

Minutes of Lacleade County Matrix Committee Meeting

The meeting, in the Law Library, on the second floor of the Courthouse, was called to order at 4:45 p.m., August 25, 2014, by Chairman Solin.

Members Present: Dave Solin, Vern Cahak, Doug Nonnenmacher, Brad Henricks, Gary Olsen, and Robin Stowe.

Members Absent: None

Agenda Item #1: Call the meeting to order: The meeting was called to order at 4:45 p.m. by Chairman Solin.

Agenda Item #2: Approve minutes of the last meeting on July 15, 2014: Motion by Cahak, second by Nonnenmacher to approve the minutes of the last meeting on July 15, 2014, all ayes, motion carried.

Agenda Item #3: Review proposed matrix information: Robin Stowe reviewed the process that was utilized to complete the document that was distributed to the Committee. The document shows the position, department, total points from the point factor ranking, current ending wage for the position, comparables obtained from the eighteen comparable counties, percent of max (compares the current ending wage to the comparables), and a new proposed ending wage. The "point factor analysis" has been completed for all positions subject to the Compensation Matrix. Under this process, department heads analyzed positions based upon seven categories (knowledge; supervisory; decision making; job responsibility; problem solving; environmental; and physical). The document lists the total points for each position.

The document also includes information regarding each position's current ending wage and comparable wage. In order to assist the Compensation Matrix Committee, a proposed ending wage (Step 10) for each position was also included which considers not only the point factor analysis, but also current ending wages and "comp group" data.

This information is very preliminary in nature. It is anticipated that the Compensation Matrix Committee will need to solicit additional information from department heads and that adjustments will be made to the proposed ending wages as determined by the Committee. In order to continue our development of a new Compensation Matrix, the Committee will hold future meetings with the department heads. Each meeting will review a defined group of employees. For example, the first meeting will review positions with proposed ending wages of \$16.33 to \$19.76. The second meeting will review positions with proposed ending wages of \$20.19 to \$22.12; and the third meeting will look at positions with proposed ending wages of \$23.18 to \$48.85. More than one meeting may be needed to complete the review of each group of employees.

Ultimately, it is the responsibility of the Compensation Matrix Committee to determine the compensation range for each position. The information contained in the document is preliminary and only intended as a starting point for the Committee in the development of compensation ranges.

Agenda Item #4: Set date for next meeting: The Committee set the following meeting dates for future meetings. September 15th, September 16th, and September 24th. All meetings will start at 3:00 p.m.

Motion by Cahak to adjourn at 5:40 p.m., second by Nonnenmacher, all ayes, motion carried.

Respectfully submitted,
Gary D. Olsen
Recording Secretary