

**PERSONNEL**  
**March 30, 2016**

- Call to order** The meeting was called to order at 10:00 a.m. by Chairman Gerry Krachey. Committee members Mary Jane Faas, Greg Russell Wade Dull and Larry Kelley were present. Also present was Clerk Janet Geisler and Human Services Director, Dan McWilliams.
- Verify posting** The Chairman verified that the meeting notice was properly posted.
- App of minutes** Russell moved, Faas seconded to approve the minutes of the previous meetings. The motion carried with no negative votes cast.
- ADRC Vacancy** The committee was advised that Heather Fisher-Wallin has terminated her position as Disability Benefit Specialist effective March 22<sup>nd</sup>. The position is being advertised.
- Job Description** Dan McWilliams presented a revised job description for the position of Clerk III – Mental Health Clinic with the changes highlighted. The previous job description was from 2008 and there have been significant changes since then. Dan is recommending that this position be placed in Pay Range 5 instead of the current Pay Range 10. The amount of increase is \$5,655. There were no comparable rates of pay available from other counties for this position.
- Dull moved, Kelley seconded to approve the revised job description for the position of Clerk III – Mental Health Clinic. The motion carried with no negative votes cast.
- Reclassification** Faas moved, Russell seconded to reclassify the position of Clerk III – Mental Health Clinic from Pay Range 10 to Pay Range 5 with the increase to take place on the April 15<sup>th</sup> payroll. The motion carried with no negative votes cast.
- Closed Session** Dull moved, Russell seconded to move into closed session pursuant to Section 19.85(1)(c) to interview candidates for the position of Family and Children’s Services Supervisor. The motion carried unanimously upon call of the roll.
- Open Session** Dull moved, Russell seconded to move into open session pursuant to Section 19.85(2). The motion carried with no negative votes cast.
- Motion** Russell moved, Kelley seconded to hire for the position of Family and Children’s Services Supervisor in the following order:

1. Jada Hrubes
2. Sandy Reuter
3. Cari Polodna

The motion carried with no negative votes cast.

**Next meeting**

April 27, 2016 at 10:00 a.m.

**Adjournment**

Dull moved, Faas seconded to adjourn. The motion carried with no negative votes cast and the meeting adjourned at 11:45 a.m.

**Janet Geisler, County Clerk**