

PAC Meeting Minutes

MEETING

24 February 2009

5:05 P.M.

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

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

Agenda Topics

ITEM 0	APPROVAL OF MINUTES	PAC
DISCUSSION		
CONCLUSION	Approved by unanimous Consent	

ITEM I	County Extension	JEFF HOLLAND
DISCUSSION	Upgrade Request. WIS – gave a favorable recommendation Kelson stated he was happy with the WIS report and Desk Audit	
CONCLUSIONS	Unanimous consent motion to send to Council with favorable recommendation	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Present to Council March 13, 2009 Meeting	Jeff Holland	March 13, 2009

ITEM II	JOB SHARE AT HEALTH DEPARTMENT	PENNY CAUDILL
DISCUSSION	<p>Penny Caudill explains background. Request is being made so that people working job share will get holidays if it falls on the day they are scheduled to work.</p> <p>Kelson – pleased with flexibility offered by job share, but concerned about possibility it opens for taking advantage of employees—though he stressed that he does not see that as a problem with the Health Department’s use of job share.</p> <p>McKim—asks if this will set a precedent. Foster states that she doesn’t foresee any problems, but that it might be a good idea to develop some basic guidelines for use of job-share.</p> <p>Request by Health Dept. is solely to allow for holiday salary benefits to accrue to job-sharing people. General discussion of part-time/ job share positions ensued.</p> <p>Vic—question about how we’ve handled this in the past.</p> <p>Vic—moves request be tabled until next month so we can look into how we handle paid holidays for part-time/ job share people in other departments. Unanimously approved.</p> <p>Upgrade of tobacco health position.</p>	

	Recommendation by HR – update job description, make some additions, but changes in duties don't really justify an upgrade.
	Position is funded by the tobacco settlement.

CONCLUSIONS	Vic recommends to Council that we just change the job description but no change in reclassification.
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action items:	PERSON RESPONSIBLE	DEADLINE
Add to agenda for March 13, 2009 Council meeting	Penny Caudill	March 13, 2009
Get a good copy of amended description (Copy attached)		

ITEM III	Upgrade of GRANTS POSITION	AUDITOR GERSTMAN
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DISCUSSION	Technical support and grants support stripped out. Result: complete change of job description to heavily loaded for financial. Rhonda suggests sending to WIS. Rhonda to do a desk audit. Job duties may only be changed from previous description.
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CONCLUSIONS	Unanimous consent to WIS
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ACTION ITEMS:	PERSON RESPONSIBLE	DEADLINE
Send to WIS	R Foster	Before next PAC
Add to March PAC Agenda	Gerstman	Before next PAC

ITEM IV	CLAIMS FINANCIAL REP	AUDITOR GERSTMAN
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DISCUSSION	1. Increase in work from monthly to weekly or bi-monthly. 2. Responsibilities have increased. Vic – concerned about having position with no back up. Claims paying is unique.
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CONCLUSIONS	Motion: We will send to WIS, if that is what Auditor wants. If Auditor wants to hold off until there is greater restructuring of her department, PAC is amenable.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Return to Auditor for her decision as to how to proceed.	Gerstman	open

ITEM V	COMP TIME	HR- R. FOSTER
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DISCUSSION	Quick general discussion.
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CONCLUSIONS	Vic – request commissioners representative and HR come to March PAC for discussion and then come to April Council Work Session.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
March PAC presentation	R. Foster, Commissioners	March 24, 2009