TOPICS

- Personnel Change Requests
  a) Solid Waste
     i) New Job Description for Vacant Position
  b) Public Works
     i) Department Reorganization
- Labor Relations – Exec Session
  a) Local 2658 (Appraisers)
     i) Contract Negotiations
- Employee Relations – Exec Session
  a) Complaint Brought Against an Employee
- HR Process Updates
  a) Personnel ID Cards
     i) Update
     ii) Contracted Services
  b) Public Disclosure Requests
  c) Unemployment Process

ATTENDANCE: Perry Huston, David Bowen, Kirk Eslinger, and Lisa Young
Also Present for Specific Topics: Scott Bradshaw, Patti Johnson, Sande De Salles

REGULAR SESSION 10:00 a.m.

DISCUSSION:

- Personnel Change Requests
  a) Solid Waste
     i) New Job Description for Vacant Position – Patti informed the Board that she does not believe she is ready to separate the duties of Solid Waste Assistant into a full time Office Assistant and a full time Scalehouse Attendant. She feels at this point there is not enough office work to keep someone busy 5 days per week, nor does she feel more than her current Seasonal Scalehouse Attendant is needed. Perry warned her to not be too frugal and plan for upcoming changes. David agreed. They also asked what the proposed wage would be and she stated that the entry wage would be $2,002, and Kirk stated that they looked at comparable jobs within the Union. The Board approved of her decision. The next steps will be to complete an updated job description that will be sent to the Union for review (with or without wage).
b) Public Works
   i) Department Reorganization – Maintenance Manager; discussed whether it will be exempt by FLSA standards. Perry prefers it be non-union and exempt. He feels it will be a start in the tidying up process since there are some who should be exempt who are not. Scott prefers that all of his management staff be exempt. He would like to see them be good time managers, have budget awareness, and be more responsive to personnel issues. David feels the level of responsibility has an impact as well. Also discussed the wage for the new level, and what impact will be on the current supervisor positions. Per Perry, we will keep the process clean, and there will not be any “Y-rating”. Scott informed the Board that an updated job description has been sent to Matt, and that Kathy had prepared spreadsheets to use for budget approval. He asked if those should be presented now – Perry said to check with Judy to see if she could have them ready to include in the budget adoption process or if she preferred that it go through the amendment process. The discussion will continue at Scott’s Monday Morning Study Session. On another matter, Paul Bennett has made a request for any documentation dealing with the reorganization of the department. Kelly has sent him the Public Disclosure Form. Per Perry, Scott should check with the Prosecutor’s office to determine what is subject to disclosure and what is considered “staff work product”. David added that the department should not be creating things to fulfill the request, and they should try to meet with the Union prior to disseminating information.

• HR Process Updates
   a) Personnel ID Cards
      i) Update – Process is going well, but we may run shorter on supplies than originally anticipated. We will need a new digital camera since the one we were using died. Per Perry, go ahead and purchase the camera, and if we end up short on funds for supplies we can find the money elsewhere. He also stated that looking at future processing, the equipment will be housed elsewhere with someone else trained to make badges (potentially multiple people).
      ii) Contracted Services – Kirk has been approached by the Housing Authority regarding ID Badges. They are interested in purchasing ID Badges from the County. Perry stated that this would not be a problem, other services are contracted frequently. We can do it by resolution with a few “whereas” lines (cards will be purchased, who will take the photo, who will keep track of badges once released). Kirk reinforced that employee badges take priority over contracted services or boards. Kirk also stated that letters were sent out to the contacts for the variety of Boards and Commissions. Some have responded yes, some have not responded at all. Kirk asked if he should send a second request to
those who have not responded. Perry said the Board should look at who they feel should have them. Kirk will generate a list of those who have not responded.

b) Public Disclosure Requests – We have been getting more requests than normal. This creates a lot of work to provide an “entire personnel file” when in reality there is a lot that does not apply to the specific request. He stated that to save time he will now copy what is logical and start redacting information that doesn’t pertain. Perry stated that having a refresher course for the public disclosure officers would be beneficial as there is a lot of new case law, and many people do not understand that they do not have to provide the information requested within the five days. The Board approved Kirk’s approach.

c) Unemployment Process – Kirk asked that the HR department be granted authority to make recommendation to departments facing an unemployment claim, based on supporting documentation (or lack of). While terminating someone’s employment may have been appropriate action, proving that they should not receive unemployment compensation is different. If we receive information/documentation that we feel will not place the ball in our court at an appeal hearing, then we would like to be able to make the recommendation that we not proceed. Perry suggested training for management and/or some type of checklist that would set a bar for appeals; Kirk suggested a fact sheet to remind managers of the process and what is needed. The Board approved of HR’s ability to make recommendations.

• Topics Not on Agenda
  a) PAF for CDS – there seemed to be some confusion with the new Office Assistant hire PAF. It was originally completed by Mandy as directed by Kirk. Then it was discussed and changed. Kirk wanted to clarify what the department’s intent is, and cautioned against appearance of unfairness (not paying benefits). They would like the new O/A to attend the Planning Commission meeting on 11/28 with the current employee attending, as training. She will then start her regular employment on 12/5. The difference in start date will impact benefit dollars paid out. Per Perry, he wanted the department to go through the process of calculating the benefit vs. the cost. He would prefer two separate PAF’s, one hiring her as a temp, and then another moving her to a full time employee. Kirk agreed.

  b) Wage Scales – Perry was reviewing the 2006 wage information provided, and noted that most of the anomalies were no longer here. The Public Works Director seemed to have a large adjustment and the Board wondered if it was because the engineering requirement snuck back in since they hired an engineer. Perry will discuss wage scales further with Kirk next week (including PW Director and the new Maintenance Manager for PW).

END REGULAR SESSION 11:16 a.m.
EXECUTIVE SESSION 10:32 a.m.

- Employee Relations – Exec Session (discussed first, Sande present)
  a) Complaint Brought Against an Employee – Matter discussed, direction given to staff.

- Labor Relations – Exec Session
  a) Local 2658 (Appraisers)
    i) Contract Negotiations – Discussion, direction given to staff.

END EXECUTIVE SESSION 10:43 a.m.