

soon as possible. The Board approved filling the position, and indicated that additional discussion would be held later in the meeting which could involve his position. He was invited to stay or return; he chose to depart for a short time then return.

REGULAR MEETING

**OTHER BUSINESS:
TREASURER STAFFING**

NOVEMBER 22, 2011

HR Director Young reported that the Treasurer's Office had an ongoing coaching/performance issue that was resolved recently when a mutual agreement was reached to return the employee to her previously held position. She stated that the desire would be to post internally in hopes that someone may be interested in moving up. Otherwise, we would be in a position to post externally, and the least senior employee would be bumped out of a position. Commissioner Crankovich asked why this path was chosen over termination. Treasurer Panattoni stated that there were only specific duties that caused problems for an otherwise successful employee. HR Director Young stated that the employee had been successful in her previous position and was subsequently promoted. She also indicated that the Union was present and approved the change. The Board was presented with a Personnel Action Form (PAF) to ratify the action. Chairman Jewell asked if there was anything else they should be aware of. Treasurer Panattoni stated that the Union requested that the employee be placed at Step 7 of the wage scale to reduce the financial impact. HR Director Young reported that she was currently at Step 4 of the higher scale. The Board asked where the employee would be based on her initial hire date. HR Director Young indicated she thought it would be right at Step 7. The Board approved the PAF as presented, and also approved an internal posting. HR Director Young stated she would work with Treasurer Panattoni to get this going.

REGULAR MEETING

**CDS INTERIM DIRECTOR
STIPEND**

NOVEMBER 22, 2011

The Board discussed the interim director stipend that has been in place for the PW Director to oversee the CDS department. With a new Planning Official coming on board January 1, 2012 the stipend should be reduced. The current stipend includes \$750 per month for interim Planning Official duties, and \$250 for interim Building Official duties. The Board decided to reduce the overall stipend to \$500 per month effective 1/1/12; then to \$250 per month effective 7/1/12 based on satisfactory performance of the new Planning Official. Commissioner Crankovich will discuss the decision with PW Director Holmes, and notify the appropriate

payroll staff.

REGULAR MEETING

**PUBLIC HEALTH ORG CHART
UPDATE**

NOVEMBER 22, 2011

HR Director Young presented an updated Public Health Organizational Chart that was amended per direction from Administrator Canfield, who indicated that Chairman Jewell was already familiar with the changes made. The Board approved the updated chart, 3:0.

REGULAR MEETING

**OTHER BUSINESS:
CONTRACT WITH MENKE,
JACKSON, ET AL**

NOVEMBER 22, 2011

DPA Sander and DPA Caulkins were present to discuss the proposed contract with Menke, Jackson, et al, for on-call services pertaining to labor relations. The Board asked HR Director Young if she had any questions or concerns regarding the document. HR Director Young noted that the document required that the Prosecutor staff be copied on all communication with Menke Jackson, yet the document did not indicate that she should be copied on all communication with Menke Jackson. This was a concern, because the funds for these legal services would be coming from her budget alone. Neither DPA Sander nor DPA Caulkins felt that added language would cause an issue, as the HR Director would most likely be involved in anything regarding labor relations. The Board asked that the document be updated to reflect the change and that it be placed on the next Agenda.

REGULAR MEETING

**OTHER BUSINESS: SAFETY
LIGHTS**

NOVEMBER 22, 2011

HR Director Young asked if she could provide safety lights to employees concerned with crossing in the dark at 6th and Water. The lights are extras that were purchased as an incentive for a previous wellness program. The crossing at 6th and Water continues to be an employee concern. The Board did not have any concerns with using the lights for this purpose.

REGULAR MEETING

**OTHER BUSINESS:
PAF'S**

NOVEMBER 22, 2011

HR Director Young presented three Personnel Action Forms for merit increases that were effective 10/1/11 (Kjorsvik), 11/1/11 (Young), and 12/1/11 (Larsen). To avoid a retroactive payment of the merit-

based increase, and based on the pending evaluation meetings, the Board approved the PAF's effective 10/1 and 11/1 as presented, and will hold the one dated 12/1/11 for the next regular approval cycle.

REGULAR MEETING

**OTHER BUSINESS: HR/BOCC
STAFFING**

NOVEMBER 22, 2011

Chairman Jewell introduced the potential shift in staffing level from HR to the BOCC, and what the impact would be to both offices. He also introduced the possibility that an HR staff member could fill a vacancy in Juvenile Probation. Clerk of the Board Kjorsvik was invited to the discussion. Chairman Jewell asked about the possibility of the clerking duties shifting to HR, since they already clerk for the Civil Service Commission. He also asked if the BOE function is required to reside in the BOCC office. She replied that the BOE could reside anywhere, but that it was a BOCC responsibility. She stated the likely need to close the office more often if they were to remain a staff of two. HR Director Young indicated it would be the same outcome for HR if they were reduced to a staff of two; however, there may be greater impact to the public if the BOCC office closed during regular business hours, and a good portion of HR clients are internal. Due to other scheduled commitments, the Board chose to adjourn the meeting at 11:00 AM, and continue at the end of the budget meeting scheduled for 1:00 that afternoon.

HR STUDY SESSION CONTINUED AT 1:37 PM

After review of the previous discussion and concerns presented, the Board decided to move forward with one FTE staffing reduction in Human Resources, and asked HR Director Young to pursue the possibility of filling the vacancy in Juvenile Probation with the HR staff member affected. Director Holmes indicated he was open to that possibility, but the candidate would have to pass his regular background check process. Recruitment for a 75% FTE Receptionist/Board Clerk would continue as planned, and remain at 75% despite the 100% FTE reduction in HR.

Chairman Jewell asked HR Director Young to schedule a special meeting with the Board and the Assessor to discuss her staffing levels with respect to anticipated budget concerns for 2013.

HR Director Young was also asked to work on draft policy language for adjustments to wage ranges and performance based increase allocations to begin in 2013.

Meeting ADJOURNED: 1:37 PM

*ATTENDEES: Paul Jewell, Alan Crankovich, Obie O'Brien, and Lisa Young;
in attendance for specific topics: Matthew Anderson, Tip Hudson,
William Holmes, Paul Sander, Neil Caulkins, and Julie Kjorsvik*