

# BOARD OF COUNTY COMMISSIONERS DEPARTMENT HEAD MEETING MINUTES

**DATE:** November 16, 2009

**TIME:** 9:40 AM

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

**DEPARTMENT:** Noxious Weed

**DEPARTMENT HEAD:** Todd Davis

**OTHERS PRESENT:** Mandy Robinson, Deputy Clerk of the Board; Lisa Young, HR Manager; Dr. Holly Pinkart and Mary Morgan Noxious Weed Board Members.

<b>TOPIC:</b>	Request for Wage Adjustment / Noxious Weed Assistant Coordinator
<b>DISCUSSION:</b>	Mr. Davis introduced Holly Pinkart and Mary Morgan from the Noxious Weed Board. He indicated that it has been ten years since they last went through and evaluated the positions in his department. He explained that he had begun working on the changes of the job description for the Noxious Weed Assistant Coordinator and also collected and compared the data for comparable Counties with the assistance of Human Resources. Todd indicated that the Assistant Coordinator is the first position to be reviewed. Todd was questioned regarding the current placement on the pay scale for the Assistant Coordinator. Todd indicated that the Assistant Coordinator is between 90-95% through the current pay scale and the position has taken on a great deal of other tasks and responsibilities. Commissioner McClain proposed that the Board consider the same pay scale as the EH Specialist I and change the proposed job description to show five years experience, in exchange of two years and a degree.
<b>ACTION:</b>	<b>Commissioner McClain moved to approve the amended job description as discussed above, and to reflect the new pay scale (see attachment) D-13. Commissioner Jewell seconded. Motion carried 3-0.</b>