

Greene County Commission

Daily Briefing

TUESDAY, February 2, 2016

9:00 AM

County Commission Conference Room
933 N. Robberson

Attendees: Commissioners Cirtin, Bengsch and Bentley; Chris Coulter, Tina Phillips, Jeff Scott, Camille Knowles, Kate Morris and Marilyn Elsass.

Items for Consideration and Action by the Commission

(None)

Informational Items

1. Budget Office—Jeff Scott

- *Jeff states the budget office is working on transfers.*
- *They will make a presentation to Office Holders and Department Heads on Friday this week.*
- *Tina is working on a grant and will be meeting today to prepare for a DNR (Department of Natural Resources) call. There has not been a date set for the call.*

2. Human Resources—Camille Knowles

- *Camille presented the Commission with the 8-11-2008 Flex Policy as a basis for the history of the policy for exempt employees. Camille displayed an exempt time sheet showing how flex time is calculated.*
- *A question for exempt employees are those that would need to bill for hours; i.e. attorney hours, engineers, architects etc. Exempt employees are not legally required to submit time sheets, but would still need to reflect FMLA, military leave, bereavement, etc.*
- *Camille presented the Commission with a draft policy to eliminate some of the paperwork and follow-up for the documentation of those hours that would need to be reported. Time sheets document actual hours. There are a little over 100 exempt employees.*
- *You can have time sheets for exempt employees but it is not legal to penalize an exempt employee other than for a qualified occurrence.*
- *Discussion of policy and amendments.*

Commissioner Bentley made the motion to approve the policy as presented by Human Resources for Chapter 7, Section 7-3(a). Commissioner Bengsch gave the second. The vote resulted in 3 ayes in favor. Motion passed.

- *Camille states that upon Commissioner Cirtin's suggestion, she has reached out to Judge Mountjoy regarding offering Human Resource Department services in posting positions.*

3. Other Items

Commissioner Cirtin:

- *States they have received applications for the Director of Communications position and there are two or three promising applicants. Interview scheduling was discussed and HR will get with Marilyn regarding time slots for the afternoon of February 18, 2016, and the morning of February 19, 2016.*