

Human Resources Committee

Minutes

April 29, 2019 5:30 pm

Members Present: Justices Anderson, Reagan, Owen, McGrew, Raney and Faulkner

Members Absent: Justice Horner

Others Present: Elected Officials and Department Heads

Chairman Anderson called the meeting to Order and introduced the first item of business which was a request from County Attorney Howard to establish a full-time position of Administrative Assistant to the County Attorney.

Justice Owen stated he did not see how the County Attorney was able to handle all of the responsibilities without a full-time assistant. He further stated that the salary proposed is very reasonable and fair.

County Attorney Howard stated that he had only had a part-time assistant since he started in May of 2018. He further stated that the workload had increased tremendously by working with all Elected Officials, Department Heads, employee issues, Road Department issues and the public in general. Mr. Howard also stated he was working to slim down his private practice and that anything done is on his own personal time away from the County.

Justice Raney stated he particularly liked the language in the Job Description that stated the employee "Must be able to work independently, efficiently and with initiative and ingenuity".

County Judge Mahoney stated that many people are utilizing the County Attorney's services and in particular a great amount of time is being done clarifying policies, contracts, leases and many road issues.

A motion was made by Justice Owen, seconded by Justice Faulkner to create a full-time Administrative Assistant to the County Attorney and to delete a part-time Legal Assistant position. The motion carried without opposition.

With no further business the meeting adjourned.

Respectfully Submitted,

Valerie Dodge  
Human Resources Director