

**PERSONNEL**  
**November 25, 2020**

- Call to order**           The meeting was called to order at 10:00 a.m. by Chairman Brad Steiner. Committee members present were Carl Orr, Larry Kelley and Gerry Krachey. Duane Rogers was excused. Also present were County Board Chairman Tom Cornford, Human Resources Cheri Leachman, Chief Deputy Robin Fisher 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.
- Evaluation policy**    A formal written policy for annual reviews has never been prepared. Cheri Leachman, Human Resources, is proposing a new policy where employees receive their annual evaluation on their anniversary date instead of March 15<sup>th</sup> which is the current policy. The evaluations must be in person and will follow the ten performance factors currently in place. Reviews will be conducted no later than two weeks from the employee's actual anniversary date.
- Orr moved, Kelley seconded to approve the evaluation policy. The motion carried with no negative votes cast.
- Special wage increase policy**   Human Resources has been collecting wage information from Grant, Richland, Iowa and Vernon County. Crawford is the only County that pays longevity. Cheri is recommending that there be no more out of cycle wage increases until the wage survey is completed and approved. Cheri stated it is her goal to look at employees who need a bump up in wages and to have the wage survey done before union negotiations begin next year.
- Orr moved, Kelley seconded to approve the wage increase policy. The motion carried with no negative votes cast.
- Community Service Sup. Job Desc.**   Nancy Dowling appeared to present a job description and explain the duties of the Community Service Supervisor. This position works around 20-22 hours per month. There was discussion on a wage increase for this position which will be put on next month's agenda.

Krachey moved, Orr seconded to approve the job description of the Community Service Supervisor. The motion carried with no negative votes cast.

**Working hours**

A temporary change has been made to 4.04 of the Personnel policy which pertains to working hours to ensure that there is coverage in offices during COVID. It is proposed that Telecommuting Agreements shall be updated and reviewed every three months however the committee felt that this should happen every month instead. The committee wants to make sure that jobs are being done. It is also being proposed that department heads do not enter into a telecommuting agreement. The only exception would be a department head that has only one employee. The department head is responsible for seeing that the office is covered. Cheri is proposing that this policy stay in existence until such time that changes are deemed permanent or determined to be no longer needed.

Kelley moved, Orr seconded to approve the working hours policy. The motion carried with no negative votes cast

**Fair Coordinator**

A revised job description was presented. Previously this position had been divided into two positions of financial and fair coordinator. The two job descriptions were combined into one. The committee questioned the number of hours this position is to work since it is not stated in the job description. The description will be amended to say the number of hours to work will not exceed 1199 hours.

Orr moved, Kelley seconded to approve the job description. The motion carried with no negative votes cast.

**New hires**

Cheri reported that two additional LTE Contract Tracers have been hired which bring the total to six.

The position of IT Specialist has been filled. Mark Schlorholtz will begin work on January 4, 2021. Office space still needs to be set up.

**Open Positions**

This includes the following positions: Part-time Fair Coordinator; Full-time Dispatcher and Full-time Deputy County Clerk.

**Coronavirus  
Response Act**

The Employees Rights Act will be expiring December 31<sup>st</sup> which provides for Emergency FMLA and sick leave. County employees have been using each of these. It is not known if the County will be reimbursed.

**Reopening buildings** The building will remain open by appointment only.

**Next meeting** December 23, 2020 at 10:00 a.m.

**Adjourn** Cornford moved, Kelley seconded to adjourn. The motion carried with no negative votes cast and the meeting adjourned at 10:57 a.m.

**Janet Geisler  
County Clerk**