

TERM OF COMMISSION: November Session of the November Adjourned Term

PLACE OF MEETING: Boone County Government Center Commission Chambers

PRESENT WERE: Presiding Commissioner Don Stamper  
District II Commissioner Linda Vogt  
Deputy County Clerk Michelle Malaby  
Auditor and Budget Officer June Pitchford

The budget hearing was called to order at 10:12 a.m.

**SUBJECT: Human Resources Department Budget Request**

Human Resources Director Mark Stone stated \$20,000 was included in his 1997 budget request for employee training. A subcommittee, consisting of Collector Pat Lensmeyer, Department of Planning and Building Inspection Director Stan Shawver, Public Works Department Shop Superintendent Sam Amick and himself, was formed to address employee training. The subcommittee appreciates the County Commission's commitment to employee training. The preliminary budget submitted to the Auditor requested \$20,000 for training. The budget, as submitted to the commission by Ms. Pitchford, includes \$2,000. Since the original request was made, the subcommittee has more accurately estimated training needs. Training sessions are scheduled for 1996 and for the first quarter of 1997. Monthly training sessions are planned. The sessions will focus on topics such as work place violence, sexual harassment, and interpersonal skills. A more realistic estimate of the cost of training for 1997 is \$6,000.

Mr. Shawver stated the Personnel Committee identified the need for employee training. Many departments were obtaining training through generic seminars. The Personnel Committee felt there are training needs common to all departments. The Training Subcommittee had just begun work when the budget was submitted. The \$20,000 amount was a number pulled out of the air. They have since tried to identify sources within the county to provide training. For example, they are working with MARCIT (the insurance trust in which the county participates) to identify training they will provide free of charge. A local service provider said he could provide training at a discount rate of \$80 to \$100 per hour. This rate was used to arrive at the \$6,000 estimate. There are some types of training which the county will have to secure from a service provider.

Ms. Lensmeyer noted training which has been offered seems to be working. The subcommittee realizes the \$20,000 figure was exorbitant. It may that the training will cost less than \$6,000.

Ms. Pitchford stated it would be helpful to have a method of assessing how effective this type of training is. Currently, there is no formal reporting mechanism for upper management to use to share information upon their return from conferences. That is a common business practice.

Commissioner Vogt asked has the amount budgeted for training in individual budgets been adjusted in light of this request?

Ms. Pitchford replied training has been directed primarily at department heads and elected officials. Minimal resources have been directed toward office staff. That is not the case in the Circuit Court, Prosecuting Attorney's Office and Sheriff's Department where there are statutory training requirements. Therefore, this would compliment rather than replace existing training.

Commissioner Stamper asked Mr. Stone to review the remainder of his budget.

Mr. Stone stated the most significant supplemental request is printing a new personnel policy manual. Sheriff Ted Boehm, Recorder of Deeds Bettie Johnson, Mr. Shawver and himself are currently working to update the manual. When it is done, they want to make sure every employee has a copy. He included \$3,200 to printing and binding the manual.

The meeting adjourned at 10:29 p.m.

Attest:

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Don Stamper  
Presiding Commissioner

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Wendy S. Noren  
Clerk of the County Commission

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~~ABSENT~~  
Karen M. Miller  
District I Commissioner

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Linda Vogt  
District II Commissioner

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June Pitchford  
Auditor and Budget Officer