

Personnel and Insurance Committee Meeting Minutes  
October 5, 2011 – 3:00 p.m.

Present: Chairman A. Johnson; Supervisors Daly, Richardson, Rowland, Wood, Kinowski, and Sausville; Spencer Hellwig, Administrator; Ryan Moore, Mgmt. Analyst; Jack Kalinkewicz, Marcy McNamara, Personnel; Robert Hartman, Safety Officer; Steve Dorsey, County Attorney; Daniel Butler, Animal Shelter.

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

**On a motion made by Ms. Daly, seconded by Mr. Richardson the minutes of the September 7, 2011 meeting were approved unanimously.**

Mr. Kalinkewicz distributed the Self Insurance Report for the period of 1/1/2011 to 9/30/2011 and gave a brief overview as follows:

The total cases for the year are down and the money is down over previous years as well.

Mr. Kalinkewicz said the third party administrator is much more involved in the day to day tracking and/or intervention of the cases that they have.

A copy of the Employee Identification Card Program was distributed to all committee members for their review.

Mr. Hellwig said that this month the Employee Identification Card Program Policy would be going to the Board for approval.

Mr. Johnson said a few months back this committee had discussion as to what the current policy was regarding evaluations for management staff. Mr. Kalinkewicz was asked to research what other counties do, what other forms are used and to look at our existing policy as far as procedures for evaluating managers.

Mr. Kalinkewicz distributed the current Managerial Evaluations policy to all committee members for their review.

Mr. Johnson said there are several options including:

- Continuing the current policy – which has not been done in 20 years
- Implement the process again – if done what format would it be done in
- Is it the County Administrator or someone else that does the evaluations
- Is the evaluation tied to money

Mr. Richardson asked if the employee has a right to see the report and can they respond to it with a written letter? Mr. Kalinkewicz said, yes, the personnel file is the property of the employee.

Mr. Kinowski stated that he believed a Department Head self evaluation would be beneficial.

Ms. Daly said in the case of talking about Department Heads, it is important to focus on the goal of a department for a particular year. Some sort of formal written goals that the Department Head sets for the department is a very useful tool to be shared with the Personnel Committee for the direction of the coming year, as well as the Law and Finance committee.

Ms. Daly said after the budget is passed, the goals should be set in December, so they can begin to be implemented in January.

Mr. Butler said he is being asked more and more by establishments when the Animal Shelter goes off site for adoptions, that a hold harmless agreement be signed. Mr. Butler said he does not have the authority to sign such an agreement.

The committee decided that Mr. Hellwig should be the designee to sign the Hold Harmless agreements when needed with Mr. Moore having the ability to sign in Mr. Hellwig's absence.

**A motion was made by Mr. Richardson, seconded by Mr. Rowland to authorize the County Administrator to sign Hold Harmless Agreements when needed for off site adoptions by the Animal Shelter, with Mr. Moore as a backup in Mr. Hellwig's absence. Unanimous.**

**On a motion made by Mr. Rowland, seconded by Mr. Richardson the meeting was adjourned to Executive Session for the purpose of Personnel. Unanimous.**

**On a motion made by Mr. Rowland, seconded by Mr. Richardson the meeting returned to Open Session. Unanimous.**

No action was taken.

**On a motion made by Mr. Richardson, seconded by Ms. Daly the meeting was adjourned.**

Respectfully submitted,  
Chris Sansom