rhonda Foster	

ITEM IIB		RECLASSIFICATION OF CLAIMS REPRESENTATIVE	AUDITOR AMY GERSTMAN
DISCUSSION	Gerstman request reclassification COMOT IV to V		
CONCLUSIONS	Kelson- moves to table for desk audit. Warren- seconds. Motion Passed Unanimously.		
ACTION ITEMS:		PERSON RESPONSIBLE	DEADLINE
Desk Audit		Rhonda Foster	

ITEM III		DISCUSSION OF COUNTY COUNCIL ASSISTANT POSITION	COUNCIL OFFICE- MICHAEL FLORY
DISCUSSION	<p>Flory- presented the range of possibilities -- secretarial vs. financial. Henegar-recommends each Council member make written request of what they would like. Kelson- wishes to reserve comments for Council. Flory- offers to prepare something before next Council meeting. Foster- Proposed new job description heavy on Financial and light on Clerical. McKim- financial side more properly in Auditor's office. Newmann- questions why it came to PAC. Flory- for specific guidance.</p>		
CONCLUSIONS	Tabled until Work Session		
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
Agree on job description		COUNCIL	

ITEM SIX		COMP TIME REPORT	JEFF COCKERILL
DISCUSSION	<p>Cockerill-\$100,000.00 in accrued comp time liability as of December 31, 2008, accrued over 3 years. Issues: 1. What positions are accruing comp time? Should those be exempt positions? 2. Personnel policy cap on comp time 60 hours, once you hit 60 hrs, must use comp time before vacation hours. 3. Why do we accumulate comp time? A. Filling in for empty positions (temporarily under-staffed due to turn over). B. Employee asked to do more than regular work. C. Possible new policy to ask for written explanation when a position accumulates large amount of comp time. Home department responsible when employee moves to another County department. Kelson- comments on the addictive qualities of comp time. Compares to a back door appropriation. Comments we are good at accumulating Comp Time during high pressure times, but bad at requiring use of Comp Time during low times. Need Department Head input on how they control comp time. Henegar- Why don't we use overtime with appropriation? Foster- FLSA County Government may use COMP TIME in lieu of overtime pay. We can limit it. 35-40 hours matching 1-1. 40+ time and a half COMP or overtime pay. Department heads can refuse personnel policy. View of COMP TIME as benefit program vs. managing work flow. Kelson- Discussion on the options council has in regards to control of comp time. General Agreement- need to understand the root causes of the problem. Kelson- comment on unfairness when departments pay out COMP TIME without consulting Council. We have to pay for accrued COMP TIME when someone leaves; other payouts are the issue.</p>		
CONCLUSIONS	<p>Suggestions: Use data on New Accrued and Old used COMP TIME to Budget overtime/comp time. Consider reasonable time frame for using up comp time. Consider exempt positions based on reason for COMP TIME. Consider asking for documentation when a COMP TIME cap is reached. Cockerill's question to EAB are we on the right path in terms of investigation of the issue.</p>		
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE

Waggoner • Irwin • Scheele
& Associates INC

MEMO

TO: Monroe County Council

FROM: Kent Irwin/Addie Knott
Waggoner, Irwin, Scheele & Associates, INC.

DATE: February 19, 2009

RE: Job Classification Recommendation – Extension Office

Office Manager

This is a reclassification request. This position is currently titled Business Manager and is classified as a COMOT III. Updated duties and responsibilities include preparing purchase orders and claims; maintaining department payroll and ledgers; supervising and directing Education Assistant; preparing periodic financial/budget reports; planning and organizing special events; coordinating usage of Extension Office conference room; maintaining communication between Extension Educators; and receiving and responding to complaints. In addition, the position requires an Associate Degree in graphic design, business management, or related field.

We have reviewed the job description and assessed this position respective of other positions in the COMOT job category. In addition, we have re-factored the position using the Factor Evaluation System (FES) guide charts.

Recommendation: It is recommended that the position be upgraded from COMOT III to COMOT IV and be compensated within the COMOT IV pay range. It is recommended that the title be changed to Office Manager.



PERSONNEL ADMINISTRATION COMMITTEE (PAC)

REQUESTED AGENDA INFORMATION FOR PAC MEETINGS

TITLE OF ITEM THAT APPEARS ON THE PAC AGENDA:

Addition Of Holiday Pay For Advance Practice Nurses Who Are "Job Sharing" At Futures Clinic

DATE ITEM WILL APPEAR ON THE PAC AGENDA:	Feb 24, 2009
---	--------------

CONTACT PERSON:	Penny Caudill	PHONE NUMBER:	-3492068
------------------------	---------------	----------------------	----------

Presenter at PAC Meeting if other than Contact Person:	
OFFICE/DEPARTMENT:	Health

EXECUTIVE SUMMARY: (Please attach supporting documentation for your request)

In 2007 Council approved a Job Share for the Advance Practice Nursing position, at the Health Department 's FUTURES Family Planning Clinic. In 2008 a 2nd Nurse Practitioner was hired so that the position could be shared; however, the position is administratively handled as two Part-time positions instead of one FT position shared. Thus neither employee has been receiving sick, holiday pay or other benefits. This request is to permit County holidays for the job sharing position. The APN scheduled to work on the same day that a holiday occurs would receive that day off with pay.

Printed name Penny Caudill	Date 2-13-2009
----------------------------	----------------

Signature _____

What is Job Sharing?

Job sharing is a flexible work arrangement where the responsibilities of a full-time position are split between two people. Job sharing offers many benefits to companies as well as meeting the needs of the employee.

It's fairly simple to understand the concept of splitting a salary based on the percentage of time each person works. Benefits, i.e. health benefits, vacations, and sick days, are a little more complicated, I imagine. How does that work?

If part-time employees in the company receive full-time benefits, then each partner would also receive full benefits. If full-time benefits are not available, one option is for one of the partners to forego the benefits if they can go on a spouse's plan, while the other partner retains the benefits. Benefits can also be offered on a prorated basis where the two employees' benefits equal the cost of one person.

How are benefits usually handled in job sharing?

A true job sharing set-up indeed suggests a pro-ration of benefits, 50/50, or whatever hours split is proposed (some partners do 60/40 or other combinations).

But it really depends on the employer's policy—if there is one.

Some employers retain full-time employee benefits at a certain minimum hour level, for example, 32 or (more generous and unusual) 24 hours a week.

If your prospective job sharing partner agrees to waive the health insurance benefits because of other coverage, e.g., under her husband's policy, then you can negotiate to retain the employer's medical coverage.

Otherwise, for that, and for retirement benefits, vacations, sick days, etc., pro-rating is only fair to both individuals.

Advantages to the employer

Double the talent - Two sets of skills and perspectives in one position - My partner and I bring a broader range of talents and experience to the position than either of us alone. This type of pairing generally results in a better work product. For example, [be briefly descriptive.] We can also learn from each other's strengths.

Productivity increases - Because job sharing eases the strain of balancing work and outside personal responsibilities, each job share partner can devote greater energy and focus when [s]he is on the job. With two people, there is a built-in checking system on

the job, maintaining quality control and preventing errors. Increased productivity generally follows increased morale which results when people have better control of their personal and professional lives.

Continuous job coverage - Job coverage is more continuous during vacations, sick leaves and other absences. Furthermore, if one person moves on, there is at least part-time coverage in a position (until a replacement partner is recruited) that would otherwise go empty. There is also the possibility that the remaining partner could work more hours than usual until another partner fills the shared position. However, loyalty and retention are generally high and absenteeism is low among job sharers.

Retention - Employee retention and recruitment/training savings that come from reduced turnover are especially valuable. The cost of losing a single professional to turnover is estimated at 1.5 to 2.5 times the position's annual salary, according to the Saratoga Institute, a world leader in human resource metrics.



PERSONNEL ADMINISTRATION COMMITTEE (PAC)

REQUESTED AGENDA INFORMATION FOR PAC MEETINGS

TITLE OF ITEM THAT APPEARS ON THE PAC AGENDA:

Review Of Job Classification For Tobacco Educator

DATE ITEM WILL APPEAR ON THE PAC AGENDA: Feb 24, 2009

CONTACT PERSON:	Penny Caudill	PHONE NUMBER:	-3492068
------------------------	---------------	----------------------	----------

Presenter at PAC Meeting if other than Contact Person:

OFFICE/DEPARTMENT:	Health
---------------------------	--------

EXECUTIVE SUMMARY: (Please attach supporting documentation for your request)

This is a request to review the classification of the Health Department's Tobacco Educator (PAT II) as this position has expanded into other areas such as Coordinator of the local Medical Reserve Corp and Supervisor of our Americorp Member.

Printed name Penny Caudill

Date 2-13-2009

Signature _____

MONTHLY REPORT TO DEPARTMENTS

Fund 4201 HEALTH TOBACCO CESSATION
Department

MONROE COUNTY GOVERNMENT
 Period Ending Date: January 31, 2009

Account	2009 Appropriated Budget	Net Budget Amendments	2009 Total Amended Budget	Month-to-date Actual	2009 Year-to-date Actual	2009 Budget Balance	Percentage Spent/Received	Percentage Spent/Received
Fund 4201 HEALTH TOBACCO CESSATION								
Department 000								
Category Not Assigned								
Revenues								
000-6500 MISC. RECEIPTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%
Revenues Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%
Not Assigned Acct Cat Total								
Category 1 1 PERSONAL SERVICES								
Expenses								
000-10.0001 Tobacco Health Educator	33,318.00	0.00	33,318.00	3,775.36	3,775.36	29,542.64	11.33%	11.33%
000-10.7361 Registration/Conference Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%
000-10.7601 Longevity	600.00	0.00	600.00	600.00	600.00	0.00	100.00%	100.00%
000-10.8001 Full Time Fringe	6,274.83	0.00	6,274.83	830.58	830.58	5,444.25	13.24%	13.24%
000-10.8101 FICA	2,594.73	0.00	2,594.73	313.53	313.53	2,281.20	12.08%	12.08%
000-10.8201 PERF	2,915.33	0.00	2,915.33	190.40	190.40	2,724.93	6.53%	6.53%
000-10.8301 Health Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%
000-10.8401 Unemployment Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%
Expenses Total	45,702.89	0.00	45,702.89	5,709.87	5,709.87	39,993.02	12.49%	12.49%
1 PERSONAL SERVICES Acct Cat Total	45,702.89	0.00	45,702.89	5,709.87	5,709.87	39,993.02	12.49%	12.49%
Category 2 2 SUPPLIES								
Expenses								
000-20.0001 SUPPLIES	100.00	0.00	100.00	3.47	3.47	96.53	3.47%	3.47%
000-20.0002 FUEL & LUBRICANTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%
000-20.0003 OTHER AUTOMOBILES	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%
000-20.0008 PERSONNEL HEALTH SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%
000-20.0010 PUB INFO MATERIALS	150.00	0.00	150.00	0.00	0.00	150.00	0.00%	0.00%
Expenses Total	250.00	0.00	250.00	3.47	3.47	246.53	1.39%	1.39%

MONTHLY REPORT TO DEPARTMENTS

Fund 4201 HEALTH TOBACCO CESSATION

MONROE COUNTY GOVERNMENT

Period Ending Date: January 31, 2009

Department

Account	2009 Appropriated Budget	Net Budget Amendments	2009 Total Amended Budget	Month-to-date Actual	2009 Year-to-date Actual	2009 Budget Balance	Percentage Spent/Received	Percentage Spent/Received
2 SUPPLIES Acct Cat Total	250.00	0.00	250.00	3.47	3.47	246.53	1.39%	
Category 3 3 OTHER SERVICES & CHARGES								
Expenses								
000-30.0001 TRAVEL EXPENSE	500.00	49.72	549.72	49.72	49.72	500.00	9.04%	
000-30.0002 TELEPHONE	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
000-30.0003 PRINTING	200.00	0.00	200.00	0.00	0.00	200.00	0.00%	
000-30.0004 PUBLIC HEALTH PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
000-30.0005 Registration/Conf Fees	400.00	0.00	400.00	0.00	0.00	400.00	0.00%	
000-30.0015 Utilities and Rent	5,000.00	0.00	5,000.00	300.00	300.00	4,700.00	6.00%	
Expenses Total	6,100.00	49.72	6,149.72	349.72	349.72	5,800.00	5.69%	
3 OTHER SERVICES & CHARGES Acct Cat Total	6,100.00	49.72	6,149.72	349.72	349.72	5,800.00	5.69%	
Category 4 4 CAPITAL OUTLAY								
Expenses								
000-40.0002 OFFICE MACHINES	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
000-40.0041 FURNITURE	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
000-40.0042 OFFICE MACHINES	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
Expenses Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
4 CAPITAL OUTLAY Acct Cat Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
Dept Total	-52,052.89	-49.72	-52,102.61	-6,063.06	-6,063.06	-46,039.55	11.64%	
Revenues Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
Expenses Fund Total	52,052.89	49.72	52,102.61	6,063.06	6,063.06	46,039.55	11.64%	
Net (Rev/Exp)	-52,052.89	-49.72	-52,102.61	-6,063.06	-6,063.06	-46,039.55		
Beginning/Adjusted Balance	112,812.09	+	106,749.03	=	106,749.03			
YTD Revenues	0.00	YTD Expenses	6,063.06	Current Fund Balance	106,749.03			
Grand Total for Revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
Grand Total for Expenses	52,052.89	49.72	52,102.61	6,063.06	6,063.06	46,039.55	11.64%	
Grand Total Net Rev/Exp	-52,052.89	-49.72	-52,102.61	-6,063.06	-6,063.06	-46,039.55		

MONTHLY REPORT TO DEPARTMENTS

Fund 4201 HEALTH TOBACCO CESSATION
Department

MONROE COUNTY GOVERNMENT
Period Ending Date: January 31, 2009

Account	2009 Appropriated Budget	Net Budget Amendments	2009 Total Amended Budget	Month-to-date Actual	2009 Year-to-date Actual	2009 Budget Balance	Percentage Spent/Received	Percentage Spent/Received

Parameters:

Operator: KRISTI

Period Ending Date: January 31, 2009

Fund Range: 4201 - 4201

