

STAFFING REVIEW COMMITTEE MEETING MINUTES  
JANUARY 8, 2009

STAFFING REVIEW COMMITTEE MEMBERS PRESENT: Wilbur, G. Hall, Henke, Rymph, LaPointe – Human Services Chairman, Lindsay – Public Safety Chairman

STAFFING REVIEW COMMITTEE MEMBERS ABSENT: None

Debra Prehoda, Clerk

Barbara Winchell, Personnel Director

Kevin Hayes, County Administrator

Roger Wickes, County Attorney

AGENDA AS PRESENTED IN THE COMMITTEE NOTICE:

- 1) Call to Order
- 2) Discuss Reorganization of Committee
- 3) Other Business
- 4) Adjournment

Chairman Wilbur called the meeting to order at 1:37 P.M.

Kevin Hayes, County Administrator, distributed to committee members an informational binder.

Barbara Winchell, Personnel Director, distributed the checklist developed for Department Heads to use when there is a vacancy in their department, attached. This checklist was revised to include: why is the person leaving the position.

The following personnel requests were considered:

TREASURER – Phyllis Cooper, Treasurer, addressed the following request with the committee:

She stated the direction from the Board was to review their departments. She is proposing the elimination of the Secretary position and increase three Principal Accounts Clerks from 35 to 40 hours to assume the duties. The net savings would be \$11,810.88, handout on file. A motion to eliminate the title of Secretary to the Treasurer was moved by Mr. Rymph, seconded by Mr. Henke and adopted. A motion to increase three Principal Account Clerks from 35 hours to 40 hours was moved by Mr. Rymph, seconded by Mr. Henke and adopted. Duties will be resigned and effective date for the change in hours is the start of the next payroll, January 22<sup>nd</sup> pay period.

PUBLIC HEALTH – Patty Hunt, Director, addressed the following request with the committee:

She stated her budget is based on the reorganization of her department and she would like to know if she can proceed to make these reorganization changes. Her plan was approved through committee and in the 2009 budget, 2009 organization chart on file.

Committee action was not required; she has permission to move forward with the reorganization plan. All vacancies during the year have to come back to committee.

**SOCIAL SERVICES** – Tammy DeLorme, Commissioner, addressed the committee. She currently has five vacancies, anticipated and current. Also on file is a review of every position within her department.

Principal Social Welfare Examiner – Employment (handout on file) – A motion to approve backfill, Principal Social Welfare Examiner - Employment, was moved by Mr. LaPointe, seconded by Mr. Henke and adopted on the following roll call vote: AYES (5) Wilbur, G. Hall, Henke, Rymph, LaPointe, NOES (0), ABSENT (0), ABSTAIN (0).

Principal Social Welfare Examiner – Food Stamps Unit (handout on file) – A motion to backfill, Principal Social Welfare Examiner – Food Stamps Unit , was moved by Mr. LaPointe, seconded by Mr. Rymph and defeated on the following roll call vote: AYES (2) Wilbur, Rymph, NOES (3) G. Hall, Henke, LaPointe, ABSENT (0), ABSTAIN (0) .

Typist – Reception – A motion to backfill Typist – Reception 35 hrs/week - was moved by Mr. LaPointe, seconded by Mr. Henke and adopted on the following roll call vote: AYES (5) Wilbur, G. Hall, Henke, Rymph, LaPointe, NOES (0), ABSENT (0), ABSTAIN (0). A motion to reconsider motion to backfill Typist – Reception – was moved by Mr. LaPointe, seconded by Mr. Rymph and adopted. A motion to approve backfill Typist – Reception – was moved by Mr. LaPointe, seconded by Mr. Henke and defeated on the following roll call vote: NOES (5) Wilbur, G. Hall, Henke, Rymph, LaPointe, AYES (0), ABSENT (0), ABSTAIN (0).

Typist – Services – A motion to backfill – Typist -Services 40 hrs/week - was moved by Mr. LaPointe, seconded by Mr. Henke and adopted on the following roll call vote: AYES (5) Wilbur, G. Hall, Henke, Rymph, LaPointe, NOES (0), ABSENT (0), ABSTAIN (0).

Child Support Investigator – A motion to backfill Child Support Investigator was moved by Mr. LaPointe, seconded by Mr. Henke and defeated on the following roll call vote: AYES (0), NOES (5) Wilbur, G. Hall, Henke, Rymph, LaPointe, ABSENT (0), ABSTAIN (0).

**MISCELLANEOUS** – HEAP and other benefit areas are really being hit hard and they are using overtime and she would like another position. Kevin suggested asking the person that is retiring if she was interested in filling in.

**SHERIFF** – Sheriff LeClaire addressed the committee:

Lieutenant – Backfill Request due to Retirement - A motion to approve backfill Lieutenant was moved by Mr. Lindsay, seconded by Mr. Rymph and adopted on the

following roll call vote: AYES (5) Wilbur, G. Hall, Henke, Rymph, Lindsay, NOES (0), ABSENT (0), ABSTAIN (0).

A motion to backfill a deputy position (vacancy created after filling the vacated lieutenant position) was moved by Mr. Lindsay, seconded by Mr. Henke and adopted on the following roll call vote: AYES (4) Wilbur, G. Hall, Henke, Lindsay, NOES (1) Rymph, ABSENT (0), ABSTAIN (0).

OFFICE FOR THE AGING - Claire Murphy, Director, addressed the committee:

Nutritionist/Dietician – Backfill, handouts on file – Claire is requesting to backfill the Nutritionist/Dietician position. This person has agreed to stay on as a part time person at this time. A motion to approve backfill – Nutritionist/Dietician and allow the current person to stay on a part time basis until the position is backfilled was moved by Mr. LaPointe, seconded by Messrs. Rymph and Henke and adopted on the following roll call vote: AYES (5) Wilbur, G. Hall, Henke, Rymph, LaPointe, NOES (0), ABSENT (0), ABSTAIN (0).

The meeting adjourned at 3:27 P.M.