

Government Review Committee
Notes
April 5, 2010

Present: Sue Hathaway, Joanne Sevick, Jane Powers, Chandra Coffey, Ruth Doyle, Ruth Ayen, Chris Boulio, Jon Montan, Bob McNeil, Lowell Kelsey, Keith Zimmerman, Pat Turbett, and Tedra Cobb.

- Policy updates: Human Resources: Chris brought forward several draft policies for feedback. He will bring the drafts to the Department Head meetings to get feedback, edit as needed and then bring to Operations Committee when ready.
 - Training Reimbursement Guidelines – after review, there was one small change. We discussed reimbursement for continuing education such as college classes. Sue, Chris, and Keith will explore if we have a current policy and bring it back to the group.
 - Hiring Guidelines- after review, there was one small recommendation. Bob suggested that Stephanie Hall review the policy and give feedback regarding the payroll section and the necessary paperwork needed in the payroll files in the Treasurer's office. Chris will follow up with Stephanie.
 - Personnel File Maintenance Guidelines – there were no suggested changes.

- Community Survey: Pat, Ruth Doyle and Keith agreed to work on this item. We do not know if we still have access to Survey Monkey, and we need more information from Media Central as to how to access the data and if we can continue with a survey on our website. This will be an agenda item at our next meeting.

- GEMS Time and Attendance – we discussed using GEMS for time and attendance. Chris reviewed some areas of concern, and that he would like to bring the issue forward to the Management Committee. Bob, Ruth Doyle, Keith and Chris will work on a flow chart to help the LMC understand what is currently done within the County, the suggested improvements, and the path to implement those.

- Capital Projects: We discussed the issue that the tracking system for capital projects was created as a separate system from our budget system. It is not part of GEMS. There is no inherent way to track them with our current financial system and each department is tracking them with a separate system. Expenses are accounted separately from revenue and ability to track does not exist in current financial system. Keith, Bob and Bill will continue to be on this subcommittee.

Next Meeting:

Monday, June 5th 3-5 pm