

PERSONNEL
February 26, 2020

- Call to order** The meeting was called to order at 10:02 a.m. by Chairman Brad Steiner. Committee members present were Larry Kelley, Carl Orr and Gerry Krachey. Also present were Cheri Leachman, Human Resources, County Board Chairman Tom Cornford and Clerk Janet Geisler.
- Verify posting** The Chairman verified that the meeting notice was properly posted.
- App of minutes** Orr moved, Kelley seconded to approve the minutes of the previous meeting. The motion carried with no negative votes cast.
- Duane Rogers arrived at 10:07 a.m.
- Job description** Highway Commissioner, Kyle Kozelka, came before the committee with a job description for a swing position of Fabricator/Diesel Mechanic/Patrolman. Todd Myers and Dave Jones were also present. This position would not have a specific section of roads to patrol but would be a backup where needed. There will be no funding needed from the County. The hourly rate of pay would be the same as a mechanic. The additional revenue that will be received should offset the costs of the position.
- Kelley moved, Orr seconded to approve the newly recreated position of Fabricator/Diesel Mechanic/Patrolman. The motion carried with no negative votes cast.
- Lead position** Highway Commissioner, Kyle Kozelka is proposing at some time to implement a lead position. The lead position would be paid the foreman's wages when in charge of various projects. This will be on a trial basis until it is known how this proposed position works.
- Orr moved, Krachey seconded to approve the lead position. The motion carried with no negative votes cast.
- Tabled items** The agenda items pertaining to volunteers for the Fair and discussion on the Fair Coordinator's rate of pay were tabled for this meeting. Another meeting has been set for March 12, 2020 to discuss both items.
- HR report** **Policy changes** - Cheri Leachman discussed further the three personnel policy changes that were tabled from the February County Board meeting.

Orr moved, Rogers seconded to reaffirm that the previous policies that were on the February County Board agenda should be presented at the April County Board meeting. The motion carried with no negative votes cast.

The committee would like a meeting to be held with employees before the April County Board session to discuss the proposed policy changes.

Updated job descriptions – Two updated job descriptions were presented for approval. The job descriptions were from the ADRC department for Clerk III and Outreach and Home Delivered Meal Coordinator.

Rogers moved, Orr seconded to approve the updated job descriptions.

Part-time to Full-time – An employee in the Extension office will be out of the office anywhere from two weeks to possibly a lot longer. The current part-time employee will work full time until the employee is able to return to work and will then go back to part-time. This will begin on March 10th. The committee would like an agreement to be signed by the part-time employee spelling out the terms.

Orr moved, Kelley seconded to approve Human Resources preparing an agreement. The motion carried with no negative votes cast.

Next meeting

March 12, 2020 at 10:00 a.m. – Special meeting
March 25, 2020 at 10:00 a.m. – Regular meeting.

Adjourn

Krachey moved, Kelley seconded to adjourn. The motion carried with no negative votes cast and the meeting adjourned at 11:24 a.m.

**Janet Geisler
County Clerk**