

AMENDED
PERSONNEL & INSURANCE COMMITTEE MINUTES
JANUARY 12, 2010 – 3:00 P.M.

Present: Chairman A. Johnson; Supervisors Daly, Lucia, Hargrave, Wood, Richardson, Rowland, Yepsen, Wormuth, Southworth and Kinowski; David Wickerham, County Administrator; Mark Rider, County Attorney; Spencer Hellwig, Mgmt. Analyst; Jack Kalinkewicz, Personnel; Sue Lent, Self Insurance; Margaret McNamara, Personnel.

Chairman A. Johnson called the meeting to order and welcomed all in attendance.

On a motion made by Ms. Daly, seconded by Mr. Lucia the minutes of the December 2, 2009 meeting were approved unanimously.

Chairman Johnson appointed Mr. Richardson as committee Vice Chairman. Mr. Richardson accepted.

Mrs. Lent presented the Self-Insurance Report as follows:

The 2009 cases for the month were down by 5; cases for the year increased by 51; the expenses for November increased by 305,276; December expenses increased by 5,163; year-to-date expenses increased by 310,439.

Mr. Kalinkewicz requested a resolution amending the 2009 budget under Self-Insurance in the amount of \$170,000 to pay for unexpected expenses that occurred in 2009. This would cover direct payments to individuals and medical expenses.

A motion was made by Mr. Rowland, seconded by Mr. Wood to re-appropriate funds from the 2009 Self Insurance Fund in the amount of \$170,000 to the 2010 budget, to be used for unexpected expenses that occurred in 2009. Unanimous.

Mr. Johnson said at the Organizational Meeting there was a resolution introduced to comply with the Comptrollers office on pension recording. The resolution was tabled due to some questions that needed to be answered by the Personnel Committee.

Mr. Johnson said he has met with County Attorney, Mark Rider and County Personnel Director, Jack Kalinkewicz to discuss the following issues:

1. Standard Work Day for Supervisors:

Mr. Johnson said there is a three-month recording requirement for all Supervisors. Mr. Johnson proposed that each Supervisor do their three month accounting of their time. The information will be collected and given to the Personnel Office who will then

determine a standard workday based on those three months of recordings. The months must be consecutive. The resolution will have to be passed by May.

Mr. Johnson said in the past the County had reported everyone at 6 hours per day, that being the minimum required by the Comptrollers office in order to obtain a full days credit for the pension system. This log may determine a modification to each individuals workday, he said.

2. Reporting procedure for full time elected officials that had a different recording method than what was required by the Supervisors.

Mr. Johnson recommended Supervisors as well as all the full time elected officials, County Clerk, Sheriff, District Attorney, and Treasurer have the same recording method. The election commissioners have a different classification, and it was discussed that they would be given a choice of having the option of recording as the Supervisors do.

Mr. Johnson said if someone is in mid-term, the reporting does not have to begin until the beginning of the next term.

Mr. Rider said there are a lot of employees, that when you declare a standard day, have longer than a standard day. Sometimes someone might work a shorter day and than a longer day, not necessarily the same number of hours each day. The standard day would be an average of the full week for recording purposes. The county policy would be clear that it is intended as an average standard day as opposed to those people having to be there a standard number of hours each day or only those hours.

Mr. Kalinkewicz said the general understanding in the management bracket is that you work when you are required to work. This does not confine someone to a certain number of hours.

Mr. Johnson said the same record would need to be kept at the town level as well. Whatever hours are established for the county log, you will establish a separate amount of hours for the town. For the Comptrollers purposes and the retirement system, those two will be combined for the purposes of credit.

Mr. Lucia asked if there was a minimum amount of combined hours required to establish credit? Mr. Johnson said, six hours.

Mr. Wickerham said there will be a resolution established at the April or May Board of Supervisors Meeting, after the standard workday is established.

Mr. Johnson said he would prepare a memo that will be sent out to all Supervisors as to the recommendations from the committee.

Mr. Rider said the Infirmary, Public Health Nurses and Mental Health have had a Medicaid Corporate Compliant Policy. Since they are departments within the county, the

county will need to have a Medicaid Compliance Program. A copy of the policy has been distributed to all Supervisors mailboxes for their review. The policy will require approval by the full Board of Supervisors.

A motion was made by Mr. Rowland, seconded by Mr. Richardson to approve a resolution to amend the Policy and Procedures Manual to establish a Medicaid Corporate Compliance Program. Unanimous.

*****The next meeting is scheduled for Wednesday, February 3rd at 2:30 p.m.*****

On a motion made by Mr. Wood, seconded by Mr. Rowland the meeting was adjourned.

Respectfully submitted,
Chris Sansom