

**PERSONNEL**  
**April 10, 2019**

- Call to order** The meeting was called to order at 10:04 a.m. by Chairman Brad Steiner. Committee members present were Larry Kelley, Carl Orr, and Gerry Krachey. Duane Rogers was excused. Clerk Janet Geisler and Board Chairman Tom Cornford were also present.
- Verify posting** The Chairman verified that the meeting notice was properly posted.
- App of minutes** Kelley moved, Orr seconded to approve the minutes from the two previous meetings. The motion carried with no negative votes cast.
- Closed Session** Krachey moved, Kelley seconded to move into closed session pursuant to Section 19.85(1)(c) to interview candidates for the position of Social Worker II. The motion carried unanimously upon call of the roll.
- Open Session** Krachey moved, Orr seconded to move into open session pursuant to Section 19.85(2). The motion carried with no negative votes cast.
- Motion to hire** Orr moved, Kelley seconded to approve hiring for the position of Social Worker II in the following order:
1. Cassie Hubanks
  2. Mai Vang
  3. Danielle Torgerson
- The motion carried with no negative votes cast.
- Closed Session** Krachey moved, Kelley seconded to move into closed session pursuant to Section 19.85(1)(c) to interview candidates for the position of Social Worker IV. The motion carried unanimously upon call of the roll.
- Open Session** Orr moved, Krachey seconded to move into open session pursuant to Section 19.85(2). The motion carried with no negative votes cast.
- Motion to hire** Orr moved, Krachey seconded to approve hiring Shelby Foley for the position of Social Worker IV. The motion carried with no negative votes cast.
- Internship** Dan McWilliams advised that he had been approached by Kaitlyn Gilman who is a Social Worker regarding doing a Masters Level Internship. The internship has three different tracks to choose. Kaitlyn is in the youth and family track. This would require quite a few hours to put in one week's time. Vernon County had been contacted and they could help with the internship but this could only happen on Tuesdays. This would require an adjustment in her work schedule. This would require one day working in Vernon County

and four days in Crawford County. Kaitlyn was advised that her work in Crawford County would have top priority. The revised work schedule would be for nine months.

Krachey moved, Orr seconded to approve the Masters Level Internship and the revised work schedule. The motion carried with no negative votes cast.

**Human Resources Position** The Clerk advised that a job description had been prepared with the help of Dan McWilliams. Dan looked into different wages from various counties between a director and a specialist. The wages for the position of specialist are quite a bit less than a director. The committee then reviewed the job description and several changes were made. The committee would like a SHRM certification to be required or be able to obtain.

Chairman Steiner proposed that the County consider hiring this position for 20 hours per week with no benefits with a starting date of July 1<sup>st</sup> at the rate of \$25 per hour. The County would then consider putting this as a full time position in the 2020 budget. This matter will be placed on the Finance agenda for the approval of the wages proposed.

**Highway Commissioner** Dennis Pelock appeared and the job description and job posting for the position of Highway Commissioner were reviewed. Under the qualifications, the committee requested that knowledge of civil engineering be added. The Highway and Personnel Committee will be interviewing the applicants and making a decision on who should appear before the County Board for the election of the Highway Commissioner per the Wisconsin Statutes. The starting salary will be \$67,895. The final salary is negotiable depending on qualifications.

**Next meeting** April 17, 2019 at 10:00 a.m.

**Adjourn** Kelley moved, Krachey second to adjourn. The motion carried with no negative votes cast and the meeting adjourned at 12:13 p.m.

Janet L. Geisler, County Clerk