

JOINT PERSONNEL/FINANCE
October 28, 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, Duane Rogers and Gerry Krachey. Present from the Finance Committee was Geri Kozelka. Also present were County Board Chairman Tom Cornford, Human Resources Cheri Leachman and Clerk Janet Geisler.
- Verify posting** The Chairman verified that the meeting notice was properly posted.
- App of minutes** Rogers moved, Orr seconded to approve the minutes of the previous meeting. The motion carried with no negative votes cast.
- Closed Session** Kelley moved, Orr seconded to move into closed session pursuant to Section 19.85(1)(c) to discuss an employee issue. The motion carried unanimously upon call of the roll.
- Open Session** Krachey moved, Kelley seconded to move into open session pursuant to Section 19.85(2).
- Treatment Court** Judge Lynn Rider joined the meeting via ZOOM. She explained that the Treatment Court Coordinator had been a part-time position and was considered an Independent Contractor with no benefits. The Finance Committee had previously approved the position going to a full-time position. The part-time position is currently working 20 hours per week. The grant is only for 2020 and 2021 and another grant will need to be applied for after that. The only cost to the County would be for health insurance.
- Krachey moved, Orr seconded to approve the Treatment Court Coordinator position going from a part-time to a full-time position in 2021. The motion carried with no negative votes cast.
- Pay increases** District Attorney Lukas Steiner is requesting an hourly pay increase for his office staff. Deb Kozelka is currently making 20.55 per hour. Comparison from other counties were distributed as far as wages and caseload.
- There was concern expressed that the County does not have the money to come up with for an increase in wages due to budget constraints. Also concern that other employees would now be requesting an increase.

The Finance Committee has just met previous to this meeting and finalized the 2021 Budget.

Orr moved, Cornford seconded to approve a 2.50 per hour increase for Deb Kozelka and a 2.00 per hour increase for Lindsey Gillitzer. The roll was called with the following voting aye: Orr, Cornford and Kozelka. Voting naye: Rogers, Krachey, Kelley and Steiner. The motion failed.

Orr moved, Rogers seconded to direct Human Resources to come up with a path for a compensation study process. The motion carried with no negative votes cast

Winter maint

Commissioner Kyle Kozelka addressed the committee regarding the need for part-time help in case the department becomes short-staffed for snow plowing. A job description has been created for these part-time positions and this will be advertised. Preference will be given to those applying with prior snow plowing experience.

Rogers moved, Orr seconded to approve the job description for part-time help. The motion carried with no negative votes cast.

Safety Toe Program

Commissioner Kyle Kozelka reported that the Highway employees are currently not required to wear safety shoes. Effective January 1, 2021 all employees will be required to wear safety toe shoes and he has put money into his budget of up to \$150 per employee for the purchase.

Public Health Sup

Dan McWilliams appeared and is requesting that the Public Health Supervisor, Cindy Riniker, be temporarily reassigned from a salaried employee to an hourly employee. Since the pandemic hit Cindy has put in 536 hours above the normal work week. Dan estimated that she is entitled to an additional \$10,225 in pay for those additional hours. This position would revert back to a salaried position once the pandemic has ended.

Krachey moved, Orr seconded to approve the Public Health Supervisor position going from a salaried position to an hourly position. The motion carried with no negative votes cast.

911 job description

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

**Emergency hire
Policy**

Cheri Leachman reported that a contract needed to be prepared to hire a COVID contact tracer and this could not wait until the committee met.

Kelley moved, Orr seconded to have Human Resources prepare an Emergency Hire Authorization Policy. The motion carried with no negative votes cast.

Reopening buildings The building will remain open by appointment only.

Next meeting November 25, 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 12:20 p.m.

**Janet Geisler
County Clerk**