

**\* A G E N D A \***

**COMMISSIONERS BOARD MEETING**

**May 23, 2013**

**CALL TO ORDER**

- (Any member of the public wishing to comment on any agenda item may do so when that item is under consideration. Persons desiring to comment should raise their hand to be recognized by the Chair.)
- Time\_\_\_\_\_
- Call for Executive Session to Discuss Personnel Matters
- Time\_\_\_\_\_
- Return to Public Session
- Time\_\_\_\_\_

**Public Comments**

**ACTION ON WEEKLY PERSONNEL ITEMS**

1. Approve the Board of Commissioners Minutes for the meeting of May 16, 2013.

**ACTION ON PRISON ITEM**

1. Consider approval of the personnel requisition for full-time Corrections Officer, Prison, (p.c. #85), at SG-N10, effective May 23, 2013, pay period 12.
2. Consider approval of the revisions to the job description for the position of Central Booking Coordinator, Prison, effective May 23, 2013, pay period 12.

**ACTION ON PERSONNEL ITEMS**

1. Consider approval of the promotion/change in title for full-time Department Clerk 2 (75), Probation, (p.c. #16), at SG-N06A(01)--\$12.30/hour to full-time Secretary 2, Probation, (p.c. #14), at SG-N07A(01)--\$12.90/ hour, effective June 2, 2013, pay period 13.
2. Consider approval of the appointment for on-call occasional Office Floater, Human Resources, (p.c. #12), at SG-N02A(01)--\$10.18/hour, effective May 28, 2013, pay period 12.

3. Consider approval of the personnel requisition for on-call occasional Office Floater, Human Resources, (p.c. #19), at SG-N02, effective May 23, 2013, pay period 12.
4. Consider approval of the appointment for on-call occasional Office Floater, Human Resources, (p.c. #19), at SG-N02A(01)--\$10.18/hour, effective May 28, 2013, pay period 12.
5. Consider approval of the appointment for on-call occasional Office Floater, Human Resources, (p.c. #17), at SG-N02A(01)--\$10.18/hour, effective May 24, 2013, pay period 12.
6. Consider approval of the personnel requisition for regular part-time Dietary Aide (33%), Centre Crest, (p.c. #10), at SG-N02, effective May 23, 2013, pay period 12.
7. Consider approval of the personnel requisition for regular part-time CNA (60%), Centre Crest, (p.c. #48), at SG-N05, effective May 23, 2013, pay period 12.
8. Consider approval of the personnel requisition for regular part-time CNA (60%), Centre Crest, (p.c. #143), at SG-N05, effective May 23, 2013, pay period 12.
9. Consider approval of the personnel requisition for full-time CNA, Centre Crest, (p.c. # 31), at SG-N05, effective May 23, 2013, pay period 12.
10. Consider approval of the personnel requisition for full-time CNA, Centre Crest, (p.c. # 57), at SG-N05, effective May 23, 2013, pay period 12.
11. Consider approval of the personnel requisition for full-time CNA, Centre Crest, (p.c. # 99), at SG-N05, effective May 23, 2013, pay period 12.
12. Consider approval of the personnel requisition for full-time LPN, Centre Crest, (p.c. # 55), at SG-N108, effective May 23, 2013, pay period 12.

13. Consider approval of the personnel requisition for full-time LPN, Centre Crest, (p.c. # 61), at SG-N108, effective May 23, 2013, pay period 12.
  
14. Consider approval of the change in title/revisions to the job description for the position of ADON/Clinical Service Coordinator, Centre Crest, effective May 23, 2013, pay period 12.
  
15. Consider approval of the personnel requisition for full-time ADON/Clinical Service Coordinator, Centre Crest, (p.c. #03), at SG-S153, effective May 23, 2013, pay period 12.
  
16. Consider approval of the personnel requisition for full-time Caseworker 2, C&YS, (p.c. # 26), at SG-N13, effective May 23, 2013, pay period 12.
  
17. Consider approval of the personnel requisition for regular part-time Security Officer (40%), Sheriff's Office, (p.c. #23), at SG-N05, effective May 23, 2013, pay period 12.
  
18. Consider approval of the personnel requisition for on-call occasional Security Officer, Sheriff's Office, (p.c. #26), at SG-N05, effective May 23, 2013, pay period 12.
  
19. Consider approval of the personnel requisition for full-time Department Clerk 2 (75), Probation, (p.c. #16), at SG-N06, effective May 23, 2013, pay period 12.
  
20. Approve the extension (#02) for the leave of absence for GIS Technician, GIS, (p.c. #02), effective June 5, 2013, pay period 13 to (estimated) July 3, 2013, pay period 15.
  
21. Approve the extension (#02) for the leave of absence for LPN, Centre Crest, (p.c. #58), effective May 26, 2013 to (estimated) May 30, 2013, pay period 12.
  
22. Approve the leave of absence for CNA, Centre Crest, (p.c. #47), effective May 17, 2013, pay period 11 to (estimated) June 19, 2013, pay period 14.

- 23. Consider the revision to Policy and Procedures “Salary Administration”, effective May 23, 2013, pay period 12.
  
- 24. Consider the revision to Policy and Procedures “Hours of Work”, effective May 23, 2013, pay period 12.
  
- 25. Consider approval of the request for Educational Program Support for LPN Charge Nurse, Centre Crest, (p.c. #02), to complete course work towards the Fundamentals of Public Speaking and Life Span Development in the amount of \$936.90 (Total \$1873.80), upon satisfactory completion and budgeted staff development funds.
  
- 26. Receive the Commissioners Consent Agenda for the week of May 21, 2013.

Report on Executive Sessions

**ADJOURN:**                    **Board of Commissioners**\_\_\_\_\_