

Personnel Committee Meeting Agenda
March 17, 2011
5:00 PM
VRS, Room 210
Meeting Minutes

1. Roll Call:

***Action:** The Personnel Committee was called to order at 5:00pm and committee members present were Stephanie Childers, Rodney Barnett, and Benjamin Hollinger, Superintendent (non-voting member). Matt Purcell, Director of Finance was also in attendance. Chairman Mike Thoroughman was absent.*

2. Developing a short statement of purpose or mission statement for the Personnel Committee.....*this was delayed until a future meeting.*

3. Sick Leave Donation Policy Issue

The program has a policy for sick leave donation that it has been using which allows employees to give leave time to each other in cases of need. After a discussion with management consultant Dave Kessler, it became clear that this policy should have had the approval of the County Commissioners. Attached for your review are: a copy of the leave donation policy and a copy of the pertinent section of Ohio Revised Code. The committee will be asked to provide a recommendation as to how to proceed.

***Action:** The Personnel Committee unanimously recommends the Board suspend the Leave Donation Policy Section 06.19, until a legal opinion can be obtained and the Board is able to take further action.*

4. Sick Leave for 1-on-1 and substitute employees

Current and past practice of the program is not to grant sick leave to employees who work as one-on-one aides in the school and as substitutes throughout the program. A review of the Ohio Revised Code on the matter seems to indicate that these employees are entitled to this benefit. Please see the attached section of Ohio Revised Code, the Board's own Sick Leave Policy and an excerpt from the civil service manual used by our personnel officer, Bettilee Rayburn. The committee will be asked to make a recommendation as to how to proceed.

***Action:** The Personnel Committee unanimously recommends the Board extend sick leave benefits in a prorated fashion to One-on-One Aides and Substitute staff per ORC 124.38 effective July 1, 2011.*

***Action:** The Personnel Committee unanimously recommends the Board revise Policy Section 1.08 to define a Full-Time employee as 32 hours per week or above. Part-Time employees will be defined as fewer than 32 hours per week per ORC 325.19.*

5. Vacant position

The retirement of one of the Board's employees has left a vacancy. In light of the looming budget deficit, every vacant position is being scrutinized to see if the work of that position can be done more efficiently and cost effectively another way. This vacancy is in Matt Purcell's department. He will be reporting on his department's suggestions about how to handle the workload without filling this position. Please see the list of options they developed and the cost/benefit analysis Matt has done. The committee will be asked to make a recommendation based on this information.

Action: *The Personnel Committee unanimously recommends the Board approve the contract with Sandy Landers as presented.*

6. Adjourn

Action: *The Personnel Committee adjourned at 7:05pm.*

Prepared by Benjamin Hollinger
Respectfully submitted by:

Stephanie Childers, Recording Secretary