

BOARD OF COUNTY COMMISSIONERS DEPARTMENT HEAD MEETING MINUTES

DATE: July 20, 2009

TIME: 9:50 a.m.

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

DEPARTMENT: Prosecutor

DEPARTMENT HEAD: Greg Zempel, Prosecutor (via conference call)

OTHERS PRESENT: Julie Kjorsvik, Clerk of the Board; Lisa Young, Human Resource Manager

TOPIC: Discussion Personnel Action Forms

DISCUSSION: The Board asked questions of Greg Zempel, Prosecutor regarding employee Personnel Action Forms.

The Board indicated they did not have a problem with Katrina Mankus' PAF for her going from the Legal Secretary I position to the Crime Victim/Restitution Specialist position, which then created a vacancy in her position of a Legal Secretary I. Greg Zempel had proposed a PAF for Ingrid Butler to move into that Legal Secretary I position (as a lateral change with a 2% increase for a promotion to the position). He indicated that although it was the same title, it had more duties than what she is currently doing. The other item the Board had an issue was, that policy was not followed by offering the other vacated position to a intern/volunteer that has been working in their office for quite some time. Mr. Zempel said he thought the intern/volunteer was considered an employee of the County and he was qualified for the position. Commissioner McClain felt Ms. Butler's change going from Legal Secretary I to a Legal Secretary I was not a promotion. Mr. Zempel disagreed and said he considered it to be a promotion because there are different expectations and duties. Lisa Young noted the Legal Secretary I positions pay scales and titles are the same. She also noted that by policy, interns/volunteers are not considered employees of the county. Commissioner McClain wanted it to be known that his issue was not with the employees, but because policy had not been followed.

The Board said although they appreciate the Prosecutors office wanting to save money on advertising, policy was not followed by advertised in-

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house as a minimum and the offers needed to be rescinded and advertised.

ACTION:

Commissioner Jewell said he looked at the county policy and it had not been followed and that they should be posted for a minimum of 7 days internally.

The Board said if Mr. Zempel has the money in his budget for the 2% increase and he considers it a promotion, it is within his department. Mr. Zempel asked the Board to let him know what they wanted him to do. Lisa Young was directed to draft an email about posting the positions internally.