

STAFFING REVIEW COMMITTEE MEETING MINUTES
MARCH 12, 2009

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

STAFFING REVIEW COMMITTEE MEMBERS ABSENT: Scribner – Health Committee Chairman

SUPERVISORS: Trinkle

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) Approval of Minutes – February 25, 2009
- 3) Consider the following Personnel Requests:
 - A. Probation – Probation Officer – Backfill
 - B. Pleasant Valley – Senior Clerk - Backfill
- 4) Other Business
- 5) Adjournment

Chairman Wilbur called the meeting to order at 1:23 P.M.

A motion to approve the minutes of the February 25, 2009 meeting was moved by Mr. Henke, seconded by Mr. Rymph and adopted.

The committee considered the following personnel requests:

PROBATION DEPARTMENT – Anthony White, Director, addressed the following personnel request:

Probation Officer – Backfill (handout on file) - A motion to approve backfill of a Probation Officer grade 15 with a Probation Officer trainee grade 14 was moved by Mr. Henke and seconded by Mr. Lindsay. Discussion. Currently the probation officers are carrying a caseload in the high seventies and the number of sex offenders has more than doubled. Anthony stated the backfill is necessary. The motion to approve backfill of a Probation Officer grade 15 with a Probation Officer trainee grade 14 was moved by Mr. Henke, seconded by Mr. Lindsay and adopted on the following roll call vote: AYES (4) Wilbur, G. Hall, Henke, Lindsay, NOES (1) Rymph, ABSENT (0), ABSTAIN (0).

PLEASANT VALLEY – Doug Cosey, Administrator PV, addressed the following personnel requests:

Senior Clerk – Backfill (handout on file) - A motion to approve backfill Supervising Nurse, evening shift, was moved by Mr. Henke and seconded by Mrs. G. Hall. Discussion. Doug stated there needs to be a person in charge of the building who has nursing and management skills. The motion to approve backfill Supervising Nurse, evening shift, was moved by Mr. Henke, seconded by Mrs. G. Hall and adopted and adopted on the following roll call vote: AYES (4) Wilbur, G. Hall, Rymph, Henke, NOES (0), ABSENT (1) Scribner, ABSTAIN (0).

Typist – Part time – Adult Home (Backfill) handout on file – Doug stated this position works in the adult day care unit doing filing, word processing, assisting in medical chart audits and covers switchboard breaks and coordinates telephone and cable changes for residents. This position was downgraded from a PT LPN in 2008. Mrs. G. Hall asked in conjunction with the request at the last meeting to backfill a senior clerk position is there anyway these requests today could be combined. Doug stated his Administrative Secretary is interested in this position and plans to retire and accept this part time position. He is proposing to downgrade the Administrative Secretary position to a typist. The Adult Home Director is very comfortable with the Administrative Secretary taking this part time typist position. Mrs. G. Hall stated if all these requests were combined in the end would there possibly be less people. A motion to approve backfill part time typist Adult Home was moved by Mr. Henke, seconded by Mr. Rymph and adopted on the following roll call vote: AYES (3) Wilbur, Rymph, Henke, NOES (1) G. Hall, ABSENT (1) Scribner, ABSTAIN (0).

Typist – Requesting backfill of Administrative Secretary position with a typist, a 3-grade reduction. Mrs. G. Hall stated she would have liked more consolidation of positions. Roger Wickes, County Attorney, stated that this downgrade would be a change in the staffing pattern. The motion to approve typist and eliminate Administrative Secretary position was moved by Mr. Henke, seconded by Mr. Rymph and adopted on the following roll call vote: AYES (3) Wilbur, Henke, Rymph, NOES (1) G. Hall, ABSENT (1) Scribner, ABSTAIN (0).

OTHER BUSINESS: None

The meeting adjourned at 1:55 P.M.

The next Staffing Review Committee meeting is scheduled for Friday, April 10th immediately following the Finance and Personnel Committee meeting.