



PERSONNEL ADMINISTRATION COMMITTEE

Monroe County Courthouse, Room 306
100 W Kirkwood Avenue
Bloomington, Indiana 47404
Office: 812-349-7312
CouncilOffice@co.monroe.in.us

Peter Iversen
Marty Hawk
Geoff McKim

PERSONNEL ADMINISTRATION COMMITTEE Tuesday, April 2, 2024 at 12:00 PM (Noon) HR-Council Conference Room and Teams Connection

[Click here to join the meeting](#)

Meeting ID: 292 940 213 494

Passcode: UUX87t

- The public's video feed will be turned off by the Technical Services Department meeting administrator.
- The public will be able to listen and record.
- The public should raise their hand if they wish to speak during the public comment period.

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1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. RE-ELECTION OF OFFICER

4. TENTATIVE – ASSESSOR'S OFFICE, Judith Sharp -Department Job Descriptions

5. APPROVAL OF SUMMARY MINUTES AS PRESENTED -February 6, 2024

6. ADJOURNMENT



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Jennifer Crossley
Marty Hawk
Geoff McKim

PERSONNEL ADMINISTRATION COMMITTEE SUMMARY MINUTES Tuesday, February 6, 2024, at 12:00 PM (Noon) HR-Council Conference Room and Teams Connection

MEMBERS

Present – **IN PERSON** – Jennifer Crossley
*Present – **NOT PRESENT** – Marty Hawk
Present – **IN PERSON** – Geoff McKim

STAFF

Present – **IN PERSON** – Kim Shell, Council Administrator
Present – **IN PERSON** – Molly Turner-King, Legal Counsel
Present – **IN PERSON** – E Sensenstein, Personnel Administrator

1. CALL TO ORDER - 12:01 pm

Crossley called the meeting of the Personnel Administration Committee to order at 12:01 pm on Tuesday, February 7, 2024. She noted that she and Councilor McKim were present in the HR-Council Conference Room. Councilor Hawk was not present.

2. ADOPTION OF AGENDA – 12:01 pm

McKim moved to adopt agenda as presented. Crossley seconded.

Crossley asked for a Voice Vote.
Motion passed 2-0; Unanimous.

3. ELECTION OF CHAIR – 12:02 pm

McKim nominated Crossley. Crossley accepted the nomination.

Crossley asked for a Voice Vote.
Motion passed 2-0; Unanimous.

4. VETERANS AFFAIRS, Steven Miller – 12:03 pm

Review of WIS Recommendation

-Benefits Coordinator

*Hawk arrived at 12:05.

Steven Miller, Veterans Service Officer/Director, presented. Crossley inquired regarding the amount of outreach and community involvement in the job description. No public comment.

McKim moved to forward the recommendation to Council with support. Crossley seconded.

Crossley asked for a Voice Vote.

Motion passed 3-0; Unanimous.

5. HEALTH DEPARTMENT, Lori Kelley – 12:07 pm

Review of WIS Recommendation

-Health Administrator

-Registrar

-Assistant Registrar

-Administrative Assistant

-Financial Manager

Lori Kelley, Health Administrator, presented this item. She did not want to move forward with the job descriptions based on feedback by WIS. She asked for direction for she felt that the positions in the Vital Records division should be classified as a PAT level. McKim noted that the move from COMOT to PAT is predicated on independence of decision making.

Hawk wanted to know if it was only one position or all positions that needed to go back to WIS.

McKim supported moving Financial Manager position from 35 to 40 hours.

Steve Pritchard, Board Chair, discussed the new workload, noting that there are now over 221 required reports that must be forwarded to the State due to the Health First law. Compensation should be increased or there should be an addition to the number of assistants.

Clark Brittain, Health Officer, stated that the position of deputy administrator should be created to relieve some of the busy work. Brittain also noted the department is in flux due to the new State requirements.

Aurora Dionio, Board Vice-Chair, emphasized the looking at the current structure and considering what might be the new responsibilities from the new State funding.

Kelley noted that the Department is out of space and does not have space for new positions. She is in discussion with the Commissioners about building use.

Hawk discussed the importance for a deputy director to learn how to write job descriptions.

George Hegeman, Board Member, stated that the Health First Indiana initiative is a qualitative change and not a quantitative change and will lead to improve health services in the County.

Not moving forward with descriptions.

6. HIGHWAY DEPARTMENT, Lisa Ridge – 12:36 pm
Request to Create a New Position
-Traffic Control Technician/Laborer

The Department is requesting to eliminate one open truck driver position and one open mechanic position to create two new Traffic Control Technician/ Laborer positions. The two positions will have duties such as controlling traffic, pothole patching and ditching, working in facility maintenance as needed, and addressing other duties as needed. The Department will still require the employee to be available for snow removal and will drive the Department’s pick-up trucks that are equipped with snow removal equipment. The new classification will not require a CDL. The Department originally had laborer positions years ago, and they were eliminated.

Lisa Ridge, Highway Director, and Toby Turner, Highway Superintendent, presented. Ridge explained the reason for taking two positions and creating a Traffic Control Technician/Laborer. She stated that the Department took the steps to become a CDL training site, believing it would be an asset to the Department, for it will get more candidates without CDL license that want to pave holes or flag. These two new positions would give the Department the opportunity to evaluate candidates for training in the CDL position.

Brief Council discussion. No public comment.

McKim moved to forward the position information to WIS for classification. Hawk seconded.

Crossley asked for a Voice Vote.
Motion passed 3-0; Unanimous.

7. APPROVAL OF SUMMARY MINUTES AS PRESENTED – 12:48 pm
-November 7th, 2023

All PAC members approved the summary minutes from November 7, 2023 as presented.

8. ADJOURNMENT – 12:48 pm

(Remainder of page intentionally left blank.)

The Summary Minutes of the Personnel Administration Committee (PAC) held on **February 6, 2024** were presented and approved on **April 2, 2024**.

PERSONNEL ADMINISTRATIVE COMMITTEE

Aye Nay Abstain Not Present _____
Marty Hawk, Councilor

Aye Nay Abstain Not Present _____
Peter Iversen, Councilor

Aye Nay Abstain Not Present _____
Geoff McKim, Councilor

ATTEST:

Brienne Gregory, Auditor
Monroe County, Indiana

Date