

Personnel and Insurance Committee Minutes
August 12, 2015 - 3:00 p.m.

Present: Chairman Daly; Supervisors Peck, Johnson, Lucia, Wright, Sausville, Martin and Collyer; Spencer Hellwig, Administrator; Diane Brown, Wendy Tennant, Sue Hoffman, Marcy McNamara, Personnel; Steve Dorsey, County Attorney; Andrew Jarosh, Treasurer.

Chairman Daly called the meeting to order and welcome all in attendance.

On a motion made by Mr. Sausville, seconded by Mr. Lucia the minutes of the July 8, 2015 meeting were approved unanimously.

Mrs. McNamara distributed a copy of the monthly Self Insurance Report to all committee members for their review. She stated that the claims for the month were up by sixteen.

Mrs. McNamara said, as directed by the Chairman, the Policy and Procedures Manual is now on the county Intranet.

Mr. Dorsey said there are some county policies in the Policy and Procedures Manual that are in need of updating. He said the process to address that is currently underway.

Ms. Daly said there was a recent issue with an employee that was hired at the Animal Shelter prior to the resignation of the Animal Shelter Supervisor, and as such, a per diem Animal Shelter employee will have to be created to accommodate this person who was actually hired.

Mrs. McNamara said there are some times on the weekend when the Animal Shelter is not fully staffed. She said there are currently per diem employees at Public Health and the Jail. Mrs. McNamara requested an amendment to the compensation schedule to create up to two additional positions at the Animal Shelter as Animal Shelter Aides at a per diem rate.

A motion was made by Mr. Peck, seconded by Mr. Sausville to approve the creation of up to two per diem positions at the Animal Shelter. Unanimous.

Mrs. McNamara distributed a list of the companies that have responded to the County's Healthcare RFP.

Ms. Daly said the subcommittee has scheduled a meeting for August 25th to begin to review the bids that were received.

A copy of the County's Revised Vacancy Review Policy was distributed to all committee members for their review.

Ms. Daly said after a review by the subcommittee there were some small revisions made. She said that the county was dealing with the Vacancy and Review Policy that was last revised in 1992.

Ms. Daly said the new policy reflects the original resolution passed in 1974, bringing forward many of the same agendas that were in existence then. The biggest difference in the new policy is that previously there were departments, for various reasons, that were never a part of the vacancy review policy and process. Those departments were exempt because they had positions that were critical to the health and wellbeing of county residents, and, therefore, did not want to have to go through a process that they felt could endanger the welfare of county employees. The end result was that there were people being hired and put into positions that the Board of Supervisors had no knowledge of.

The new policy now embraces those departments and does not exclude any department; however, it maintains the integrity they stood for, which was to have the authority to hire for a position that was a critical need to the county without having to wait for the 30 day wait period.

A motion was made by Mr. Johnson, seconded by Mr. Sausville to approve the Vacancy Review Policy and Process as revised. Unanimous.

Mrs. McNamara distributed a copy of the Vacancy Review to all committee members and gave a brief overview.

Ms. Daly said that the Vacancy Review Search Committee will be meeting on August 13th to begin interviewing for the position of Sewer District Director.

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

Respectfully submitted,
Chris Sansom