

**St. Charles County Merit System Commission Meeting (teleconference)
February 19, 2019**

The monthly meeting of the St. Charles County Merit System Commission was called to order by Chairwoman Amanda Kelley, by phone, at 8:35 a.m., in the County Council Chambers meeting room, 100 North 3rd Street, St. Charles, MO.

Commission Members in attendance by phone: Amanda Kelley, Dee Wetzel, Fred Henke and Kevin Kast

Also, in attendance: Samantha Shadrach, Director of Human Resources; Robert Hoeynk, Associate County Counselor; and Claire Felder, Secretary to the Merit Commission.

Agenda Item A – Opportunity for public comment – The Commission has adopted the Policy that persons wishing to address the Commission must identify themselves and are limited to not more than 3 minutes. The Commission reserves the right to limit the number of comments on any one topic.

There was no one in attendance for public comments.

Agenda Item B – Approval of minutes for the January 15, 2019, Merit Commission meeting

There being no additions or changes to the minutes noted, Commission Member Henke made a motion to approve the minutes as submitted, seconded by Commission Member Wetzel. A roll call vote was called with Commission Members Kelley, Wetzel, Henke, and Kast unanimously approving the minutes.

Agenda Item C – Oral Report from the Director of Human Resources, Samantha Shadrach

Shadrach updated the Commission on HR's compensation study which is on schedule. Job descriptions from each department should all be returned to HR by the end of the month for analysis. HR is revamping the evaluation process with regards to competencies. Currently, 17 competencies are used for employee evaluations, this will be changed to 7 competencies.

Amanda Kelley made a note for the record, commending Samantha Shadrach on the fantastic job she has done since her employment with St. Charles County. Kelley expressed her appreciation of Shadrach's efforts.

Agenda Item D – New Business

Shadrach requested a special "in person" Merit Commission meeting in March to present an updated County sexual harassment policy, zero tolerance policy and training procedures. Commission Member Henke noted his past work experiences that called for a mandatory yearly acknowledgement of harassment policies. The County doesn't currently have this. Shadrach noted the County will be updating a Code of Conduct.

In order to present and review these changes with the Merit Commission before the next County Council meeting, the Merit Commissioner motioned to reschedule their regular March meeting from Tuesday, March 19th to Tuesday, March 5th. 8:30 a.m. This was seconded by Member Wetzel and unanimously approved.

Agenda Item F – Report to the Commission/Commissioner Concerns

Agenda Item G – Schedule of future meetings - March 5, 2019 meeting

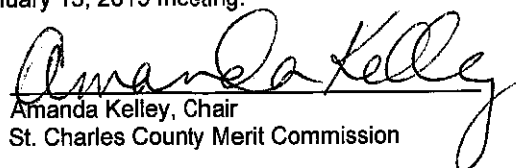
All members were agreeable with the replacement meeting date. The regularly scheduled meeting for March 19, will be replaced by an in-person meeting on March 5, 2019, at 8:30 a.m. in Council Chambers.

Motion to adjourn was made by Commission Member Henke, seconded by Commission Member Kast and unanimously approved. The meeting adjourned at 8:46 a.m.

St. Charles County Merit System Commission approved the minutes of the December 18, 2018 Merit System Commission meeting by Commission Members present by phone at the January 15, 2019 meeting.

3/5/19

Date Signed
/cf


Amanda Kelley, Chair
St. Charles County Merit Commission