

Montgomery County Board Personnel Committee Meeting Minutes

Date: Thursday, April 25th, 2013

Time: 4:05 PM – County Board Room

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

Others Present: Sandy Leitheiser, Betsy Wilson, Bill Purcell, Holly Lemons, Hugh Satterlee

The committee met to discuss the following:

1. **Update/Approval Quarterly Time-off Reports:** Department Heads will be invited to the next Finance Committee meeting on May 6th to go over the procedure for turning in time off.
2. **Update/Approval Worker Wellness Program:** Jessica Chappellear, Fusion Executive Director will attend next month on May 30th to explain the Wellness Program.
3. **Update/Approval Internet and Social Media Policy and Guidelines:** Assistant State's Attorney Betsy Wilson stated the Social Media and Internet Policy is ready for review and were submitted to the committee. Wilson explained that there is a blanket prohibition for employees to use social media while on County time. Information System's Manager Bill Purcell said that his policy of permissions was also incorporated into the Draft document, and he reviewed highlights of the policy. Bathurst also suggested changing the title of the policy to Montgomery County Electronic Security Policy. Moore asked about the security policy violation category and if Purcell would be investigating this or the State's Attorney office. Purcell stated he would not be the investigator, but the State's Attorney office will. Consensus was to involve law enforcement if necessary. Bathurst suggested rewording be done to define the level of threat 1.) Not following the policy 2.) Used County equipment to access illegal information. 3.) Unlawful act being done. Purcell and Wilson will better define this and provide a revision. These would replace our current policies. **Motion by Joe Gasparich, second by Martin to Recommend the Two Policies (Montgomery County Electronics Security Policy & Montgomery County Internet, E-Mail and Social Media Policy) to the Full Board to Review for 30 Days Pending Changes that were Discussed in Committee. All in favor, motion carried.**
4. **Update/Approval Drug Test Policy:** Circuit Clerk Holly Lemons asked the Committee if we could discuss the Drug Test Policy further in depth at a future meeting. Hugh Satterlee reported a change due to loss of staff time the 2 to 3 hour span to take employees to Greenville for testing. The Bond County Health Department in Greenville was contacted and they will come here to our Health Department to conduct the tests for an \$80 fee. Random selection of employees has become an issue with some employees complaining they have been selected multiple times. Satterlee gave an overview of the selection process used to drug test employees. This process is done by the Treasurer's office and the Health Department. Satterlee said if the site change is made, the process used should work well. Chairman Hertel and the committee endorsed the site change to the Health Department and requested that the new procedure be included in employee paychecks so they can be aware of the Drug Testing policy procedure.

5. **Update/Approval Job Salary Survey:** Ron Duncan sent an email last Thursday stating he his finishing up the changes on the 30 & 40 hour wage portions of the job study. He is also looking at the Legal Secretary and Account positions.
6. **Update/Approval Highway Department Union Local #1084:** Next meeting is Monday, May 6th at 4:30 with committee and 5:00 with union. Committee reviewed the meeting time, place and date.
7. **Update/Approval SOA/EMA/State's Attorney Union Local #397:** Traylor presented a proposal to the committee for them to review and respond at a later date.
8. **Approval Recess Regular Personnel Committee:** Motion by Jay Martin, second by Jim Moore to Recess the Regular Personnel Committee. All in favor, motion carried.
9. **Approval Rescind Recess of Regular Personnel Committee:** Motion by Joe Gasparich, second by Jim Moore to Rescind Recess of Regular Personnel Committee. All in favor, motion carried.
10. **Update/Approval Circuit Clerk's Union Local #148 - Executive Session:**
 - **Go Into Executive Session:** Motion by David Ronen, second by Jim Moore to Enter Into Executive Session to Discuss the Circuit Clerk's Union Local #148. All in favor, motion carried. Session starts at 5:35 p.m.
 - **Come Out of Executive Session:** Motion by Plunkett, second by Martin to Come Out of Executive Session. All in favor, motion carried. Session ends at 7:20 p.m.
 - Tentative meeting dates for the next Circuit Clerk's Union negotiations are May 20th and May 21st.

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

All in favor, motion carried. Meeting adjourned at 8:15 p.m.

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