

**PERSONNEL**  
**April 26, 2017**

- Call to order** The meeting was called to order at 10:00 a.m. by Chairman Gerry Krachey. Committee members present were Larry Kelley, Carl Orr and Brad Steiner. Wade Dull was excused. Board Chairman Tom Cornford, Supervisor Henry Esser and Clerk Janet Geisler were also present.
- Verify posting** The Chairman verified that the meeting notice was properly posted.
- App of minutes** Steiner moved, Kelley seconded to approve the minutes from the previous. The motion carried with no negative votes cast.
- Request for Wage increase** Brenda Shimala who is the Custodian at the Courthouse appeared before the committee to request an increase in her wages. Brenda stated that she is not working any harder but that she has always gone over and beyond what is stated in her job description and does whatever is asked of her. However, she would like to make more money. Supervisor Kelley questioned if her job has changed and Brenda stated that she is now able to do more with her job since there is no union otherwise she could not do anything pertaining to maintenance. The Clerk explained the difference between her Custodian position and the position of Custodian/Maintenance and why that position is in a different pay range.
- The committee felt that the current job description may need to be revised if she is doing different things which includes some maintenance.
- Sheriff McCullick was present and advised the committee that Brenda has always done everything that he has asked of her.
- Steiner moved, Orr seconded to send the current Custodian job description to Public Property for a possible revision. The motion carried with no negative votes cast.
- Training session** The Clerk advised that there were 27 people in attendance for the department head training session on April 20<sup>th</sup> however the session had to be rescheduled due to a misunderstanding on the time of the session. The labor attorney thought that it was at 1:00 p.m. instead of 9:00 a.m. The meeting has been rescheduled to May 2<sup>nd</sup>. The topics that will be covered that day are FMLA, employee discipline and evaluations. The training session is to be attended only by department heads and supervisors within the department.

**Social Worker****Job Description**

Dan McWilliams, Human Services Director, presented two job descriptions for the position of Social Worker II that had been revised. The job descriptions had not been updated since 2008. Kelley moved, Steiner seconded to approved the updated Social Worker II job descriptions. The motion carried with no negative votes cast.

**Zoning Technician****Job Description**

The revised job description was reviewed by the committee. A salary still needs to be determined. John Rybarczyk, Zoning Administrator, addressed the committee and stated that the job duties of the position have not changed, only the title will be changing.

The committee needs to consider what additional duties will this bring for Conservationist Dave Troester if this position is placed under the Land Conservation office and what type of compensation should be considered.

**Closed session**

Kelley moved, Orr seconded to move into closed session pursuant to Section 19.85(1)(c) regarding compensation for County Conservationist for additional responsibilities. The motion carried unanimously upon call of the roll.

**Open session**

Orr moved, Steiner seconded to move into open session pursuant to Section 19.85(2). The motion carried with no negative votes cast.

**Motion**

Orr moved, Brad seconded that the wages for the County Conservationist be increased to \$54,047.48 effective with the June 9, 2017 payroll. The motion carried with no negative votes cast.

Kelly moved, Orr seconded that the beginning salary for the position of Zoning Technician be set at \$39,955.50 depending on qualifications. The motion carried with no negative votes cast.

**Next meeting**

May 24, 2017 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 11:48 a.m.

Janet Geisler, County Clerk

