

**MADISON COUNTY  
PERSONNEL AND LABOR RELATIONS COMMITTEE**

Monday, October 15, 2018 at 5:00 P.M.

Administration Building Suite 145

**PRESENT:** R. Wesley, M. Madison, A. Asadorian, D. Moore, A. Gorman, D. Gray, J. Futrell.

**ABSENT:** None

**OTHERS:** A. Schoeberle, C. Reynolds, C. Milton, S. Cousins  
C. Gitchoff, S. Vilmer, L. Ogden., D. Burris, J. Haney, L. Champoli, B. Cooper, J. Zoelzer

Mr. Asadorian moved, seconded by Ms. Gorman to approve the September meeting minutes **MOTION CARRIED.**

**APPROVE PUBLIC SAFETY IT ADMINISTRATOR JOB DESCRIPTION:**

Ms. Burris presented the job description to the committee. She stated that this job is a new position and the funds will come out of the ETSB budget. This job will report to 911 but will continue to partner with IT in the Administration Building. C. Gitchoff provided a job description that was AFSCME that was very similar to this one. Mr. Wesley asked if this new position was also AFSCME, D. Burris confirmed that it is indeed still a union position and that C. Gillespie and C. Milton were aware and approve.

**APPROVE PUBLIC SAFETY IT SENIOR ADMINISTRATOR JOB DESCRIPTION:**

Ms. Burris presented the job description. This is a current job description and they are adding 'Senior' to the job title and the responsibility of supervising the Public Safety IT Administrator job (presented above). There is no pay grade change. This job is currently filled and will continue to report to 911 and partner with the main IT Department in the Administration Building. A. Gorman provided some background on concern of who would manage position and recommends that this proposal have R. Dorman's approval.

J. Zoelzer joined the meeting

A.Gorman suggested a Special Meeting so that the position did not have to wait until the next regularly scheduled Personnel Committee meeting. The committee agreed to meeting Thursday, October 18, 2018 at 4:30 pm in Suite 145.

Mr. Wesley moved, seconded by Mr. Gray to approve postponing this discussion.  
**MOTION CARRIED.**

The ayes and nays being called on the motion to approve resulted in a vote as follows:  
AYES: Gorman, Asadorian, Moore and Gray. NAYS: Madison and Futrell

**NEW BUSINESS:**

B. Cooper provided a copy of the Logistics Coordinator position. T. Fulton from Emergency Management, who was not present, did a job audit and would like a pay grade change only for the position. Mr. Wesley would like to move this to the next meeting since the job audit was not available. Mr. Wesley will get job audit out to the committee for review in the next few days.

A.Schoeberle provided a copy a two proposed job descriptions, HR Generalist I, that is more benefits related and HR Generalist II, which is more labor relations related. In addition she is proposing that she would like a job audit for Health Benefits Specialist position.

A.Schoeberle continued the proposal, discussing FMLA, Implementation of the HRIS system and Applicant Tracking System. In addition she submitted a memorandum of accomplishments over the last several months.

J. Futrell exited the meeting

A.Schoeberle discussed the importance of having a centralized location for FMLA. Mr. Gray asked additional questions about what FMLA was. A.Schoeberle explained. Mr. Asadorian asked if this was a union position. B. Cooper mentioned that C. Gillespie is aware and discussions are ongoing. Mr. Wesley reminded everyone that these documents were in the works, not completed.

L.Champoli wanted to bring attention to department heads and some regular employees that have an excess amount of comp time. She is questioning what the current policy is for approval for earning comp time and who earns comp time. A.Schoeberle clarified what comp time is, who receives it and who should be approving it. L.Champoli wants to ensure that comp time policy is followed as she feels that it is being abused.

L. Champoli asked some additional questions about the new positions A.Schoeberle proposed and whose budget it might be paid out of. A.Schoeberle answered stating that it would not be her budget.

**OLD BUSINESS:**

The Madison County Travel Policy was distributed to the committee as previously discussed it would be in a previous meeting. Discussion of whether there is a loophole in the current policy. Mr. Wesley suggesting HR come out with policy revision. L.Ogden stated that the policy and the ordinance would both need to be changed. It is currently part of the Employee Handbook. The Employee Handbook should be presented to the committee at the next meeting.

**PUBLIC COMMENT:** None.

**ADJOURN:**

Mr. Madison moved, seconded by Mr. Moore to Adjourn. **MOTION CARRIED.**

/skv