

**VIGO COUNTY COUNCIL**  
**Special Call Meeting Minutes**  
**Thursday, September 2, 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:** Travis Norris, Marie Theisz, Vicki Weger, Brenda Wilson, David Thompson, Aaron Loudermilk. Todd Thacker was not present.

**Receive information from Waggoner, Irwin, Scheele & Associates regarding a proposed employee compensation plan**

Addie Rooker of Waggoner, Irwin, Scheele & Associates was introduced via Zoom<sup>®</sup>, to talk about their firm and how they proposed to conduct/perform an independent classification and compensation study for Vigo County employees. They had worked with Vigo County in 2015 to implement the current classification and compensation system and have consulted over the years when various issues came up. She gave a brief overview of the firm and their experience. An Offer of Consulting Services to conduct a general survey of market salaries and provide the County with updated external midpoint salaries and salary ranges for each job category using the 2015 job classifications and give a salary analysis had been submitted. The timeline for completion of that analysis would be 4 months.

They had also submitted a Letter of Engagement to conduct a job classification and compensation study update, FLSA Analysis. Consultants would conduct meetings with elected officials and department heads via conference call, Zoom, or in-person, collect job information, distribute existing job descriptions for review and prepare updated job descriptions. Consultants will then use the job descriptions for a review of Factor Evaluation System (“FES”) point-factoring and to conduct an internal and external compensation analysis, and to prepare a report of recommendations and findings. A Fair Labor Standards Act analysis will be made of each position and treatment as exempt, excluded, or non-exempt for compliance with wage and hour rules. An estimated completion timeline of 7-9 months.

She then spoke about the Factor Evaluation System (“FES”) and how it works. The FES was developed by the US Department of Labor and has been implemented by both state and local governments all across the United States. Information was gathered using this system which then allowed jobs to be sorted into four main categories, those being: Professional, Administrative, Technological (“PAT”), Computer, Office Machine Operation, Technician (“COMOT”), Protective Occupations and Law Enforcement (“POLE”), and Labor, Trade and Crafts (“LTC”). A packet had been provided to the

Council elaborating on how each was then factored. Most of their work will be conducted by Zoom<sup>®</sup>, but if desired, could meet in person. They would distribute current job descriptions to department heads and employees to make changes/additions to and go from there. It would consist of the 6 steps that are spelled out in the letter of engagement. At the conclusion of the project, they would provide a maintenance plan that provides a process for maintaining the system (as was done in the 2015 review). A lengthy question and answer discussion with the Council members then took place. It was brought out that WIS had performed work for 80 out of the 92 Indiana counties and were very familiar with all the workings of county government. Upon completion of the project, they are available on an as-needed basis at an hourly rate. When asked how what the typical time frame is for re-evaluating classifications/compensation plans, she stated that an average would be 2-3 years for a salary analysis. It was also noted that they had not done one for Vigo County since the 2015 project. When asked what department(s) they worked with in other counties, Ms. Rooker stated it depended on the county. In some counties, they work with HR. In some, they work directly with the Auditor. In others, they work with the Council or the Commissioners. She stated that in many instances, they worked with a committee consisting of Council members, commissioners, HR director, Council Administrator and Auditor or some combination of some or all of them. Each County operated differently. They were flexible and could set it up whatever way works best. When asked if they could provide some in-person shadowing when job descriptions were being updated by employees/departments, Ms. Booker said that it would be more of a detailed type of audit and is generally not part of the general process. If there was concern by the County that certain jobs needed greater evaluation, that could be arranged but not for all jobs due to the fact that it would be very time consuming. The process would be conducted very similarly to last time with the addition of the Zoom<sup>®</sup> meetings.

At the conclusion of the Zoom<sup>®</sup> meeting, there was a lengthy discussion among the Council members about the information received and comparisons of Baker Tilly and Waggoner, Irwin, Scheele & Associates. Concern was expressed over the length of time that had passed since the last study/evaluation. Creation of committees were briefly discussed. There was also a discussion about how the use of an independent firm originated with regard to development of a classification and salary system. HR Director Kara Wright was present at the meeting and was asked her opinion as to the strengths and weaknesses of Baker Tilly and Waggoner, Irwin, Scheele & Associates. After talking about the pros and cons of each firm, she felt that with Baker Tilly starting from scratch, they would offer the best alternative. The fact that WIS would want to start with existing job descriptions for updating would not be a good idea due to the fact that many of them were already bad and we would ultimately end up with a lot of angry employees. Discussion among the Council continued. It was felt that clarification of some information was needed from Baker Tilly regarding who handled the program at the conclusion of the process. Kara Wright will contact them and have a response emailed directly to the Council members.

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

There were none.

**Public Comment**

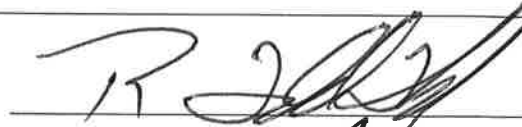
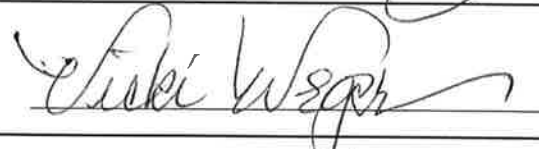

There were none.

**Adjournment**

Brenda Wilson made a motion to adjourn. Todd Norris seconded the motion. By a voice vote of 6-0, the meeting was adjourned at 6:05 p.m.

**MINUTES OF THE VIGO COUNTY COUNCIL**  
**SPECIAL CALL MEETING**  
**September 2, 2021**

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

Aye <input type="checkbox"/>	Absent <input type="checkbox"/>	Nay <input type="checkbox"/>	Abstain <input checked="" 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 checked="" type="checkbox"/>	Absent <input type="checkbox"/>	Nay <input type="checkbox"/>	Abstain <input 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