

BOARD OF COUNTY COMMISSIONERS

May 31, 2013

Chairman Jack Carpenter called the meeting of the Chautauqua County Board of Commissioners to order on Tuesday, May 31, 2013 at 8:30 a.m. in the commission room of the courthouse. Commissioners Goff Searl and Danny Williams were present as was County Counselor Larry King and County Clerk Janice A. Fine. Danny Williams gave prayer.

Crystal Wade, HR Manager, joined the meeting to discuss Human Resource issues. Vacant positions were discussed and the impact on employee benefits. She provided a handout regarding employee benefits and the probability that we will be short in funds for benefits. She discussed possible reorganizing of offices. She informed the commission that we have 72 individuals receiving payroll checks but only 61 individuals receive health benefits. The cost we pay to KWORRC is based on payroll numbers and we have already been informed of an expected increase in KWORRC premiums. She brought for discussion the contract for mowing the courthouse and how those funds are paid. The current process places the liability coverage through KCAMP and it should be through KWORRC. All areas for contract mowing was discussed.

Crystal advised the commission that she had received a letter from unemployment for a past employee and the grounds for payment were discussed. The state will keep the findings as record in Topeka. County Counselor Larry King was not present when the letter for unemployment was received and approved. Larry King, County Counselor, will review the document, determine next steps and present his recommendation at the next commission meeting.

Walt Wigton joined the meeting as observer.

Adam Wilson joined the meeting to discuss the possibility of our appraiser's position becoming available. He is nearly certified as an appraiser. There is Legislation pending which allows an appointment to anyone within 6 months of certification. The commission asked if he currently lives in Chautauqua County and stated they encourage employees to live in the county. Wilson has been in the Montgomery County Appraiser's office for the past 3 years. He's currently an Appraiser I, in the field and administers the citizen appeals. He is aware that we currently share an appraiser with Elk County. Wilson stated that the refinery issue has been resolved in Montgomery County.

Goff Searl presented information that the equipment used for the Spring Fling mud run had water in the gas when the equipment was returned. Danny Williams asked how we were handling the request from the City of Peru to grade their roads as he had received a request from the Mayor of the City of Chautauqua. The City of Peru roads will be graded but the city had to pay the graders wages. This information will be given to the City of Chautauqua.

Goff Searl asked if the commission could view and approve all workers comp claims. Crystal Wade, HR Manager, joined the meeting to inform the commission of the process which doesn't offer the commissioners the ability to approve or disapprove of workman's comp claims. She asked if this was an opportunity to bring in KWORRC to provide information regarding workers comp issues.

Crystal Wade, HR Manager, addressed the commissioners on the State Health Plan. The delinquent payment per the state for prior years health insurance premiums was in the amount of \$5,014.70 and has been paid. She then researched this issue and after talking to the state health insurance plan representative found that the state owed us \$3,566.89 and it was received this month. She is talking with the state to try and get 2014 costs for the budgeting process. She talked with the state regarding the premium plan which will not cost the county in penalties. The state plan has a low deductible plan that we offer which means we will not pay a premium penalty, if everything remains the same. She continues to research for clarification on the state requirements for part time and full time for medical coverage. June 13th is the date that all 2014 health costs will be released. The option always remains that a part time non-qualifying employee can choose to have coverage through our plan at 100% cost to them. What constitutes a non-qualifying employee is being researched.

Annie Blankinship, Health Department Administrator, joined the meeting to discuss the Healthy Start program with the Health Department. She wanted to clarify the working arrangement regarding her responsibilities. She asked for approval for Jeanie Beason's hourly wage set at \$23.00 per hour. The Healthy Start position is part time, totally grant funded, and is part of their budget. No benefits will be provided to the part time Healthy Start position. Annie could use the funding for supplies if the commission doesn't approve the position to be filled. The new grant begins July 1st, 2013. Annie asked the wage to offer; her recommendation is \$9.75 per hour and commissioners agreed to that wage amount. Annie asked the commissions expectations regarding the interview process. The commissioners asked to be part of the interview process. Annie was told to advertise the position, provide applications for their review and include them in the interviews. Annie offered that this position also serves Elk County. Annie provided an overview of the duties of the Healthy Start program.

Goff Searl made a motion to accept the meeting minutes for May 21, 2013. Danny Williams seconded the motion. Motion carried 3-0.

Commissioners asked to speak with Rodger Green regarding the contract on the mowing. Commissions concern is about Rodger being asked to mow as a sub-contractor since the hired contractor doesn't have a mower. They asked Rodger's opinion of mowing all the grounds. Rodger discussed the need to correct issues in the lawn caused by the jail construction. Rodger prefers not to have the mowing contract. He suggests the contract be put out for bids. Winter has it obstacles as well and he believes that the sidewalks need to have the snow cleaned off of them. Commission needs to discuss options and the amount of time it takes to maintain the courthouse lawn.

Crystal Wade, HR Manager, asked for clarification on previous payroll changes for employees. Commission directed Crystal to process as it has been done in the past.

Helen Matthews, Deputy Clerk, talked to commissioners regarding the split of federal usage fees from the AT&T bill. Noxious Weeds dept. wants the fees to be split differently. Current process is to split the costs between all departments using the service equally. The request is to split the fees per line. The requested process will impact some departments more than others. The commission asked questions for clarification before determining that the current fee split will remain the same.

Karen Spencer, Appraiser, joined the meeting. She reminded them that her contract renews July 1, 2013. Karen advised the commissioners there are several appraiser positions available and she needs to know if she should be looking for another position. Commissioners will give her a decision by June 11th if they cannot come to an agreement today. Karen stated she will begin submitting applications for openings. Karen asked to hire for her vacant position. She is cross training all staff. Jeremy Hendren, Deputy Appraiser, is the only individual who can set values. Dee Wade prefers to do personal property and administrative work. Commission is concerned with the added expense to employee benefits. Commission asked to have some time for their discussion and they would let her know the outcome.

Danny Williams made a motion to go into executive session for 30 minutes at 10:36 a.m. to discuss non-elected personnel and requested that County Counselor, Larry King be present. Goff Searl seconded the motion. Motion carried 3-0.

Jack Carpenter called the regular meeting back into session at 11:04 a.m. The executive session produced the following action: Karen Spencer joined the meeting. The commission will renew her contract for 4 years. The commission has been pleased with her overall performance. Goff Searl made a motion to extend her contract for 4 years. Danny Williams seconded the motion. Motion carried 3-0.

Karen asked if she could begin advertising for the vacant position. Commissioners approved for Karen to begin the hiring process.

County Clerk requested direction in developing office budgets. Brief discussion on past budgeting practices.

Helen Matthews, Deputy Clerk, provided commissioners with sales tax information regarding the fund account for the new jail. The state notifies us when the bond payment is due and we submit. Commission discussed the balance of the account and payments made to the State Treasurer.

Commissioners reviewed and approved the Payroll and Warrants Payable expenditures as follows:

<u>Fund</u>	<u>Totals</u>
General Fund	79,273.74
Ambulance District #1	3,492.50

Ambulance District #2	11,295.83
Appraiser	10,463.64
Election	605.00
Employee Benefit	84,769.36
Health	24,728.58
Noxious Weed	15,507.57
Road and Bridge	123,912.85
Special Alcohol Programs	4,976.19
Juvenile Detention	1,305.00
County 911	592.12
Unreimbursed Medical	197.01
Solid Waste	13,634.76
Treasurer Auto	3,015.39
ROD Tech Fund	623.28
Total All Funds	378,392.82

Danny Williams made a motion to adjourn the meeting at 11:50 a.m. Goff Searl seconded the motion. Motion carried 3-0.

Goff Searl, First District Commissioner

Danny D. Williams, Second District Commissioner

Jack Carpenter, Chairman, Third District Commissioner

ATTEST:

Janice A. Fine, County Clerk