

Howard County Government

Personnel Office

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TO: Elected Officials and Department Heads

FROM: Wanda McKillip

DATE: May 4, 2015

SUBJECT: Personnel Association Committee

This memo is in regard to the Howard County Personnel Association Committee (P.A.C.). This memo is being written to clarify the procedures.

Members of the P.A.C. Committee are Councilman Richard Miller, Auditor Martha Lake, Councilman Stan Ortman, Councilman Jim Papacek, Commissioner Brad Bray and myself. The Board of Commissioners established the P.A.C. Committee in late 1997. The Committee's purpose is to research, evaluate and review requests from Elected Officials and Department Heads relative to addition of staff/personnel, salary increases, job share requests, etc.

The P.A.C. Committee looks at the requests, investigates where necessary, and will sometimes invite the Elected Officials/Department Head to their meeting when additional information is required in order for the request to be understood. The P.A.C. Committee votes on the request and submits their recommendation to the Board of Commissioners at their regular meeting.

The P.A.C. Committee is a resource that the Board of Commissioners and Councilmen uses to give them all the information relative to requests submitted for their recommendation or approval. The P.A.C. Committee provides the Board of Commissioners and Councilmen with the information they require in order to make an informed decision.

Steps in the Process:

1. The Elected Official/Department Head submits their request to the Auditor by the first week of the month; that you plan on presenting your request to the council. The request should be completed and submitted on a Budget Form No. 1 (Rev. 1985) or transfer form. If the submitted Budget Form does not fully explain the need for the request, the Elected Official/Department Head must attach a letter or memo, which explains the need for the request. **The effective date for all requests will be the next day following approval from the council, unless the council has approved other requested dates.
2. The Elected Official/Department Head must give their request to the Personnel Administrator in writing and explain all the requests in detail. This is needed so the request can be added to the agenda of the P.A.C. Committee and a copy can be e-mailed to each member prior to the meeting. You must also include a copy of your Budget Form No. 1 (Rev. 1985) or transfer that was given to the Auditor.
3. The Elected Official/Department will be asked to attend the P.A.C. meeting to provide further information.
4. The P.A.C. Committee discusses the request(s) and each P.A.C. member votes on the request(s) and submits their recommendation to the Board of Commissioners. The Personnel Administrator will present their request(s) on behalf of the P.A.C. Committee. The Howard County Council receives BOTH the P.A.C. Committees and the Board of Commissioners recommendations.
5. The Elected Official/Department Head should attend the Board of Commissioner's meeting and the Council meeting in which their request is being heard to answer any questions either body may have.
6. If your request is approved by the council, you will need to submit an Employee Status Change form to the Personnel Office with the changes. Example Job title change, salary, etc.

The P.A.C. Committee meets as needed. Please contact any member of the P.A.C. Committee, the Board of Commissioners or Councilmen if you have any questions. Regards.