

Executive Committee Meeting Report (submitted 5-3-12)
Wednesday, April 25, 2012, 5:00 p.m., North Court Jury Rom #102J

Members present: Kippy Nelson, Bill Preston, Rick Livesay, Ann DeSmith, Jason DeSplinter, Roger Gradert, Karen Urick, Dennis Anderson and Tim Wells. Members absent: None. Others present: Barb Link, County Clerk/Recorder, Kelli Humphrey, Office Manager/Accounting, Megan Franck, Accounting Deputy and Colleen Gillaspie, County Administrator.

Chairman Nelson called the meeting to order at approximately 5:00 p.m.

Chairman Nelson asked Barb Link, County Clerk/Recorder, to give an overview of her opinion on the Administration Department job descriptions submitted to Executive Committee for review.

The Committee discussed the previous job descriptions submitted and recommended to the County Board for approval as well as a revised arrangement drafted jointly by Colleen Gillaspie, Ms. Link and the Accounting Department staff. (see attached timeline overview)

Member Gradert moved to authorize the following actions:

1. The following duties will be moved from the County Administration Office to the Accounting Department:
 - a. Serve as point of contact for follow-up of Workers Comp claims including review and assessment and working with the County Administrator to approve settlement requests
 - b. Serve as direct contact with county health and Workers Comp insurance providers
 - c. Serve as intermediary between Mutual Medical and plan participants before claim appeal is filed
 - d. Schedule quarterly Workers comp claims reviews
 - e. Make sure all mandatory posters are up-to-date and posted
 - f. Review and pay unemployment claims from TALX and IDES
 - g. Serve as primary resource for FMLA and FLSA questions
 - h. Answer questions pertaining to ability to return to work and fit for duty testing
2. The Accounting Deputy position will become an HR Associate and will receive an hourly increase (of \$1.50 per hour)
TBD
3. The Accounting Office will be rearranged to allow for more privacy in the HR Associate's Office

4. The County Administration Office will hire an Administrative Assistant to replace the Deputy County Administrator at a wage of \$11.50 per hour

Member Livesay seconded, discussion was held. Member Urick moved to amend the motion to strike action #4, Member Wells seconded, all were in favor and amendment carried. Discussion continued on the amended motion. Member Gradert called for the question, Member DeSplinter seconded. Motion carried with Member Preston voting nay.

Member Urick moved to authorize the County Administration Office to hire an Administrative Assistant to replace the Deputy County Administrator at a wage of \$11.50 per hour, Member Anderson seconded, all were in favor and motion carried.

Chairman Nelson moved to recommend all action taken to the County Board for approval, motion failed for lack of a second.

The meeting adjourned at 7:10 p.m.

Respectfully submitted,

Colleen Gillaspie, County Administrator