



Minutes approved 07-21-15

HUMAN RESOURCES COMMITTEE

James Carius Community Room
Tuesday, June 16, 2015 – 4:30 p.m.

Committee Members Present: Chairman Mike Harris, Darrell Meisinger, Monica Connett, Jim Donahue, Nick Graff, Brett Grimm, Terry Hillegonds, Carroll Imig, Tim Neuhauser, John Redlingshafer

Committee Members Absent: Seth Mingus

Others Attending: Wendy Ferrill, County Administrator

MOTION **MOTION BY HILLEGONDS, SECOND BY GRIMM** to approve the minutes of the May 19, 2015 meeting.

On voice vote, **MOTION CARRIED.**

Chairman Harris advised that Item F from the agenda, recommendation to approve revision to the Employees Personnel Policy, would be pulled and brought back to the July meeting.

MOTION
HR-15-19 **MOTION BY GRAFF, SECOND BY DONAHUE** to recommend to approve a replacement hire for the Highway Department.

On voice vote, **MOTION CARRIED.**

MOTION
HR-15-20 **MOTION BY DONAHUE, SECOND BY IMIG** to recommend to approve a replacement hire for the Board of Review Deputy Administrative Clerk.

On voice vote, **MOTION CARRIED.**

MOTION
HR-15-21 **MOTION BY REDLINGSHAFER, SECOND BY DONAHUE** to recommend to approve an amendment to the Policy Statement regarding the Vehicle Policy.

County Administrator Ferrill explained there was an audit completed by the IRS recently and one issue was employees taking work vehicles home such as Highway employees. The commuting should be considered as taxable wages and will be included on W-2 forms. Policy has been added to the vehicle policy to address this. Ferrill

pointed out that employees with the Sheriff and the Coroner are exempt.

On voice vote, **MOTION CARRIED.**

MOTION
HR-15-24

MOTION BY NEUHAUSER, SECOND BY MEISINGER to recommend to approve a revision to Policy Statement HR-01-01 Employee Performance Evaluation.

Ferrill explained that with the latest Hay Group study in which some of the people are in the union and were given a 2% wage increase and that moved the pay schedule. We need to move the entire schedule to maintain its integrity for all employees. If a 2% was proposed general wage or cost of living on the other side, the performance policy had up to a 4% so that could allow someone to get a 6% increase. This policy was then revised to state up to 2%. This has to match our new Hay Group salary schedule. Department Heads would be given 2% of their salary budget for non-union people to distribute at their discretion. People want the ability to reward for a job well done and not limited.

Chairman Harris said when the Hay Group study was completed there was a large gap. Everything now matches. If left as it is, the gap will reopen. By raising the non-union employees by 2% and giving department heads a percentage to use at their discretion when the evaluations are completed. Ferrill stated that Department Heads would have to use caution as they could have an employee max out sooner by giving large increases. They must recognize there is an endpoint that will require management.

Graff wanted to clarify that if someone gets to the top they won't come back for more raises just to cover that. Ferrill stated the salary schedule will have to be re-visited again to maintain the integrity. Ferrill also pointed out there is an evaluation form that will be used for her direct reports to provide justification. That form is available for all to use. The Board will know the total amount to be spent, but there will be no Board control for the Department Heads as to who they give it to.

Auditor Grashoff pointed out there are positions that are authorized but are vacant. If the percentage given is based solely on personnel it would be funded for vacant positions. Harris said the intent is to base it on current payroll jobs occupied.

Amendment by Graff, Second by Connett to amend the Policy to state that Department Heads will be given up to 2 percent of total salaries of the current occupied positions of their non-union direct reports which

will be distributed amongst those employees at the Department Heads discretion.

On voice vote, **MOTION TO AMEND CARRIED.**

On voice vote, **MOTION AS AMENDED CARRIED.**

MOTION
HR-15-22

MOTION BY NEUHAUSER, SECOND BY MEISINGER to recommend to a wage increase standard for non-union employees.

On voice vote, **MOTION CARRIED.**

MOTION

MOTION BY REDLINGSHAFFER, SECOND BY IMIG to recommend to approve the bills as presented.

On voice vote, **MOTION CARRIED.**

Chairman Harris recessed the meeting at 4:48 p.m.

(transcribed by S. Beeney)