

**COMMISSIONERS MEETING
SPECIAL SESSION
APRIL 23, 2024
11:00 AM**

ATTENDANCE:

COMMISSIONERS:	David Berry, President Thomas Helmer, Vice President
COUNTY ATTORNEY:	Jim Ensley
AUDITOR'S OFFICE	Kristina Berish Tera Stevenson
AUDIENCE:	2 Individuals

The Putnam County Board of Commissioners met on April 23, 2024, at 11:00 AM. The meeting was held at the Putnam County Courthouse in the Commissioners meeting room.

PTO

Auditor Berish stated her office and the Commissioners have spoken the past year about switching from vacation, sick, and personal time to PTO. A lot of counties are converting to this form of time off for their employees. We reached out to fellow Auditors and asked for their PTO policy. HR Specialist Tera Stevenson compiled the information and what she is presenting today is in the middle of what other counties have adopted.

Stevenson went over the draft she passed out to the board. It has a table of how it would accrue for 7-, 8-, 12- and 24-hour shift employees. Commissioners reviewed and discussed possible changes.

Helmer stated he felt this was a great idea to make the change to PTO. This allows for the employee to utilize it for vacation, sickness, mental health day, etc. Berry liked the idea of converting to PTO, wants to research and discuss more on when an employee leaves the county what the county would pay out to the individual.

Auditor Berish said what was before them today was to get the discussion started and something the Commissioners could review. Stevenson said once the board decided what revisions they would like made she could make them and send it over to Ensley to make sure it is worded in the proper legal language.

The change needed to be made in the next month so that it could be programmed for the new time clock system being installed in the courthouse. The change would be effective January 1, 2025.

The Commissioners decided to meet on May 6th at 10 am to further discuss PTO. Once the board has an acceptable draft for a change in policy, they will hold a meeting with department heads to go over it with them.

EXEMPT & NON-EXEMPT EMPLOYEES

Auditor Berish passed out the report from Waggoner, Irwin and Scheele who did the wage study. It listed the positions and if they were exempt or non-exempt according to their job description. Some county employees who currently get compensatory time or overtime are exempt. They went over the list of employees. The Auditor, HR and county attorney will be in contact with employees whose current status will be changing. The board wanted to wait until the Council had increased employees' salaries to compensate for being exempt.

ADJOURN

Helmer made a motion to adjourn. Berry seconded. The motion passed.

Dave Berry, President

Thomas Helmer, Vice President

Attest: Kristina Berish
Auditor's Office