

PERSONNEL
February 27, 2019

- Call to order** The meeting was called to order at 10:00 a.m. by Chairman Brad Steiner. Committee members present were Larry Kelley, Carl Orr, Gerry Krachey and Duane Rogers. Clerk Janet Geisler was 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 previous meeting. The motion carried with no negative votes cast.
- Juv Court Worker** Nancy Dowling, Register in Probate, appeared to advise that Kathy Quamme who is the Juvenile Court Worker would be retiring effective May 31st. Nancy supervises this position. The committee advised that a letter of resignation is needed from Kathy before the position could be advertised. Nancy would like to hire by May 1st for cross-training purposes. This position is a Juvenile Court Worker I position and would be in Pay Range 4 of the wage schedule.
- Closed Session** Kelley moved, Orr seconded to move into closed session pursuant to Section 19.85(1)(c) to discuss an employee issue. 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** Krachey moved, Kelley seconded to approve the Sheriff's recommendation on an employee issue. The motion carried with no negative votes cast.
- Job description** Dan McWilliams, Human Services Director, came before the Board with two updated job descriptions. One is for Social Worker IV-Crisis Therapist and one is for Social Worker IV – Therapist. Dan explained the job duties of each position.
- Rogers moved, Krachey seconded to approve the two job descriptions as presented. The motion carried with no negative votes cast.
- Closed Session** Krachey moved, Rogers seconded to move into closed session pursuant to Section 19.85(1)(c) to discuss an employee issue. The motion carried unanimously upon call of the roll.
- Open Session** Kelley moved, Orr seconded to move into open session pursuant to Section 19.85(2). The motion carried with no negative votes cast.

Human Resources Position There was discussion on what the duties of this position would be. The Clerk distributed what the duties of the Personnel Committee are according to the Code of Ordinances. The committee questioned if this could be a contracted position and if there is enough work to make it a full-time position. The Clerk advised that counties that were contacted that have a Human Resources position also have a support staff. At the very minimum, the cost would be \$150,000.

The Clerk has obtained job descriptions from various counties for the County to work off to put together a job description. The committee agreed that the County would always need a labor attorney. All decisions on hiring, firing and other personnel issues would still need to come back to the Personnel Committee for a final decision.

Chairman Steiner proposed that the County should consider entering into a professional services contract for a certain dollar amount for six months for 20 hours per week to begin. The County would could then consider putting this position into the next budget.

Wage Study The County is looking at possibly doing a wage study for all positions. The Clerk advised that she had received information from various counties regarding a classification study. In looking at this study and the number of positions that would be included, the County could be looking at the very least \$35,000 for the cost of just the study which does not include any additional raises.

Next meetings March 5, 2019 at 9:00 am. - to conduct interviews
March 27, 2019 at 10:00 am. – regular monthly meeting.

Adjourn Krachey moved, Kelley second to adjourn. The motion carried with no negative votes cast and the meeting adjourned at 11:57 a.m.

Janet L. Geisler, County Clerk