

PERSONNEL
March 12, 2020

- Call to order** The meeting was called to order at 10:01 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, Supervisors Wade Dull and Mary Kuhn, Treasurer Deanne Lutz, Commissioner Kyle Kozelka and Clerk Janet Geisler.
- Verify posting** The Chairman verified that the meeting notice was properly posted.
- App of minutes** Kelley moved, Krachey seconded to approve the minutes of the previous meeting. The motion carried with no negative votes cast.
- Sick leave policy** The sick leave policy 4.07(2) has been revised again to state that an employee may apply for FMLA benefits after being absent three days instead of must.
- Kelley moved, Kelley seconded to approve the policy change. The motion carried with no negative votes cast.
- Fair update** Supervisor Mary Kuhn is requesting approval for County workers to be able to work at the fair and that flex time shall be taken in the same pay period which is a change from last year.
- Krachey moved, Steiner seconded to approve County employees working at the fair with the flex time being taken within the same pay period. The motion carried with no negative votes cast.
- For informational purposes only, a job description for the Fair Coordinator with the activities performed on a month by month basis was provided.
- Duane Rogers arrived at 10:12 a.m.
- Change in pay** The Fair Coordinator will now be paid at an hourly rate instead of a set amount for each pay period. The total number of hours worked for the year will need to be kept under 1,200 hours so that there are no benefits.
- Orr moved, Rogers seconded to pay the Fair Coordinator on an hourly basis with the number of hours not to exceed 1199 per year. The motion carried with no negative votes cast.

Summer help Highway Commissioner, Kyle Kozelka was present and advised that the department usually hires between 4-6 employees for summer help. Job descriptions have been prepared for these positions.

Kelley moved, Orr seconded to approve the job descriptions for the Highway seasonal employment. The motion carried with no negative votes cast.

Closed session Kelley moved, Orr seconded to move into closed session pursuant to Section 19.85(1)(c) regarding employee issues. The motion carried unanimously upon call of the roll.

Open session Kelley moved, Orr seconded to move into open session pursuant to Section 19.85(2). The motion carried with no negative votes cast.

Motion Orr moved, Kelley seconded to approve paying people sick leave if they are quarantined in house and to approve Dan McWilliams, Cindy Riniker and Cheri Leachman to develop a policy regarding this. If an employee tests positive for the Corona Virus, they would then need to use sick leave time. Brad Steiner and Tom Cornford will have the authority if the policy needs to be changed due to time constraints and this would then come back to Personnel.

Orr moved, Kelley seconded that non-essential travel for County employees be suspended for 30 days. The motion carried with no negative votes cast.

Kelley moved, Orr seconded to increase the Human Resources salary to \$53,310.40 based on a 37.5 hour work week. The motion carried with no negative votes cast.

Next meeting March 25, 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 12:08 p.m.

**Janet Geisler
County Clerk**