

**PERSONNEL**  
**May 25, 2016**

- Call to order** The meeting was called to order at 10:00 a.m. by Chairman Gerry Krachey. Committee members Mary Jane Faas, Brad Steiner, Larry Kelley and Wade Dull were present. Also present was 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, Faas seconded to approve the minutes from the three previous meetings. The motion carried with no negative votes cast.
- Emp evaluations** The committee reviewed the current performance evaluations and the possible need to revise them. An evaluation will need to be completed for all new employees at the six month and one year introductory period in order to receive the scheduled pay increases. The current evaluation was revised slightly and department heads/supervisors should review the form for comments and possible revisions. The evaluations will be discussed further at the next meeting and department heads will be asked to attend.
- Dull moved, Steiner seconded that an employee evaluation for new employees must be provided at the six month and one year introductory period in order for pay increases to be granted. The motion carried with no negative votes cast.
- Closed session** Faas moved, Steiner seconded to move into closed session pursuant to Section 19.85(1)(c) to discuss office procedures. The motion carried unanimously upon call of the roll.
- Open session** Dull moved, Kelley seconded to move into open session pursuant to Section 19.85(2).
- No action was taken.
- Next meeting** June 29, 2016 at 10:00 a.m.
- Adjournment** Faas moved, Steiner seconded to adjourn. The motion carried with no negative votes cast and the meeting adjourned at 10:50 a.m.

**Janet Geisler, County Clerk**