

**Minutes of Lantlade County
Matrix Committee Meeting**

The meeting, in the County Board Room, in the lower level of the Safety Building, was called to order at 4:00 p.m., October 29, 2015, by Chairman Solin.

Members Present: Dave Solin, Doug Nonnenmacher, Ron Nye, James Jansen, and Don Scupien

Members Absent: None

Others Present: Gary Olsen, Robin Stowe, RJ Weitz, Scott Jensema, and Ron Barger.

Agenda Item #1: Call the meeting to order: Chairman Solin called the meeting to order at 4:00 p.m. and the pledge of allegiance was recited.

Agenda Item #3: Approve minutes from previous meetings held on September, 2015: Motion by Nonnenmacher, second by Jansen to approve the minutes from the September 4, 2015 meeting, all yes, motion carried.

Agenda Item #4: Request from Social Services to consider a new job description and compensation range for the Child Welfare Support Specialist position: Ron Barger and Scott Jensema explained that the kinship duties of a Social Worker's position were transferred to the Support Services Specialist position in the Department of Social Services. The duties were given to this position because of the turnover in Social Workers and also to address workload issues. Robin Stowe explained that there are two ways to change the salary range for a position. One way is to create a new position with the Matrix Committee establishing a new compensation range and the other new method is to submit a request to the Matrix Committee to review the compensation range for an individual based upon a change in the position since the previous Compensation Matrix Review (i.e., permanent assignment of higher compensable duties). With this position, the duties were added since the last matrix was completed and the duties will be with this position permanently. The process for this request would be to obtain the oversight committee's approval. Barger explained that the Social Services Committee approved this request. The process is now to obtain permission from the Matrix and Personnel committees and then the County Board would need to approve the new compensation range for the position by a majority vote. The Committee felt that the change in duties did qualify for an adjustment on the matrix. The job duties that were moved to this position were completed by a Social Worker position and are duties that are not normally completed by positions similar to the Specialist position. The Support Services Specialist position currently has a starting range of \$14.71 and an ending salary of \$17.46. Motion by Nye, second by Jansen, to change the starting range of the Support Services Specialist position to \$15.10 and the ending salary would be \$17.93 and the current employee in this position would be placed at step 8, and that the Compensation Review be completed and submitted to the Personnel Committee, all ayes, motion carried.

Agenda Item #5: Set non-union COLA amount for 2016: The Committee discussed setting the COLA for non-union employees. Per Act 10, if there currently were unions (other than Law Enforcement) in the County, the COLA would be capped at .73%. Because the County does not have unions (other than Law Enforcement) this COLA cap doesn't apply, and the Matrix Committee has the authority to consider granting a COLA based upon the relevant CPI measurement for Lantlade County as published by the Bureau of Labor Statistics. The Committee discussed the appropriate COLA as a measure of CPI and the Committee also desired to grant a COLA that exceeded the .73% cap that applies to unions. Motion by Nonnenmacher, second by Scupien, to set the non-union COLA for 2016 at 1.50%, all ayes, motion carried.

Motion by Nye to adjourn the Committee at 4:58 p.m., second by Nonnenmacher, all ayes, motion carried.
Respectfully submitted,
Gary D. Olsen
Recording Secretary