

**COUNCIL MEETING**  
**SPECIAL SESSION**  
**January 24, 2024**  
**9:00 a.m.**

ATTENDANCE

COUNCIL MEMBERS:

Stephanie Campbell, President  
Jay Alcorn, Vice President  
Larry Parker  
Phillip Gick

COMMISSIONERS:

Tom Helmer

AUDITOR'S OFFICE:

Evelyn Williams

The Putnam County Council met on January 24, 2024, at 9:00 a.m. The meeting was held at the Putnam County Courthouse. Stephanie Campbell opened the meeting with a pledge to the flag.

**WAGE STUDY AND SALARIES**

Campbell stated they were there for discussion only. Lisa Zeiner stated she had questions on how the study end results came about. Campbell stated they did external salaries from surrounding counties and city governments, AIC Factbook, workforce development and their own internal database. Campbell stated they also used the job descriptions sent to them from each department and broke each one down into a category. Campbell stated the Council determined that some were not put in the correct category because of the job descriptions. They will be trying to correct that. Gick stated that they will try to be consistent on their decisions.

**PLANNING AND BUILDING DEPARTMENT**

Lisa stated her concern for her inspector position is a change in the housing market since he's paid from the Planning fund and not county general. Gick stated a change in the market could also affect county general in the same way. Discussion was made on the fees collected by the Planning and Building Department. Alcorn asked if there were requirements or qualifications that must be met by the inspector. Zeiner stated her current inspector is going through the state taking educational classes. Gick asked if Lisa's position as director has a "manual". Zeiner stated she developed a standard operations procedure directive for the office. She is working on one for her specific position.

**CORONER**

Todd Zeiner introduced his Chief Deputy Ryan Birkemeier. Todd stated the coroners job fluctuates from county to county. He stated the wage study in his opinion has discrepancies because of that. Todd said he wanted the Council to understand how detailed their jobs can be. Half the cases are ordinary and only take a couple of hours. The other half can take days to weeks. Todd gave several examples. Todd

stated he was concerned that his first deputy wouldn't be considered in the increase from what he's been told. Todd stated that the coroner is required to pass a state test. It requires some medical and legal background. Alcorn and Campbell stated they will be addressing the first deputy pay.

### **CIRCUIT COURT**

Judge Headley asked what the methodology was. Gick stated it's not a perfect tool but a good guideline to go by. Judge Headley stated he has an employee that has worked for the county for 42 years and didn't get a raise. He argues that she should fall to the high level instead of medium. Alcorn stated they went by the medium for everyone. They didn't go by individual people. Gick stated they understand there will be certain employees that may need to be addressed individually. Gick stated they have also been discussing how to handle employees that have years of service and how to recognize it. Judge Headley stated with having two employees retiring, they have a stack of time that will have to be paid out. He asks for the county to go to PTO instead of breaking out by personal, vacation, etc. Judge Headley asked about part time pay and if it was addressed. Campbell stated it's on their to do list. Campbell asked if his personnel are still working from home. Judge Headley stated yes. They tend to get more done.

### **CLERK**

Tracy Bridges stated her whole office was brand new. So doing job descriptions was not easy. Her predecessor would take a salary very low when someone left, and she brought someone new in. Bridges stated Auditor Berish told her how off her deputy's salaries were. Bridges gave a list of all the things that go through her office. With all the types of cases that come through it, there is never a happy customer. People are usually at their lowest point in life. She's asking that three of her deputies get brought up to higher wage points. Campbell stated if they could get their modified job descriptions to them in the next few days, they will consider an increase. Alcorn asked if there were any certifications they are required to have for their positions. Bridges stated there are only strict guidelines and laws they must follow.

### **GENERAL DISCUSSION**

Deputy Sutherlin asked if there were tiers for the jail deputies, why there wasn't any for the merit deputies. Campbell stated she believes it was because the merit deputies were so skewed, and their jobs are specialized. Discussion was made.

Cambell asked the Council how they wanted to continue. Gick stated his question is how the JAIL LIT budget is working and if there's room. Reports were provided by Deputy Auditor Williams. Campbell stated they should consider department heads that will be retiring this year and next. The first deputy coroner position was discussed to consider it being 85% of the elected official. Discussion was made on the GIS Director position. Campbell believes the wage study determination was made based on being one person. There is the ability to have a part-time position as well. Some of the things the current deputy has been doing are not her responsibility and should fall under a different office. Discussion was made with other county's GIS deputies. Discussion was made on putting the GIS Department back under the Auditor's Office.

Mark Evans stated that Kristy's job description had things on it that fell under different employees. He is working on getting the updated job description to the HR Deputy in the Auditor's Office. Evans stated that he believed Kim should make more than what the wage study came back with. Discussion was made on part time hourly rate. Evans asked if Kristy's position was compared to other office managers or not. Campbell stated it was categorized with other office deputies.

Discussion was made on the Veterans Officer and how it's paid as salary but only works 3 days a week. Gick stated he would think it should at least be at the low end of the wage study. Campbell stated the office assistant in the Veteran's Office makes over \$21,000 and is part time but paid as salary. It's also paid whether they are there one day or three days a week. Gick stated that their hours should be addressed by the Commissioners.

Secretary stipend for Council and Commissioners, do they want to address. Alcorn and Campbell stated it makes their jobs much easier to have them. Parker stated she goes above and beyond with helping them.

Judge Bridges stated when his past office manager passed, he split the extra money she made between the other deputies because they all shared the duties. That's not the case any longer. Tamila does the duties of an office manager and more. Judge Bridges went through a list of all the extra duties that she does. His request is to take her to \$45,000. Gick stated he believes the study doesn't reflect there are more duties than just the job classification of court reporter. Campbell asked if he wants the bailiffs' salary to change from what the study came back with. Judge Bridges stated that Steve has a wealth of knowledge from law enforcement and how to read people. Gick asked the Judge if he would like the bailiff positions to have levels. Judge Bridges stated experience speaks well and having levels is a good idea. Gick made suggestions for levels, addressing them as low, medium, and high according to the wage study.

Cambell stated EMA is a part time position currently, but she could see it being full time. Gick stated the disaster demonstrations put on at the schools are amazing. Suggestions were made and discussed in the EMA department as a whole.

#### **ADJOURN**

Gick made a motion to adjourn the meeting. Alcorn seconded. The motion passed.

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**Stephanie Campbell, President**

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**Jay Alcorn, Vice President**

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**Phillip Gick**

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**Larry Parker**

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**Attested by Auditor's Office  
Evelyn Williams**