

Proceedings of the Mountrail County Commissioners

1. OPENING & ROLL CALL

The Board met in special session on Friday, March 8, 2019 at 10:30 A.M. in the Emergency/Community Room, Mountrail County Justice Center, Stanley, ND with Commissioners Trudy Ruland, Daniel Uran, Joan Hollekim, Garry Jacobson and Wayne Olson present. Also present was States Attorney Wade Enget.

Chairman Ruland called the meeting to order.

2. APPOINTMENTS

10:30 A.M.

Discussion on the Gallagher Salary Survey. Also present for the meeting were Nichole Degenstein, Human Resource; Melissa Vachal, Recorder; Candice Grilley, Social Service Director; Lori Hanson, Tax Director; Traci Hysjulien, Clerk of Court; Jana Hennessy, Engineer; Jim Hennessy, County Agent; Laurie Johnson, Jail Administrator and Corey Bristol, Sheriff.

Discussion on the bands and the salaries. The new chart with adjusted salaries seems to be more favorable for all employees.

Moved by Comm. Uran, seconded by Comm. Hollekim, to approve the Mountrail County Salary Range Plan/Chart for 2019 year with the bands and salaries. Upon roll call, all present voted yes except for Comm. Jacobson who voted no. Motion carried.

Discussion held on paying 50% of the proposed salary adjustments in 2019 and 50% in 2020 year subject to budget approval.

Moved by Comm. Hollekim, seconded by Comm. Uran, to approve implementing the Salary Range Plan beginning April 1, 2019 with giving $\frac{3}{4}$ of 50% of the proposed salary adjustment for the Mountrail County Salary Range and anything under \$1000 to be given in one year with the $\frac{3}{4}$ of the salary in 2019 with current salaries being grandfathered in as of March 8, 2019. No salary adjustments for January, February and March 2019. Upon roll call, all present voted yes. Motion carried.

Department Heads will go over the chart and positions and respond back to Nichole Degenstein, Human Resources for her to present at the next Commissioner meeting.

Comm. Hollekim discussed longevity and thinks it should be left alone for this year and more discussion for the 2020 budget year will be discussed and possibly removed from all budgets.

Discussion was held on having an Employee Committee which would include Comm. Uran, Comm. Hollekim, Nichole Degenstein, Human Resources and Wade Enget, State's Attorney. Additional advisory members will be determined once the number of committee members is determined.

Discussion was held on the policy manual on compensation and performance. Comm. Hollekim felt the following should be discussed with department heads with recommendation being brought back to the Board of Commissioners: the advertising for new positions being left at 10% below the step 1 beginning salary; appeal and promotions process; promotion within the county; performance evaluations up to date; flex time and exempt employees; prior experience with Mountrail County employees when hired back; professional title changes for positions within Mountrail County; non-exempt going to exempt employees specifically for Scott Duerre, Engineer Technician and Duane Marmon, Deputy Sheriff; how many years of experience can be brought into a position; and no obligation to do an annual increase.- Also, clarification of on-call hours and mandated over-time would be researched and findings presented to the Board.

Discussion on the bands and moving into different bands on how it will be treated and temporary part-time employees when working 3/5 of the time should count as a full year. This will also be determined by policy.

Discussion on Social Service salaries and how to go forward with treating the employees since the current Mountrail County Salary Range Plan doesn't fit with the state chart. Candice Grilley, Social Service Director stated it would be nice to see the County Salary Range Plan incorporated with the state chart.

The Employee Committee will meet on Friday, March 15th at 8:30 a.m. along with all department heads to discuss the policy manual on compensation and performance. Recommendations on policies will be presented to the Board of Commissioners for final action.

3. ADJOURN

The Board adjourned at 11:55 A.M. to meet in regular session on Tuesday, March 19, 2019 at 9:00 A.M.

Accepted and approved this 19th day of March, 2019.

Trudy Ruland, Chairman

Mountrail County Commissioner

Stephanie A. Pappa

Mountrail County Auditor