

VIGO COUNTY COUNCIL
Special Call Meeting Minutes
Thursday, August 26, 2021 at 5:00 P.M.
Council Chambers, Vigo County Annex

Pledge of Allegiance

President Aaron Loudermilk called the meeting to order at 5:00.

Calling of the roll

Present: R. Todd Thacker, Marie Theisz, Vicki Weger, Brenda Wilson, Aaron Loudermilk. David Thompson and Travis Norris were not present.

Receive information from Baker Tilly regarding a proposed employee compensation plan

Steve Minor of Baker Tilly was introduced via Zoom[®], to talk about their firm and how they proposed to conduct/perform an independent classification and compensation study for Vigo County employees. He provided some background information on the experience Baker Tilly has had in this field. Their system was developed for local government and they have been successful with it for over thirty years. Mr. Minor had previously emailed a packet outlining the different phases of their study. Phase I is Data Collection and he reviewed what that would entail, including, among other things, meeting with the department heads, staff and a Position Analysis Questionnaire (“PAQ”). Phase 2 is Job Analysis, Evaluation and uses the PAQ that each employee will fill out as part of the data collection phase. This was discussed in detail. Phase 3 is Market Assessment. In this phase, Baker Tilly conducts a review with comparable organizations in order to compile and calculate market average rates. Phase 4 is Pay Plan Development. With the data collected and utilizing this organization’s compensation philosophy, Baker Tilly will establish new pay grades and help determine the cost of pay increases as necessary. Jada Kent of Baker Tilly elaborated on how this phase would work. Phase 5 is Project Completion. A final report of their findings and recommendations will be prepared and submitted. They will also provide training for the HR staff to administer the SAFE job evaluation system and maintain the pay structure going forward. The HR staff will have all the tools and training needed to continue in the future. They would also be available to train someone new on the program if a staffing change took place in HR in the future. Typically, they do not charge for that retraining service. They strive to make themselves available both during and after this process. Council members had several questions and there was a lengthy question and answer session after the presentation. The question of a timeline was raised. It is usually a 6-7 month process. For example, using a start date of September 1, he estimates the study being completed and a draft final report somewhere around mid- to late February and, depending on what happened with the project, could possibly run into March, 2022. It was noted that part of that timeline includes the holidays and that generally slows information gathering down a bit. President Loudermilk asked if they would be willing a

share a generic template of their scoring system that is provided to the HR staff. Mr. Miner said that such could be done although they typically do not do that and it is copyright protected.

Communications from elected officials, other officials or agencies of the County

Public Comment



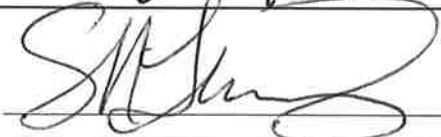
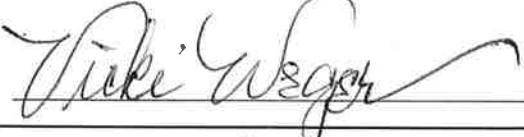

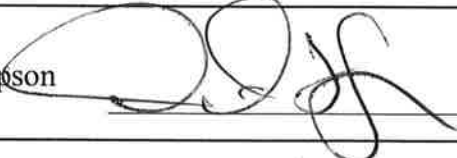

Joni Wise said she was very happy that the County was considering using Baker Tilly's services. The Vigo County School Corporation had used Baker Tilly and had done an excellent job. They were always available whenever contacted and made information available to employees. Ms. Wise urged the Council to strongly consider this firm. She noted that she had always been impressed with their accessibility and their ability to answer questions clearly. Commissioner Chris Switzer said that he thought it was important and a useful tool to make it a point to visit the different offices and learn about their needs. This prompted a discussion in that regard.

Adjournment

Todd Thacker made a motion to adjourn. Brenda Wilson seconded the motion. By a voice vote of 5-0, the meeting was adjourned at 6:16 p.m.

MINUTES OF THE VIGO COUNTY COUNCIL
SPECIAL CALL MEETING
August 26, 2021

Presented to the Vigo County Council, read in full and adopted as written this 12th day of October, 2021.

Aye <input checked="" type="checkbox"/>	Absent <input type="checkbox"/>		
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	R. Todd Thacker	
Aye <input checked="" type="checkbox"/>	Absent <input type="checkbox"/>		
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Travis Norris	
Aye <input checked="" type="checkbox"/>	Absent <input type="checkbox"/>		
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Marie Theisz	
Aye <input checked="" type="checkbox"/>	Absent <input type="checkbox"/>		
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Vicki Weger	
Aye <input checked="" type="checkbox"/>	Absent <input type="checkbox"/>		
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Brenda Wilson	
Aye <input type="checkbox"/>	Absent <input type="checkbox"/>		
Nay <input type="checkbox"/>	Abstain <input checked="" type="checkbox"/>	David Thompson	
Aye <input checked="" type="checkbox"/>	Absent <input type="checkbox"/>		
Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	Aaron Loudermilk, President	

Attest:



James W. Bramble
Vigo Auditor