

BOARD OF COUNTY COMMISSIONERS DEPARTMENT HEAD MEETING MINUTES

DATE: September 8, 2008

TIME: 10:10 AM

COMMISSIONERS PRESENT: Chairman Mark McClain, Vice- Chairman Alan Crankovich and Commissioner Linda Huber

DEPARTMENT: Facilities Maintenance

DEPARTMENT HEAD: Michael Carpenter, Facilities Maintenance Director

OTHERS PRESENT: Catherine Dunn, Deputy Clerk of the Board; Lisa Young, Interim Human Resources Director and Matt Anderson, Fair Program Director

TOPIC:	Facilities Maintenance Bookkeeper Position
DISCUSSION:	Michael Carpenter said that he paid 50% of the Fair Bookkeeper's salary but has trouble with communication and recordkeeping as she is placed in the Fair office. He wanted to have her in his office for ½ the time. He had an extra computer and work station. Matt Anderson said that won't work for the Fair as she is the back up to the office person.
ACTION:	The Board said that some changes were needed in the job description. They directed Michael Carpenter and Matt Anderson to work together to schedule her time and develop a work plan.