

PERSONNEL
October 25, 2017

- Call to order** The meeting was called to order at 10:00 a.m. by Chairman Gerry Krachey. Committee members present were Larry Kelley, Carl Orr, Brad Steiner and Gari Lorenz. Board Chairman Tom Cornford and Clerk Janet Geisler were also present.
- Verify posting** The Chairman verified that the meeting notice was properly posted.
- App of minutes** Orr moved, Lorenz seconded to approve the minutes of the previous meeting. The motion carried with no negative votes cast.
- Judicial Asst.** Judge Lynn Rider appeared before the committee and advised that her Judicial Assistant, Joan Hurda, will be retiring February 2, 2018. Lynn has the authority to appoint for this position and would like to hire Heidi Becwar. The committee advised that the job description may need to be brought up-to-date and should be brought to the next meeting.
- CDL Policy** The CDL policy for the Highway Department was discussed. There was concern about the coverage of a certain employee and that he may not be covered for three to five years under the County's insurance carrier. The insurance company does not want this employee driving at any cost. An opinion in writing regarding coverage from the insurance company rather than the insurance agent is being requested by the committee.
- Kelley moved, Steiner seconded to table the CDL policy pending that a letter is received from the insurance company stating that the employee is covered. The motion carried with no negative votes cast.
- ADRC wage adj** Becky Dahl, Regional ADRC Director and Jeanne Christie, ADRC Director appeared before the committee regarding three positions in the ADRC office. There is currently a Lead Information and Assistance Specialist and a non-lead. The request is to move the non-lead position from Range 4 to Range 3 so that both positions are in the same pay range. There is also a request to move the Elder Benefit Specialist and Disability Benefit Specialist from Range 5 to Range 4. Ms. Dahl stated that there would be no tax levy to the County for the requested increases.
- A new revised job description was presented for the Information and Assistance Specialists which combines both the lead and non-lead position showing that there is no difference in job duties. The committee suggested several changes in the job description under Physical Requirements which aren't necessary. Also under the combined description under the job experience there is a change

which is a Bachelor degree and one-year experience instead of two years' experience.

Kelley moved, Steiner seconded to approve the job description with the suggested revisions for the Information and Assistance Specialist positions. The motion carried with no negative votes cast.

Kelley moved, Lorenz seconded to move the non-lead Information and Assistance Specialist position from Range 4 to Range 3 effective January, 2018. The motion carried with no negative votes cast.

Ms. Dahl stated that both Benefit Specialist positions are currently in Range 5 which is below other bachelor and technical level degree professionals. It is requested that both positions be moved to Range 4 with other bachelor degree people.

Steiner moved, Orr seconded to move the Benefit Specialist positions from Range 5 to Range 4 effective January, 2018. The motion carried with no negative votes cast.

Social Workers

Maura Garrity appeared before the committee representing the other social workers who were also present. She stated that until 2011 the Social Workers positions were placed in the same pay grade as the public health nurses. Social workers are requesting a return to that pay grade. Maura stated that nine out of thirteen counties whose wages were reviewed are paid a higher hourly wage than Crawford County' wages. There have been changes that have occurred which have increased the workload and it is believed that those changes meet the reclassification criteria.

The committee questioned what the costs are related to this wage request. Salaries and fringes for ten Social Workers would come to approximately \$38,000. The committee stated that there needs to be some type of documentation showing what the increase in duties are in order to be able to justify the increase. There is no proof that the committee or the director has recommended an increase.

Job descriptions

Dan McWilliams, Human Services Director, presented job descriptions for the new Social Worker position and Mental Health Nurse position that is currently contracted with the Health Department. The Mental Health Nurse will now report to Human Services in 2018 and will be an employee of that department.

Steiner moved, Orr seconded to approve the two job descriptions as presented. The motion carried with no negative votes cast.

- Em Govt Coord** Sheriff Dale McCullick and Jim Hackett, Emergency Government Coordinator appeared before the committee. The Sheriff is requesting a wage adjustment for the Emergency Government Coordinator based on what Coordinator's from surrounding counties are making. Dale stated that Jim does a lot more on the law enforcement side. Half of the salary for this position is paid for by Federal and State dollars.
- Field Officer Training** Julie Cipra, 911 Coordinator, was not present but is asking that a dispatcher who has been certified as a Field Officer Training receive the additional \$1.00 per hour the same as those that are in the Sheriff's union. This provision is in the Sheriff's union contract.
- Orr moved, Steiner seconded that from this day forward a Certified Field Training Officer in dispatch would receive an additional \$1.00 per hour while in a training capacity. The motion carried with no negative votes cast.
- Closed session** Orr moved, Lorenz seconded to move into closed session pursuant to Section 19.85(1)(c) to discuss ongoing personnel problems and employment status. The motion carried unanimously upon call of the roll.
- Open session** Steiner moved, Lorenz seconded to move into open session pursuant to Section 19.85(2). The motion carried with no negative votes cast.
- Closed Session** Steiner moved, Kelley seconded to move into closed session pursuant to Section 19.85(1)(b) to discuss the potential discipline or dismissal of a public employee, unless the employee demands that the evidentiary meeting be held in open session. The motion carried unanimously upon call of the roll.
- Open Session** Steiner moved, Kelley seconded to move into open session pursuant to Section 19.85(2). The motion carried with no negative votes cast.
- Next meeting** November 29, 2017 at 10:00 a.m.
- Adjourn** Kelley moved, Steiner seconded to adjourn. The motion carried with no negative votes cast and the meeting adjourned at 12:42 p.m.

Janet Geisler, County Clerk