

July 1, 2009

The Special meeting of the Board of Cass County Road Commissioners was called to order by Chairman Krempec at 9:00 A.M. and the Pledge of Allegiance to the flag was said in unison.

Board Members Present: Commissioner Powers, Commissioner Bowser, Commissioner Poehlman, Commissioner Celie, and Chairman Krempec.

CCRC Staff Present: Louie Csokasy and Grace Chester.

Public Present: Norma Lerner, representing the press.

APPROVE AGENDA

Commissioner Powers moved to approve the agenda as presented. Commissioner Poehlman seconded and the motion was carried.

Manager Csokasy asked that the discussion on the Eagle Lake litigation be done first since it involved a teleconference with Attorney Smith who had time constraints.

CLOSED SESSION

At 9:05 A.M., Commissioner Powers moved to go into closed session to discuss a pending litigation with their attorney via teleconference and to include the commissioners, manager and the clerk. Commissioner Poehlman seconded and the motion was carried by a unanimous roll call vote.

Returned to open session.

LITIGATION-THE DOCK,LLC.

Commissioners Powers moved to stand by the original terms of the mediation agreement between the Cass County Road Commission and the Dock, LLC signed in February 2009 and to instruct CCRC Attorney Smith to communicate that decision to Mr. Delano's attorney. Commissioner Celie seconded and the motion was approved by a unanimous roll call vote. It was the Board's consensus to leave the decision on having a survey done to Manager Csokasy.

SALARIED EMPLOYEE POLICY

Brenda Schuur joined the meeting at this time.

Copies of the previous policy that was approved on December 20, 2007 and the proposed revised policy were distributed to the Board members.

Manager Csokasy reviewed with the Board the proposed changes item by item and said that the new policy is a reduction in salaried benefits to make it more in line with what is currently acceptable in today's employment market. Csokasy said that he has held two meetings with salaried staff for their input and then one on one discussion with each employee.

Csokasy also said that a goal was to simplify and eliminate unnecessary language in the policy and

instead of detailing the pension and insurance plan references, the policy states to refer to those applicable plan provisions.

Major revisions included capping vacation days at twenty-five, eliminating the CCRC dental reimbursement and eliminating early retirement at 55 years of age.

Commissioner Bowser noted that the proposed change in the retirement portion is a significant hit for those approaching retirement age. Csokasy noted that this version was not as severe as the first draft.

DENTAL COVERAGE

There had been discussion from the salaried staff on this issue and a 80/20 dental plan was considered. Csokasy said that when checked, it was found that plan coverage would cost more than currently is being spent.

After discussion, Commissioner Powers moved to amend the salaried policy item recommendation for dental coverage to state that after insurance, the unpaid 50% would be reimbursed at 60% by the CCRC.

Commissioner Poehlman seconded and the motion was carried by unanimous roll call vote.

Commissioner Celie asked about projected savings from the policy revisions. Manager Csokasy said that when all is said and done, he anticipates a \$28,000 yearly savings.

APPROVE POLICY

Commissioner Powers moved to approve the Policy, Commissioner Poehlman seconded and the motion was approved by a unanimous roll call vote.

ADMINISTRATIVE EMPLOYEE POLICY

LEAVE OF ABSENCE An employee who has completed the probationary period may be granted leave of absence without pay for personal reasons for a period not to exceed two (2) months in any calendar year, provided the employee obtains written permission from the Road Commission Manager and can be spared from work for that purpose. Application for such leave must be in writing.

During the period of leave the employee will not be allowed to use sick time, vacation nor personal days. If the employee desires to continue insurance coverage, coverage must be obtained through the provisions allowed by law.

TERMINATION OF BENEFITS All benefits shall cease for an employee who has been absent from work for a period of twelve (12) consecutive months.

HOLIDAYS The following days are recognized holidays for which qualified employees shall receive one (1) day's pay, eight (8) hours

New Year's Day	Thanksgiving Day
Memorial Day	Friday following Thanksgiving Day
Fourth of July	Day before Christmas
Friday before Labor Day	Christmas Day

Labor Day

Birthday
Floating Day (2)

(A) When any of these holidays occur on a Sunday, the following workday shall be observed as the holiday. When the holiday falls on a Saturday, it shall be observed on the preceding workday.

(B) Should it become necessary for a salaried employee to work on any of these holidays, the employee shall be paid at double time rate.

VACATIONS. Vacation time shall be credited at the beginning of the fiscal year and be based on time worked during the previous twelve (12) month period. Vacation time earned for the previous period may be taken or paid for prior to October 1 of the ensuing fiscal period.

Salaried employees will not be allowed to accrue vacation time. All unused vacation shall be paid in the last month of the fiscal year.

Salaried employees who terminate for any reason shall receive accrued vacation pay at termination, and pro-rated by the number of months worked in the current fiscal period.

Schedule for vacation is as follows:

YEARS OF SERVICE AS OF 10/ 1	DAYS OF VACATION
3 mos - 1 yrs	5
1 yrs - 8 yrs	10
8 yrs - 15 yrs	15
15 yrs - 20 yrs	20
20 yrs - beyond	25

SICK LEAVE Sick leave shall be paid for time lost due to illness or accident where such illness or accident is not covered by any other insurance plan, including Worker's Compensation. A sick day is defined as eight (8) hours. Sick leave shall be taken in no less than one-quarter (1/4) day increments. Employees may utilize and be paid for sick leave without a doctor's statement if the sick leave is approved by the Manager. Phone communication or personal visit for verification of legitimate utilization of sick leave shall be considered reasonable and shall not be interpreted as unfair or harassing. Accumulation of sick leave shall begin on the first of the month after the employee has completed the thirty (30) day probationary period. Sick leave shall accumulate ten days per year worked, not to exceed twenty (20) days.

(A) Salaried employees who have an accumulation of more than twenty (20) days at June 30 of that year shall receive payment of those days over twenty (20) at sixty (60) percent of their current rate of pay, on the second pay day of July.

Time off for personal reasons will be limited to five (5) days per fiscal period. Personal days shall be

charged against current sick leave. Not banked sick leave.

Salaried employees, who take more sick leave days than are accumulated, shall not be paid for such sick leave.

DISABILITY PAY Sixty-five (65) percent of base wages shall be paid for disability pay by the Employer for a period not to exceed twenty-six (26) weeks. The period of disability for illness or injury (including pregnancy) must exceed thirty (30) calendar days before disability pay begins. A certification from a qualified physician verifying the employee is unable to do his normal duties is required. The employer may require such verification periodical during the term of disability. An employee who does not return to work on the date certified by the physician as able to do so is considered a voluntary quit. No disability payment shall be made for Worker's Compensation illness or injury.

JURY DUTY An employee who is required to serve on jury duty shall be paid the difference between said jury duty pay and his regular pay.

ABSENTEE SLIP It shall be the responsibility of the employee who is to be absent, to inform the payroll department before, or as near the beginning of the shift as possible, of said absence. The absentee slip is to be signed by the immediate supervisor and the Manager and filed in the employee's personnel file. A copy will be provided to the employee upon request. Whenever practical, the absentee slip shall be submitted at least three (3) days prior to the absence.

LIFE INSURANCE Life insurance in the amount of \$25,000.00 life and Accidental Death & Dismemberment shall be provided to all full-time salaried employees after completion of a thirty (30) day probationary period.

HEALTH INSURANCE Group health insurance shall be provided to salaried employees and their eligible dependents after completion of a thirty (30) day probationary period. Each employee will be given insurance plan with a description of benefits. In addition the employee will be responsible for an insurance premium offset as set by the Commission on an annual basis.

(A) For dependent coverage between ages 19 and 25, the dependent must be unmarried and the employee shall submit to the employer a certification of that dependent's attendance in a school of higher education or a doctor's certification that said dependent is disabled. The employee shall pay 25% of the extended insurance coverage.

(B) Failure of the employee to notify the employer of a family status change within thirty (30) days of such change, which results in an overpayment of premiums by the employers, shall be deemed the responsibility of the employee for that period of time between the end of the thirty (30) day notification period and such time as the change becomes known to the employer. Reimbursement for any overpayment of premiums by the employer shall be paid to the employer by the employee in the form of a deduction to be withheld from said employee's wages until such overpayment is recovered.

(C) The employer shall establish a Section 125 plan for employees to contribute pre-tax dollars for medical and child care costs. Election of amounts shall be made by the employee prior to October 1 or

each year for the following year, and must be expended prior to April 1 of the year following the year of selection.

(D) The decision of the Board of Road Commissioners to make health and hospitalization insurance available to employees who have retired from the Cass County Road Commission should not be construed to create a contract, promise or commitment to provide such insurance in the future. This policy, and the terms on which such insurance may, or may not be, provided in the future will be in the sole discretion of the Board of Road Commissioners and may be modified, revised or discontinued altogether at any time.

(E) The employer will provide health insurance to early retirees and their eligible dependent when the retiree has reached 62 years of age and has 10 years of service. The health benefits will mirror the health benefits provided current employees. It will not include dental or prescription glasses.

(F) Retirees older than 65 will contribute to premium cost in the equivalent of 50% of Medicare supplemental insurance. Dependent coverage will remain in effect until age 65, dependent coverage will match retiree benefit. This includes health insurance only not vision, dental or RX.

(G) Upon death of the retiree the dependent coverage will remain in force for 90 calendar days.

DENTAL INSURANCE Eligible salaried employees and their eligible dependents shall be provided dental coverage after completion of a thirty (30) day probationary period. Each employee will be given an insurance plan with description of benefits. Eligible employees will receive reimbursement at 60% of the 50% balance of approved charges upon submission of an explanation of benefits statement from the insurance company.

PRESCRIPTION GLASSES Salaried employees shall be allowed a maximum of \$500 every two years for the total cost of replacement of prescription glasses.

PENSION PLAN All full-time salaried employees who have reached the age of 19 and completed a minimum of one year's service may participate in the defined contribution pension plan. Detail of this is contained in the Pension Plan.

FUNERAL LEAVE An employee requesting time off from regular work shall be granted a period of not to exceed five (5) days, with pay, for the purpose of attending and/or arranging for the funeral of spouse or children. An employee requesting time off from regular work shall be granted a period of not to exceed three (3) days, with pay, for the purpose of attending or arranging for the funeral of the employee's or spouse's parent, grandparent, brother or sister.

Policy to become effective July 1, 2009.

COMMISSIONER COMMENTS

Commissioner Powers said that after serving on the Board for thirty years, effective December 31, 2010 his benefits from CCRC would cease and he felt that this was not right. Commissioner Krempec said

that when he was appointed by the County Board of Commissioners, they determined that going forward, Road Commissioners would not receive the benefits previously allowed and did not receive benefits.

ADJOURNMENT

Bowser moved to adjourn the meeting at 11:25 A.M., Celie seconded and the motion was carried.

CLERK Grace Chester

CHAIRMAN Leroy R. Krempec

Approved by Board action 7-09-09

ADJOURNMENT