

BOARD OF COUNTY COMMISSIONERS

June 28, 2013

Chairman Jack Carpenter called the meeting of the Chautauqua County Board of Commissioners to order on Tuesday, June 28, 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 Fine. Danny Williams gave prayer.

Goff Searl mentioned the area where Billy Wall lives and south there will be performing seismographic surveys in that area. Searl received a call from Vicky Brown who is in charge of that process. That process will take approximately 30 days. Searl mentioned that Joel Haden, Road and Bridge Supervisor, should be in this discussion regarding bridge weight capacity. A bond was discussed and the need for such.

Conceal Carry discussion took place. Danny Williams made a motion to remove the conceal carry signs from the courthouse. Goff Searl seconded the motion. Motion carried 3-0.

Neighborhood Revitalization rebates were discussed. There is a parcel of land in that program which has delinquent taxes for 2011 and Lisa Hudson, Treasurer, was advised by County Counselor, Larry King, to contact our auditor for clarification on withholding the rebate to cover the taxes.

Commissioners discussed the lack of an Appraiser and some possibilities. Commissioners will table this discussion until the next meeting when Jeremy Hendren, Deputy Appraiser, can be a part of the discussion.

Crystal Wade, HR Manager, joined the meeting to discuss the proposed pay plan for non-elected officials. Minor adjustments were made for the Sheriff's Department regarding placement of Jail Administrator and Chief Deputy to the same grade. There are two job descriptions that needed to be added for the Health Department, Assistant Administrator (grade 5) and Certified Nurse's Aide (grade 4).

Most department heads joined the meeting to discuss the pay plan. Laura Beeson asked why the elected officials are not in the pay plan. Commissioners decided that the pay plan for elected officials will come after we complete the pay plan for non-elected staff. Dale Stone, Solid Waste driver, asked that each department should have the opportunity to come in to discuss the grading process. Linda Kline, Solid Waste Office Manager, asked that the job descriptions be reviewed more closely and placed in a better grade to compliment the requirements needed for the job. Commissioner Searl asked Crystal Wade to send a memo to departments asking who would like to speak with commissioner regarding their department specific grades. Crystal requested the department memo come from the commissioners. Commission asked that Larry King, County Counselor, prepare a memo from the commission. Grades of individual job classifications appear to be inappropriate as viewed by some department heads. County Counselor, Larry King asked what the consensus was regarding a pay plan for Chautauqua County.

Crystal Wade, HR Manager, asked the commissioners for guidance and a decision regarding an employee moving from hourly to salary and how and if benefits from the hourly position is paid out. The current handbook only addresses the benefit payout for terminating employees. The commissioner's decision on the process needs to be placed in the revised handbook once a

decision is made. Commissioners will discuss with County Counselor, Larry King, to determine the position the county will take on this issue.

Benefit budget clarification was discussed. A complete review with the County Auditor, Rodney Burns, determined that the benefit budget is in fact going to be short as the HR Manager has been stating all along.

The Healthy Start position has been reviewed as it was stated as being grant funded and after research by Deputy Clerk, Helen Matthews, the county has never been reimbursed for benefits. The issue has been corrected and a refund from the Health Department to the County Employee Benefits fund is a bit over \$10,000.00.

Annie Blankinship, Health Department Administrator, talked with commissioners regarding the Healthy Start Visitor position and asked to hire. Commissioners gave permission to do so.

Danny Williams made a motion to approve the minutes of June 18, 2013 with one correction. Goff Searl seconded the motion. Motion carried 3-0.

Commissioners received a letter from the State of Kansas, Secretary of Agriculture, advising them that the State has recognized the Chautauqua County Fair per Senate Bill 56.

Commissioners discussed the personnel issue of payment of earned vacation and sick leave when an employee moves from a non-exempt to an exempt position as in the case of the Health Department Administrator. After discussion and in the opinion of the County Counselor, Larry King, that payment should be made as stated in the current handbook for terminating employees at 100% for vacation and 50% for earned sick leave. The new handbook must be updated to reflect this decision.

Commissioners reviewed and approved the Warrants Payable End of Month expenditures as follows:

<u>Fund</u>	<u>Totals</u>
General Fund	95,826.00
Ambulance #1	3,492.50
Ambulance #2	11,295.83
Appraiser	11,817.28
Council of the Aging	10,491.25
Fire District #8	2,441.75
Fire District #5	1,796.63
Election	433.56
Fire District #1	7,741.50
Fire District #2	7,259.00
Fire District #3	2,159.51 (See also Impounded Tax)
Fire District #4	7,574.50
Fire District #6	988.50
Employee Benefit	83,539.90
Health	24,521.11
Mental Health	7,500.00
Mental Retardation	5,000.00
Noxious Weed	15,195.86
Road and Bridge	41,274.63
Juvenile Detention	1,305.00
County 911	2,342.12
Unreimbursed Medical	140.00
Solid Waste	13,033.95

Treasurer's Auto	2,635.01
Impounded Tax	2,158.74 (See also Fire District #3)
R of D Tech Fund	596.57
Total All Funds	62,559.70

Danny Williams moved to accept the minutes for the June 18, 2013 meeting with one correction. Goff Searl seconded the motion. Motion carried 3-0.

County Clerk, Janice A. Fine, informed commissioners that the July Abstract was completed and submitted to the State on June 21, 2013. The State performed their audit and notified the County Clerk of their acceptance of that abstract with no corrections necessary. County Clerk also informed the commissioners that the annual County Bonded Indebtedness report is being prepared.

Danny Williams made a motion to adjourn the meeting at 11:00 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