TOPICS

- Personnel Change Requests
  a) Public Works
     1. Joy Potter
     2. Jim Van de Venter
  b) Sheriff’s Office
     1. Transport Officer
     2. Clay Myers
     3. Bob Gubser
     4. Bert Marx
     5. Kim Dawson
- Labor Relations – EXEC SESSION
  a) Local 792CH (Courthouse)
     1. Letter of Understanding
  b) Local 760 (Line)
     1. Negotiations Update
  c) Local 792 (Road/Maintenance)
     1. Swede St. Luise (Settlement Offer)
     2. Jeff Davis (Out-of-Class Pay)
     3. Terry Powers (Out-of-Class Pay)
- Employee Relations
  a) Performance Evaluations & Merit Increases for Maintenance Staff
- Compensation
  a) Merit Increase % Chart
  b) Non-Bargained Wage Scales
  c) Department Head Wage Ranges
- Policy
  a) Employee Orientation Outline
  b) Open Door Policy
- Budget
  a) Budget Amendment (Copy Machine)
- HR Process Updates **Held for future meeting.
  a) Unemployment Claims Management
ATTENDANCE: Perry Huston, David Bowen, Al Crankovich, Kirk Eslinger, Lisa Young; Paul Bennett present for Public Works topics, Gene Dana and Clay Myers present for Sheriff topics.

REGULAR SESSION 9:59 a.m.

DISCUSSION:
- Personnel Change Requests
  a) Public Works
     1. Joy Potter – Paul discussed Joy's performance in support of granting her a 4% merit increase. 4% is in his budget. Board approved.
     2. Jim Van de Venter - Paul discussed Jim's performance in support of granting him a 4% merit increase. Board approved.
  b) Sheriff's Office
     1. Transport Officer – No Civil Service or Union issues with the creation of this position. Wage scale would match that of Corrections Officer, at least to start, but the position would be part of the Line bargaining unit. The Board questioned why classify as a Line position. Response:
        • Duties normally provided by a deputy.
        • Able to do the task for less cost.
        • Transport & serving papers are the two largest time consuming areas.
        • Researched other agencies.
        • Non-Commissioned, so no need for a fully equipped patrol car, or Peace Officer certification.
        • Research showed wages to be close to Corrections Officer, therefore they chose to begin with that scale.
        • Due to experience, they propose that the internal candidate would be at top of wage scale. He would be required to apply, test, and place in the top three.
     The Board questioned whether non-commissioned staff would receive the benefit of binding arbitration, whether it was a legal or contract issue, and whether that could be defined in the contract. Kirk will research.
2. Clay Myers – Proposed a 5% increase based on superior performance. Board questioned whether this was truly merit-based, or if an above average merit increase with a wage adjustment was more appropriate (for the following as well). Gene supported the Superior performance of Clay, Bob, Bert, and Kim, and the expense is budgeted for. Clay’s increase approved.

3. Bob Gubser – 5% increase approved.

4. Bert Marx – 5% increase approved.

5. Kim Dawson – Per Gene, 5% warranted, however Kim is near the top of her scale. Superior evaluation, however a 1.8% increase will bring her to the top.
   - Comps have not been updated since 2003.
   - Top Line Sergeant to Commander spread is only $74, then by the time you add in benefits & OT, the top Sergeants are at a higher rate of pay (command staff are exempt from OT).
   - Perry expressed the need to review the band of mid-management level pay.
   - Perry questioned if Administrative Assistant III is the appropriate classification for Kim.

- Employee Relations
  a) Performance Evaluations & Merit Increases – Steve and Troy are past due on their evaluations and increases are based on evaluation. Due to the absence of a Maintenance Director, Perry will complete Troy’s evaluation and Al will do Steve’s.

- Compensation
  a) Merit Increase % Chart – Board approved update to Merit Increase Chart to include 1.5% for “Improvement Desired”. Retro to 1/1/05.
  b) Non-Bargained Wage Scales – Kirk traditionally uses the AWC Wage Survey and our Comp Counties, but we have not traditionally done a lot of internal comparisons. Perry would like a checklist of jobs/positions to use for comparisons internally. The purpose would be to weigh responsibility, workload, etc. Kirk will pull previous compensation committee information. Per Perry, Kirk will block separate time from the regular study session to discuss.
  c) Department Head Wage Ranges – Perry would like to identify management “bands”.

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• Policy
  a) Employee Orientation Outline – Kirk will be updating the orientation process to help ensure paperwork is submitted in a timely fashion. Sample provided.
  b) Open Door Policy – Kirk will be working on this policy, which will state that speaking with HR or the Board is allowed, but it will also address scheduling time.
• Budget
  a) Budget Amendment (Copy Machine) – Approved.
• HR Process Updates **Held for future meeting.
  a) Unemployment Claims Management

END REGULAR SESSION 11:49 a.m.

EXECUTIVE SESSION 10:55 a.m.
• Labor Relations
  d) Local 792CH (Courthouse)
    1. Letter of Understanding – Not presented as of yet.
  e) Local 760 (Line)
    1. Negotiations Update – Discussion, a special session will be scheduled.
  f) Local 792 (Road/Maintenance)
    1. Swede St. Luise (Settlement Offer) – Discussion, direction given to staff.
    2. Jeff Davis (Out-of-Class Pay) – Discussion, direction given to staff.
    3. Terry Powers (Out-of-Class Pay) – Discussion, direction given to staff.

END EXECUTIVE SESSION 11:14 a.m.