

JOINT MEETING PERSONNEL/FINANCE
July 27th, 2022

Call to order The Joint Personnel/Finance meeting was called to order at 10:00 a.m. by Personnel Chairman Brad Steiner. Committee members present were Gerry Krachey, Mark Gilberts, Carl Orr, Wayne Jerrett, Gary Koch, Geri Kozelka, and Greg Russell. Also present were Tom Cornford, County Board Chairman; Derek Flansburgh, County Board Supervisor; Mary Kuhn, County Board Supervisor; Dale McCullick, Sheriff; Kyle Kozelka, Hwy Commissioner; Roby Fuller, ADRC Director; Dan McWilliams, Human Services Director; Melissa Tairi, Treatment Court Coordinator; Samantha Morovits, Fair Coordinator; Linda Redman, RIP; Nancy Dowling, Clerk of Court; Connie McCullick, IT Technician; Jim Hackett, Emergency Management; and Roberta Fisher, County Clerk.

Verify posting Steiner verified that the meeting notice was properly posted.

Approval of Minutes Krachey moved, Orr second to approve the minutes of the June 29th meeting. The motion carried unanimously.

**New Hires/
Position
Openings** New Hires:
 John Holley – Full Time Jailer – June 28
 Shauna Jackson – PT Telecommunicator – July 25
 Sarah Anderson – LTE (2 yrs.) Traffic – July 27

Job Changes:
 Terry Hird – State Patrol Superintendent

Position Openings:
 Social Worker II – Human Services Dept.

CJCC Bylaws The Crawford County Criminal Justice Coordinating Committee was established in 2018. This committee oversees the Treatment Court department.

Melissa Tairi, Treatment Court Coordinator, recently drafted the articles of Bylaws for this committee. She distributed copies for review. A special CJCC committee meeting will be held on August 4th for adoption of these Bylaws.

**Fair
Coordinator
Position**

Mary Kuhn, Fair Board Chairman, addressed the committee to ask that the Fair Coordinator position be given an increase in hours and pay. This position is currently capped at 1199 hours per year, with a wage of \$15.16/hour. Kuhn feels that there has been an increase in workload for this position. Kuhn also stated that increasing the hours in this position would allow for more time and opportunities to bring in more revenue from sponsorships for the fair.

Kuhn is proposing for an increase in the Fair Coordinator annual hours to no more than 1499 annually, with a wage of \$20.00/hour.

Krachey moved; Orr second to approve increasing the Fair Coordinator position's hours to no more than 1499 annually, with a wage of \$20.00/hour effective January 1st, 2023. A new contract will be drawn up and signed at that time. The motion carried unanimously.

**Employees
Working at
the Fair Policy**

The Fair Board drafted a policy to allow county employees to work at the fair, either voluntarily or with pay and mileage. This policy gives the Department Heads the authority to grant or deny requests to work at the fair based on current department needs. In previous years, an email was sent around asking for help, but a policy was never created.

Steiner moved, Orr second to adopt the Fair Policy to allow Crawford County Employees the opportunity to work at the fair. The motion carried with no negative votes cast.

**Human Services
On Call Policy**

Dan McWilliams, Human Services Director, distributed copies of the Crawford County Health & Human Services On-Call Policy and Procedure. Dan went over the changes that have been made and is asking for the Personnel Committee to approve this written policy.

Orr moved; Gilberts second to adopt the Health and Human Services On-Call Policy. The motion carried with no negative votes cast.

**IT Director
Position**

A job description for the Information Technology Director position was approved by Public Property at the last committee meeting. This position is currently vacant. Derek Flansburgh, Public Property Chairman, is requesting to move Connie McCullick into this position, as she has already been performing these job duties since the position became vacant.

Krachey moved; Orr second to have Connie McCullick fill the IT Director position effective July 25th, 2022. The approved wage scale for this position will not change. The motion carried unanimously.

IT Technician Position

The Information Technology Technician job description was approved by the Public Property and Personnel Committees. The wage for this position has not been approved yet. This position is currently vacant and is expected to be filled the beginning of next year.

Orr moved; Jerrett second to approve that the wage for this position be set at Range #5 on the Professional Wage Appendix, which is \$28.92/hour. The motion carried with no negative votes cast.

Closed Session

Krachey moved; Gilberts second to move into closed session pursuant to Section 19.85(1)(c) to discuss wage increase strategies for public employees. The motion carried unanimously upon call of the roll.

Open Session

Krachey moved, Orr second to move into open session pursuant to Section 19.85(2). Motion carried unanimously.

Motion(s) after Closed Session

Krachey moved; Steiner second to appoint Carl Orr as Vice-Chairman of the Personnel Committee. The motion carried with no negative votes cast.

Next Meeting

August 24th, 2022, at 10:00 a.m.

Adjournment

Russell moved; Koch second to adjourn. The motion carried with no negative votes cast, and the meeting adjourned at 11:34 a.m.

**Roberta A. Fisher
County Clerk**