

CHAUTAUQUA COUNTY BOARD OF COMMISSIONERS

November 20, 2017

Chairman Jack Carpenter called the regular meeting to order on Monday, November 20, 2017, at 8:30 a.m. in the commission room of the Court House. Commissioner Goff Searl, County Counselor Ruth Ritthaler, County Clerk Niki Collier, Deputy Clerk Becky Smilko, and Crystal Wade, HR Administrator were all present. Commissioner Goff Searl opened the meeting with prayer.

Commissioner Searl motioned to approve the minutes of November 13, 2017 as amended, and the minutes for the Canvass of votes, also on November 13, 2017. Commissioner Carpenter gave the second and the motion passed 2-0.

At 8:32 a.m. Commissioner Rodney Shaw joined the meeting. Road & Bridge Superintendent Joel Haden provided the weekly update on road maintenance. Mr. Haden has observed the location of Rd 4 & Dalton where a gate is obstructing the road way, it appeared to be unlocked. Discussion was held and the Commission requested that Joel notify the caretaker of the Bill House estate to remove the gate by December 8, 2017.

Sherry Miller and Jenny McDaniel joined the meeting at 8:40 a.m. Commissioner Searl brought attention to The Cedar Vale Lookout newspaper from November 16, 2017, which had a headline stating "County Elected Officials to get salary bump". Commissioner Shaw questioned if the Resolution 2017-11 was the same as Resolution 2016-07 and Crystal Wade of HR Administrator stated there was no change in salaries, this was the annual resolution to establish and maintain salaries of elected officials to ensure they will not increase their own salaries. The Commission instructed the Clerk to contact the newspaper and request a correction and retraction of the headline since this information was incorrect and there were no pay raises approved for the year 2018.

At 9:00 a.m. the Commission held a coin toss to resolve the tie created at the November 7th election for the Rolling Prairie Extension board seat. Deputy Clerk Becky Smilko reported she notified both Sherry Miller and Dean Wolfe. Mr. Wolfe stated he did not think he would be able to be present for the coin toss. Sherry Miller was present and called tails, Chairman Jack Carpenter tossed the coin and tails won the toss, giving the seat to Mrs. Miller.

At 9:06 a.m. Commissioner Carpenter made a motion to go into a 15 minute executive session with Human Resource, and County Counselor regarding nonelected personnel for the purpose of employee-employer negotiation. Commissioner Searl gave the second and the motion passed 3-0. The regular meeting resumed at 9:12 a.m. with no action taken as a result of the executive session. Commissioner Shaw made a motion to enter into an agreement with Zoe Newton, appointing her as County Counselor with a start date of December 1, 2017. Commissioner Carpenter gave the second and the motion passed 3-0.

Commissioner Searl asked questions regarding pay for performance policy, HR Administrator Crystal Wade stated this policy would allow the Commission to set a limit on pay raises and prevent departments from requesting or giving large raises to individuals through the year. She also stated if that policy was approved it would not go into effect until 2019 to allow

each department to appropriately budget for the change. Richard Hambleton joined the meeting at 9:40 a.m. Commissioner Shaw made a motion to approve the revised Employee Rules and Regulation Handbook effective January 1, 2018. Commissioner Carpenter gave the second and the motion passed 3-0. Crystal Wade also reminded the Commission that annual evaluations are due on December 18, 2017.

County Auditor Rodney Burns joined the meeting at 9:45 a.m. and presented the annual Exit Audit Report. Rodney stated that the Commission may want to consider a policy prohibiting employees from deleting work product or emails upon termination or resignation. He stated this year the Clerk's office and previously the Treasurer and other county offices have also been effected by exiting employees deleting emails, reports and other documents that were created on county time, as county work product and these things should have been retained for auditing purposes.

Tim Nordell joined the meeting. Commissioner Searl asked Mr. Burns how many more years before the accounting errors of 2015 and prior are corrected? Mr. Burns stated all financial corrections have been made for previous years. The corrections he is currently making are for the last year and appear to be normal bookkeeping adjustments. Rodney also presented the 2018 auditing contract for approval. Commissioner Shaw made a motion to approve the 2018 auditing contract with Rodney Burns. Commissioner Searl gave the second and the motion passed 3-0.

Richard Hambleton requests that the commission discuss his pay rate for his new position as Maintenance Supervisor schedule to start on December 22, 2017. At 10:20 a.m. Commissioner Carpenter made a motion to go into a 20 minute executive session regarding nonelected personnel for the purpose of employee employer negotiations. Commissioner Searl gave the second and the motion passed 3-0. The regular meeting resumed at 10:40 a.m. and no action taken as a result of the executive session.

Commissioner Searl made a motion to approve Resolution 2017-12 regarding KCAMP Rate Stabilization Program. Commissioner Shaw gave the second and the motion passed 3-0. Commissioner Carpenter made the motion to approve Resolution 2017-13 regarding creating a Law Enforcement/EMS fund. Commissioner Shaw gave the second and the motion passed 3-0.

County Counselor Ruth Ritthaler noted that the Delinquent Tax Sale is scheduled for December 18th at 1:30 p.m. in the courtroom.

At 10:50 a.m. Commissioner Shaw made a motion to go into a 15 minute executive to discuss nonelected personnel for the purpose of privacy. Commissioner Carpenter gave the second and the motion passed 3-0. At 11:05 Commissioner Carpenter continued the executive session for 10 more minutes to resume at 11:15 a.m. The regular meeting resumed at 11:15 a.m. and no action taken as a result of the executive session.

Crystal Wade of HR Administrator joined the meeting per the Commission request and discussed the annual Christmas Party and requested permission to purchase the meat from her budget. The Commission approved the purchase.

Commissioner Shaw motioned to adjourn the meeting at 11:25 a.m., seconded by Commissioner Searl, motion passed 3-0.

Goff Searl, First District Commissioner

Rodney Shaw, Second District Commissioner

Jack Carpenter, Chairman, Third District Commissioner

ATTEST:

Niki Collier, County Clerk