

**PERSONNEL**  
**December 15, 2021**

**Call to order**           The meeting was called to order at 10:15 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; Geri Kozelka, County Board Supervisor; Nancy Dowling, Clerk of Courts; Dan McWilliams, Human Services Director; Deanne Lutz, Treasurer; Kyle Kozelka, Hwy Commissioner; Gigi Collins, Property Lister; Dale McCullick, Sheriff; Julie Cipra, 911 Coordinator 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 November 10<sup>th</sup> meeting. The motion carried with no negative votes cast.

**PT Jury Bailiff Position**   Nancy Dowling, Clerk of Court, appeared before the committee to discuss and recommend a pay increase for the part time Jury Bailiff Position.

Part time jury bailiffs are paid the same rate as part time janitors, secretaries, and summer highway help, which is currently \$12.38/hour. Nancy would like to have the jury bailiffs paid at the same rate as the security bailiffs, which is currently \$15.14/hour.

Orr moved; Gilberts second to approve paying the part time jury bailiffs the same rate as the part time security bailiffs, effective January 1<sup>st</sup>, 2022. The motion carried with no negative votes cast.

**Health & Human Services Hire Updates**   Dan McWilliams, Human Services Director, updated the committee regarding the new hires in his department.

- **Claire Stoeffler** has been hired as a full-time Substance Abuse Counselor effective January 1, 2022.
- **Dawn Adams** has been hired as a full-time Public Health Specialist effective December 28, 2021.
- **Tricia Koeller** has been hired as a part-time RN Staff Nurse effective January 4, 2022.

**Pay Period/Time  
Card Usage  
Policy**

Dale McCullick, Sheriff, explained to the Personnel Committee that his department, along with the dispatch employees are not able to work with the standard timecards that were previously approved by Personnel for all Crawford County employees.

McCullick and Julie Cipra, 911 Coordinator are working together to find a record keeping timecard software program for their departments, so that they are able to comply with the Federal Wage and Labor Standards law.

McCullick and Cipra will report back to the January Personnel meeting with an update regarding the timecard reporting.

**Hiring Policy**

The Clerk informed the committee members that the current Hiring Policy needs to be amended. The policy gives majority of the responsibilities in the hiring process to the Human Resource Specialist. This position has since been eliminated, and department heads need an updated policy for guidance.

The Clerk will work with corporation counsel to amend and recreate this portion of the personnel policy and present to Personnel for approval and the next meeting.

**Remote Work  
Policy Discussion**

Remote Work Conduct Policy was discussed with the Personnel committee members and the department heads that were in attendance.

The current policy requires a signature from the employee, the department head or supervisor and the Human Resource Director. The completed application was then to be added to their personnel files. The policy will need to be amended to remove the HR signature.

There was a discussion of the purpose of this policy and how it can easily be manipulated if department heads, or supervisors, are not following through with monitoring the work that is being performed from home.

The committee would like the D.A. to come to the next personnel meeting to discuss how or if he is monitoring his employees when they work from home.

**HR Issues  
Moving Forward**

Personnel Committee members discussed the need to take a more active role in navigating through employee issues and concerns. They also expressed the need to support and challenge Department

Heads using different strategies to help avert or avoid potential employee issues.

Committee members expressed the need to change the culture by being more actively involved, promoting teamwork, and boosting the morale within the departments. Positive reinforcement is very important.

The Clerk will set up a department head meeting to discuss continuing with the employee recognition program that was created by the former Human Resource Specialist.

**Next Meeting** January 26<sup>th</sup>, 2021 at 10:00 a.m.

**Adjournment** Krachey moved; Orr second to adjourn. The motion carried with no negative votes cast, and the meeting adjourned at 10:54 a.m.

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