

Ad Hoc Rules Committee Meeting Minutes

January 31, 2011, 3:00 p.m., Room A160

Meeting was called to order by Chairman Jack Allen at 3:05 p.m. Present were Jack Allen, Joe Stuchlak, and Bill Miller. Absent were John West and Bev Ward. Also present was Marcia Kaye. Cindy Phillippi was absent.

Motioned by Stuchlak, seconded by Miller to approve the Agenda. Motion carried by unanimous voice vote.

Motioned by Miller, seconded by Stuchlak to approve the minutes from the January 12 meeting. Motion carried by unanimous voice vote.

The following items from previous meetings were revisited:

- Pg. 3, 4.01 (B) Still seeking clarification of the term “*proper channels of the County Government structure*”. Will **revisit** this at the next meeting.
- Pg. 13. 6.02 line 52. Committee agreed to change the orientation period to 60 days to be consistent with the 60 day orientation period addressed on pg. 30, 6.01.
- Pg. 27, 1.03. It had previous been suggested to add the ‘promotion language’ (related to control point and annual pay increases) to this section. Will **revisit** for appropriate language.
- Pg. 30. 6.01 Agreed to leave 60 days to coincide with orientation period on Pg. 13 (listed above).
- Pg. 46, 2.01. It was recommended that lines 15-18 require language of “*absolute sobriety*” rather than ‘being under the influence of’ in the workplace. It was suggested that this change be referred to Corporation Counsel for recommendation. To be **revisited**.

Per Cindy Phillippi’s request, a few e-mails with policy change recommendations were received from Department Heads. Items recommended were:

- Ron Chamberlain suggested incorporation of the Highway Dept. cell phone policy language. The previous version of P&GAP cell phone usage was addressed under Ch. 10, Section 3 (p. 88), Telephone Use (3.01 and 3.02). It was removed in the current version. Committee suggested to ask Dept. Heads for language that they would be comfortable with and that would work. It was also recommended that language be added to incorporate the new state law which prohibits texting while driving. This item to be **revisited** at next meeting.
- Fred Nickels wrote a letter regarding comp time in the Parks Dept. and suggested allowing 140 hours (18.5 days) for the parks manager. This issue was discussed and the committee agreed to leave the comp time policy *as is*.
- Chris Murphy asked for clarification on the chain of command and who Department Heads report to. It was suggested that this item be **revisited** at the next meeting. Murphy was asked to provide specific policy examples that he believes are in conflict or contrary to the job description or the policy.

Review of the remainder of the policy took place addressing the following policy issues:

- Miller asked about “Carryover Funds” and why they are not allowed, citing the Airport maintenance as an example. It was suggested that Tracy Hamman be asked if any other departments have received funding through the Maintenance Dept. and that perhaps West can provide more detailed explanation at next meeting.
- Pg. 62, C. a, b, and c. discussion was held on adding “*to begin work*” or “*ends work*” language prior to the times. This item will be **revisited**.
- The Credit Account and Credit Card Policy was discussed and suggested it might be added as Pg. 65 Ch. 8 Section 25, once it is approved by Admin & Finance Committee. To be **revisited**.
- Pg. 81, 2.02, line 29 should read “at the County Board meeting in the ~~month~~ quarter the employee attains twenty-five (25) years of service.
- Pg. 81, 5.02, line 52 Recommendation was made to allow “*deminimus*” usage of a County vehicle rather than complete prohibition. Possible language will be brought to the next meeting where it will be **revisited**.
- Pg. 83, 5.13 B. line 24. It was suggested that this should read “Violations shall ~~shall~~ may result in disciplinary action. To be **revisited**.
- Pg. 83, C and D, It was suggested that the language should say Employees must maintain absolute sobriety in both C and D rather than the current ~~under the influence of.....~~. This language will be **revisited**.
- P. 83, D. It was suggested that the same violation listed on line 28 under C be included under section D. To be **revisited**.
- P. 84. 6.06. It was recommended to add Salvation Army, American Red Cross, and Humane Society as authorized employee participation organizations.
- The question was asked whether or not County facilities participated in Fire or Emergency drills. Although the item was discussed between the Personnel Director and the Emergency Management Director last year, there was not sufficient time to coordinate one. It will be considered this year, time permitting.

The next meeting is set for Wednesday, February 23, 2011 at 3:00 p.m. in A260.

Miller motioned to adjourn at 4:34 p.m., seconded by Stuchlak. Motion carried unanimously.

Minutes taken and submitted by Marcia Kaye.