

PERSONNEL
October 23, 2019

Call to order The meeting was called to order at 9:00 a.m. by Chairman Brad Steiner. Committee members present were Carl Orr, Larry Kelley and Gerry Krachey. Duane Rogers was excused. Also present were Cheri Leachman, Human Resources and Clerk Janet Geisler.

Verify posting The Chairman verified that the meeting notice was properly posted.

App of minutes Kelley moved, Orr seconded to approve the minutes of the previous meeting. The motion carried with no negative votes cast.

Part-time help Dave Troester, County Conservationist, appeared regarding the hiring of part-time help in the Zoning department to help getting caught up with the POWTS program. A person would be needed for 20-25 hours per week not to exceed 1,200 hours. The funding for this position would come from the POWTS assessment fee which has an estimated revenue of \$27,500. The position would be for at least one year. A job description was distributed.

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

Additional staffing Dan McWilliams, Human Services Director, appeared. He advised that his 2020 Budget included a change in two staffing positions and a new full time employee. The department is receiving \$174,000 from the State each year for child welfare. He would like to start advertising right away for a child welfare social worker. The current receptionist is half-time and a full-time person is needed. A current social worker will be made into a child welfare lead worker. The cost to the County in the 2021 budget would be for raises and health insurance. A new range will have to be created for child welfare lead worker which would be a 10% increase above social workers. New job descriptions will be created for the full time receptionist and child welfare lead worker and presented at the next meeting. All three positions would start in January, 2020.

Krachey moved, Orr seconded to approve hiring for the three new positions. The motion carried with no negative votes cast

Highway items

Kyle Kozelka, Highway Commissioner, appeared to discuss several items. He advised that there is a Highway employee, Aaron Kazda, who has been unable to use his vacation because of the Highway N project. There are 40 hours of vacation time that will not be used by November 27th.

Kelley moved, Orr seconded to approve a three month extension to Aaron Kazda to use 40 hours of vacation. The motion carried with no negative votes cast.

There has been a personnel shortage due to employees using vacation time and two employees out on medical leave. Kyle would like to look into a floater position which would be used on an on-call basis.

There was discussion on employees being paid at a higher rate when they are acting in a lead position. Also discussion on the difference in pay between the State and County superintendent which is around \$3,000.

HR report

Cheri Leachman reported on various personnel issues that she will be addressing concerning policies on hiring, termination and documentation; updating job descriptions and a social media policy. Her next department head meeting will be on November 5th.

Next meeting

November 27, 2019 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 11:10 a.m.

**Janet Geisler
County Clerk**