

GOVERNMENT OPERATIONS COMMITTEE MEETING MINUTES
JUNE 22, 2011

GOVERNMENT OPERATIONS COMMITTEE MEMBERS PRESENT: Henke, Hall, Lindsay, Watkins, Haff

GOVERNMENT OPERATIONS COMMITTEE MEMBERS ABSENT: Sady, Brown

SUPERVISORS: Rymph, LaPointe, Banks, Hicks, Campbell

Debra Prehoda, Clerk of the Board

Kevin Hayes, County Administrator

Roger Wickes, County Attorney

Harrison Steves, Supt. Bldgs & Grounds

Phyllis Cooper, Treasurer

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Approval of Minutes – May 24, 2011
- 3) Department Reports/Requests:
 - a. Buildings & Grounds
 - i. Monthly Updates
 - b. County Administrator
 - i. Review Draft RFQ for Article 9
- 4) Discuss Handbook Revision – Vacation Time Extension
- 5) Other Business
- 6) Department Head Evaluation – Real Property Tax Services Director
- 7) Adjournment

Chairman Henke called the meeting to order at 10:00 A.M.

A motion to approve the minutes of the May 24, 2011 meeting was moved by Mr. Lindsay, seconded by Mr. Watkins and adopted.

BUILDINGS & GROUNDS – Harrison Steves, Superintendent of Buildings & Grounds, addressed the following items with the committee:

- Monthly Updates:
 - Door Armor at PVI has been completed.
 - Chemicals at the Law Center have been removed
 - Building A brick work is completed
 - Steps at the back of the building have been repaired
 - Building C lighting project is 2/3 complete
 - Starting Head Start summer work
 - Leak around the stone chimney at Annex 1 is creating a mold problem
 - Middle Falls Hwy roof is done
 - AC in Dispatch is done
 - Last of lights ordered for lighting project
 - Roof top units at Law Center serviced, will need additional \$2,100 of work

COUNTY ATTORNEY – Roger Wickes, County Attorney, addressed the following item with the committee:

- Vacation Time Extension – A handout was distributed stating the current vacation time policy and the proposed changes, attached. Note: An additional sentence will be added to section 2 stating if the department head approves of the request, the department head will bring to the oversight committee. The proposed change addresses requests to carry vacation time past the

next anniversary date because the current policy is a use or lose by the employee's anniversary date. The proposed change allows an employee to request an extension due to extraordinary circumstances, present the request to the department head for approval or disapproval and if approved the department head will bring the request to the oversight committee, the oversight committee will then approve or disapprove and if approved will then forward to the Finance and Personnel Committee for final approval. A decision by the Finance and Personnel Committee to disapprove is final. If the extension were approved, the employee would have one month from the anniversary date to use their time. This same procedure would apply to department heads. A motion to forward this proposed handbook change regarding vacation time extension to the Finance and Personnel Committee for consideration was moved by Mr. Watkins, seconded by Mrs. Hall and adopted.

COUNTY TREASURER – Phyllis Cooper, Treasurer, addressed the following item with the committee:

- Tax Sale Auction Update – At the tax sale auction held on Saturday June 18th, bids were accepted on 45 tax sale parcels. Thirteen parcels were withdrawn for bankruptcy. The liens against the properties totaled \$303,752.38 and the purchase amount was \$489,725 so the purchase price over the liens was \$185,972.00. She noted last year's total purchase price over the liens was \$389,475. Prior to the sale, seventy-seven people repurchased their property.

COUNTY ADMINISTRATOR – Kevin Hayes, County Administrator, addressed the following item with the committee:

- Review Draft RFQ for Article 9 (Energy Performance Contracts in Connection with Public Buildings and Facilities) – A draft RFQ for Article 9 was distributed, Washington County is issuing this Request for Qualifications (RFQ) for the selection of a project management and energy service company, on file. "The purpose of Article 9 is to obtain long-term energy and cost savings for agencies and municipalities by facilitating prompt incorporation of energy conservation improvements or energy production equipment, or both, in connection with buildings or facilities owned, operated or under the supervision and control of agencies or municipalities, in cooperation with providers of such services and associated materials from the private sector. Such arrangements will improve and protect the health, safety, security, and welfare of the people of the state by promoting energy conservation and independence, developing alternate sources of energy, and fostering business activity." The firm selected would represent the County for a five year period but the County has the option to go out for another RFQ during that period. Siemens did look at the Municipal Center building but no projects were identified with any real savings but the Sewer District and Pleasant Valley do have projects that would qualify for this type program. This is a financing type program. The company will guarantee the project and if they fall short of their estimate they would make up the shortfall. These projects are all inclusive, including engineering costs and management costs. A motion approve moving forward with sending out the RFQ proposal was moved by Mr. Haff, seconded by Mr. Lindsay and adopted.

DEPARTMENT HEAD EVALUATION – The department head evaluation for the position of Real Property Tax Services Director was postponed until next month.

OTHER BUSINESS: None.

The meeting adjourned at 10:41 A.M.

DRAFT
6/22/11

Current Policy

Under County's compensation plan, department heads are authorized and empowered to grant eligible employees under their supervision vacation time based on the number of years of service. Employee's become eligible for vacation on their anniversary date. Vacation time shall not be carried past the next anniversary date unless the employee is on Worker's Compensation or Disability leave in which case unused vacation time may be used for the purpose of extending eligibility for health insurance benefits. Vacation time shall be granted when, in the opinion of the department head, it will be convenient to the department. Employees will be paid by check for earned but unused vacation time upon leaving County employment. Vacation time shall be taken in no less than 15 minute increments.

Proposed changes:

Under County's compensation plan, department heads are authorized and empowered to grant eligible employees under their supervision vacation time based on the number of years of service. Employee's become eligible for vacation on their anniversary date. Vacation time shall be granted when, in the opinion of the department head, it will be convenient to the department and shall be taken in no less than 15 minute increments.

Vacation time shall not be carried past the next anniversary date unless **extraordinary** circumstances exist and until permission is obtained by the department head using the following process:

1. The employee must request an extension of vacation time at least one month before the expiration of the employee's vacation time in order to allow committee review.
2. The department head will bring the request to the oversight committee with an explanation of the circumstances leading to the request. The oversight committee will then approve or disapprove the request.
3. If the oversight committee approves the request, the approval will be forwarded to the Finance and Personnel Committee for final approval. The decision of the Finance and Personnel Committee will govern.

If the request is approved, the employee will have one month from the anniversary date at which the vacation time expires, to expend the extended vacation time or it will be lost. The determination of what constitutes extraordinary circumstances will be at the sole discretion of the oversight committee and/or the Finance and Personnel Committee.

If the employee is on Worker's Compensation or Disability leave, unused vacation time may be used for the purpose of extending eligibility for health insurance benefits.

Employees will be paid by check for earned but unused vacation time upon leaving County employment.

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