

**Jersey County ETSB/E9-1-1 Meeting Minutes for
Personnel Committee Meeting
Tuesday, November 21, 2017**

Members Present: Heidi Carter, Mike Morgan, Jim Wickenhauser, Brian Kanallakan,
Rob Hedger

Members Absent: Ron Floyd

Heidi opened the meeting at 6:32 p.m.

Comments or Concerns from the Public

None

A motion to go into Executive Session Re: Personnel – For the Purpose of Discussing the Administrative Assistant’s Employment Agreement and Wages and Benefit Package was made by Jim and seconded by Brian.

Motion passed.

The Committee went into Executive Session at 6:32 p.m.

A motion to end Executive Session was made by Jim and seconded by Brian.

Motion passed.

The Personnel Committee ended the Executive Session at 6:40 p.m.

New Business

Discussion & Possible Action re: Recommendation to Full Board Regarding the Extension of the Admin Assistant’s Employment Agreement & Adjustments to Admin Assistant’s Wage & Benefit Package

The committee will recommend to the full board the following benefits be given/offered effective December 1, 2017:

- Give a .50¢ per hour raise in wages
- Allow a cap of 600 hours on sick time
- Vacation time will remain the same as given the telecommunicators
- Rhonda to pay 10% of the insurance premium with the employer paying the remaining 90%
- Be allowed to carry over 1 personal day, but only being able to be paid for 2 upon ending of employment
- Other fringe benefits to be commensurate to those extended to the telecommunicators.

All terms and conditions to be reviewed at the November 2018 meeting

Miscellaneous

None

A motion to adjourn the meeting was made by Jim and seconded by Brian.

Motion passed.

Meeting adjourned at 6:41 p.m.