

February 23, 1966

Wednesday.

Present: Mr. Burch, Mr. Ridgell, Mr. W. S. Donaldson.

County Merit System

Mr. Robin Zee, Director, Classification and Compensation Division, State Commission of Personnel, and Mr. Jerry McVay, his assistant, met with the commissioners to discuss the county merit system. Mr. Zee presented list prepared by the state office for point ratings for individual employees in the county, which are arrived at by analyzing each position according to degree of performance in certain categories. General discussion concerning salary scale classification set by the state for each position and method of determining salary for each. Mr. Zee stated that classifications are determined by the responsibilities and duties of each position and must be justified for placement in a given salary scale or the Commissioner of Personnel will not accept same. In instances where a county position would be an exact parallel to a state position, the county position must be placed in the same classification as the state position, and the only county employee presently in this situation is Mrs. Nancy Brown. All other county positions had to be rated by analyzing them according to state standards for similar positions. At this point, Mr. Zee said he did not understand why Mrs. Brown was on the county payroll, as she is holding a state position and should be paid by the state. It was explained to him that this had been agreed upon in order to have the employment office placed in St. Mary's County.

Mr. Zee said that the commissioners will have to consider what is needed to implement the county merit system so far as increments are concerned, and what will be needed to replace people who leave. A resolution will have to be drawn up stating that the commissioners are adopting the recommendations of the Commissioner of Personnel as presented. Final paperwork will be sent down from the state office.

Planning & Zoning Meeting

Mr. Cofer (Harland-Bartholomew), Mr. W. Sterling, Mr. W. Miles, Mr. R. Moore (McCrone), Mr. R. Gucker (State Planning Dept.), Mr. J. Hodges, Mr. A. Mirfield, Mr. C. Johnson, Mr. J. M. Gough, Mr. T. Pantaleo, Mrs. Leila Rogers.

Meeting was called for the purpose of reviewing amendments to regulations recommended by Harland - Bartholomew, and Mr. Pantaleo, in connection with the planning study being made of the county. Mr. Pantaleo read recommended amendments, adding or deleting changes he felt should be made. General discussion regarding same and a copy of changes recommended are in the files.

General discussion concerning using term "any subdivision of land" rather than "3 acres" in the regulations. Mr. Sterling said that he feels where there is any subdivision of land that calls for serving the roads, the county should have some control as to how they should be constructed and laid out. Mr. Hodges, Mr. Mirfield, and Mr. Gough were also in agreement that "3 acres" should be omitted as suggested in the amendment No. 2:02. Mr. Cofer stated that there might be something stating that the commission can waive the requirement for plats if they see this is

necessary, and he can arrange the section to read to this effect.

Concerning road bonds, Mr. Pantaleo, Mr. Sterling, and Mr. Guyther will meet and work out the details in this matter.

Court Reporter

Judge Philip Dorsey informed the commissioners that we will no longer have the services of Mrs. Florence Rounsaville in this capacity, but will have a reporter working solely for the county. He is asking that legislation be considered authorizing the county to pay this person a flat \$7,000 per year salary. At present, the excess fees from the office of the Circuit Couet are only \$2,000, and they would prefer not to use this money. If the fees increase, however, this salary might be paid out of this fund.

Mr. Donaldson suggested having the Circuit Court pay this man by requesting this in the budget, then the county can reimburse them for this money. Judge Dorsey said he would have to check with Judge Diggs about putting a request in the budget for this man's salary. Mr. Donaldson said he would also have to check as to whether or not this man should or could be under the county merit system.

Judge Dorsey said that the witness room adjacent to the courtroom is not used very much, and suggested that the court reporter use this for an office. He stated that the gentleman hired for this position was a Mr. Jacobson.

Insurance Survey

Mr. Donald Prince, of the Insurance Buyers Council, discussed appraisal services offered by this firm, and said that they do not sell insurance, but are licensed as insurance advisors. They are not allowed to accept commissions and if the county employees them, they would be in effect, county employees.

The maximum fee for their services for the survey would be \$750.00, and if they also work for the Board of Education, the fee would be \$650.00. Mr. Donaldson stated that Dr. King said he did not think the Board of Education would get into this until the next budget. If they are hired, they would submit a written report outlining findings and with recommendations. They would also include preparation of insurance specifications if the commissioners wanted to shop for insurance. They would be available for employment as the county insurance manager at \$1,000 per year if this is desired, and this would be a maximum fee, and could be less. This service could be billed on a semi-annually or monthly basis.

Mr. Prince stated that they do not guarantee any savings on insurance, as risks may be greater and more insurance might be needed in some instances. If the insurance can be reduced, this will be done. It would take approximately sixty days to make the study.

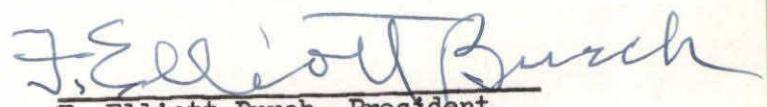
The first report submitted will be a rough specification, and if the county hires the firm as insurance manager, they will go into a more detailed report. In some instances where a package deal is arranged with several agencies, this is a considerable savings in premiums. The commissioners can have the management service for one year if they so desire, and this would cost the maximum of \$1,000, as the first year always requires the most work. After that, it would probably be about \$500 per year if they are retained.

Mr. Donaldson said he is recommending that this study be made, and Mr. Burch and Mr. Ridgell agreed that it should be done as outlined by Mr. Prince, for \$750.00. A contract for this service will be signed by the commissioners and the Insurance Buyers Council.

Vouchers 25046 through 25053 approved for payment and signed by Mr. Burch.

~~Meeting adjourned.~~
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Approved,


F. Elliott Burch, President