

**PERSONNEL**  
**April 27, 2022**

- Call to order** The meeting was called to order at 10:00 a.m. by Chairman Brad Steiner. Committee members present were Gerry Krachey, Mark Gilberts, Carl Orr and Wayne Jerrett. Also present were Tom Cornford, County Board Chairman; Derek Flansburgh, Supervisor; Mary Kuhn, Supervisor; Kyle Kozelka, Hwy Commissioner; Deanne Lutz, Treasurer; Donna Steger, Child Support Director; Roby Fuller, ADRC Director; Dale McCullick, Sheriff; Ryan Fradette, Sheriff's Dept; Dan McWilliams, Human Services Director; Adam Hady, UW-Extension; and Roberta Fisher, County Clerk.
- Verify posting** Steiner verified that the meeting notice was properly posted.
- Approval of Minutes** Krachey moved; Orr second to approve the minutes of the March 17<sup>th</sup> and March 29<sup>th</sup> Personnel Meetings. The motion carried with no negative votes cast.
- Hiring Updates** In process of hiring:
- Aquatic Species Coordinator Summer Intern
  - Legal Assistant, DA
- Emily Pedley-Fecht has resigned from her Full Time Dispatch position effective May 16<sup>th</sup>, 2022.
- Community Dev Educator** Mary Kuhn, Ag Extension committee member, is asking the Personnel Committee for permission to post and hire a replacement for a Community Development Educator for Crawford County.
- Jessica Spayde has accepted a new position and is transitioning away from Crawford County.
- Motion by Orr; second by Gilberts to approve to advertise and hire a replacement for Jessica Spayde as Community Development Educator in Crawford County. The motion carried with no negative votes cast.
- SW IV Position** Dan McWilliams, Human Services Director, informed the Personnel Committee that Katelyn Gilman has accepted the position of Social Worker IV-Therapist. Katelyn will be leaving her position as Social Worker II for Crawford County.

Dan also presented an amended job description for the Social Worker IV-Therapist position. New state requirements and certifications were added for qualifications.

Krachey moved; Jerrett second to approve the amended version of the Social Worker IV-Therapist job description. The motion carried with no negative votes cast.

**Advanced  
Authentication  
Rep**

Donna Steger, Child Support Director, explained to the committee that all Child Support employees must undergo a criminal background check and fingerprint screening every ten years, or when a new employee is hired.

An Advanced Authentication Representative would be responsible for reading the background checks. There would be video training needed every two years to serve in this position.

Donna is asking for permission to appoint the County Clerk (myself) to serve in this role, since all personnel records are currently kept in the County Clerk's office.

Motion by Orr; second by Gilberts to approve the County Clerk to serve as the Advanced Authentication Representative for Crawford County. The motion carried with no negative votes cast.

**Paid Training  
Policy**

Brad Steiner, Personnel Chairman, would like to discuss implementing a specialized paid training policy for Crawford County.

Dale McCullick, Sheriff; explained to the committee that it is extremely difficult to find employees that already have the specialized training that is needed to fill Law Enforcement positions. Steiner believes that having such a policy would be an excellent recruitment tool in filling vacancies for the county.

The committee felt that this policy should be offered to employees by recommendation of the Department Head only. This could also give the department head the option to offer paid specialized training to part time employees, who wish to become full time.

Dale will reach out to surrounding Law Enforcement Departments to see if they would share any paid training policies they might have. Kyle Kozelka, Hwy Commissioner, also added that other Highway Departments are currently hiring employees without a CDL and no experience and are paying for all the required training.

The Clerk will share this information with Corporation Counsel and ask if he could draft a Paid Training Policy for Crawford County. This policy would not be specific to Law Enforcement or Highway but should be generalized for all county employees.

Krachey moved; Orr second to approve moving forward with implementation of a Paid Training Policy for Crawford County. The motion carried with no negative votes cast.

**Ordinance  
4.36 relating to  
Grievances and  
Appeals**

Brad Steiner, Chairman, advised that the Ordinance relating to Chapter 4.36-Grievances and Appeals in Cases of Discipline, Termination, and Workplace Safety should be amended. This ordinance was written years ago when all county employees were represented by a union. Since then, collective bargaining rights have been eliminated except for the Sheriff's Department. The ordinance needs to be amended, repealed, and recreated to change the grievance and appeals process for non-union employees.

Oyvind Wistrom, labor attorney with Lindner and Marsack, has offered to recreate Crawford County's Chapter 4.36 Grievance and Appeals policy. Wistrom was very helpful regarding a recent appeals case, and recommended the policy be amended.

Motion by Orr, second by Gilberts to approve the proposal from Lindner & Marsack to recreate Chapter 4.36 Grievance and Appeals Policy. The motion carried with no negative votes cast.

**Ordinance  
4.40 Anti-  
Harassment/  
Discrimination  
& Complaint  
Procedure**

This ordinance was amended, repealed, and recreated in 2020 when the county employed a Human Resource Specialist. Since then, this position has been eliminated. The ordinance should be recreated to change the procedures involving the Human Resource Specialist and replacing those with the Personnel Committee.

Motion by Orr, second by Krachey to recreate Ordinance 4.40-Anti-Harassment/Discrimination & Complaint Procedure. The motion carried with no negative votes cast.

**Ordinance  
4.43 Fraud  
Risk Control/  
Whistleblower  
Protection  
Policy**

Brad Steiner, Chairman, informed the committee that this policy is contradictory to the Crawford County Ordinance 4.36 relating to the grievances and appeals process.

The committee felt that the labor attorney, who is recreating Ordinance 4.36, should be asked to recreate this ordinance as well. This ordinance works in conjunction with Ordinance 4.36. As in the

case with recreating Ordinance 4.40, this ordinance should be recreated to remove all Human Resource Specialist procedures and replace them with the Personnel Committee.

Gilberts moved; Jerrett second to send to Lindner & Marsack for recreating Ordinance 4.43-Fraud Risk Control/Whistleblower Protection Policy. The motion carried with no negative votes cast.

## **ALICE Training**

Lt. Ryan Fradette, and Sheriff Dale McCullick attended an active shooter training a couple of years ago. They felt that it was important to bring that training back to Crawford County schools and businesses.

A=Alert  
L=Lockdown  
I=Inform  
C=Cover  
E=Evacuate

This training gives employees important tools to use in emergency situations, while allowing time for Law Enforcement to respond to the scene, and quite possibly saving your life.

Motion by Orr, second by Gilberts to allow Lt. Fradette to provide ALICE training to all Crawford County employees. This training would be mandatory for all employees. The motion carried unanimously.

The active shooter training discussion brought up another discussion regarding the safety of the employees in their offices. Currently, there are panic buttons located in several offices, but they are not helpful in certain emergency situations.

The Clerk will add this discussion to the Public Property Agenda.

## **IT Update**

Mark Schlorholtz, IT Specialist, has resigned his position effective March 18<sup>th</sup>, 2022.

## **Closed Session**

Krachey moved; Orr second to move into closed session pursuant to Section 19.85(1)(c) to review and discuss compensation strategies for public employees

**Open Session**

Orr moved; Krachey second to move into open session pursuant to Section 19.85(2). Motion carried unanimously. No action was taken in closed session.

**Next Meeting**

May 11<sup>th</sup>, 2022 at 10:00 a.m. for a special closed session.

**Adjournment**

Krachey moved; Orr second to adjourn. The motion carried with no negative votes cast, and the meeting adjourned at 11:38 a.m.

**Roberta A. Fisher**  
**County Clerk**