

**PERSONNEL**  
**May 19, 2021**

**Call to order**                   The meeting was called to order at 10:10 a.m. by Chairman Brad Steiner. Committee members present were Gerry Krachey, Duane Rogers, Larry Kelley and Carl Orr. Also present were Cheri Leachman, Human Resource Specialist; Tom Cornford, County Board Chairman; Dale McCullick, Sheriff; Julie Cipra, 911 Coordinator; Roby Fuller, ADRC Director; Linda Redman, RIP; Deanne Lutz, Treasurer; Mark Schlorholtz, IT Specialist and Roberta Fisher, County Clerk.

**Verify posting**               Steiner verified that the meeting notice was properly posted.

**Approval of Minutes**           Rogers moved; Orr second to approve the minutes of the previous meeting. The motion carried with no negative votes cast.

**PT Law Enf/ Dispatch Wage Increases**                   Dale McCullick, Sheriff informed the committee that the Public Safety and Finance committees have both approved wage increases for the Part-Time Traffic, Jailers and Dispatch, both certified and non-certified. Dale told the committee that this would put Crawford County a little bit above the surrounding counties for wages for these same part time positions.

Krachey moved; Kelley seconded to approve wage increases for Part-Time positions as listed below. The motion carried with no negative votes cast.

Non-Certified Law Enf	\$15.00/hr
Certified Traffic	\$20.92/hr.
Jailer	\$20.00/hr
Dispatch	\$20.00/hr.

Rogers moved; Kelley seconded to approve that these increases be retroactive to the date they were passed at the Public Safety meeting on April 13, 2021. The motion carried with no negative votes cast.

**ADRC P/T Wage increases**           Roby Fuller, ADRC Director, appeared before the committee to ask for approval of wage increases for her part-time Home Delivered Meals Drivers, Meal Site Managers and Bus Drivers to \$10.50/hr, with the exception of the Bus Driver/Maintenance position, which will be \$11.50/hr. This request will be fully funded from DOT and OAA funds, and will not affect the County Budget.

Rogers moved; Orr seconded to approve the wage increases as listed above. The motion carried with no negative votes cast.

Krachey moved; Rogers seconded to approve that these increases be retroactive to May 3<sup>rd</sup>, 2021. The motion carried with no negative votes cast.

**Part-Time Dep  
RIP Clerk/Dep  
Juv Crt Clerk**

Linda Redman, Register in Probate, handed out a Part-Time Deputy RIP Clerk/Deputy Juvenile Court Clerk job description. This is a revised description for the Juvenile Court Worker that has already been budgeted for. This would be a “deputized” position, and work a minimum of 25 hrs./week. The state will supply the computers and software needed, so that will not be an added cost to the county.

There was discussion regarding what benefits would need to be offered based on the amount of hours worked in a week. Linda explained that she wanted the position to be Part-Time, but **with benefits.**

Larry Kelley and Gerry Krachey had concerns that there could be FLSA violations if an employee worked over 30 hours in a given week. Duane Rogers asked if there was any reason not to make the position full time with benefits, and then avoid any type of possible FLSA violations.

Kelley moved; Steiner seconded to approve the hiring of a **Full-Time** Deputy RIP Clerk/Deputy Juvenile Court Clerk. A new job description will be amended to reflect the position at full time status rather than part time. The motion carried with no negative votes cast.

**IT Specialist  
Assistant**

Duane Rogers updated the committee regarding the IT Specialist Assistant position. When the current IT Specialist was hired at the beginning of this year, it was with the intention of eventually adding an assistant. The Finance Committee approved the job description for this position, and now it is being presented to the Personnel Committee for final approval.

Rogers moved; Orr seconded to approve the Information Systems Technician job description. The motion carried with no negative votes cast.

<b>Code of Conduct</b>	Cheri Leachman gave an update on the creation of an updated Code of Conduct Policy. A committee has been formed, and they have identified eight different areas that need to be addressed.
<b>New Hires</b>	Ryan Redman was hired as the Aquatic Invasive Species intern. This is limited term employment.
<b>Current Vacancies</b>	<ul style="list-style-type: none"> <li>• Full time male jailer</li> <li>• Part time jailers</li> <li>• Full time EM assistant</li> <li>• Full time Highway Patrolman</li> </ul>
<b>Dept. Head Mtg Update</b>	<p>ADRC has a fully funded summer intern that will be working at the Admin Bldg. Departments are encouraged to contact Roby if they are interested in utilizing this intern for administrative type duties.</p> <p>Cheri will be discussing FMLA requirements and procedures with the department heads at the next meeting.</p>
<b>Employee Recognition</b>	<ul style="list-style-type: none"> <li>• Cory Folbrecht 15 years</li> <li>• Paula Swatek 20 years</li> </ul>
<b>Closed Session</b>	Krachey moved; Kelley seconded to move into closed session pursuant to Section 19.85(1)(c) to discuss personnel issue. The motion carried with no negative votes cast.
<b>Open Session</b>	Krachey moved; Orr seconded to move into open session pursuant to Section 19.85(2). Motion carried with no negative votes cast.
<b>Next Meeting</b>	June 23 <sup>rd</sup> , 2021 at 10:00 a.m.
<b>Adjournment</b>	Krachey moved; Kelley seconded to adjourn. The motion carried with no negative votes cast, and the meeting adjourned at 12:08 p.m.

**Roberta A. Fisher**  
**County Clerk**