

May 17, 1966

Present: All commissioners.

Merit System

Mr. Jerry McVay, Mr. W. Ransom, Mrs. Klare, were present to discuss where tests for the merit system positions would be given, and to discuss reclassification of certain positions as time goes on. Mrs. Klare asked the commissioners feelings about sending applicants out of the county to be tested at one of the state testing centers. Mr. Burch said there would probably be only one or two people taking the examinations, and consideration would have to be given as to whether or not it would be out of order to ask these people to go to Annapolis or Baltimore for this purpose.

The procedure to follow would be to get the job set up if it is a new position, send a letter to the state that the position is needed, and then it is classified. The county announces that there is a vacancy, and must advertise that examinations for the position will be given at such and such a time. Mrs. Klare presented samples of the type ad to be placed in local papers, showing the closing date and the salary for the position. We would have to let Mrs. Klare know when the closing date arrives and then the tests can be given, and the five top applicants can be interviewed.

Presented promotional bulletin for promoting employees within the courthouse, and these positions are not advertised, as they are open only to county employees. If two jobs in the county are the same, a person can be moved from one office to another. If it is a different job, it will have to be advertised.

Mr. Ransom stated that as time goes by, the commissioners might want to change some of the regulations and rules and this can be done. He said that if tests are given in the county, they do not usually charge the subdivisions for any extra costs, except if they would send a monitor down. This would be paid for by the county at 10 cents per mile, plus ten or twenty dollars per day, depending on the length of the test.

So far as placing the nursing home employees under the merit system is concerned, Mr. Ransom said he feels this could be done by legislation. If the county attorney gives an opinion that these are county employees, then there would be no problem and they could be placed under the merit system.

Mrs. Klare said that if the applications are kept down here, and we could just send a list of the people qualified to take the tests, this would be fine. She could notify us of the date of the examination, and could also notify the people as to whether or not they passed the test.

Mr. McVay said there is nothing in the county regulations and rules for reclassification of employees whose jobs become more important. The job in this case would be reclassified at a higher salary. This will happen in many areas. Something can be added to the regulations to take care of this and there are forms that can be filled out and sent to the state. The county can also make up their own forms for this purpose.

Mrs. Klare said that after the tests, a report will be sent to the commissioners as to who passed or failed the test. These people have 30 days in which they can review their test, but they can see only the answer sheets, and this is really not necessary. After a year, the papers are destroyed as this is the expiration date under St. Mary's County regulations. The commissioners can then hire one of the five people who will be eligible for any given position. So far as seniority ratings are concerned, these will have to be handled in the commissioners office. The commissioners agreed to what Mrs. Klare presented and she will write a memo of understanding and send it to the commissioners.

Mr. McVay said they are making up a list of specifications of all county jobs and Mr. Donaldson will have to have a set of these classifications in his office. Mr. Ranson stated that if it is every necessary to dismiss an employee, the commissioners should work closely with the county attorney and the attorney general to avoid any legal pitfalls. Mr. Donaldson explained that a booklet is going to be made up so that each employee will know what the regulations are. Mr. Ranson said he will send Mr. Donaldson a copy of the state handbook for employees, which might be some help.

On temporary appointments, Mrs. Klare said they try to avoid this, but there are times when this must be done. The temporary appointment should be set up for a test as soon as possible and should be advertised for examination as soon as possible. Under the St. Mary's County regulations, temporary appointments cannot exceed 6 months.

(Mr. Guyther came in at this point).

Construction of Route 235

Senator J. Frank Raley, Delegates Fowler and Briscoe, Mr. Pantaleo, Mr. Guyther, General discussion of the construction of this road, and it was decided that the commissioners, the senator and the delegates would go to Baltimore to review the plans. An appointment will be arranged with SRC.

Revenue Bonds for Deep Port Facility

Mr. Guyther reviewed the letter from Mr. Shipley, attorney for the Long Fence Co., regarding this port. He stated they would operate a Patuxent River Corporation and enter into a trust agreement with the county. The commissioners would sell bonds to get the money to build the port facility, but would in no way pledge the credit of the county. Mr. Shipley wants to meet with the commissioners to discuss this matter and an appointment will be arranged.

Detoxification Room

Mrs. G. Nilsson, Dr. M. Weisman, from the State Mental Hygiene Department, Mr. J. Chrisman, Mrs. L. Duke, Rev. Dawson, Dr. Houser. General discussion concerning offer by the hospital to make space available in the new wing for treatment of alcoholics, and also needs of mental patients. Dr. Weisman said that there is no need for a padded cell, as there are drugs available to control patients. An isolation room is all that would be needed for adequate protection. He suggested a series of discussions with the medical staff to acquaint them with the problems of alcoholism in order to get their cooperation.

Dr. Houser stated that the way to get around the policy of not admitting alcoholics would be by simply stating on the chart "acute brain syndrome" as this is really the cause of the patient's condition. He presented list of steps to take to handle this problem: 1) Orientation of the hospital staff would be undertaken and Dr. Pett has volunteered to do this. 2) Medical protocol could be prepared and submitted to the active staff of the hospital for their approval. 3) One of the psychiatrists on the Health Department staff would be available 24 hours per day, 7 days per week. 4) The patient would first be admitted to the emergency room at the hospital and medicated, and then be moved by stretcher to the room. 5) The patient's private physician would always assume responsibility for treatment. 6) Members of Alcoholics Anonymous would be available to call upon a patient before he was discharged. Dr. Weisman and Mrs. Nilsson said this was an excellent procedure and covered everything needed. The latter stated that there are meetings in Baltimore at University Hospital that the medical staff might attend if they so desire. They might also visit Crownsville or other institutions and talk with members of the staff.

At this point, Mr. Chrisman stated that there is nothing in the hospital bylaws that states that alcoholics cannot be admitted. It has just been their policy because of the problems involved, such as security, manhandling nurses, etc. So far as poening the general hospital to alcoholics, this can be done if they are first taken care of in the emergency room. An orderly would be very important in this instance. Mr. Chrisman feels this would be acceptable to the Board of Directors if they were assured that the people would be properly serviced in the emergency room. If this is done, there is no problem.

General discussion concerning possibility of a seminar for the medical staff to learn the new methods of treating alcoholism. Mr. Chrisman said that if the staff would attend the seminar and give a vote of confidence to the Board of Directors this would be all that was necessary.

Painting Bids

Bids opened as follows:		<u>Courthouse</u>	<u>Old Jail</u>	<u>Health Bldg.</u>	<u>Int. Health Bldg.</u>
Henry Lee	(\$2285.00)	\$ 460.00	\$ 180.00	\$ 695.00	\$ 950.00
F. Tinsley	(\$3450.00)	690.00	168.00	2,592.00 (includes interior)	
E. Russell	(\$5399.00)	749.00	225.00	600.00	3,825.00
J. R. Poe	(\$1642.00)	799.00	249.00	594.00	no bid

The contract was awarded to Henry Lee.

Documents Signed

The commissioners approved and signed the following: Easement agreement for Tall Timbers area settling claim against Jueneman, Quitclaim deed for spoil area in Tall Timbers (to Mr. Meatyard), Deed for Alms House property to Board of Education, Easement agreement with Mr. Carl who has well in right of way on California Post Office Road, Easement for Leonardtown boat ramp.

Vouchers #25767 through 25829 approved for payment and signed by Mr. Burch.

Meeting adjourned.

Approved,

F. Elliott Burch

F. Elliott Burch, President