

PERSONNEL
February 23rd, 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, County Board Supervisor; Nancy Dowling, Clerk of Courts; Deanne Lutz, Treasurer; Dan McWilliams, Human Services Director; Dale McCullick, Sheriff; Gigi Collins, Property Lister; David Troester; Land Conservationist; Jon Mayer, Zoning Administrator; Kyle Kozelka, Hwy Commissioner; Roby Fuller, ADRC Director; and Roberta Fisher, County Clerk.
- Verify posting** Steiner verified that the meeting notice was properly posted.
- Approval of Minutes** Orr moved; Krachey second to approve the minutes of the January 26th meeting. The motion carried with no negative votes cast.
- Zoning Administrator** Dave Troester, Land Conservationist, introduced Jon Mayer to the committee. John Mayer is the new Zoning Administrator and started on January 24th.
- Hiring Updates** New Hires:
- * Brandon Eick, Hwy Patrolman
 Start Date: February 14th, 2022
- Timecard Update** Dale McCullick, Sheriff, informed that Aladtek had given Law Enforcement a free trial run with their timecard software. The scheduling part of the software is amazing, but the payroll end of it is just too weak. Dale received a referral from Vernon County that he will be following up with.
- Salaries for Constitutional Officers** The clerk explained the Resolution Establishing Salaries for the 2023-2026 Terms of Office for Constitutional Officers. The resolution establishes the salaries for the offices in which terms end on December 31st, 2022.
- Motion by Orr, second by Krachey to approve the resolution. The motion carried with no negative votes cast.**

**Human Services
Vacancy**

Dan McWilliams, Human Services Director, informed the committee that there is a SW IV position open. Jennifer Williams has recently resigned. Dan will be advertising for this position in the next couple of weeks and will update the committee as he moves forward.

**Land Cons.
Clerk III**

David Troester, Land Conservationist, informed the committee that the Land Conservation Clerk III job description was created in 2017. Since then, there have been many changes in the department which now includes zoning and sanitation compliance. Dave feels it is obvious that the LC Clerk III goes above and beyond what is asked of her, and her responsibilities continue to increase on a daily basis.

Dave has distributed copies of the LC Clerk III job description with the added responsibilities.

The committee discussed the Clerk III position in all departments. There are currently 18 employees that receive the Clerk III pay level. It was felt by the committee that this wage class should be looked at across the board. The county understands that wages need to be studied, compared and ultimately adjusted to attract and keep good applicants.

An “unofficial” wage study was attempted last year but was put on hold when the county was trying to balance a \$9 million budget and was coming in \$750,000 short.

The committee would like to see the wage study that was completed last year, however, updated with the new increases that were effective on January 1st, 2022. Deanne will get the information together for the department heads to present at the next Personnel meeting in March.

No action was taken on this request. The committee will revisit the request after they have been able to review the wage study, and then recommend it to be considered by Finance.

**Hwy Dept
Clerk III**

Kyle Kozelka, Hwy Commissioner, expressed frustration over the process in which wage adjustments have been given recently. Kyle explained that the Highway Clerk III employee is paid the lowest in the surrounding five county area.

Gigi Collins, Property Lister, agreed with Kyle that the in-county Clerk III’s should be individualized, as none of them have the same job responsibilities.

Steiner is requesting an old job description and a new job description which shows an increase in duties that justifies the increase in wage. The committee will review the job descriptions, along with the wage study, and then determine whether they feel an increase is justified. Department heads will be given the opportunity to recommend the wage they feel is appropriate and fair.

After Personnel gets time to review the requests, the next step would be for Personnel to recommend the wage increase to Finance for final approval and funding/budget decisions. A joint Personnel/Finance meeting may be necessary.

Closed Session

Krachey moved; Gilberts second to move into closed session pursuant to Section 19.85(1)(b) to discuss matters related to employee issues.

Open Session

Orr moved; Gilberts second to move into open session pursuant to Section 19.85(2).

Next Meeting

March 23rd, 2022 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 11:38 a.m.

Roberta A. Fisher
County Clerk