

PERSONNEL
August 25, 2021

- Call to order** The meeting was called to order at 10:02 a.m. by Chairman Brad Steiner. Committee members present were Gerry Krachey, Mark Gilberts, and Carl Orr. Also present were Cheri Leachman, Human Resource Specialist; Tom Cornford, County Board Chairman; Julie Cipra, 911 Coordinator; Deanne Lutz, Treasurer; Gionne Collins, Real Property Lister; Kyle Kozelka, Hwy Commissioner; David Troester, Land Conservationist; Dale McCullick, Sheriff; Donna Steger, Child Support Specialist; Melissa Tairi, Treatment Court Coordinator; Linda Redman, RIP; Heidi Becwar, Judicial Assistant; Mark Peterson, Corporation Counsel and Roberta Fisher, County Clerk.
- Verify posting** Steiner verified that the meeting notice was properly posted.
- Approval of Minutes** Gilberts moved; Orr second to approve the minutes of the July 28th and August 4th meetings. The motion carried with no negative votes cast.
- Tele-Commuting/
Remote Work
Conduct Policy** Cheri Leachman handed out copies of the newly created Crawford County Remote-Work Conduct Policy, Crawford County Telecommuting Application Form and the Crawford County Short-Term Telecommuting Agreement.
- These were created at the request of the ARPA sub-committee. The sub-committee felt a general policy should be put in place in order to utilize grant monies offered through ARPA that could be available to the county for network server infrastructure upgrades, which would enable county employees to work from home.
- Krachey moved; Orr second to adopt the Crawford County Remote-Work Conduct Policy, the Telecommuting Application Form and the Short-Term Telecommuting Agreement. The motion carried with no negative votes cast.
- Time-Card Use/
Storage Policy** Cheri informed the committee that she was directed to come up with a universal time card policy. She has forwarded copies of this policy to the Personnel Committee members, as well as Kyle Kozelka, Hwy Commissioner and Dale McCullick, Sheriff.

Copies of all department's timecards are to be stored in a central location overseen by the County Clerk's office. Kyle Kozelka, Hwy Commissioner, informed the committee that they already keep their timecards stored in a central location at the Highway Department.

Orr moved; Gilberts second to approve the policy with one change. The Hwy Department will keep their own timecards in a separate secure location, but will continue as before and submit timesheet summaries to the County Clerk's office for payroll data entry. The motion carried with no negative votes cast.

**Human Resource
Budget Update**

Cheri informed the committee that she is not asking for any increases to the Human Resource Budget, just re-allocating some funds. No action was needed.

*New Hires: Ashlea Gebhard, Human Services, SW II
Alexander Udelhoven, Traffic Deputy

*Current Vacancies: PT Dispatchers
LTE Public Health Contact Tracer
Bus Drivers, ADRC
PT Law Enforcement

*Department Head Meeting cancelled due to employees working at the Fair.

*Employee Assistance Program recap information from Crossing Rivers.

*Wage Comparison Study Update- goal is to have it done before the September Personnel Committee meeting for budget.

**Time/Work Study
Land Cons/Zoning**

Cheri met with Dave Troester, Land Conservationist and discussed some possibilities regarding different formats of time analysis studies for the Land Conservation and Zoning Department. A time study is needed in this department to determine what needs to be done and delegated appropriately to the existing employees in order for this office to run more efficiently and productively.

Steiner and Orr met with Jake Shedivy, Zoning Specialist. The part time employee assisting in the Zoning Department will be out on medical leave for several weeks this summer. Steiner feels that a limited term employee is needed in this department to fill in.

Orr moved; Steiner second to approve Dave Troester to move forward with hiring a Limited Term Part-Time Employee to fill in for the Zoning Assistant while she is out on medical leave at the rate of \$12.38/hour with the option to offer up to \$15.10/hour if needed. Once the Zoning Assistant returns from medical leave, the committee will then consider the need for a full-time employee versus the possibility of adding a part-time employee to compliment what is currently in place. If the new employee is offered \$15.10/hour to start, then the current Zoning Assistant will be paid at the same rate upon return from medical leave. The motion carried with no negative votes cast.

Human Resource Specialist Position

The future of the Human Resource Specialist position was discussed at the previous Personnel meeting on August 4th. At that time, the committee members felt a decision needed to be made regarding this position in order to move forward with the 2022 Budget.

Brad Steiner, Chairman announced that with a lot of thought and deliberation, a decision has been made not to move forward with the Human Resource position. It was discussed and agreed upon that this position would gradually be phased out with a final date of October 1st, 2021. This will allow time for Cheri to finish whatever projects she is currently working on.

Carl Orr explained that the Human Resource Specialist position was not working out the way the county had initially intended, and the consensus is that the position will be eliminated completely. Orr feels that the Personnel Committee will need to take a more active role, and that it is very unfortunate that this position did not go in the direction they had hoped.

Orr moved; Krachey second to eliminate the Human Resource Specialist position effective October 1st, 2021. The motion carried with no negative votes cast.

Next Meeting

September 22, 2021 at 10:00 a.m.

Adjournment

Krachey moved; Gilberts second to adjourn. The motion carried with no negative votes cast, and the meeting adjourned at 11:39 a.m.

Roberta A. Fisher
County Clerk