

**PERSONNEL & FINANCE COMMITTEE
MINUTES
January 7, 2013
5th Floor Commission Chambers**

COMMISSIONERS PRESENT: Chairman Phil Duckham, Carl Rice, Jr. David Elwell, and David Lutchka

Steve Shotwell Jr., Chairman
Phil Duckham Vice Chairman

Mike Overton, Administrator/Controller
Adam Brown, Deputy Administrator

OTHER COMMISSIONERS PRESENT: Julie Alexander, John Polaczyk, and Sara Lightner

COMMISSIONERS EXCUSED/ABSENT: Gail W. Mahoney

OTHERS PRESENT: C. VanDusseldorp, M. Wandell, R. Scheele, J. Latham, C. Frey, J. Johnson, M. Webb

CALL TO ORDER – 12:00 p.m.

APPROVAL OF AGENDA

Item B. 2. Treasurer's Report removed. Treasurer will report in March.

**Motion: Moved by Lutchka, supported by Rice to approve the agenda as amended.
Motion carried.**

PUBLIC COMMENTS - None

COMMITTEE ITEMS

A. Minutes

1. Minutes of the 12/3/12 Personnel and Finance Committee Meeting

Cmr. Elwell asked that more information regarding the Retirement Eligibility Change be added to the minutes from the Personnel & Finance meeting.

Motion: Moved by Elwell, supported by Rice to postpone approving the minutes of the Personnel and Finance Meeting. Motion carried.

2. Minutes of the 12/3/12 Policy Committee Meeting.

Motion: Moved by Rice, supported by Lutchka to approve the minutes of the Policy Committee Meeting. Motion carried.

B. Departments/Boards Action Items

1. Finance Department

- a. **General Fund Monthly Financial Report**

Jim Latham gave a report.

2. County Treasurer's Office

a. **Investment Report/Pooled Interest/Forfeiture Update**

Link to report provided.

b. ~~Quarterly Report~~

3. Human Resources

a. **Retirement & DROP List**

Question asked as to why the list was bigger than usual.

Administrator/Controller Overton stated that he asked the question to HR and had not received an answer back yet.

4. Facilities

a. **Amendment to Sprint Wireless Lease**

Ric Scheele explained the lease.

It was asked that a copy of the actual contract to be e-mailed to commissioners.

**Motion: Moved by Elwell, supported by Rice to approve the lease amendment.
Motion carried.**

5. Administrator/Controller

a. **Elected Officials Salaries**

Much discussion held regarding this issue.

Committee members do not support increasing the salaries of elected officials in order to offset the cost of the increase in health insurance. The only increases supported are for the Clerk as a result of the combination of the Clerk and Register of Deeds offices, and the Sheriff to put him ahead of the Undersheriff. Questions were raised regarding the Chief Deputies receiving the 2% increase. Administrator/Controller Overton explained that the Chief Deputies salaries are to be set by the Board, although this hasn't been done in the past. Recommendation that this be put into a policy so these issues don't happen again.

Chairman Shotwell asked that if the committee does not recommend an increase for the other elected officials that they at least be forwarded to the full Board with a negative recommendation so that the entire Board has an opportunity to vote on this issue.

Motion: Moved by Elwell, supported by Rice to increase the salary by 4% of the Clerk/Register of Deeds for the additional duties taken on from the Clerk/Register of Deeds merger. Motion carried.

Motion: Moved by Elwell, supported by Rice to increase the salary of the Sheriff by \$500 to move his salary ahead of the Undersheriff's salary. Motion carried.

Motion: Moved by Rice, supported by Elwell to send to the full Board with a negative recommendation for salary increases for the offices of Treasurer, Prosecutor, and Drain Commissioner. Motion carried.

6. Budget Adjustments

a. **Department on Aging**

Motion: Moved by Elwell, supported by Rice to approve. Motion carried.

OTHER BUSINESS

A. **Claims** – December 1 – 31, 2012

Motion: Moved by Elwell, supported by Rice to recommend the full Board the payment of the claims. Motion carried.

B. **Minutes** – None.

C. **Reporting Schedule – February**

1. Finance
2. Administrator/Controller
3. Jackson Transportation Authority
4. Land Bank Authority

PUBLIC COMMENTS - None

COMMITTEE MEMBER COMMENTS

Comr. Lutchka asked about a study for Chief Deputies.

Administrator/Controller Overton stated that has asked for a report from Human Resources regarding proper compensation.

Comr. Elwell asked that it be addressed at Study Session.

Comr. Elwell asked about policies from December that should have come before the committee this month.

ADJOURN TO THE CALL OF THE CHAIR – 12:43 p.m.