

PERSONNEL
November 10, 2021

- Call to order** The meeting was called to order at 10:05 a.m. by Chairman Brad Steiner. Committee members present were Gerry Krachey, Mark Gilberts, Carl Orr and Wayne Jerrett. Also present were Tom Cornford, County Board Chairman; Dan McWilliams, Human Services Director; Roby Fuller, ADRC Director; and Roberta Fisher, County Clerk.
- Verify posting** Steiner verified that the meeting notice was properly posted.
- Approval of Minutes** Gilberts moved; Jerrett second to approve the minutes of the October 29th meeting. The motion carried with no negative votes cast.
- LTE term Renewal** Dan McWilliams is asking the committee to extend the termination date for the two limited term employees. The term ended on September 22, 2021.
- Krachey moved; Jerrett second to extend the LTE termination date for another year. The motion carried with no negative votes cast.
- PH Specialist Job Description** A new job description and job title has been created for a Public Health Specialist. This position will replace the Public Health Educator position, which was vacated when the previous employee took a different job.
- McWilliams is asking for approval of the job description, so that he can move forward in advertising for this vacancy.
- Orr moved; Gilberts second to approve the Public Health Specialist job description. The motion carried with no negative votes cast.
- Part-Time PH Nurse** New job descriptions have been created for a Part-Time Public Health Nurse, LPN, BSN or RN Staff Nurse two-year degree. The public health department has been advertising for a Full Time Nurse for over a month, and have had no applicants and zero interest. McWilliams feels he may get more interest if he offers a Part-Time Nurse position with either an LPN, BSN or RN two-year degree. This would be a permanent part time position at 20 hours per week.

Orr moved; Krachey second to approve the Part-Time Public Health Nurse job description. The motion carried with no negative votes cast.

**PH Nurse &
Lead PH Nurse
Wage discussion**

Dan McWilliams handed out wage comparable from surrounding counties for public health nurses and lead public health nurses.

Dan is proposing a wage adjustment for Crawford County public health nurses and lead nurses. He feels that he cannot compete with other counties with this county's wages. He is asking to increase the Public Health Nurse wages with a 4-year degree to: \$27.31 starting/\$28.83 after six months/\$30.50 after one year. This would be a pay grade 2A.

Motion by Orr, second by Jerrett to increase the wage scale for Public Health Nurse with a 4-year degree as above. The motion carried with no negative votes cast.

With this increase, the Lead Public Health Nurse wage would also need to be increased to: \$29.23 starting, \$30.85 after six months and \$32.64 after one year. This would also be effective immediately.

Motion by Orr, second by Gilberts to increase the wage scale for the Lead Public Health Nurse as stated above. The motion carried with no negative votes cast.

**Substance Use
Counselor**

Human Services currently employs a part time substance use counselor. McWilliams is proposing to make this position full time. Crawford County will be receiving a Substance Use Block grant in the amount of \$50,000 for the next two years. In addition, the county will be receiving an opioid settlement in the amount of approximately \$560,000 over the next 18 years.

Motion by Krachey, second by Orr to change the part time substance use counselor position to a full time position. This would be effective as of January 1st, 2022. The motion carried with no negative votes cast.

**Part time ADRC
Travel & Expense
Allowance**

Roby Full, ADRC Director, informed the committee that she has been advised by corp counsel to update ADRC's internal department policy regarding meal reimbursements. She updated the policy to read that ADRC employees would follow Crawford County Code of Ordinance regarding meal expenses.

Motion by Orr, second by Jerrett to approve the policy, but Roby will change the allowed tips to be at 15%. The motion carried unanimously.

Next Meeting December 15th, 2021 at 10:00 a.m. following Finance Committee Meeting.

Adjournment Krachey moved; Jerrett second to adjourn. The motion carried with no negative votes cast, and the meeting adjourned at 10:55 a.m.

Roberta A. Fisher
County Clerk