

# BOARD OF COUNTY COMMISSIONERS DEPARTMENT HEAD MEETING MINUTES

**DATE:** September 14, 2009

**TIME:** 9:50 AM

**COMMISSIONERS PRESENT:** Alan Crankovich, Chairman, Vice Chairman Paul Jewell; and Mark McClain, Commissioner

**DEPARTMENT:** CDS

**DEPARTMENT HEAD:** Interim Director Kirk Holmes

**OTHERS PRESENT:** Mandy Robinson, Deputy Clerk of the Board; Joseph Whalen III, HR Director.

<b>TOPIC:</b>	CDS Staffing
<b>DISCUSSION:</b>	<p>Kirk presented the Board with two memo's and a spreadsheet reflecting the building and land use permit fees. He indicated that the memos are from Mandy Weed, Admin. Assistant (CDS) to Kirk and one from himself to the Board. There was discussion over the two temporary positions in CDS, one was the Building Inspector and the other was for the Permit Tech. He indicated that in his 2010 budget he has budgeted for a fulltime Permit Tech and a ¾ (8 months out of the year) Building Inspector. He indicated that presently, the numbers are meeting his expectations. Commissioner Jewell questioned CDS becoming an enterprise fund. Kirk had discussion with the BoCC regarding hiring a Permit Tech full-time now and reviewed the consequences of not doing so and the impact on the Admin. Assistant. He indicated that at this point they are planning for a left over budget amount of approximately \$ 90,000.00. Joseph was questioned on how many times you can re-up a temporary employee without getting into a bad situation. He indicated that you can do it up to three times (6 months) for a temp. Commissioner Jewell reviewed alternatives with the BoCC to potentially leave the Board some versatility. Commissioner Crankovich felt the position needed to be opened externally so that the people who were laid off, had the option to apply.</p>
<b>ACTION:</b>	<p><b>It was determined that the Permit Tech position would be posted externally and that the position would be extended on a temporary basis to November.</b></p>

