

**PERSONNEL**  
**July 29, 2020**

**Call to order** The meeting was called to order at 10:0 a.m. by Chairman Brad Steiner. Committee members present were Carl Orr, Larry Kelley and Gerry Krachey. Duane Rogers was absent. 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** Kelley moved, Orr seconded to approve the minutes of the previous meeting with the correction. The motion carried with no negative votes cast.

**Comp time** Dan McWilliams reported that the requested two weeks of banked comp time for the Health Officer, Cindy Riniker, was approved by the Health Board to be sent back to the Personnel Committee for approval.

Orr moved, Kelley seconded to approve the two weeks of banked comp time for the Health Officer. The motion carried with no negative votes cast.

**Union contract** The Sheriff reported that the union has agreed to extend the current union contract for another year which includes a 2.5% increase in salaries. Human Resources will take care of making the change in the union contract for the signatures.

**Reopening buildings** Cheri Leachman had sent out an informal survey to employees to ask their feelings on whether or not the buildings should be reopened. There were 74 who responded to the survey with 13 undecided, 25 in favor of the building reopening and 36 wanting the building to remain closed. A compilation of comments by employees was distributed.

The committee discussed improvements that need to be made in order for the public to enter through the Beaumont Road entrance. The entrance needs to be more user friendly. The County would like to coordinate with the City when they plan on re-opening. Communication also needs to be improved so that everyone knows what is going on. This matter will be reviewed again next month.

Orr moved, Krachey seconded that the County coordinate with the City for re-opening; to remain closed at this time; to modify the front entrance to make is more friendly to the public; to review the re-opening matter on a monthly basis; to continue to communicate with the public and staff and to continue to take steps for the public and employees to make them feel safe. The motion carried with no negative votes cast.

**Human Resources** New Hires – Justin Oswald was hired on July 13<sup>th</sup> for the Highway opening. He will start work on August 12<sup>th</sup>.

Recognition Policy – A Recognition Policy, Service Awards and Retirement Gifts policy was distributed. Employees would be recognized for years of service in the following increments: 1 year, 5 years, 10 year, 15 years, 20 years, 25 years, 30 years, 35 year and 40 years. Costs would be involved with the program however Chamber Dollars would be issued which would put the money back into the County. There are also other types of recognition for employees.

Krachey moved, Kelley seconded to approve forwarding the policy to the Finance Committee for funding. The motion carried with no negative votes cast.

Sick leave - County employees may have no more than 100 days of sick leave on the books. There was concern that when long-term employees retire, the payout for half of their sick leave time can cause quite an impact on the budget. FMLA should be promoted so that it is used more. This matter was for discussion only at this time.

Public Health LTE - Dan McWilliams reported that no qualified applications were received. He was advised that the job title and requirements need to be changed and the position readvertised. The new title will be Public Health Program Specialist.

Kelley moved, Orr seconded to approve the retitling and requirements. The motion carried with no negative votes cast.

Juvenile Ct Worker -Nancy Dowling addressed the committee. This position will be changing from a full time to a part time position. This position will now work no more than 22.5 hours per week from September 1 to May 31 and 25 hours per month for June, July and August. There will be no comp time or overtime and the position will not be eligible for holiday pay.

Orr moved, Krachey seconded to approve the revised working hours for the Juvenile Court Worker effective August 3<sup>rd</sup>. The motion carried with no negative votes cast.

Travel advisory - This document will be provided to County Board Supervisors.

Employee Assistance Program – Information was distributed on the program. The City would like to coordinate with the County on this program since they do not have enough employees and are paying a higher rate of \$20 per employee per year. The County would receive the rate of \$15. The program is through Gundersen Health System. There is no cost to the employee but it would cost the County approximately \$2,200 per year.

Steiner moved, Orr seconded to approve forwarding the costs for the Employee Assistance Program to the Finance Committee. The motion carried with no negative votes cast.

Telecommuting Policy – The policy may need to be upgraded and tightened up if the building isn't going to be opening soon.

**Next meeting**

August 26, 2020 at 10:00 a.m.

**Adjourn**

Krachey moved, Kelley seconded to adjourn. The motion carried with no negative votes cast and the meeting adjourned at 11:45 a.m.

**Janet Geisler  
County Clerk**