

PERSONNEL
February 24, 2021

- Call to order** The meeting was called to order at 10:00 a.m. by Chairman Brad Steiner. Committee members present were Larry Kelley and Gerry Krachey. Carl Orr joined the meeting later. Duane Rogers was absent. Also present were Cheri Leachman, Human Resource Specialist; Tom Cornford, County Board Chairman; Dale McCullick, Sheriff; Dave Troester, Land Conservationist; Gionne Collins, Property Lister; Deanne Lutz, Treasurer; Kyle Kozelka, Hwy Commissioner; Donna Steger, Child Support and Roberta Fisher, County Clerk.
- Verify posting** Steiner verified that the meeting notice was properly posted.
- Approval of Minutes** Krachey moved; Kelley second to approve the minutes of the previous two meetings (December 23, 2020 and February 15, 2021). The motion carried with no negative votes cast.
- New Hires** Cheri Leachman, Human Resource Specialist, reported to the committee the new hires for Crawford County. Samantha Morovits has been hired as the new Fair Coordinator. Her start date was January 17, 2021. Andrea Hubanks has been hired as a mental health social worker II. Her start date was February 1, 2021. Linda Redman has accepted the position of Register in Probate/Juvenile Court Clerk effective March 15, 2021.
- Open Positions** Current open position for Crawford County
- Part Time Highway Patrolman for snow removal.
- Future open position for Crawford County, filling the vacancy of Linda Redman’s position.
- Deputy Clerk of Courts
- Rev. Policy-4.38 Use of Co-Owned Veh. & other Property** Policy-4.38 Use of County-Owned Vehicles and Other Property has been revised and will be presented at the April County Board meeting for approval and passage.
- Cornford moved; Krachey second to approve the revised policy. The motion carried with no negative votes cast.**
- Employee Travel Risk Policy** Discussion regarding the COVID-19 Employee Travel Risk Policy. This policy has been in effect since July 17, 2020 and it relies solely on staff honesty and self-assessment. The policy

recommends staff who travel on a plane to quarantine for 14 days before returning to work.

Gionne Collins, Property Lister, expressed that she believes an employee should not be forced to quarantine after being on a plane, if they are following all other COVID-19 restrictions and CDC guidelines while traveling, including the wearing of face masks. The concern is that all department heads should be enforcing the same policy.

Steiner moved; Orr second to rewrite the Employee Travel Risk policy to read that the county recommends an employee to quarantine after travel by plane, not that they are required to quarantine after travel. The motion carried with no negative votes cast.

Face Mask Policy

Cheri read aloud the Face Covering Policy to the committee. Supervisor Kelley informed the committee that the CDC guidelines state that if employees work in the same office and are spaced 6 feet or more apart, they do not need to wear masks at their desks. However, they cannot exceed the maximum limit of persons in the room.

Orr moved; Kelley second to have Cheri rewrite the policy to state that employees do not need to wear a face mask in their offices as long as they are at a distance greater than 6 feet. The motion carried with no negative votes cast.

EAP Program

Cheri updated the committee regarding the response to the Employee Assistance Program. So far, three employees and/or family members have utilized the service. There have been 43 face-to-face hours of services used, as well as 57 hours of services by phone.

Dept Head Mtg

A Department Head meeting was held on January 28, 2021. Carl Orr was present at that meeting, and reported that he felt that the meeting had a very good response and feels continuing the meetings would be very beneficial. These meetings will continue to be held on a monthly basis, taking place on the last Thursday of each month.

Peer to Peer Recognition

Cheri Leachman reminded the committee members and the department heads present that there are forms to nominate employees for positive recognition outside of her office.

Dale McCullick, Sheriff, would like to have these nomination forms available through email or online, for easier access to the departments in other buildings.

**Universal
Time Sheets**

Cheri informed the committee that she had sent out an email to department heads regarding the FLSA requirements of what needs to be included on a timesheet. There were several questions regarding this.

Department heads are required to keep time sheets for every employee in their department that lists time in; time out; lunch hour; OT hours in and out, and any time used for vacation, sick, comp, holidays, etc. There should be a daily total and a weekly total.

Hours reported to the County Clerk's office for payroll purposes should be a weekly total. The daily totals are to be kept with the department heads.

Mark Schlorholtz, Cheri Leachman and Roberta Fisher are looking into future time clock software options.

**Opening of
Buildings**

All County buildings will open on March 1, 2021 to the public, with all employees returning to work. The County Clerk sent a press release to the media notifying the public.

**Employee
Recognition**

Melissa Nagel, Register of Deeds, has been recognized for 20 years of service to Crawford County.

Next Meeting

March 31, 2021 at 10:00 a.m.

Adjournment

Krachey moved; Kelley seconded to adjourn. The motion carried with no negative votes cast and the meeting adjourned at 11:23 a.m.

Roberta A. Fisher, County Clerk