

PERSONNEL
June 24, 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, Duane Rogers and Larry Kelley. Gerry Krachey was excused. 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** Rogers moved, Kelley seconded to approve the minutes of the previous meeting. The motion carried with no negative votes cast.
- Job descriptions** Dan McWilliams, Health and Human Services Director, advised that the combined position of Nurse/Sanitarian had been advertised. There was only one viable candidate and that didn't work out so Dan had to go with his Plan B. This position will now be a LTE position rather than a permanent employee.
- A new job description was prepared for a Public Health Nurse LTE with the same requirements of a full-time Public Health Nurse. The position would be paid at \$26.00 per hour with no benefits and work 1020 hours per year. Funding for this position would come from the CARES ACT. Dan would like to get this position on board very soon.
- The new job description for the Sanitarian was revised so the position would be more of an environmentalist. This position would be in pay grade 2B which is the same as Social Worker. This position will not be hired immediately and Dan will come back to the committee to get permission when he is ready to advertise.
- Kelley moved, Steiner seconded to approve the Public Health Nurse LTE job description and approve hiring for the position. The motion carried with no negative votes cast.
- Rogers moved, Steiner seconded to approve the job description of the Sanitarian. The motion carried with no negative votes cast.
- Comp time** The Public Health Officer, Cindy Riniker, has been working seven days a week since COVID-19 started. Dan McWilliams advised that Cindy has 218 hours over the regular working hours of 37.5 hours per week. He would like to recommend that a comp time

bank be created placing 75 hours for Cindy to be able to use as needed since comp time does not expire.

Supervisor Carl Orr arrived at 10:12 a.m.

The committee is recommending that in the future any request like this should go to the standing committee first before coming to the Personnel committee. The committee also recognized that they would be setting a precedence for any future requests of this type.

Rogers moved, Orr seconded to refer the comp time for the Health Officer back to the Health committee and going forward that any requests like this should first go through the standing committee and then come to the Personnel Committee. The motion carried with no negative votes cast.

Reopening buildings Chairman Cornford stated that he would like to leave the buildings closed until the shields are in place and then the matter can be reviewed.

Cindy Riniker stated that she is fine with opening the buildings as soon as the cleaning/sanitizing supplies are in and shields are up. The shields have been ordered and should be here within two weeks. The cost is within the amount authorized by the Finance Committee. Sanitizing stations for the entry ways will be in soon.

Rogers moved, Orr seconded that once all the sanitizing supplies and shields are in place that a special meeting will be set for the sole purpose of reopening of the county buildings. The motion carried with no negative votes cast.

Labor attorney

The County's labor attorney, Ed Corcoran, is retiring and the County would like to appoint another attorney. Cheri Leachman, Human Resources, has been working with an attorney from Jackson Lewis that she would like to use. Their cost is \$305 per hour and they bill in six minute increments. You are only paying for actual time used. The committee felt that a labor attorney does not need to be present for labor negotiations.

Orr moved, Kelley seconded to go with the law firm of Jackson Lewis for the new labor attorney and to have Cheri see if the date of August 1st to begin exchanging proposals can be changed. The motion carried with no negative votes cast.

Human Resources New Hires - Cheri Leachman, Human Resources, advised of the following hires:
ADRC – Jacob Schneider will start on July 6th replacing Jeanne Palmer
Human Services – Bobbi Davies began work as Social Worker on June 22nd replacing Maura Garrity.

Highway Foreman – Commissioner Kyle Kozelka advised that John McCullick was selected for the position of foremen beginning June 22nd. There were five candidates interviewed.

Change in pay status – Jim Hackett’s current hourly rate of pay while working in traffic is \$36.36. He is a salaried employee and there has been no change there.

Retirement Proclamations – The County does not give any type of recognition when employees leave. The Sheriff and Highway department give a plaque to their retiring employees. Cheri stated that employees should be recognized for what they do and wondered if the County could put a small amount under the Chairman’s budget for awards and recognition. A presentation could be given at the County Board meeting in December.

Orr moved, Rogers seconded to propose to the full County Board for approval of awards and recognition for employees each December. The motion carried with no negative votes cast.

Next meeting July 29, 2020 at 10:00 a.m.

Adjourn Orr moved, Kelley seconded to adjourn. The motion carried with no negative votes cast and the meeting adjourned at 11:20 a.m.

**Janet Geisler
County Clerk**