

PERSONNEL
April 28, 2021

Call to order	The meeting was called to order at 10:00 a.m. by Chairman Brad Steiner. Committee members present were Gerry Krachey and Duane Rogers. Larry Kelley and Carl Orr were absent. Also present were Cheri Leachman, Human Resource Specialist; Tom Cornford, County Board Chairman; Dale McCullick, Sheriff; Jim Hackett, Emergency Management; Mark Schlorholtz, IT Specialist and Roberta Fisher, County Clerk.
Verify posting	Steiner verified that the meeting notice was properly posted.
Approval of Minutes	Krachey moved; Rogers second to approve the minutes of the previous meeting. The motion carried with no negative votes cast.
EM Specialist Job Desc.	<p>Jim Hackett, Emergency Management presented a packet to the committee, including the EM Specialist job description. The only change he needed to make from the previous Finance meeting was that this will <u>not</u> be a union position.</p> <p>Krachey moved; Steiner seconded to approve the Emergency Management Specialist job description, and to begin the hiring process for this position. The motion carried with no negative votes cast.</p>
Public Prop Org. Chart	<p>Cheri Leachman informed the committee that Public Property has approved that the Lead Maintenance Worker will report to the IT Specialist, Mark Schlorholtz. This is for administration purposes only, and no other changes will be made regarding this position's benefits.</p> <p>Rogers moved; Krachey seconded to approve the request that the Lead Maintenance Worker will now report to the IT Specialist. The motion carried with no negative votes cast.</p>
New Hires	No new hires to report.
Current Vacancies	<ul style="list-style-type: none">* Emergency Management Specialist* Aquatic Invasive Species Coordinator Intern
Dept. Head Update	A focus group is being formed to create a Code of Conduct. Once a Code of Conduct is put together, it will be brought before the Personnel Committee for approval.

**Employee
Recognition**

Deputy Douglas Olson of the Sheriff's Department was recognized for 25 years of dedicated service to Crawford County. He will retire from the county on May 3rd. He was awarded a certificate, \$20 in Chamber Bucks, and a name plate will be hung in the entryway of the Administration Building.

Also recognized were:

- Dylan Mallat 1 year
- Kelly Gardner 1 year
- Jada Hrubes 5 years

Carl Orr, committee member joined the meeting via Zoom.

Next Meeting

May 26, 2021 at 10:00 a.m.

Adjournment

Cornford moved; Orr seconded to adjourn. The motion carried with no negative votes cast, and the meeting adjourned at 10:25 a.m.

**Roberta A. Fisher
County Clerk**