

Personnel and Insurance Committee Minutes
July 3, 2012 – 3:00 p.m.

Present: Chairman A. Johnson; Supervisors Peck, Collyer, M. Johnson, Southworth and Wood; Spencer Hellwig, Administrator; Ryan Moore, Mgmt. Analyst; Brian O'Connor, Auditor; John Adams, Probation; Jack Kalinkewicz, Personnel.

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

On a motion made by Mr. Collyer, seconded by Mr. Wood the minutes of the June 13, 2012 meeting were approved unanimously.

Mr. Kalinkewicz said the cases for the year are down and the expenses are down for the month; however, the year to date is up as a result of the continued carry over since the beginning of the year with settled cases and assessments. He said the trend of less expenses month to month should help by the end of the year.

Mr. Kalinkewicz said the distribution of the Self Insurance budget will be distributed to all Supervisors by next week. He said by law he has to announce to the participants what their premium is going to be. He said there would be no across the board increase.

Mr. Collyer asked how the interviews were going with regard to the position of Commissioner of Public Works. Mr. Johnson said all eleven applicants will have completed interviews by July 10th. He said it is anticipated that an appointment will be made by the August Personnel meeting.

Mr. Adams requested approval to create a new Probation Supervisor position and to abolish the Deputy Probation Director Position. He said the Probation Supervisor would be filled from within the department.

Mr. Johnson said the vacancy review committee has reviewed this request and their recommendation was to approve the abolishment of the Deputy position and approve the Probation Supervisor position. The vacancy review recommendation is to not fill the underlying position from which the promotion was going to be coming from at this time, so there would be no budget impact.

Mr. Adams said he would be looking in the future to fill the underlying position.

A motion was made by Mr. Peck, seconded by Mrs. Johnson to abolish the Deputy Director Position and approve the provisional position of Probation Supervisor at a cost of \$50,484/yr. Unanimous.

A copy of the Vacancy Review Report was distributed to all committee members for their review.

On a motion made by Mr. Peck, seconded by Mrs. Johnson the meeting was adjourned unanimously.

Respectfully submitted,
Chris Sansom