

**Scioto County Board of DD
Personnel Committee Meeting Minutes
Thursday, July 21, 2016 @ 5:00 p.m.
STAR, Inc.**

Present: C. William Rockwell (filling in as Chair for Richard Bolin), Rodney Barnett, J. Michael Thoroughman (attending in Mr. Bolin's absence), Julie Monroe, Superintendent, Matt Purcell, Director of Finance.

Absent: Richard Bolin

The committee was called to order by Mr. Rockwell at 5:00 p.m. at STAR, Inc. Several staff from the Service and Administration (SSA) Department was in attendance.

Ms. Monroe began by reviewing a proposed policy change on Compensation. The change would entail emphasizing the that employees would be paid at a "fair rate based on the responsibilities of their position, years of service in the positions, and to ensure that Scioto County Board of DD remains competitive in recruiting and retaining qualified employees".

Ms. Monroe went on to explain that since the Board's changing to a range system over a step system (back in 2010) there had been no system put in place to guide where new employees are placed in the ranges. This has resulted in employees being lumped together even though they came in with differing levels of experience and qualifications.

Mr. Barnett asked those in attendance from the SSA Department for their input. The SSA's shared that five of the newest SSA's are all making the exact same amount in salary even though they came with different levels of experience and qualifications. One SSA, included in that group, also brought up that another SSA hired within a few months before her was brought in at a substantial amount higher than her. The SSA's also shared their concerns about new employees being brought in at the same place or higher than current staff.

Ms. Monroe explained that the new procedures being introduced immediately, and accompanying rubric to be completed before an offer was made, would prevent the concerns mentioned above from happening from this point forward. However, Ms. Monroe also stated that it would be difficult to go back and attempt to fix the issues with salaries now because the only way to stratify the current five SSA's would mean to increase some of their salaries. That would create the need for increasing all of the SSA's salaries. Considering there has been a complaint about long-term SSA's salaries not moving up when the floor is raised, this would only compound that issue. It would also raise the argument that all SSA's be increased, and that would ultimately result in the argument that all salaries being increased.

Currently, all SCBDD employees are earning wages within a range that is reviewed regularly and comparable to other similar positions. The Board is committed to approving cost of living raises each year when possible. Raising wages would result in significant financial implications that were not forecasted and that may result in programmatic consequences for the organization.

Ms. Monroe asked the Board to hold a finance committee meeting to look at the implications before concerning making any changes in salaries.

Another issue brought before the committee was the issue of compensating individuals who have or who obtain an advanced degree related to their current position. A 3%-5% increase was recommended within very specific parameters that are included in the new procedures. Mr. Purcell and Ms. Monroe shared that such an increase would not jeopardize the Board's financial status, and would aide in attracting and retaining highly qualified employees.

The committee agreed to make the recommendations that the Board adopt the new Compensation Policy, and consider the increase, including the percentage amount, for advanced degrees.

The meeting was adjourned at approximately 5:45 p.m.

Submitted by,

Julie Monroe, Superintendent

APPROVED 8-18-16