

PERSONNEL COMMITTEE MEETING
OCTOBER 13, 1993, 8:15AM

MEMBERS PRESENT: Chairman Billy King
Com. John Keefe
Com. Lee Warren
OTHERS PRESENT: Cliff Strassenburg
Larry Carter
Jimmy Bowser
Doug Canders
Marsha Fogle

Chairman King called the meeting to order.

AGENDA ITEMS

1. Discussion: Risk Manager position

Because the Personnel Director was not present at the meeting, (out of town at a seminar) the County Manager passed out information concerning the position. Included was info received from Cape Fear Valley Medical Center and the City of Fayetteville describing their risk management program. Also attached was a proposed organizational staff and job description. The committee will review the information and discuss at the next Personnel Committee meeting.

2. Consideration of new positions for Jail Data Entry

BACKGROUND: Completion of the jail computerization program could be on-line within ten days. Consequently clerical personnel will be needed to input info into the system. The Sheriff's Department is requesting 5 clerical personnel to complete this task. This information is used by the Sheriff's Department to keep track of prisoners, number of charges, court dates, etc. It also tracks next of kin and various other information that the state requires us to keep. Information generated is forwarded to the court system on a daily basis. Information currently being forwarded to the Court System, generated manually, is sketchy at best. Cost for five people: Approximately \$100,000. (Note: They have been trying to get this computerized program on line for several years). Major Bowser noted the information generated could in fact help reduce jail population, as it will move prisoners through the system faster.

Commissioner Keefe said he was not convinced five people are needed for this task, and he could not support this consideration.

MOTION: Commissioner King offered a motion that the committee recommend granting the five clerical personnel for the Sheriff's Department.

SECOND: Commissioner Warren

VOTE: FAVOR: Commissioners King and Warren
OPPOSED: Commissioner Keefe

3. Consideration of Safety Coordinator Position for Solid Waste

BACKGROUND: Mr. Carter would like to rework the job description, Resource recovery/Recycling Coordinator, to a Safety/Environmental Programs Coordinator. The person currently occupying this position, has filed for workmens compensation, and is at work performing "light duty", not the job functions of that position. Mr. Carter proposes to create a temporary position to transfer this employee into until the Workmens Compensation Claim is resolved. This temporary position will terminate when the claim is resolved. This Safety/Environmental Program Coordinator is essential for developing preventative programs in controlling accidents. There are funds in the Contingency line item to take care of the cost.

PROPOSED ACTION:

1. Establish a temporary position for employee currently occupying the Resource Recovery/Recycling Coordinator; salary will remain the same;
2. Restructure that position revising the job description to that of a Safety/Environmental Program Coordinator at a salary of \$20,968, Grade 15, Step 1;

MOTION: Commissioner Warren offered a motion that the Committee recommend approval of the proposed action.

SECOND: Commissioner Keefe

VOTE: UNANIMOUS

MEETING ADJOURNED 9:10AM