REGULAR MEETING – WEDNESDAY AT 5:00 P.M.

The Switzerland County Council met in regular session pursuant to law and by being duly advertised.

Those present: Council members: Elizabeth Jones, Lisa Fisher, Glenn Scott, Mike Bear, Andy Haskell, Rachel Schuler and auditor Gayle Rayles. Councilman John Gary Welch was absent.

The meeting was opened by president, Elizabeth Jones, with the pledge of allegiance.

The minutes of the March 14, 2018 meeting were approved as presented on a motion by Glenn and seconded by Andy and all agreed.

#1   _Job description discussion_:

President Jones said that the job descriptions had been revised for some of the employees, primarily the courthouse staff. The members all have a copy of them and a sample of a matrix. She said there were things to take into consideration before beginning the process of developing a matrix:
- Doing the process in phases. Starting with a portion of the employees rather than everyone – in this case the courthouse employees
- Appointing a committee of three to work on the matrix for the purpose of bringing recommendations to the council
- Making sure the majority is in favor of the matrix before putting in the work

Elizabeth asked Gayle to explain the job description updates. Gayle said there were existing descriptions for every position that were written in 2007 by a firm the county had hired. She gave a copy of what there is for the various departments in the courthouse as well as the Extension and Soil and Water offices. The elected officials or office managers were asked to review the descriptions, or have their employees review them, for necessary updates and return them to the auditor's office.

Elizabeth opened a discussion on the use of a matrix. Topics included:
- Eliminating the practice of hiring a new employee at the same pay rate as the experienced person leaving a position
- Automatic pay increases after so many years of service
- Where to slot in a new employee who has related experience
- The sheriff's department matrix has been used for the last two years and is working well
- The jail has a matrix based on the sheriff's department, it is also working very well
- Where to set the starting pay
- Marking the example matrix with where the existing employees would be as far as years of service
- Including the department heads in some future discussions
- The commissioners working on a matrix type system for the departments they are over

REGULAR MEETING – PAGE 2

Job description discussion cont'd

- Starting new employees at a lesser amount with a pay increase in six months if the department head feels it is warranted
- The sample matrix goes out 20 years. Employees with more than 20 years of service will stay in the highest tier. Many current employees are in the 20 year category
- The problems associated with new employees starting at the same pay as those retiring or leaving has been "kicked down the road for years" and it is time to correct the problem

The consensus was that the county needs a way to establish starting pay. At this point a matrix seems to be the best way to accomplish this. Elizabeth asked for volunteers to be on the committee. Rachel, Lisa and Elizabeth volunteered. They are to bring some recommendations to the council at the May meeting. Lisa said she will not be available for meetings until May 7th. Glenn will sit in on any meetings during that time.

There being no further business to come before council, Lisa made a motion to adjourn; seconded by Glenn and all agreed. The meeting adjourned at 6:20 p.m.

_____

_____

_____

_____

_____

_____

_____

Attest: _____
        Gayle A. Rayles, Auditor
        Switzerland County, Indiana