

**Special Jefferson County Commissioner Meeting Minutes**  
**April 6, 2017**  
**Courtroom 4**

Meeting called to order at 5:00. Those present are Commissioner Hancock, Commissioner Martinez, Chairman Farnsworth, HR/Commissioner Assistant/Emergency Management/Park & Recreation Rebecca Squires, and Clerk Colleen Poole.

**COMMISSIONERS – PARK & RECREATION – REBECCA SQUIRES**

• **PARK & RECREATION STAFFING DISCUSSION**

Chairman Farnsworth mentions that from legal counsel it had been suggested to lay down the new hours of this position before they begin with the interviews. Will let the applicants know what they are going to do with this position. Rebecca mentions they are having some issues with skype which is how they were conducting the first interview. Commissioner Hancock how much money do they have. What do they have in the budget? Commissioner Hancock said they can cover until the first of October to pay this individual. Colleen mentioned they may not want to increase this when it was advertised at a rate. Chairman Farnsworth spoke with legal and they cannot offer more than what this was posted for. Goes over the job descriptions. Will have the new program that will take reservations for them. Feels this will relieve a lot of time for this person. Commissioner Hancock said they need this individual to pick up the ball as fast as they can so they can fully take this over from Rebecca. In the next budget this may change. Chairman Farnsworth mentions if they are throwing this out at thirty-five hours a week feels they may see them sitting around. Thinks they may want to start out as part-time. Chairman Farnsworth said from May to September they may be full-time but what about winter. Need to realize at twenty hours a week from May to September they may exceed that. Commissioner Hancock mentions they need to decide if they will be offering benefits. Commissioner Hancock mentions that he thinks the individual could spend thirty-five hours during the summer. Rebecca said they would not need an intern but they could not take the place of a booth attendant. Commissioner Hancock is talking about a relief if someone is sick. Chairman Farnsworth said if they go thirty-five hours during the summer what they do once it is winter. Rebecca said the nightmare scenario risk is if they got a bunch of comp time and they left that comp time would have to be paid out. Commissioner Hancock said they need to be careful that they do not work for the summer and quit. Chairman Farnsworth asked if this could have a year contract. Does not want the user fees to raise to cover a manager at the lake. Wants to see more improvements to the facility. Commissioner Hancock mentions they want to see improvements. Discuss hours and what they are going to do with this position. Commissioner Hancock said they could develop the lake. Chairman Farnsworth said this could start out part-time and then maybe this position could grow with the person. Rebecca said there is public push to have sledding, a cross county course and fall festivals. Chairman Farnsworth mentions they will not know until they really get into this. Rebecca goes over the revenues for the lake. Commissioner Hancock said they had \$185,000 in user fees last year. Rebecca goes through spreadsheet at some point a need for benefits kicks in. Medical is planned high and is a huge expense. During the lake season they would have to get comp time if they were only part-time. Chairman Farnsworth said they are at the posted amount. Commissioner Hancock said this individual will still be working under Rebecca for this season. May look at changing this once this individual is on their own. Chairman Farnsworth thinks they need to throw this individual at this and have Rebecca step away and let the individual sink or swim. Commissioner Martinez asked if they will be stuck giving them benefits and PERSI. Commissioner Hancock thinks it may help to offer benefits. Commissioner Martinez mentions they need to look at how to keep the individual busy during the winter. Chairman Farnsworth mentions they have the Mike Walker boat ramp and the Lorenzo boat ramp. Chairman Farnsworth said this individual will also be responsible for these boat ramps. Chairman Farnsworth mentions if they start this with lower hours they can always add hours if they find they need to. Wants this to be part-time. Rebecca said they could get away with twenty or twenty-eight. Chairman Farnsworth just does not want to be set at thirty-five hours during the winter. Does not want to start out heavy then not have this person excel. If they want more money they need to excel to earn more. Commissioner Martinez thinks they could come up with responsibilities to keep them busy during the winter. Rebecca asked how they feel about twenty-eight during the season and twenty during the offseason. Commissioner Hancock mentions during the season they will end up with comp time so they need to realize that. Chairman Farnsworth said from October through February will be twenty hours and March through September will be twenty-eight hours. Depending they could extend the camping through October. Will be at \$12.12 an hour and with the twenty-eight hours they will be able to receive benefits. Rebecca said they could go to twenty-eight hours year round if they are not going to take these benefits away during the offseason. Decide to offer twenty eight hours. Chairman Farnsworth mentions that they will go October to October as twenty-eight hours which will include medical benefits and PERSI.

**Motion by Commissioner Hancock to authorize the Park & Recreation lake manager position at twenty-eight hours a week. Will offer benefits and still start at \$12.12 an hour. Second by Commissioner Martinez. Chairman Farnsworth mentions this is Park & Recreation only and this manager will report directly to the Commissioners. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

Rebecca goes over the scoring for the interviews. There is a veteran in the pole. Goes over the scoring for a veteran. To accommodate a fair scoring she has developed a numerical scoring system. Some skills are rated heavier than others. Wants to know how they communicate. Need to evaluate how they are answering questions.

**• EXECUTIVE SESSION 74-206 (B) – PERSONNEL – INTERVIEWS**

**Motion by Commissioner Hancock to go into executive session 74-206 (B) – Personnel. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

**• PARK & RECREATION STAFFING DISCUSSION**

**Open session 8:34**

Chairman Farnsworth goes over if the board has a decision on the new hire.

**Motion by Commissioner Martinez by the interviews they held to offer the position to Mickey for Jefferson Lake manager. Commissioner Hancock clarifies that they will extend an offer to Mickey to be the lake manager. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

**Motion by Commissioner Hancock to authorize the Human Resource person to extend this offer to this individual and move forward with the job offer and hiring. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

Rebecca asked on the wages do they pull some out of her wages this year. Commissioners discuss. Rebecca will move her wages to Park & Recreation during the transition so the line they want is the 405 lake manager for the new hire.

**Motion by Commissioner Hancock that the account number for the lake manager position is #18-405-00. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

**Motion by Commissioner Martinez to adjourn. Second by Commissioner Hancock. All in favor – aye. Motion passed.**

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*Chairman of the Board*

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*Date*

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*Clerk of the Board*

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*Date*

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*County Clerk*

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*Date*