



Portage County Board of Commissioners

Regular Meeting

~ Minutes ~

449 South Meridian Street
Ravenna, OH 44266
<http://www.co.portage.oh.us>

Amy Hutchinson, Clerk
330-297-3600

0532

Tuesday, November 27, 2018

9:30 AM

Commissioners' Board Room

The Commissioners' meeting minutes are summarized; there is an audio recording available.

Please contact the Commissioners' Office for specific details.

The Portage County Board of Commissioners' meeting came to order with the following members present:

Attendee Name	Title	Status
Vicki A. Kline	President	Absent
Sabrina Christian-Bennett	Vice President	Present
Mike Kerrigan	Board Member	Present

9:31 AM In accordance with the Ohio Rev. Code Ann. 121.22(G)(1), it was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the Board of Commissioners move into executive session to consider the compensation of a public employee. Also present: Water Resources Deputy Director Laura Weber. Roll call vote: Mike Kerrigan, Yea; Sabrina Christian-Bennett, Yea; Vicki A. Kline, Absent;

9:57 AM Upon conclusion of the above referenced discussion, it was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the Board of Commissioners move out of executive session. Roll call vote: Mike Kerrigan, Yea; Sabrina Christian-Bennett, Yea; Vicki A. Kline, Absent;

After exiting executive session, the Board took no action.

CLEMANS NELSON WAGE STUDY UPDATE

Present: Human Resources Director Janet Kovick

The Board met with Director Kovick to discuss the Compensation Plan Structure and Administration.

- The introduction of the plan states it is intended to cover both full time and part time non-bargaining unit employees and Commissioner Christian-Bennett remembered the Board discussed it did not want to include part time, retire/rehire, or grant funded positions. Director Kovick explained when Clemans Nelson put the plan together, it was prior to the Board deciding on who would be excluded. Part-time employees still needed to be factored and have a pay grade assigned to them, but the Board agreed not to fund increases for the positions. Director Kovick will contact Clemans Nelson about their intent to include part-time positions.
- Commissioner Christian-Bennett asked if the lump sum payment has to do with redline employees noting the base will stay the same, but the Board has the option to offer a lump sum in a separate check. It will be more difficult for the Auditor's office because PERS will still need to be factored out over the previous 12 months. The Board agreed to leave the language in the policy.

- Director Kovick pointed out the minimum rate for new hires may be higher for a time than for current employees and the Board may need to explain the plan to get to them to the new rate within a 3-year period.
- Movement between pay grades – Promotions are a vertical move within the scale from one position to another, not gaining skills within the same pay grade. With a promotion, an employee would advance to whichever is the greater of the following: (1) the minimum rate for the new position pay grade, or (2) receive a rate of pay which is 5% greater than the current rate of pay. There are current promotions receiving more than 5% under the Board of Commissioners, but the Board agreed to review each on a case by case basis.
- The Board is okay with the point factor analysis language that was added by Director Kovick.
- Clemans Nelson has provided a job audit to help Human Resources assist Elected Officials or Departments who believe positions should be factored higher.
- Pay adjustments – The policy reads ...“the Board of Commissioners shall determine annually if a general salary increase percentage and/or performance-based increase percentage shall be given to eligible employees.” At present, a general salary increase is the only way an employee can move through their pay band if the Board decides at some point in the year to providing funding. In this instance the scale remains the same, but everyone within that scale will move up. The Board intends to do a benchmark scale adjustments every 3 years and every 5 years, the Board will need to completely adjust the scale.
- Salary range to post a position - The Board agreed new hires should start at the minimum, and an experienced new employee should be placed within the scale, but not to exceed the midpoint.
- When posting a position, the Board agreed to post the entire range of min to max. Director Kovick will find out the appropriate posting verbiage from Clemans Nelson.
- Job and Family Services presently have their own wage scale for non-bargaining employees, but the Board agreed they should follow the new scale system.
- Job and Family Services Director Jeffries cannot make any of the 3 days set aside for meetings, so Director Kovick will schedule a conference call with her on either December 5th or 6th.
- Director Kovick has all participating Elected Officials and Department Heads scheduled for their meeting with Clemans Nelson, Department of Budget & Financial Management and the Board, with the exception of her department, the Coroner and the Commissioners. Director Kovick will follow up with the Coroner as there is still time available this Friday or next for the Commissioners.
- Director Kovick will send the meeting schedule to the Board so they can attend the meetings.
- Director Kovick noted the packets Clemans Nelson intends to cover with the Commissioners’ Departments are slightly different than those for Elected Officials because the Compensation Structure is more important to review with Elected Officials than the Commissioners’ Departments.
- The positions the Board intends to exclude from funding should not be pulled from Clemans Nelson’s data, but the Board needs to be clear that it does not intend to fund adjustments for part time positions, retire/rehires, or grant funded positions.

- If an employee moved into a position within the last 12 months, their adjustments will be delayed for a year (ie. implemented in year 2, 3 and 4 as opposed to year 1, 2 and 3). Director Kovick will ensure that Director Bragg has this information and uses it in his projections.
- If a department wants to appeal their factorings, they could do so during their meeting so that Clemans Nelson can explain how they came up with the factoring, but if a department comes to the Human Resources Department after the fact, they should be referred back to Clemans Nelson.
- Director Kovick will forward any additional information from Clemans Nelson to the Board.
- All meetings will be held in Room 708.
- A conference call will take place on Friday afternoon at 1:30 PM with the Clerk of Courts instead of a physical meeting with Clemans Nelson.
- Director Kovick is still waiting to hear back from Job and Family Services about their conference call.
- Director Kovick did not invite the Public Defender to the meetings because his department was factored separately by Human Resources.
- Director Kovick reported that Director Bragg will send out the budget memo and will mention that Departments will need to have their payroll change authorizations to the County Auditor's Office by January 4, 2019.

Commissioner Christian-Bennett reiterated that Director Kovick will need to contact Clemans Nelson about the wage range for new positions and also verify with Director Bragg for recent hires are they included in the 1st, 2nd and 3rd year or 2nd, 3rd and 4th year. When the Board meets with Elected Officials, it needs to remind them the 1% is separate from the wage study and that part time, retire/rehire, and grant funded positions are not included in the wage adjustments, but the Board provided information for them as a guideline.


Motion To: Adjourn the Official Meeting of November 27, 2018 at 10:33 AM

RESULT:	ADOPTED [UNANIMOUS]
MOVED:	Mike Kerrigan
SECONDED:	Sabrina Christian-Bennett
AYES:	Mike Kerrigan, Sabrina Christian-Bennett
ABSENT:	Vicki A. Kline

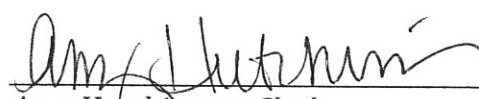
We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting on November 27, 2018.

-----ABSENT-----

Vicki A. Kline, President


Sabrina Christian-Bennett, Vice President


Mike Kerrigan, Board Member


Amy Hutchinson, Clerk