

Montgomery County Board Personnel Committee Meeting Minutes

Date: Thursday, March 28th, 2013

Time: 4:30 PM – County Board Room

Members Present: Chairman Mary Bathurst, Joe Gasparich, Jay Martin, Jim Moore, Mike Plunkett and Board Chairman Roy Hertel

Members Absent: Dave Ronen

Others Present: Holly Lemons, Sandy Leitheiser, Ray Durston, Betsy Wilson, Bill Purcell, Chris Matoush, Tim Mizera

The committee met to discuss the following:

1. **Update/Approval Circuit Clerk's Union Local #148:** Next meeting is Tuesday, April 2th, 2013 at 5:30 p.m. with committee and then with the Union at 6:00 p.m. in the County Board Room.
2. **Update/Approval Local #397 Bill Traylor:** Labor Local #397 Union Representative Bill Traylor was present to ask questions about the Job Salary Survey.
3. **Update/Approval Highway Dept. Union Local #1084:** The committee will check with Laborer Local #1084 to see if they can meet on either April 4th or 18th at 4:30 p.m. with the committee and 5:30 p.m. with the union.
4. **Update/Approval Internet and Social Media Policy and Guidelines:** Assistant States Attorney Betsy Wilson and Bill Purcell will review and revise the draft of the Internet and Social Media Policy for the committee to review next month.
5. **Update/Approval Drug Test Policy:** The Committee discussed the current procedure of having the employees going to the Greenville Health Department for the random drug testing and the option to possibly have the Greenville staff come here to do the testing. This would save travel time for number of employees that would be going to Greenville and back. Hugh Satterlee will be asked to come to the next committee meeting to review the procedure.
6. **Update/Approval Change Time of Regular Personnel Committee:** Committee discussed changing the time of the regular committee meetings. Any permanent time change will need Full Board approval. **Motion by Jay Martin, second by Mike Plunkett to Recommend Changing Personnel Committee Meeting Time Each Month to 4:00 p.m. All in favor, motion carried.**
7. **Update/Approval Quarterly Time-off Reports:** Committee reviewed time-off reports. Invite Appointed Departments Heads to next meeting to review the procedure for turning in time off.
8. **Update/Approval Job Salary Study:** The committee discussed a few issues found with the data submitted in the Job Salary Study. The salary ranges in the report were not consistent with the amount of hours the employees work based on either a 35 hour or 40 hour work week. The committee also questioned a few positions like the Legal Secretary Position, where the Standard Occupational Codes needed to be looked at because the salary levels were different in this draft than one that was previously submitted. The committee stated that all these questions and concerns will be addressed with Ron Duncan from the U of I.
9. **Update/Approval Executive Session:**
 - **Go Into Executive Session:** Motion by Jay Martin, second by Jim Moore to Enter Into Executive Session to Discuss Salaries with SOA/State Attorney/EMA Union Local #397. All in favor, motion carried. Session starts at 5:37 p.m.
 - **Come Out of Executive Session:** Motion by Jay Martin, second by Jim Moore to Come Out of Executive Session. All in favor, motion carried. Session ends at 6:30 p.m.

No Action was taken. The committee advised Bill Traylor that they will discuss these issues and get back to him by email.

Motion by Jim Moore, second by Jay Martin to adjourn the meeting.

All in favor, motion carried. Meeting adjourned at 6:32 p.m.

The summaries of minutes were respectfully submitted by acting secretary Christine Daniels, as Deputized by Montgomery County Clerk/Recorder Sandy Leitheiser.