

**St. Charles County Merit System Commission Meeting
April 16, 2019**

The monthly meeting of the St. Charles County Merit System Commission was called to order by Commission Chairwoman Amanda Kelley at 8:31 a.m., in the County Council Chambers, 100 North 3rd Street, St. Charles, MO.

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

Also, in attendance: Samantha Shadrach, Director of Human Resources, 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 February 19, 2019, Merit Commission Meeting

Fred Henke noted a correction to the time of adjournment on the March 5th minutes, Commission Member Henke made a motion to approve the minutes with correction, seconded by Commission Member Kast. The minutes were unanimously approved by Commission Members Kelley, Wetzel, Henke, and Kast.

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

Shadrach, Director of Human Resources, presented 5 pay grade changes.* Shadrach and the Commission Members discussed the positions and reasons that support an increase of pay. Shadrach explained two new position classes and one title and pay grade change for the HVAC Technicians.* She stated the HVAC changes should support retention in that department. There was no disagreement noted by the Commission Members.

Agenda Item D – New Business

Claire Felder, Secretary to the Merit Commission explained that Financial Disclosure Statements are due to the Missouri Ethics Commission by May 1st, and a copy needs to be sent the St. Charles County Registrar.

Agenda Item F – Report to the Commission/Commissioner Concerns

Agenda Item G – Schedule of future meetings- May 21, 2019 meeting, telephony meeting

Motion to adjourn was made by Commission Member Henke, seconded by Commission Member Kast and unanimously approved. The meeting adjourned at 8:48 a.m.

*Proposed changes to the Classification Plan are attached to these minutes and available to view at the St. Charles County Registrar's Office.

6-28-2019
Date Signed
/cf


Amanda Kelley, Chair
St. Charles County Merit Commission