

PERSONNEL
December 23, 2020

- Call to order** The meeting was called to order at 9:57 a.m. by Chairman Brad Steiner. Committee members present were Larry Kelley; Carl Orr and Gerry Krachey. Committee member Duane Rogers was absent. Also present were Cheri Leachman, Human Resource Specialist; Kyle Kozelka, Hwy Commissioner, Tom Cornford, County Board Chairman, Melissa Tairi, Treatment Court Coordinator; Nancy Dowling, Register in Probate; Deanne Lutz, County Treasurer; Gionne Collins, Property Lister, Janet Geisler, County Clerk and Roberta Fisher, Chief Deputy County Clerk.
- Verify posting** Steiner verified that the meeting notice was properly posted.
- Approval of Minutes** **Kelley moved; Krachey seconded to approve the minutes of the previous meeting. The motion carried with no negative votes cast.**
- Community Service Sup Wages** Cheri Leachman reported to the committee that a new job description was written for this position and approved at the previous Personnel meeting.
- Currently, this position is paid \$12.14/hour. Cheri updated the committee of the additional responsibilities that were added to the job description, and is recommending that this position be paid at \$15.10/hour.
- The committee discussed the responsibilities of this job, and agreed the wage should be set at \$15.10/hour, effective January 1, 2021.
- Krachey moved, Orr seconded to approve the wage for this position set at \$15.10/hour effective January 1, 2021. The motion carried, with Kelley voting naye.**
- PT UA Testing Specialist Asst** Melissa Tairi, Treatment Court Coordinator informed the committee that there is a person contracted to come in and help do UA testing to all of the drug court individuals. This person is working as an independent contractor, and Melissa is asking the committee to make this person a PT Crawford County employee.

Orr moved; Cornford seconded to make this person a PT Crawford County employee at the same rate as the Community Service Supervisor of \$15.10/hour effective January 1, 2021. The motion carried with no negative votes cast.

Change to 4.28 Holidays

Cheri informed the committee that a change needs to be made to the Personnel Policy regarding Holiday pay and scheduled work days.

Kyle Kozelka, Highway Commissioner wished to inform the committee members of the situation in which this became an issue. There was much discussion about the policy change.

Orr moved; Kelley seconded to forward the 4.28 policy change on to full county board in February. The motion carried with no negative votes cast.

Human Resources

New Hires:

Erica Kennicker – LTE contact tracer

Richard Bannen – Seasonal Hwy plow driver with CDL

Nancy Dowling has been appointed to Clerk of Court, effective January 4, 2021.

Open Positions:

A second Seasonal Hwy plow driver with CDL

Fair Coordinator

Social Worker II

Employee Recognition: Two maintenance employees will be receiving awards at the Public Property meeting in January. An employee at Highway Dept will receive an award at the January Hwy Committee meeting. Melissa Nagel will receive an award at the January Personnel Meeting.

Cheri Leachman reminded committee members that the current Emergency Sick Leave, Emergency FMLA and the temporary vacation policy will expire on December 31, 2020.

Reopening Bldg

The building will remain open by appointment only.

Employee Request

Tom informed the committee of a request made to him by a member of the Sheriff's union in reference to future contract negotiations. The union would like to handle negotiations as they have done in the past, with the Personnel Committee members.

The committee members all agreed that going forward they will handle negotiations as requested.

Next Meeting

January 27, 2021 at 10:00 a.m. All Personnel meetings will now be held in the Veterans' meeting room on the first floor.

Adjournment

Krachey moved; Kelley seconded to adjourn. The motion carried with no negative votes cast and the meeting adjourned at 10:54 a.m.

Roberta Fisher, Chief Deputy Clerk