

PERSONNEL
January 28, 2015

- Call to order** The meeting was called to order at 10:00 a.m. by Chairman Gerry Krachey. Committee members Wade Dull, Mary Jane Faas, Greg Russell and Larry Kelley were present. Clerk Janet Geisler was also present.
- Verify posting** The Chairman verified that the meeting notice was properly posted.
- App of minutes** Russell moved, Faas seconded to approve the minutes from the previous meeting. The motion carried with no negative votes cast.
- Vacancy** Dan McWilliams, Human Services Director, appeared before the committee and advised that the Human Services receptionist, Denise Knoble, will be retiring in March. He is requesting permission to fill that position. At this time the position will remain in the current pay range however if the person hired has additional skills, the job classification may be changed.
- Kelley moved, Dull seconded to approve filling the job vacancy in Human Services. The motion carried with no negative votes cast.
- Wage Appendix** The Highway department is requesting the wage appendix for their department be revised. There are currently numerous job duties listed under each pay range. A simplified version was presented. There will be no changes made to wages.
- Dull moved, Kelley seconded to approve the revised wage appendix for Highway as presented. The motion carried with no negative votes cast.
- Closed Session** Faas moved, Kelley seconded to move into closed session pursuant to Section 19.85(1)(b) to consider an investigation of charges or discipline against a public employee who has been provided with notice that the employee has the option of requesting that the meeting be in open session. The motion carried unanimously upon call of the roll.
- Open Session** Russell moved, Faas seconded to move into open session pursuant to Section 19.85(2). The motion carried with no negative votes cast.
- Motion** Kelley moved, Dull seconded that after reviewing the information presented, the committee found no violation of County policy and the incident will be considered closed. The motion carried with no negative votes cast.

Motion

Dull moved, Faas seconded that employees must fill out an incident report form whenever necessary and the incident report shall be filed in the County Clerk's office. The motion carried with no negative votes cast.

The County Clerk will draft an incident report document to provide to department heads to distribute to their employees.

FMLA Policy

The committee reviewed the FMLA policy for any necessary revisions. The policy will be brought before the full County Board at the February meeting for adoption and to be incorporated into the County's personnel policy.

Dull moved, Kelley seconded to forward the FMLA policy to the County Board February meeting. The motion carried with no negative votes cast.

Next meeting date

February 25, 2015 at 9:00 a.m. The earlier meeting time will allow for interviews.

Adjournment

Russell moved, Faas seconded to adjourn. The motion carried with no negative votes cast and the meeting adjourned at 11:28 a.m.

Janet Geisler, County Clerk