

PERSONNEL
September 30, 2020

- Call to order** The meeting was called to order at 10:03 a.m. by Chairman Brad Steiner. Committee members present were Carl Orr and Larry Kelley. Duane Rogers and Gerry Krachey were absent. 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** Orr moved, Steiner seconded to approve the minutes of the previous meeting. The motion carried with no negative votes cast.
- Chief Deputy County Clerk** Clerk Janet Geisler addressed the committee to explain a proposal for the wages of the Chief Deputy County Clerk. She explained that many years ago this position was considered confidential and kept out of the union. This position was then placed in the same pay range of other supervisors and department heads. Over the years that pay range has received additional increases which have caused quite a wage difference between the Chief Deputy and the other Deputy Clerk. Clerk Geisler is proposing that this position be removed from the current wage appendix and put into Pay Range 6 which is the same as the Chief Deputy Treasurer. County Clerk-elect Robin Fisher is in agreement with this change and has asked Deputy Rose Ziel to be the new Chief Deputy and she has accepted. Clerk Geisler is proposing that Rose be paid at the one year rate which is \$42,588. After the first of the year the office staff will consist of the County Clerk, Chief Deputy and Deputy. The office cannot be functional if there are not both positions in the office. Robin does plan on filling the position of Deputy Clerk. Clerk Geisler is asking that the committee accept this proposal.
- Orr moved, Kelley seconded to accept the proposal as presented. The motion carried with no negative votes cast.
- MH Case Manager** Dan McWilliams, Human Services Director, appeared regarding a position he is proposing of Mental Health Case Manager. This would be in the same wage scale as a Social Worker II and Dan explained how he would be funding this position. If his plan for funding doesn't work, he may need to come back in 2022 to ask for additional funds. Additional duties have been taken over since 2018 for Alcohol and Drug Programming since no one else was

able to provide this service. He would not be hiring for the position until late October or early November.

Orr moved, Kelley seconded to approve hiring for the position of Mental Health Case Manager. The motion carried with no negative votes cast.

Human Resources

Anti-Harassment/Discrimination Policy – Cheri Leachman distributed copies of an Anti-Harassment Policy. This has been revised due to a recent Supreme Court ruling and pertains to all aspects of gender. This policy must be put into effect. It will be incorporated into the County’s Code of Ordinances and will replace several of the other ordinances already in place.

Orr moved, Kelley seconded to forward this onto the full County Board. The motion carried with no negative votes cast.

Whistle Blower Policy - Copies of the policy were distributed. This policy will replace the current Fraud Risk Control Policy.

Kelley moved, Orr seconded to replace the Fraud Risk Control Policy with the Whistle Blower Policy. The motion carried with no negative votes cast.

Telecommuting Policy – Nothing further on this until a decision is made on the reopening of the building.

Employee Recognition Policy – The committee would like the employee recognition to begin in 2020. The costs would be less than \$1,000.

New employee – The new hires are as follows:

Amy Eastlick – Disability Benefit Specialist began September 23

Claire Stoeffler – Substance Abuse Therapist will begin October 6

Delores Hines – LTE for Public Health began on September 3

Employee Assistance Program – Cheri will be receiving orientation for the program today.

Supervisor Training – Two sessions were held with department heads. From that meeting it was determined that department heads would like the County Board to become familiar with the various offices and what they do. Department heads could take turns giving a presentation to the County Board of what their office does. The presentation will start with the October meeting. Treasurer Deanne Lutz has offered to give the first presentation

IT Position

Supervisor Derek Flansburgh addressed the committee and advised that Dependable Solutions had met with the Public Property committee with a proposal of \$130,000 for technical services for all departments and with a total budget of \$308,000 which also included the costs for new computers. Derek, Dan and Cheri met with the IT person from Vernon County and it was her recommendation that for the cost of \$308,000 it would be best for the County to hire an IT person. This is going to be a large investment and will have a huge impact on the budget. The proposed job description for the IT person has not been approved yet. This position would report to the Public Property Committee.

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

Reopening buildings Roby Fuller, ADRC Director, addressed the committee and stated that it is her opinion that we are violating the Civil Rights of the people's access to the building and we are not serving the individuals that need to be served. Her staff is constantly going to the door to let people in.

After much discussion it was decided that when the building does open people will need to be screened before entering and they will still be required to wear a mask. The costs to have people do the screening should be covered under CO-VID expenses. Roby stated that she has some part-time staff that could do the screening. A simple job description would need to be prepared and it is assumed that we would need four part-time people. Nothing will be opened until we have controlled access in place.

Orr moved, Kelley seconded to open up the County buildings on October 19th pending that we have controlled access to the building in place and possibly earlier if that is possible and that the County would mirror what the City has for their hours that the building is open. The motion carried with no negative votes cast.

Next meeting

October 28, 2020 at 10:00 a.m.

Adjourn

Cornford moved, Steiner seconded to adjourn. The motion carried with no negative votes cast and the meeting adjourned at 12:05 p.m.

**Janet Geisler
County Clerk**

