

OPERATIONS & PERSONNEL COMMITTEE MEETING
May 18, 2015
5:30 P.M.

MEMBERS PRESENT

Linda Little, Chair
Jerry Potts
Dave Drobisch
John Jackson
Bryan Smith
Kevin Meachum

COUNTY PERSONNEL PRESENT

Mike Baggett, State's Attorney's Office
Carol Reed, Auditor
Mary Eaton, Recorder
Sheri Wallace, HR

MEMBERS ABSENT

Verzell Taylor

Jeannie Durham, County Board Office

The meeting was called to order by Chair Linda Little at the Macon County Office Building.

MINUTES

Motion to approve minutes of prior meeting, April 20, 2015 made by Jerry Potts, seconded by Dave Drobisch and motion carried 6-0.

APPROVAL OF PAYROLL AND CLAIMS

Motion to approve payroll as presented made by Kevin Meachum, seconded by Bryan Smith and the motion carried 6-0.

Motion to approve the claims report as presented was made by Bryan Smith, seconded by Dave Drobisch and motion carried 6-0.

REPORTS

Auditor's Office –

Sheri Wallace presented updates to the Macon County Vehicle Policy.

- Section 1, page 1, A – the word random is being removed. It has been on the books since 2006. Legal advisor, Ed Flynn & our Travelers Risk Advisor do not feel that the drivers are at risk for a safety sensitive position to do random testing, unlike a CDL driver. CDL's will continue, but random testing has never been done and we will not start.
- Section 5, page 3, MVR (Motor Vehicle Records) Guidelines, A&B - should read one or more of the following convictions because that is the only thing we can go off of. The language just needs to be changed from violations or occurrences. You have to actually be convicted to be considered. The same word is on page 4, C.

- Page 5, G – The employees that are allowed to be on a cellphone using hands free devices currently belong to the Sheriff's, Animal Control, & Probation. Highway is being added. This was an oversight because if they get a call from the Sheriff, no matter where they are, when they need to be on a scene, they need to pick up that call. They generally use radios.
- Section 8, page 6, Accident Review, D – this is being struck entirely because the Safety Committee is not going to be the one to obtain the MVR. That will be the HR person and if the MVR does not meet the guidelines, it would automatically go into not being a driver. So, there is not a reason to have that under Accident Review. Their job is to look for preventive ideas.
- Page 9, Definitions – There are definitions here that are not being used. EAP (Employment Assistance Program) and reasonable suspicion are being struck. The Drivers Policy is not the proper place to address those types of things.

Motion to approve the handbook revisions was made by Kevin Meachum, seconded by John Jackson.

Mike Baggett advised that before this goes to the full board, a resolution would be needed to adopt the changes. Chair Little asked, since the changes are being approved by O&P now, could the resolution be drawn up and presented to the full board without having to have another O&P meeting. Mr. Baggett assured her it would be fine. This is sufficient for this meeting, but he wanted the Board to be voting on a resolution.

Mr. Meachum amended his motion to approve forwarding the handbook changes to the full board with recommendation for approval with the understanding that per Mr. Baggett's advice a resolution will be prepared to accompany the changes as they are presented to the full board, seconded by Mr. Jackson, and motion carried 6-0.

County Board –

Macon County Board Resolution to Approve Lease Agreement with Senator Andy Manar

Linda Little explained that this is a 6 month extension of the current arrangements with the understanding that if this building is no longer available, neither is his lease. That is the only change that is being made to it.

Motion to approve forwarding the resolution on to the Finance Committee with recommendation for approval was made by Jerry Potts, seconded by Bryan Smith, and motion carried 6-0.

Macon County Board Ordinance Approving Wages of Laborers, Mechanics & Workers Employed in any Public Works by the State, County, City or any Public Body or any Political Subdivisions or by Anyone under Contract for Public Works

Linda Little explained that this is the annual approval of the Prevailing Wage Ordinance.

Motion to approve forwarding the ordinance on to the full board with recommendation for approval was made by Kevin Meachum, seconded by Jerry Potts, and motion carried 6-0.

County Clerk –

No report

Recorder –

Mary Eaton distributed reports and offered to answer any questions.

Workforce Investment Solutions –

No report

Citizens' Remarks None

Old Business None

New Business None

CLOSED SESSION None needed

NEXT MEETING Monday, June 15, 2015

ADJOURNMENT

Jerry Potts made a motion to adjourn, seconded by Dave Drobisch, motion carried 6-0 and Chair Little adjourned the meeting at 5:40 p.m.

Minutes submitted by Jeannie Durham, County Board Office