

PERSONNEL
June 23, 2021

- Call to order** The meeting was called to order at 10:00 a.m. by Chairman Brad Steiner. Committee members present were Gerry Krachey, Mark Gilberts, Larry Kelley and Carl Orr. Also present were Cheri Leachman, Human Resource Specialist; Tom Cornford, County Board Chairman; Julie Cipra, 911 Coordinator; Linda Redman, RIP; Deanne Lutz, Treasurer; Gionne Collins, Real Property Lister; Mendy Chesebro, ES Supervisor; Mark Schlorholtz, IT Specialist and Roberta Fisher, County Clerk.
- Verify posting** Steiner verified that the meeting notice was properly posted.
- Approval of Minutes** Kelley moved; Orr second to approve the minutes of the previous meeting. The motion carried with no negative votes cast.
- Co. Employees-Work at Fair** Mary Kuhn, County Board Supervisor and Fair Committee member, appeared before the personnel committee to ask for permission to allow county employees to work at the fair as done in the past. The department heads would have full authority of their employee working hours at the fair during normal weekday business hours.
- If the employee chooses to work at the fair outside of normal business hours, they would have the ability to flex those hours within the same two-week pay period. There would be no OT pay allowed to any employee who works the fair. The fair would provide mileage above and beyond the normal commute to their county work site location.
- Mary also asks that this be written up as an ongoing policy, so she doesn't have to come to Personnel to ask permission every year.
- Orr moved; Kelley second to approve Mary's request to allow county employees to work at the fair, with the above stipulations. A permanent policy will also be drafted. The motion carried unanimously.
- Dep RIP/Juv. Court Clerk** Linda Redman, Register in Probate, handed out an amended job description for the Deputy Register in Probate/Juvenile Court Clerk. She basically added that this position would also assist as needed in the Clerk of Courts office and Judicial Assistant office.

Linda informed the committee that this position would be full time and working 37.5 hours per week. This was not listed on the job description. Larry Kelley directed Linda to add that to the description.

Krachey moved; Orr second to approve the job description with the 37.5-hour work week added. The motion carried with no negative votes cast.

**Human Resource
Spec Report**

Cheri Leachman, Human Resource Specialist, handed out a newly created Code of Conduct. Cheri wanted to thank all of the employees that participated on this committee and worked hard in creating this new policy.

Cheri explains that this will be very beneficial to all employees and newly hired employees, and will help maintain standards within themselves.

Kelley moved; Orr second to adopt the Code of Conduct Policy. Motion carried unanimously.

**Peer to Peer
Recognition**

A letter was submitted to the Personnel Committee via Cheri Leachman nominating the core Public Health Staff to be recognized for their dedication and work during the peak of the global pandemic.

Those nominated for recognition are:

Cindy Riniker
Michelle Breuer
Lisa Kennicker
Sonya Lenzendorf
Sharon Steele

A plaque with all of their names listed will be made, and given to to hang in the Public Health Department. They will also be awarded \$5 each in Chamber Dollars.

Motion by Orr, second by Krachey to approve the nominations and to give those listed above special recognition. The motion carried unanimously.

Current Vacancies

The following are current vacancies at Crawford County:

- IT Specialist-Full Time
- Traffic Officer-Full Time
- Female Jailer-Full Time
- Tele-communicator/Dispatch-Full and Part Time

Dept Head Mtg Update	Department Head meeting is scheduled for Thursday, June 24, 2021. Topics of discussion will be creating new focus groups, FMLA questions, clarification of holiday schedule and creating a permanent telecommuting policy.
Closed Session	Krachey moved; Orr second to move into closed session pursuant to Section 19.85(1)(c) to discuss current Full Time Dispatch employees. The motion carried unanimously upon call of the roll.
Open Session	Krachey moved; Orr second to move into open session pursuant to Section 19.85(2). Motion carried unanimously.
Closed Session	Kelley moved; Krachey second to move into closed session pursuant to Section 19.85(1)(f) to discuss wage discrepancies. The motion carried unanimously upon call of the roll.
Open Session	Krachey moved; Kelley second to move into open session pursuant to Section 19.85(2). Motion carried unanimously.
Next Meeting	July 28 th , 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 11:35 a.m.

Roberta A. Fisher
County Clerk