

**PERSONNEL**  
**August 26, 2020**

- Call to order** The meeting was called to order at 10:02 a.m. by Chairman Brad Steiner. Committee members present were Carl Orr, Gerry Krachey and Duane Rogers. Larry Kelley was absent. Also present were County Board Chairman Tom Cornford and Clerk Janet Geisler.
- Verify posting** The Chairman verified that the meeting notice was properly posted.
- App of minutes** Krachey moved, Rogers seconded to approve the minutes of the previous meeting with the correction. The motion carried with no negative votes cast.
- Closed session** Rogers moved, Orr seconded to move into closed session pursuant to Section 19.85(1)(c) to discuss employee issues. 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** Orr moved, Rogers seconded to approve a wage increase for the 911 Coordinator, Julie Cipra, in the amount of \$4,812.77 to an annual salary of \$61,964.54 to be effective with the September 11<sup>th</sup> payroll and to have Human Resources review the revised job description. The motion carried with no negative votes cast.
- Emp. Resignation** Dan McWilliams, Human Services Director, advised that Jessica Leinberger has resigned her position as part-time substance abuse counselor. It may be necessary to add benefits to the position in order to find a qualified applicant.
- Reopening buildings** City offices will begin with a soft opening which will most likely consist of being open two hours in the morning and two hours in the afternoon with cleaning of touch points in between. The committee was advised that all cleaning supplies are on back order. There will be no changes at this time for the opening of the building.

Cheri Leachmen filed a written report in her absence with Chairman Steiner which is as follows:

**Human Resources**    IT Specialist – This position will be advertised with a salary of between \$60,000 and \$70,000. The Clerk advised that Dependable Solutions will be giving their proposal for IT services for the upcoming year to the Public Property Committee. Some of the discussion at the meeting was that in the near future this will become a full time department and the costs involved with that; would we be able to get a person at that rate of pay; it would be better to have someone on-site all the time; we cannot drop Dependable's services right away. The matter will be placed on the September 16<sup>th</sup> Finance agenda when a comparison will be made for a full time IT Specialist versus a contracted service with Dependable Solutions.

Treatment Court Coordinator - It is proposed that this position go from a part-time contracted position to a full-time County employee position.

New employee – Colleen Gillman was hired as a Limited Term Employee in Public Health to conduct contact tracing.

Resignations – There has been a resignation of the Disability Benefit Specialist in ADRC and a part-time Substance Abuse Therapist.

Training – There will be training for supervisors on their responsibilities and another training on the new FMLA criteria.

**Next meeting**                      September 30, 2020 at 10:00 a.m.

**Adjourn**                              Krachey moved, Steiner seconded to adjourn. The motion carried with no negative votes cast and the meeting adjourned at 11:15 a.m.

**Janet Geisler  
County Clerk**