

**BOARD OF COUNTY COMMISSIONERS
MONTGOMERY COUNTY, KANSAS
OFFICIAL MINUTES**

May 12, 2014

The Board of County Commissioners, three members and the County Clerk present, met in regular session at 9:00 AM.

CALL TO ORDER: Commissioner Brown.

INVOCATION: Commissioner Brown.

PLEDGE OF ALLEGIANCE: Commissioner McManus.

AGENDA APPROVAL:

ACTION: *A motion was made by Commissioner Rau to approve the agenda as amended.. The motion was seconded by Commissioner McManus.*

*ROLL CALL VOTE - Commissioner Brown - Yes
Commissioner McManus – Yes
Commissioner Rau - Yes*

APPROVAL OF PAYMENT OF INVOICES:

ACTION: *A motion was made by Commissioner Rau to approve invoices in the amount of - \$313,410.89 as presented by the County Clerk's office. The motion was seconded by Commissioner McManus.*

*ROLL CALL VOTE - Commissioner Brown - Yes
Commissioner McManus – Yes
Commissioner Rau - Yes*

APPROVAL OF MINUTES:

ACTION: *A motion was made by Commissioner Rau to approve the minutes of May 5, 2014 as presented by the County Clerk. The motion was seconded by Commissioner Rau.*

*ROLL CALL VOTE - Commissioner Brown - Yes
Commissioner McManus – Yes
Commissioner Rau - Yes*

PUBLIC WORKS:

Public Works Coordinator Robert Bever met with the Board to discuss the following:

1. Resignation of employee in the Maintenance Department and requests to post position – Request approved.
2. Employee Status Change for new hire in Bridge Department –
3. Executive Session requested by Commission to discuss non-elected personnel with Mr. Bever present. The following action was taken:

ACTION: *A motion was made by Commissioner McManus to recess to Executive Session at 9:07 AM to return at 9:17 AM to discuss non-elected personnel with the Board and Public Works Coordinator present. Motion was seconded by Commissioner Rau.*

*ROLL CALL VOTE - Commissioner Brown - Yes
Commissioner McManus – Yes
Commissioner Rau - Yes*

Returned to session at 9:17 AM stating no decisions made and no action taken.

Minutes – May 12, 2014
Page 2 of 5

COUNTY TREASURER – EXECUTIVE SESSION – NON-ELECTED PERSONNEL:

County Treasurer Nancy Clubine requested an executive session to discuss non-elected personnel. The following action was taken:

ACTION: *A motion was made by Commissioner McManus to recess to Executive Session at 9:30 AM to return at 9:45 AM to discuss non-elected personnel with the Board and County Treasurer present. Motion was seconded by Commissioner Rau.*

*ROLL CALL VOTE - Commissioner Brown - Yes
Commissioner McManus – Yes
Commissioner Rau - Yes*

Returned to session at 9:45 AM stating no decisions made and no action taken.

COUNTY CLERK – EXECUTIVE SESSION – NON-ELECTED PERSONNEL:

County Clerk Charlotte Schmidt requested an executive session to discuss non-elected personnel. The following action was taken:

ACTION: *A motion was made by Commissioner Rau to recess to Executive Session at 9:50 AM to return at 10:05 AM to discuss non-elected personnel with the Board, County Clerk, Human Resources Director and County Treasurer present. Motion was seconded by Commissioner McManus.*

*ROLL CALL VOTE - Commissioner Brown - Yes
Commissioner McManus – Yes
Commissioner Rau - Yes*

Returned to session at 10:05 AM stating no decisions made and no action taken.

COUNTY APPRAISER – PAYROLL, SCHEDULING AND EXECUTIVE SESSION – NON-ELECTED PERSONNEL:

County Appraiser Brian Gough presented a request to the Board to change the County Appraiser's Office scheduled pay periods from monthly to bi-weekly or twice a month. The Board advised Mr. Gough they are not ready to make a decision on this request at this time.

Mr. Gough presented a request to approve flexible scheduling for his employees which would include working at home, weekends, evenings and nights as long as they worked the required hours per week. The Board once again they are not ready to make any decisions on the request at this time.

Executive Session:

ACTION: *A motion was made by Commissioner McManus to recess to Executive Session at 10:10 AM to return at 10:25 AM to discuss non-elected personnel with the Board and County Appraiser present. Motion was seconded by Commissioner Rau.*

*ROLL CALL VOTE - Commissioner Brown - Yes
Commissioner McManus – Yes
Commissioner Rau - Yes*

Returned to session at 10:25 AM stating no decisions made and no action taken.

SHERIFF'S DEPARTMENT – MORTUARY TRANSPORT SERVICES FOR AUTOPSIES:

Detective Chris Williams, representing Sheriff Dierks in his absence due to illness, met with the Board to discuss problems with the present mortuary transport services for autopsies. He explained the situation without going into confidential detail but explained the services performed by K&K First Call, was unacceptable when called last week to transport from Mercy Hospital to Kansas City for the autopsy. He requested the awarding of the bid last December be rescinded and allow First Call of Kansas to resume the services to Montgomery County. The following action was taken:

SHERIFF’S DEPARTMENT (Continued):

ACTION: *A motion was made by Commissioner McManus to rescind Montgomery County Resolution No. 13-174, Dated December 16, 2013 awarding the bid for mortuary transport for autopsies to K&K First Call, Coffeyville, KS and to contract with First Call of Kansas to resume services to Montgomery County Sheriff’s Department effective this date. Motion was seconded by Commissioner Rau.*

*ROLL CALL VOTE - Commissioner Brown - Yes
Commissioner McManus – Yes
Commissioner Rau - Yes*

RES. NO. 14-66

OTHER COUNTY BUSINESS:

1. Revised Southeast Kansas Region H. Hazard Mitigation Plan - The following action was taken:

ACTION: *A motion was made by Commissioner Rau to adopt the newly revised Southeast Kansas Region H Hazard Mitigation Plan effective this date. Motion was seconded by Commissioner McManus.*

*ROLL CALL VOTE - Commissioner Brown - Yes
Commissioner McManus – Yes
Commissioner Rau - Yes*

RES. NO. 14-67

2. Montgomery County Intradepartmental and Quasi-county department transfer policy and eligibility criteria –

ACTION: *A motion was made by Commissioner Rau and seconded by Commissioner McManus to adopt the following departmental transfer policy and to be included in the Montgomery County Employee Handbook. :*

Montgomery County recognizes that staff motivation, productivity, and retention are dependent upon people working in jobs that are well suited to their interests, and therefore offers transfer opportunities for current employees.

An employee must be in his or her current position at least six (6) months and be in good standing before he or she is eligible to apply for a transfer. The six-month waiting requirement may be waived if the position is being adversely affected due to a reduction in the work force or job elimination, or if there is significant change in the terms and conditions of employment (e.g. work schedule, hours, salary, status, etc.).

In all cases, the employee's work record, including but not limited to performance, attendance, efforts to develop skills and related behavior will be used as valid criteria for determining suitability for a position.

TRANSFER ELIGIBILITY CRITERIA

- 1) Employed in current position for at least six (6) months.
- 2) Written confirmation of acceptable performance record/evaluation signed by the applicant’s current supervisor.
- 3) Maintain an acceptable level of performance including but not limited to absence of corrective action and/or resolution of previous corrective action.
- 4) Successfully pass any special screening processes required for the position of interest, including but not limited to background investigations, reference checks, drug screens, and skills assessments.

OTHER COUNTY BUSINESS (Continued):

Intradepartmental Transfer Process

Based on the needs of the area as determined by the Department Head, the Department Head has the authority to transfer employees to positions within the department to maintain efficient and productive workflow and results.

Interdepartmental Transfer Process

Employee Responsibilities: Prior to initiating a transfer request, it is recommended that the interested employee advise his/her immediate supervisor that he/she is interested in other opportunities outside of the department.

Hiring Department Head Responsibilities: If a hiring department has knowledge of an employee outside the department who is interested in its opening, at a minimum the department is expected to notify Human Resources and should also refer the employee to the office of Human Resources so that eligibility for transfer may be determined. Each hiring department is responsible for conducting the final interview(s), verifying past employment/references and, ultimately, extending the formal offer of employment transfer.

Reference Checks

To facilitate the reference check process and safeguard the rights of employees seeking interdepartmental transfers, a hiring Department Head who is considering making an offer of employment to an employee from another department should ask the current supervisor to verify the performance and attendance record of the employee.

There may be extenuating circumstances in which an employee requests that his/her current supervisor not be contacted before an offer or acceptance. In all cases, information provided to the hiring Department Head should reflect only the documented strengths or accomplishments, developmental areas, and corrective action or disciplinary notices as recorded in the employee's personnel file.

Compensation

Hiring Department Heads are expected to discuss and confirm the employee's current salary grade and rate of pay with both the employee and the office of Human Resources prior to extending an offer. Hiring Department Head may grant a salary increase, within County guidelines, for a promotion (a move to a job in a higher salary grade). In general, no salary increase is provided for a lateral transfer (a move to a job in the same grade) because there is no increase in the level of responsibility. When an employee transfers to a job in a lower salary grade, the Department Head should consult with the office of Human Resources. Typically, the employee's salary will be reduced because the level of responsibility has decreased.

Notice of Transfer

If chosen for an open position, the employee should notify the current supervisor of the transfer. A date of transfer will be agreed upon by the Department Heads of the affected areas and the employee. Generally, employees in non-exempt jobs should anticipate at least two (2) weeks formal notice and employees in exempt jobs should anticipate at least four (4) weeks. In all instances, adequate notice of transfer must be given to avoid the risk of disrupting the workflow in the employee's current area.

Leave Balances

Transfers from one County department to another shall result in all accrued but unused sick and vacation balances, along with personal days, being transferred from the employee's former department to the new department. The employee is encouraged to confirm the accrual balances with his/her current supervisor before the effective transfer date.

Transfers from a quasi-County department, including but not limited to positions with Community Corrections, DOC-JA (formerly JJA), and Auto Tag Department shall result in loss of all accrued but unused sick and vacation balances, and personal days, associated with the employee's former department; provided, the length of service with the quasi-County department shall be included in Longevity Pay calculation.

Minutes – May 12, 2014

Page 5 of 5

OTHER COUNTY BUSINESS (Continued):

Probationary Period for Transferred Employees

The first 180 calendar days in the new position is a probationary period as provided in the Employee Handbook, during which time a transferred employee may be removed from his/her new position at any time. A transferred employee who does not complete the probationary period shall not be entitled to transfer back to his/her previous position with the County.

DATED THIS 12TH DAY OF MAY, 2014.

*ROLL CALL VOTE - Commissioner Brown - Yes
Commissioner McManus – Yes
Commissioner Rau – Yes*

RES. NO. 14-68

3. Discussed signage on county right-of way. Further discussion with Public Works at next meeting.
4. County Clerk Report for April 2014 -

ADJOURNMENT: 11:25 AM

ACTION: *Motion by Commissioner McManus, seconded by Commissioner Rau.
ROLL CALL VOTE - Commissioner Brown - Yes
Commissioner McManus – Yes
Commissioner Rau - Yes*

**BOARD OF COUNTY COMMISSIONERS
MONTGOMERY COUNTY, KANSAS**

FRED BROWN, Chairman

LARRY McMANUS, Member

LEON RAU, Member

ATTEST:

County Clerk