

BOARD OF COUNTY COMMISSIONERS DEPARTMENT HEAD MEETING MINUTES

DATE: July 27, 2009

TIME: 10:20 AM

COMMISSIONERS PRESENT: Alan Crankovich, Paul Jewell and Mark McClain

DEPARTMENT: Human Resources

DEPARTMENT HEAD: Joseph Whalen, Human Resources Director

OTHERS PRESENT: Lisa Young, Human Resources; Deanna Panattoni, Treasurer; Judy Young, Treasurer's Office; Catherine Dunn, Deputy Clerk of the Board.

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| TOPIC: | Staffing Request – Tax Collection Deputy |
| DISCUSSION: | Deanna Panattoni explained that she had reworked the numbers and thought she could talk to the Board again about the Tax Collection Deputy. The work flow in the office is heavy and they are unable to process past due accounts. She outlined the process for attaching real property for past due personal property accounts. She outlined other duties of the Treasurer's staff that come one right after another all year long. She suggested closing the office for lunch or working a flexible work time that would give staff more time before the office is opened. |
| ACTION: | Chairman Crankovich and Vice-Chairman Jewell agreed to the posting of the Tax Collection Deputy position. The Treasurer was referred to Judy Pless, Budget and Finance Manager for her questions on transferring monies within her budget. |

APPROVED

B/18/2009