

HUMAN RESOURCES COMMITTEE  
SPECIAL MEETING  
MINUTES  
MONDAY, MARCH 5, 2018

Members Present: Justices Anderson, Raney, Owen, McKee, Marion, Horner, Griffin and Faulkner

Members Absent: None

Other Present: Elected Officials, Department Heads, Media and Citizens

Chairman Anderson called the meeting to order and introduced the first item on the agenda which was a request from Sheriff McCormick to delete a position of Bookkeeper and create a position of Senior Bookkeeper. Sheriff McCormick stated he currently had three Bookkeepers and was requesting to change one to a Senior Bookkeeper. He further stated that the Senior Bookkeeper was directly involved with all facets of finance within the Sheriff's Department to also include the Adult Detention Center, Juvenile Detention Center and various other departmental budgets and would also be supervising three employees. Justice Owen inquired if Sheriff McCormick had someone in mind for the position. Sheriff McCormick stated that someone was already in place performing the duties of the Senior Bookkeeper but not receiving the increased salary. A motion was made by Justice Griffin, seconded by Justice Faulkner to approve the request to delete a position of Bookkeeper and create a position of Senior Bookkeeper. The motion carried without opposition.

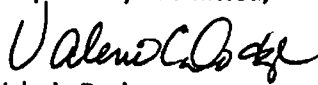
Chairman Anderson introduced the second item on the agenda which was a request from Assessor Short to re-rate the job description of Chief Deputy within the Assessor's office. A motion was made by Justice Owen, seconded by Justice Griffin to approve the JESAP re-rate for the position of Chief Deputy. The motion carried without opposition.

Other discussion occurred among committee members regarding receiving job descriptions to be re-rate at this time since most if not all had already been taken care of between 2016 and 2017. The Committee instructed HR Director Valerie Dodge to send an email to Elected Officials and/or Department Heads instructing them to get job descriptions that they wish to have reviewed submitted to her no later than July 1, 2018.

The final item on the agenda was a request to pay an hourly rate of \$15 per hour to the Legal Assistant that would be working under the County Attorney beginning in April of 2018. A motion was made by Justice Owen, seconded by Justice McKee to approve the hourly rate of \$15 per hour not to exceed 20 hours per week. The motion carried without opposition.

With no further business the meeting adjourned.

Respectfully Submitted,

  
Valerie Dodge