

Morgan County Commission
Meeting Minutes
April 30, 2009

Members Present: Thomas Swaim, Brenda Hutchinson and Stacy Dugan

The meeting was opened by Debra Kesecker, County Clerk at 1:00 p.m.

Administration

Direct Deposit

Deputy Clerk Cathy Payne presented the paperwork to the Commission to sign to finalize the direct deposit procedures for current and new employees to take effect on July 1, 2009. Commissioner Swaim opposes the decision and stated that making it mandatory for new employees to have direct deposit is forcing them to have bank accounts. Commissioner Swaim refused to sign the paperwork.

Time Sheets / Comp Time

Time Sheets

The Commission discussed the time sheets that the Commission office employees are currently using. The Commission agreed to change to a revised time sheet. At the end of each pay period, each employee's timesheet will be reviewed by the Asst. County Administrator Alma Gorse, then reviewed and signed by the County Administrator, Bill Clark and finalized and signed by the Commission President, Brenda Hutchinson.

Comp Time

After discussing comp time, the Commission agreed before any employee earns any comp time, it must first be pre-approved by the County Administrator Bill Clark, then noticed to the Asst. County Administrator, and all three Commissioners. After earning the comp time, the employee must use the comp time by the next consecutive pay period or the employee will lose the comp time. Commissioner Dugan stated comp time should be avoided.

Commission/EDA Post Office Box

Commissioner Dugan expressed some questions concerning the EDA and County Commission post office boxes. Commissioner Dugan stated she did not understand why when a postal carrier delivers mail to the office, the office still has a post office box and receives mail there also. Commissioner Dugan stated that she would like to cancel the post office boxes and begin receiving all the mail from the postal carrier. Commissioner Dugan said this way employees would not have to leave the office everyday to go get the mail. Commissioner Swaim stated that when the courthouse is finished, there will be an address change so why not wait until then to cancel the post office boxes. Commissioner Hutchinson stated that a birthday card from the Governor never arrived and was traced back to the Governor's office as being mailed. The Commission agreed to make a motion. On a Stacy Dugan/Brenda Hutchinson motion, the County Commission will cancel the current post office box and start receiving all the mail from the postal carrier.

Commissioner Swaim opposed the motion and stated that he opposes changing the address twice within such a short time. This motion carried. County Administrator Bill Clark will discuss closing the EDA mailbox at the next Economic Development meeting the end of May.

Use of Company Vehicle

Commissioner Dugan stated if any employee should ever lose their license for any reason, the Commission and the County Administrator needs to be informed and the employee will not be permitted to drive the county vehicle. Commissioner Dugan also stated if for any reason an employee is on any medication that impairs their driving abilities, the Commission and County Administrator needs to be informed and the employee will not be permitted to drive the county vehicle. The Commission agreed on these terms.

Administration Assistant- EDA Assistant – Farmland Protection Position

Administration Assistant

The County Commission discussed whether to hire someone for the vacant administration assistant position. Commissioner Swaim stated he is in favor of hiring someone for the position. Commissioner Dugan stated she would like to distribute the positions duties among the Commission staff. Commissioner Hutchinson stated she is still undecided on a decision and is exploring the possibility of hiring someone to split the responsibilities with the County Administrator. The County Commission will continue to discuss the administration assistant position at the next County Commission meeting on May 7, 2009.

EDA Assistant & Farmland Protection Board

Commissioner Hutchinson explained she would like these two positions to be distributed in the Commission office among staff. Commissioner Hutchinson explained there is a pay increase for each of the positions and requested if anyone in the Commission office is interested in the positions, please submit a letter of consideration to the Commission. The item will be placed on the next agenda for the Commission to further discuss on May 7, 2009.

Personnel Files

The Commission discussed the County Commission employee personnel files and the location they are kept. The Commission agreed the personnel files will be kept in the Commissioner's office and locked up. Any employee that wishes to see their file may ask the County Administrator or a Commissioner. The Employee Driver's License file folder will also be locked up in the Commissioner's office.

Adjournment

On a Stacy Dugan/Thomas Swaim motion, the meeting was adjourned at 3:50 p.m.

Upcoming Meeting

May 7, 2009 @ 9:30 a.m.

Morgan County Commission Meeting
Morgan County Commission Meeting Room