

BOARD OF COUNTY COMMISSIONERS DEPARTMENT HEAD MEETING MINUTES

DATE: February 17, 2009

TIME: 9:40 a.m.

COMMISSIONERS PRESENT: Vice-Chairman Paul Jewell and Chairman Alan Crankovich;
Commissioner Mark McClain

DEPARTMENT: Human Resources

DEPARTMENT HEAD: Joseph Whalen III

OTHERS PRESENT: Mandy Robinson, Deputy Clerk of the Board

TOPIC:	Shared Leave
DISCUSSION:	<p>Joseph indicated that this was follow up to another discussion that was addressed at a previous meeting. He asked the BOCC if they had decided to go forward with the original proposal of allowing a shared leave donation be used to cover an overpayment. He reviewed some of the outstanding issues in how we ended up in this situation. He explained that the NOVATime system is not being used to its full potential and it appears that the time cards are being pulled from supervisors prior to approval to allow for the Auditor's Office to process payroll in a timely manner. When in fact what should probably be happening is if the time is not submitted then you are not paid for that time within that time period. The Commissioners were under the understanding that the ramifications were much greater than the cost to fix this issue. They made it clear this was to be a one-time fix and felt that a memo should be drafted from HR addressing the issues and how to correct them for the future. And that it should also state that all staff (with the exception of "elected officials") need to begin to use NOVATime to its fullest potential and punch in and punch out.</p> <p>Chairman Crankovich was not in agreement but felt that the ramifications are far worse to fix the problem. He made it clear this was a onetime fix.</p> <p>Commissioner Jewell was not in agreement with the action being taken, He indicated that without actual facts there is no hard evidence to show that the ramifications are truly greater than the cost of fixing the problem.</p>

	<p>Commissioner McClain felt that based on the info provided by HR the cost to correct the issue was far more. He noted for the record that this is coming from another employee's bank essentially it will move money from one back to another.</p> <p>Commissioner McClain explained that its important to have an audit trail to show inaccuracy's and past practice seemed to be to approve time with-out supervisor approval. As a result it would be problematic to not allow shared leave "shift"</p>
ACTION:	<ol style="list-style-type: none">1.) Commissioner McClain moved to Direct HR to draft a memo to County Employees regarding the use of NOVATime. Chairman Crankovich seconded. Motion carried 3-0.2.) Commissioner McClain moved to approve the shared leave shift request. Chairman Crankovich seconded. Motion Carried 2-1 (Commissioner Jewell opposed)