

**DEPARTMENT HEAD MINUTES
WEDNESDAY, OCTOBER 10, 2007**

Minutes of the Wednesday, October 10, 2007 Department Head Meeting.

At 1:00 p.m. Chair Zouski called the meeting to order.

MEMBERS PRESENT: Chair Zouski, Supv. June Roehl, Deb Behringer, Mark Schumacher, Randy Gramse, Patti Wohlfeil, Brenda Ruby, Jane Putskey, Paul Theyel, Karen Hansen, Debbie Buchholz, Fred Kaiser, Debbie Paavola, Barb Barker.

NEW BUSINESS:

Longley Presentation on Time Keeping System: Sylvia Riewerts, Dave Malnore and Dave Advice presented information on the Longley System. Longley is from Moline, Illinois. The first question asked was what was the most time consuming issue or troublesome issue with the current system. Answers included missing time cards, the time to process the cards, inaccurate cards, figuring time and one-half, on call time, remote access, user friendly, grant/different class/different pay scale, time required to track and prepare, travel time. There are five or six different time clock styles to choose from. The product is window based and can be housed in-house or on an outside server. The telephone connection would be a toll free number. The options include access by telephone, internet or time clock. The presentation lasted approximately one and one-half hour.

Longley will require the following information: Number of employees; number of time clocks, number of supervisors having access to modify cards and for the telephone option, the largest number of employees that would be accessing at any one time.

Appointment of PEHP Advisory Committee Members. Deb will be the Employer Contact and Ruth will be the Employee contact.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Debra S. Behringer
Administrative Coordinator

/dsb