

Ad Hoc General Administrative and Policies Committee Meeting Minutes
April 28, 2009
4:00 p.m.

Called to order by Terry James at 4:05 p.m. Roll call was taken, present Ward, England, James. Excused Stuchlak, West. Also present Barb Petkovsek, Administrative Coordinator/Director of Finance, Cindy Phillippi, Adams County Clerk, Dawn MCGhee, MIS. Jack Albert, Corporation Counsel, was unable to attend.

The meeting was properly noticed.

Motioned by Ward/England to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Ward/England to approve the April 14th, 2009 minutes. Motion carried by unanimous voice vote.

James read the comments submitted by departments.

The committee unanimously consented to include the following language in the Technology policy:

Section 6 - Hardware, Software Network & Phone Systems, 6.01, (E)

- **A list of exceptions to the policy shall be maintained by the MIS department. Exceptions may be granted by MIS department prior to committee approval, but must be reported back at the next regularly scheduled meeting.**

Section 11 – Technology Steering Committee, 11.02, (E & F)

- Health and Human Services **((1) designated by the oversight committee)**
- Public Safety & Judiciary **((1) designated by the oversight committee)**

The committee clarified that the technology steering committee is an advisory committee.

The draft policy will go to the mutual insurance company for review. The Ad Hoc Committee will review comments and recommendations made by the mutual prior to submitting the policy to the County Board for adoption.

Barb provided the committee with a draft recruitment form for review. The committee will review and comment. James would like to compare the current recruitment form with the new draft one. Barb will provide each of the committee members with a copy to use for comparison.

The committee unanimously agreed to strike ~~personnel department~~ in the entire policy and insert **Personnel Director** in place.

The committee began reviewing Chapter 2, Section 8 – New Employee Orientation and made the following recommended changes:

8.02 Procedures.

- A. The Personnel Director develops and implements a plan to introduce newly hired employees to the County and their jobs. The primary purpose of the orientation is to facilitate the adjustment of the new employee and staff.
- B. Once an employee has been hired, ~~it is the responsibility of the Department Head to complete the New Employee Information Form and submit it to the County Clerk's Office~~ **the Personnel Director will**

make sure all the proper forms are completed and submit copies of the forms to the Administrative Coordinator/Director of Finance office within five (5) days of the employee being hired.

- C. ~~If at all possible, prior to employment, the employee will meet with the County Clerk's Office to complete all employment forms and sign up for any fringe benefits available for the position. If the employee cannot do this prior to employment, it shall be done the first (1st) day of employment.~~
- D. The Personnel Department **Director** shall orient all new employees relative to general conditions of employment including County rules, job descriptions, and pay. Employees shall sign the Form at the back of this Policy indicating they have received a copy of the Personnel and General Administrative Policies and any addendums. This Form is to be returned to the Personnel Department and placed in the employee's personnel file.

The following section was discussed at length.

8.04 Department Head Orientation. The Administrative Coordinator/Director of Finance or his designee shall be responsible for the orientation of a new Department Head to the County Policies and expectations of the Department.

It was stated that a formal plan should be created. The committee will review this section again.

9.01 As a condition of employment, all new employees must successfully complete a drug and alcohol test directed by the Personnel Department **Director**.

9.02 This Section does not restrict the County's right to request random medical, drug, or alcohol testing for employees after being ~~hiring~~ **hired**.

~~**10.02** This Section does not restrict the County's right to request random medical, drug, or alcohol testing for employees after hiring.~~

10.02 is the exact same language as 9.02

SECTION 12 – EMPLOYEE EVALUATIONS

~~**12.01 Employee Evaluations.** The Department Head, or their designee, shall evaluate the employee, on an annual basis, if possible. The Administrative Coordinator/Director of Finance shall evaluate Department Heads and will include the Home Committee in the evaluation process. The Personnel Director shall approve all employee evaluation forms. A special performance evaluation may be completed whenever there is a significant change in an employee's performance. The evaluation completed by the Department Head, or their designee, must be discussed with the employee. After the evaluation is completed, the employee and the Department Head shall sign the evaluation indicating the evaluation was reviewed. The employee shall be given the opportunity to comment on the evaluation and have those comments attached to the evaluation. All evaluations shall be placed in the employee's personnel file in the Personnel Department. The Personnel Department shall make a copy of the evaluation for the employee and file the original in the employee's personnel file.~~

~~**12.02** Evaluations are a tool to monitor and assess the progress of employees. Pay is not based on performance with the County, and no pay increases are given as a result of the evaluation.~~

The committee would like, Section 13 – Volunteer Service Policy, condensed and simplified. Barb will review and work on it. Section 13 will be reviewed again at the next months meeting.

Additional agenda items for May 12th meeting:

- Review and comment on Chapter 2, 8.04, Department Head Orientation.
- Review of Section 13 – Volunteer Service Policy

The committee recapped on the following previous outstanding issues:

- Jack Albert, Corporation Counsel is to review Section 4 - Affirmative Action.
- Albert previously explained that sections such as FSLA, FMLA, EOC, etc will be reviewed by an outside agency to make sure we are completely in compliance with these laws.
- Section 4.10, Albert will verify state statutes and provide verbiage that needs to be added. i.e. as may be amended from time to time
- Albert will review Section 4, Code of Ethic, and report back and simplify the language.

The committee will continue to proceed forward and await Jack's response.

Motioned by Ward/England to adjourn at 5:50 p.m. until May 12, at 4:00 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi,
Recording Secretary