

Wayne County Commissioners' Agenda

- Pledge of Allegiance to the Flag
- Call to Order Regular Session of October 18, 2023
- Announcement of Commissioners in Attendance
- Approval of Agenda
- Approval of minutes from Oct. 11, 2023 through Oct. 17, 2023

Date	Res. #	Resolution Title
10/18	2023-550	Approval of County Bills
10/18	2023-551	Approval of County Home Bills
10/18	2023-552	Appropriation Transfer Approval
10/18	2023-553	Fund Transfer Approval
10/18	2023-554	Personnel Change Approval
10/18	2023-555	Travel/Training Expense Approval
10/18	2023-556	Board Appointment and/or Board Designation Approval
10/18	2023-557	Resolution directing the fund account transfer of up to \$500,000 of the County's Coronavirus Local Fiscal Recovery Fund Payment from the Fiscal Recovery Fund to the County General Fund, to be earmarked for the Fredericksburg Communication Tower Project, for which such use of Funds satisfies the Eligible Use category for Public Health: COVID-19 Mitigation and Prevention/COVID-19 Public Health Response and Mitigation Tactics and is an enumerated Capital Expenditure under applicable federal statutes and regulations, with funds to be encumbered beginning March 3, 2021, and ending December 31, 2024
10/18	2023-558	Disposal Authorization of Used Equipment
10/18	2023-559	Approval of Electronic Pollbook Memorandum of Understanding Between the Ohio Secretary of State (SOS), the Wayne County Board of Elections, and the Board of Wayne County Commissioners
10/18	2023-560	Approval of Renewal of WENS Service Agreement on Behalf of Wayne County Emergency Management Agency
10/18	2023-561	Approval of Amended Wayne County Compensation Funding Plan

Resolution

No. 2023-550

Board of Wayne County Commissioners

Ron Amstutz Jonathan Hofstetter Sue A. Smail

Adopted: October 18, 2023

Subject: **Approval of County Bills**

It was moved by Commissioner Hofstetter and seconded by Commissioner Amstutz that the following resolution be adopted:

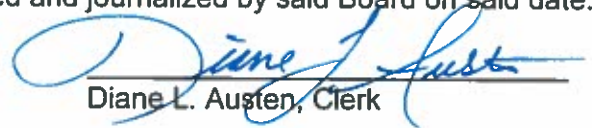
Computer run dated October 17, 2023 for County Bills in the amount of \$521,594.03; Interagency Transaction/Payment batch #8505 & 8506 in the amount of \$68,098.32; and any Then & Now Certificates are hereby approved for payment.

As taxing authority, the Then & Now Certificates submitted as of this date for Board of Elections; Children Services; Department of Developmental Disabilities; Mental Health & Recovery Services; Soil & Water; and Veterans Services are approved for processing by the Auditor.

The vote is as follows: Ron Amstutz yea Jonathan Hofstetter yea Sue A. Smail yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.


Diane L. Austen, Clerk

Resolution

No. 2023-551

Board of Wayne County Commissioners

Ron Amstutz Jonathan Hofstetter Sue A. Smail

Adopted: October 18, 2023

Subject: **Approval of County Home Bills**

It was moved by Commissioner Hofstetter and seconded by Commissioner Amstutz that the following resolution be adopted:

Computer run dated October 17, 2023 for County Home Bills in the amount of \$44,176.72, and any Then & Now Certificates are hereby approved for payment.

The vote is as follows: Ron Amstutz yea Jonathan Hofstetter yea Sue A. Smail yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.


Diane L. Austen, Clerk

Resolution

No. 2023-552

Board of Wayne County Commissioners
Ron Amstutz Jonathan Hofstetter Sue A. Smail

Adopted: October 18, 2023

Subject: **Appropriation Transfer Approval**

It was moved by Commissioner Hofstetter and seconded by Commissioner Amstutz that the following resolution be adopted:

The following appropriation amounts are to be transferred by the Wayne County Auditor.

Dept./Amount		Account Description	Account	GEMS
Health Care	To transfer appropriations where needed			
4,500.00	From	Admin. Costs (Health Care)	V000V02	399.0195.01.5750.000.000
	To	Salaries (Health Care)	V000V10	399.0195.01.5001.000.000
15,500.00	From	Admin. Costs (Health Care)	V000V02	399.0195.01.5750.000.000
	To	Health & Life Insurance (Health Care)	V000V11	399.0195.01.5012.000.000

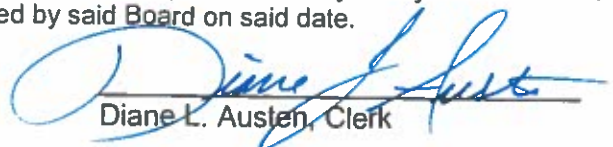
Dept./Amount		Account Description	Account	GEMS
Emerg. Mgmt.	To transfer appropriations where needed			
\$52.62	From	Emerg. Planning Expenses	T076-T01	103.0150.05.5700.000.000
	To	Salaries – Employees (Hazmat)	T076-T02	103.0150.05.5001.000.000
\$395.27	From	Emerg. Planning Expenses	T076-T01	103.0150.05.5700.000.000
	To	Health & Life Ins. (Hazmat)	T076-T05	103.0150.05.5012.000.000

Dept./Amount		Account Description	Account	GEMS
Certificate of Title Admin	To transfer appropriations where needed			
\$12,500.00	From	SALARIES-EMPLOYEES TITLE OFFICE	B005B02	008.2300.01.5001.000.000
	To	HEALTH & LIFE INSURANCE (TITLE OFFICE)	B305B02	008.2300.01.5012.000.000
\$5,000.00	From	OTHER EXPENSES TITLE OFFICE	B005B09	008.2300.01.5900.000.000
	To	HEALTH & LIFE INSURANCE (TITLE OFFICE)	B305B02	008.2300.01.5012.000.000
\$12,500.00	From	TRANSFERS-OUT	B005B01	008.2300.01.6150.000.000
	To	HEALTH & LIFE INSURANCE (TITLE OFFICE)	B305B02	008.2300.01.5012.000.000

The vote is as follows: Ron Amstutz yea Jonathan Hofstetter yea Sue A. Smail yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.


 Diane L. Austen, Clerk

Resolution

No. 2023-553

Board of Wayne County Commissioners
Ron Amstutz Jonathan Hofstetter Sue A. Smail

Adopted: October 18, 2023

Subject: **Fund Transfer Approval**

It was moved by Commissioner Hofstetter and seconded by Commissioner Amstutz that the following resolution be adopted:

Department	Amount	From (Fund)	From Approp Acct	To (Fund)	To Receipt Acct
Dog Shelter	150,000.00	General Fund 001	Transfers out A015-A15 001.1915.13.6150. 000.000	Dog & Kennel Fund 007	Transfers in B005- A03 007.0160.00.4904. 000.000
To – ensure necessary operating funds are available ahead of dog tag cash flow in the new year.					

Department	Amount	From (Fund)	From Approp Acct	To (Fund)	To Receipt Acct
Common Pleas	\$27,518.40	Fund 021B30 Common Pleas Computerization	B030B02 Transfers 021.3405.02.6150.000 .000	Fund 023B50 Court System Computerization Common Pleas	B050B10 Transfers In 023.3100.00.4904.000 .000
Juv. / Probate Court	\$2,069.85	Fund 022 (B-40) Juv./Probate Ct. Computerization	B040-B02 Transfers 022.3255.02.6150.000 .000	Fund 023 (B-50) Court System Computerization	B050-B11 Transfers in Juv. Ct. 023.3200.00.4904.000 .000
Court ordered transfer of computerization funds					

The vote is as follows: Ron Amstutz yea Jonathan Hofstetter yea Sue A. Smail yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.


Diane L. Austen, Clerk

Resolution

No. 2023-554

Board of Wayne County Commissioners

Ron Amstutz Jonathan Hofstetter Sue A. Smail

Adopted: October 18, 2023

Subject: **Personnel Change Approval**


It was moved by Commissioner Hofstetter and seconded by Commissioner Amstutz that the following resolution be adopted:

Department	Name	Title	Effective Date	Status Change
Care Center	Kristen Dawson	STNA	10/19/23	Never Started
Care Center	Carrie Messenger	STNA	10/7/23	Resignation
Care Center	Julianne Carson	LPN	10/20/23	Rehire Intermittent

The vote is as follows: Ron Amstutz yea Jonathan Hofstetter yea Sue A. Smail yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.


Diane L. Austen, Clerk

Resolution

No. 2023-555

Board of Wayne County Commissioners
Ron Amstutz Jonathan Hofstetter Sue A. Smail

Adopted: October 18, 2023

Subject: **Travel/Training Expense Approval**

It was moved by Commissioner Hofstetter and seconded by Commissioner Amstutz that the following resolution be adopted:

Dept./Person	Where	Date	Travel	Travel (taxable)	Seminar, Conf., Mtg., etc.
Care Center					
Judy Beichler	Wooster	10/24/2023	115.00	0	SNF Billing Conf. Webinar
Commissioners					
Julie Icenhower	Dalton	11/14/2023	225.00	0	Excel Intermediate Course Thru Computer Sense
Sue Smail, Jonathan Hofstetter, Ron Amstutz	Columbus	12/6-8/2023	2,300.00	0	CCAO Winter Conf.
Job & Family					
Greg Hall	Columbus	11/1/2023	110.00	15.00	CCMEP Leadership Trng.
Robert Young, Greg Hall, Tammy Mallett, Mallorie Crank	Mt. Vernon	11/17/2023	0	60.00	Rapid Response Team Protocol Mtg.
Richard Owens, Lisa Gunnels, Lori Jones, Kelly Moorhead, Amber Abi El Hessen, Stacey Tanner, Jennifer Kearns, Robert Young	Wooster	10/26/2023	600.00	0	East Central Ohio District Directors' Fall Retreat

The vote is as follows: Ron Amstutz yea Jonathan Hofstetter yea Sue A. Smail yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.


Diane L. Austen, Clerk

Resolution

No. 2023-556

Board of Wayne County Commissioners
Ron Amstutz Jonathan Hofstetter Sue A. Smail

Adopted: October 18, 2023

Subject: **Board Appointment and/or Board Designation Approval**

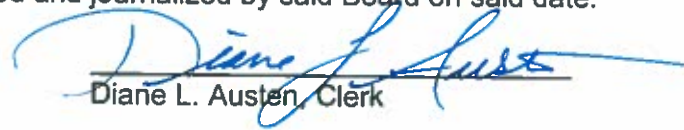
It was moved by Commissioner Hofstetter and seconded by Commissioner Amstutz that the following resolution be adopted:

Name of Board	Appointee/Address	Term
Mental Health & Recovery Board	Scott Rotolo	10/18/23 – 6/30/25

The vote is as follows: Ron Amstutz yea Jonathan Hofstetter yea Sue A. Smail yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.


Diane L. Austen, Clerk

Resolution

No. 2023-557

Board of Wayne County Commissioners

Ron Amstutz Jonathan Hofstetter Sue A. Smail

Adopted: October 18, 2023

Subject: **Resolution directing the fund account transfer of up to \$500,000 of the County's Coronavirus Local Fiscal Recovery Fund Payment from the Fiscal Recovery Fund to the County General Fund, to be earmarked for the Fredericksburg Communication Tower Project, for which such use of Funds satisfies the Eligible Use category for Public Health: COVID-19 Mitigation and Prevention/COVID-19 Public Health Response and Mitigation Tactics and is an enumerated Capital Expenditure under applicable federal statutes and regulations, with funds to be encumbered beginning March 3, 2021, and ending December 31, 2024**

It was moved by Commissioner Hofstetter and seconded by Commissioner Amstutz that the following resolution be adopted:

WHEREAS, Title IX, Subtitle M, Section 9901 of the American Rescue Plan Act, Pub. L. 117-2 [H.R. 1319], signed into law March 11, 2021 ("ARPA"), appropriated Coronavirus Local Fiscal Recovery Fund (the "Fund") payments from the U.S. Treasury Secretary to metropolitan cities, nonentitlement units of local government, and counties; and,

WHEREAS, pursuant to the ARPA's Fund methodology, the Board of Commissioners, County of Wayne, State of Ohio (the "County") has been allocated approximately \$22,475,311 ("Fund Payment") to "mitigate the fiscal effects stemming from the public health emergency with respect to the Coronavirus Disease (COVID-19)"; and,

WHEREAS, in response to this economic crisis, the Department of the Treasury ("Treasury Department") is providing such relief to state and local governments to enable them to continue to support the public health response and lay the foundation for a strong and equitable economic recovery; and,

WHEREAS, the ARPA and its supporting guidance issued by the Treasury Department provide that the Fund Payment may only be used by the County to finance costs that (a) respond to the COVID-19 public health emergency or its negative economic impacts; (b) respond to workers performing essential work; (c) provide government services to the extent of reduction in revenue; and (d) make necessary investments in water, sewer, or broadband infrastructure (collectively, "Criteria"); and,

WHEREAS, so long as the County duly directs its Fund Payment to finance those costs in compliance with the Criteria, the County may use the Fund Payment for Eligible Uses and Capital Expenditures relating and responding to the COVID-19 pandemic during the period beginning March 3, 2021, and ending December 31, 2024 (the "Covered Period"); and,

WHEREAS, the County received some or all of the Fund Payment directly from the Treasury Department under the authority of Resolution No. 2021-238, passed on May 12, 2021 which affirms said Fund Payment is to cover only those expenditures consistent with ARPA, including the Criteria, and applicable regulations, and such Fund Payment has been or will be deposited into an appropriate special revenue fund created and maintained by the County; and,

WHEREAS, the Treasury Department has published an Interim Rule and a Final Rule with an effective date of April 1, 2022 (collectively, 31 CFR 35.1 *et seq.*), its regularly updated Coronavirus State and Local Fiscal Recovery Funds' Frequently Asked Questions, its Coronavirus State and Local Fiscal Recovery Funds: Overview of the Final Rule, and U.S. Treasury Supplementary Information (collectively,

"Guidance"), further explaining the Criteria and the proper use of the Fund Payment during the Covered Period; and,

WHEREAS, the Criteria and Guidance describe such eligible uses of the Fund Payment to include "Public Health: COVID-19 Mitigation and Prevention COVID-19 public health response and mitigation tactics," as authorized under 31 C.F.R. 35.6(b); and U.S. Treasury 2022 Final Rule Supplementary Information at 4352.

WHEREAS, the Communications Tower is an "Eligible Use" for funding under the applicable Eligible Use category for "Public Health: COVID-19 Mitigation and Prevention COVID-19 public health response and mitigation tactics," as authorized under 31 C.F.R. 35.6(b); and U.S. Treasury 2022 Final Rule Supplementary Information at 4352-53.

WHEREAS, The Communication Tower is also an enumerated "Eligible Capital Expenditure" as an "[I]mprovement[s] to or construction of emergency operations centers and acquisition of emergency response equipment (e.g., emergency response radio systems)" as long as it meets the "Standards" for Capital Expenditures in the Section titled "Capital Expenditures in General Provisions: Other," as stated in the Department of Treasury Supplementary Information, as authorized by U.S. Treasury 2022 Final Rule Supplementary Information at 4354.

WHEREAS, the Communications Tower meets the Standards for Capital Expenditures as follows: (1) the general public is presumed to be impacted or harmed by the public health emergency caused by COVID-19, as authorized by 31 C.F.R. 35.6(b)(2)(ii), considering the population in the Fredericksburg area has endured limited or non-existent emergency communication coverage in the past due to the predominantly low-lying geographic location which has caused non-communication and miscommunication with emergency responders; and (2) the County's response to addressing the harm by constructing the Communications Tower is presumed reasonably proportional to the impact or harm to the general population served, as authorized under 31 C.F.R. 35.6(b)(3)(i), considering multiple alternatives to increase signal strength for emergency response in the area were unsuccessful in past and the enhanced communications coverage promotes the public health and safety of the population served, Ohio State Highway Patrol, ODNR, Ohio EMA, Holmes County Sheriff, Fire Department and other emergency responders.

WHEREAS, this Board intends to take action and use the Fund Payment as described herein in a manner consistent with the Final Rule released by the Treasury Department on January 6, 2022, as authorized under said Department's Statement Regarding Compliance with the Coronavirus State and Local Fiscal Recovery Funds Interim Final Rule, 2022 Final Rule, and U.S. Treasury Supplementary Information; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Wayne County, Ohio, that:

Section 1. This Board hereby declares that its COVID-19 Response, defined herein, duly authorizes the County Administrator to undertake proper fund accounting transfer(s) such that up to \$500,000 of the County's Fund Payment is to be transferred to the Permanent Improvement Communication Fund specifically related to the eligible use and capital expenditure Fredericksburg Communications Tower Project for the reimbursement of previous eligible expenditures and/or incurring of future such eligible expenditures. This Board's decision that such expenditures are appropriate by virtue of charging to the County's Fund Payment is based on the following consideration: "Public Health: COVID-19 Mitigation and Prevention COVID-19 public health response and mitigation tactics," and "[I]mprovement(s) to or construction of emergency operations centers and acquisition of emergency response equipment (e.g., emergency response radio systems)" for which such expenses comply with the Criteria and its supporting Guidance.

Section 2. This Board hereby directs the County Administrator to process the required paperwork to effectuate the fund accounting transfer(s) authorized in Section 1.

Section 3. The Board of Wayne County Commissioners hereby incorporate into this resolution all of

the aforesaid recitals and they are rendered to be findings by the Board.

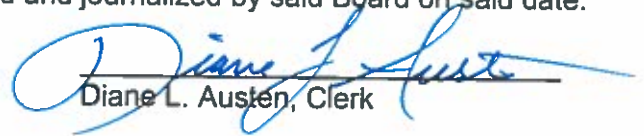
Section 4. It is found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were adopted in an open meeting of this Board, and that all deliberations of the Board that resulted in this formal action were in meetings open to the public in compliance with all legal requirements under Ohio's Sunshine Laws, including R.C. 121.22.

Section 5. This resolution shall be effective from the earliest date permitted by law.

The vote is as follows: Ron Amstutz yea Jonathan Hofstetter yea Sue A. Smail yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.


Diane L. Austen, Clerk

Resolution

No. 2023-558

Board of Wayne County Commissioners
Ron Amstutz Jonathan Hofstetter Sue A. Smail

Adopted: October 18, 2023

Subject: **Disposal Authorization of Used Equipment**

It was moved by Commissioner Hofstetter and seconded by Commissioner Amstutz that the used equipment listed below is approved for disposal.

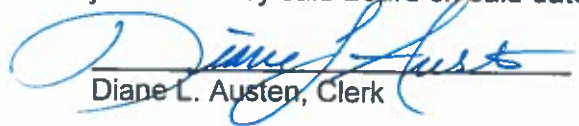
Emerg. Mgmt.

Item	Manufacturer	Model	Serial	Location	Reason
Portable Radio	Kenwood	TK-2160	70500696	Orrville Hazmat	Very old, outdated; not using VHF any longer
Portable Radio	Kenwood	TK-2160	70500773	Orrville Hazmat	Very old, outdated; not using VHF any longer
Portable Radio	Kenwood	TK-2160	70500779	Orrville Hazmat	Very old, outdated; not using VHF any longer
Portable Radio	Kenwood	TK-2160	70500780	Orrville Hazmat	Very old, outdated; not using VHF any longer
Portable Radio	Kenwood	TK-2160	70500786	Orrville Hazmat	Very old, outdated; not using VHF any longer
Portable Radio	Kenwood	TK-2160	70500787	Orrville Hazmat	Very old, outdated; not using VHF any longer
Portable Radio	Kenwood	TK-2160	70500788	Orrville Hazmat	Very old, outdated; not using VHF any longer
Portable Radio	Kenwood	TK-2160	70500789	Orrville Hazmat	Very old, outdated; not using VHF any longer
Portable Radio	Kenwood	TK-2160	70500790	Orrville Hazmat	Very old, outdated; not using VHF any longer

The vote is as follows: Ron Amstutz yea Jonathan Hofstetter yea Sue A. Smail yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.


Diane L. Austen, Clerk

Resolution

No. 2023-559

Board of Wayne County Commissioners
Ron Amstutz Jonathan Hofstetter Sue A. Smail

Adopted: October 18, 2023

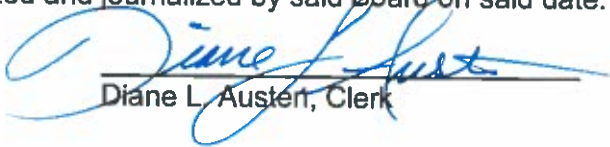
Subject: **Approval of Electronic Pollbook Memorandum of Understanding Between the Ohio Secretary of State (SOS), the Wayne County Board of Elections, and the Board of Wayne County Commissioners**

It was moved by Commissioner Hofstetter and seconded by Commissioner Amstutz that approval is hereby granted of the Electronic Pollbook Memorandum of Understanding Between the Ohio Secretary of State (SOS), the Wayne County Board of Elections, and the Board of Wayne County Commissioners.

The vote is as follows: Ron Amstutz yea Jonathan Hofstetter yea Sue A. Smail yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.


Diane L. Austen, Clerk

Resolution

No. 2023-560

Board of Wayne County Commissioners
Ron Amstutz Jonathan Hofstetter Sue A. Smail

Adopted: October 18, 2023

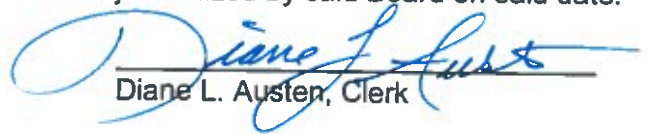
Subject: **Approval of Renewal of WENS Service Agreement on Behalf of Wayne County
Emergency Management Agency**

It was moved by Commissioner Hofstetter and seconded by Commissioner Amstutz that approval is hereby granted of a 3-year Renewal to the WENS Service Agreement.

The vote is as follows: Ron Amstutz yea Jonathan Hofstetter yea Sue A. Smail yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.



Diane L. Austen, Clerk

Resolution

No. 2023-561

Board of Wayne County Commissioners

Ron Amstutz Jonathan Hofstetter Sue A. Smail

Adopted: October 18, 2023

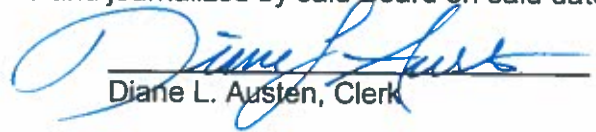
Subject: **Approval of Amended Wayne County Compensation Funding Plan**

It was moved by Commissioner Hofstetter and seconded by Commissioner Amstutz that approval is hereby granted of the Wayne County Compensation Funding Plan (see Exhibit A).

The vote is as follows: Ron Amstutz yea Jonathan Hofstetter yea Sue A. Smail yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.


Diane L. Austen, Clerk

WAYNE COUNTY COMPENSATION FUNDING PLAN

I. Funding Ranges

In order to determine a fair, consistent, and non-discriminatory way to establish funding levels for positions in the County, ranges for each position have been determined based on written job descriptions.

In order to establish the relationship between job classifications all positions were re-evaluated and point factored in 2016. Based on the point factoring, each position was assigned to a range by our independent outside consultants. The Funding Range will consist of a Minimum and a Maximum Funding amount.

This Compensation Funding Plan is designed not only to help determine appropriate funding and management of the counties total personnel costs, but to help ensure fair funding to all departments and offices.

II. Funding for Future Increases

A mechanism is necessary to allocate money within the guidelines of the Compensation Funding Plan. Annually the Board of County Commissioners will determine the overall amount available, if any, for funding compensation increases. Such decisions will be made based upon the status of county revenue, expenses, and other relevant considerations.

Range Adjustment

If it is determined that the Funding Ranges need to be updated and adjusted, the Board will evaluate the current ranges and make adjustments as necessary. This will then be translated into a Funding Range Adjustment (e.g. 3%) allocated across the board for funding for all employees, regardless of hire or promotion date, who are currently funded within their range. The base of the range will be adjusted by this percentage. The top of each range will then be re-set based on the new base. Ranges in the A range will be 125% above the base, B range will be 140% above the base and C and D range will be 155% above the base. Employees who are newly hired when this adjustment is funded will need to work at least 6 months in the position, or finish their probationary period, whichever is longer before they will be funded for this increase.

Merit Adjustment

Merit Funding may be made available to employees who are already past probation. Employees who are newly hired when this adjustment is funded will need to work at least 6 months in the position, or finish their probationary period, whichever is longer before they will be funded for this increase. Once the Commissioners have established that Merit Funding is available, the individual Appointing Authority will decide how much their employee will actually receive.

Time in Position adjustments

Funding will also be evaluated and if available, employees who have been in their current position for at least 5 years but who are not funded at least 30% of the way through their range, will have their funding adjusted to be at 30% of the way through their range. If an employee has been in their current position at least 10 years but who are not funded at least 60% of the way through their range, will have their funding adjusted to be at 60% of the way through their range. If an employee has been in their current position at least 20 years and they are not funded at least 90% of the way through their range, will have their funding adjusted to be at 90% of the way through their range. Any employee reaching a milestone date before 12/1/2023 will be eligible for the adjusted funding November 5th 2023. Any employee reaching a milestone date after 12/01/2023 will be eligible for the new funding on the first full pay period following the anniversary of their date in position. Funding removed and re-assigned previously will be removed from the Time in Position adjustment before final funding is determined. If an employee is retired, and then rehired, the date of the rehire, or subsequent position change will be used for the time in position calculation.

Funding above the maximum of the range

If a Merit adjustment would take an employee above the top of their maximum range amount, then only that amount of the increase that will take them to the top of range will be awarded. Any amount of the increase left will be awarded in a one-time lump sum payment. For example, if Employee A has a range of \$12.00 to \$15.00 and their current funding is \$14.90 and a Merit Adjustment of 1% or 15cents is funded then their rate of funding will be increased to \$15.00 per hour (10 cents) and the remaining 5 cents will fund a one-time lump sum payment of \$104.00. (.05 * 2080 hours)

Request Funding

Each elected official will inform the Board using a Payroll Rate Adjustment Request Form, the actual pay level they have set for each employee and the Board will then allocate funding accordingly. The Board will fund, up to the approved funding, the pay recommendation of the elected official. We recommend that if an elected official decides not to pay some or any of the eligible funding to their employee at the time allowed, they still should perform a review. If at a later date they decide to allow a funded approved increase, they may request funding by sending their Payroll Rate Adjustment Request Form to the Board. The Board may then approve the reserved funding up to the previously funded, available funding level. The Appointing Authority is still required to process whatever information the Auditor requires to actually implement the increase.

Multiple Funds

Employees, who are paid out of more than one fund, and the job description used to establish their Funding Range included the duties performed for each fund, will be funded in the General Fund in such a manner so their total funding does not exceed their eligible

amount per the Compensation Funding Plan. If the job description does not include the duties for the other fund, then the funding for the other fund will not be included. (If the number of hours funded by both the General Fund and the other fund exceed 40 hours you may be required to pay overtime. In these cases, the other fund(s), not the General Fund, is required to fund at the overtime rate.) If the job description does not include the duties for the other fund, then the employee is not eligible for any adjustment in funding due for time in the position as described earlier.

Probation Increases

The term Post Probation Funding is used to identify the amount the employee may be funded up to after they have successfully completed their probationary period. It is recommended that the appointing authority pay new hires or promoted employees below the Post Probation Funding so that there is funding available to increase employees after their probation period.

III. Funding for approved positions

- A. New Hires.** A newly hired employee will normally be allowed Post Probation Funding at the beginning of the appropriate funding range. Each elected official may be funded for a new hire that is replacing an existing funded position within the following guidelines. An employee that is hired into an approved position is eligible for a maximum Post Probation Funding amount that subject to the following scale. If the employee is hired into an A class range, the Post Probation Funding amount is equal to 10% of the range, added to the bottom of the range. An employee hired into a B class range is eligible for Post Probation Funding up to 15% of the range, added to the bottom of the range. Employees hired into the C or D class ranges are eligible for Post Probation Funding up to 20% of the range, added to the bottom of the range. A few examples:
- a. An employee is hired into the B range of \$22.81 to \$31.94. The difference between the top and the bottom is \$9.13 and 15% of that is \$1.37. You would add that to the bottom of the range \$22.81 so the approved Post Probation rate would be \$24.81
 - b. An employee is hired into the D range of \$25.25 to \$39.13. The difference between the top and the bottom is \$13.88 and 20% of that is \$2.78. You would add that to the bottom of the range \$25.25 so the approved Post Probation rate would be \$28.03
- B.** This is the maximum which the appointing authority will be funded for this new hire, unless a higher amount is specifically approved by the Board. The Board may make a funding exception for an employee who possesses outstanding qualifications and experience, or if current economic or position demands make it impossible to hire qualified candidates within the above formula. Funding in these cases will be determined on a case by case basis by the Board.
- B. Promotions.** When an employee is promoted to a higher level classification, the

Board will normally provide additional funding, if such additional funding is necessary, to advance the employee to the greater of the following: (The following rates are considered the Post Probation Funding Rate.)

- (1) an amount equal to the funding that is available to a new hire for that position, or
- (2) to a funding amount which is at least 3% higher than their current rate of funding.

The Board will not, however, provide funding which exceeds the maximum rate of funding established for the classification.

C. Involuntary Demotions. When an employee is involuntarily demoted to a lower level classification (e.g., disciplinary demotion), the funding for the position will be reduced to whichever of the following results in the largest decrease in funding:

- (1) to the maximum level for the new classification, or
- (2) To an amount which is at least 3% less than the employee's current rate of funding.

However, an involuntary demotion will not normally result in funding for a position being less than the minimum rate established for the classification.

D. Voluntary Demotions. When an employee requests a voluntary demotion to a lower level classification, and the request is granted by the elected official, funding for the position will normally be reduced to the beginning of the employee's new Funding Range. The Board may be willing to make an exception under special circumstances.

E. Temporary Assignments. A temporary assignment is the act of assigning an employee to a job classification different than their own for a temporary period of time. Such assignments normally occur because of illness, emergencies, or other special circumstances. When an employee is temporarily assigned to a classification with a higher Funding Range for a continuous period of time in excess of two (2) weeks, the Board will normally provide additional funding during the time of temporary assignment on the same basis as a promotion.