

PERSONNEL
November 27, 2019

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, Gerry Krachey and Duane Rogers were present. Also present were Cheri Leachman, Human Resources, County 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, Rogers seconded to approve the minutes of the previous meeting. The motion carried with no negative votes cast.

Job descriptions Dan McWilliams, Human Services Director, appeared to present various job descriptions for approval.

- Lead Social Worker – Dan advised that a change had been made to the job description and that three years of social work practice is required. The pay range is an 8% increase above Social Workers and will be in the pay range of 2AA. This is a new position and will be advertised for two weeks.

Orr moved, Krachey seconded to approve the job description and pay scale for the Lead Social Worker. The motion carried with no negative votes cast.

- Clerk III – The only thing that changed in the job description is that reception duties have been taken out. This would be effective January 1, 2020.

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

- Clerk II – The job description was revised to reflect that this position will now be a full time position. Because there has already been a past precedence set in this type of a situation with a part-time employee becoming a full-time employee, the position will not be advertised. The wage will start in Step 1 of the wage appendix and there will be a six month probation period.

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

- Social Worker II – This position is for the Family and Children’s Unit. The only change to this job description is that it has been updated with some wording changes.

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

Classification status Dan advised that there is one supervisory position in his department, which is the Business Manager, that is an hourly position. He is requesting that this be a salaried position which would be a status change to become an exempt position effective January 1, 2020.

Krachey moved, Orr seconded that the Business Manager in Human Services become an exempt position. The motion carried with no negative votes cast.

Certified clinicians Dan distributed a Substance Abuse Counselor in Training Agreement. There are currently two employees who have a substance abuse certificate in training for a substance abuse counselor. However there is only full time employee to serve all of the people that are coming in with substance abuse. The best practice would be to have employees dually certified in mental health and substance abuse counseling. This would be a six month training. The cost is \$2,250 for the training which Human Services would pay for in return for a one year commitment of employment. The employee would pay back the \$2,250 if their employment ended before one year.

Orr moved, Kelley seconded to approve the training agreement for a Substance Abuse Counselor and to have Human Services pay for the training. The motion carried with no negative votes cast.

Dan questioned if he would need to bring the Lead Social Worker candidate back to the Personnel committee for an interview. The committee felt that for this one time that he and Human Resources should meet and make a recommendation to the committee for their final approval.

Kelley moved, Orr seconded to delegate Dan McWilliams to select the Lead Social Worker with the assistance of Human Resources and to bring their recommendation back to the committee for approval. The motion carried with no negative votes cast.

Wage increase

Kyle Kozelka, Highway Commissioner, appeared to discuss the difference in pay between the County Patrol Superintendent and the State Patrol Superintendent. He believes that the salaries should be the same and they should both be compensated equally. There is currently around \$3,000 difference in pay.

Orr moved, Kelley seconded to increase the County Patrol Superintendent's rate of pay to the same as the State Patrol Superintendent's rate of pay effective November 18th. The motion carried with no negative votes cast.

The matter of the crew structure in the Highway department will be discussed further at the January meeting.

HR report

Cheri Leachman reported on various personnel issues that she has been addressing. There were a number of issues discussed at the department head meeting such as documentation and annual evaluations. She will be attending an FMLA training. Any changes in the personnel policy that she is proposing will come before the committee before they are finalized.

Next meeting

January 29, 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 11:05 a.m.

**Janet Geisler
County Clerk**