

**PERSONNEL**  
**February 7, 2018**

- Call to order** The meeting was called to order at 9:30 a.m. by Chairman Gerry Krachey. Committee members present were Larry Kelley, Carl Orr, Brad Steiner and Gari Lorenz. Board Chairman Tom Cornford and Clerk Janet Geisler were 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 last meeting. The motion carried with no negative votes cast.
- Retirement** Jeanne Christie, ADRC Director, appeared to advised that she will be retiring effective April 2, 2018. Her committee and the Regional Director was advised of the retirement. She has an ad ready to be placed next week. Individual interviews could be held possibly between March 8<sup>th</sup>-13<sup>th</sup> with Personnel doing the final interviews.
- Jeanne advised that there will not be a replacement in place before she retires but that Becky Dahl, Regional Manager, can fill in for a couple of days each week. The job description was presented with very little changes except possibly physical requirements.
- Kelley moved, Orr seconded to proceed with the hiring process for the ADRC Director position. The motion carried with no negative votes cast.
- Vacation time** Dan McWilliams, Human Services Director, appeared regarding nurse Lisa Cummer who has 60 hours of vacation time to use within the next 30 days. Lisa had been unable to use her time off because there was no one to cover her duties. According to the Personnel policy vacation time must be taken with 15 months from their anniversary date. Dan wondered if the committee would consider extending the date until the end of March so that Lisa could get her time off of the books. Lisa's anniversary date is March 7<sup>th</sup>.
- Orr moved, Steiner seconded to grant the vacation extension of Lisa Cummer until the end of March. The motion carried with no negative votes cast.
- Closed Session** Kelley moved, Orr seconded to move into closed session pursuant to Section 19.85(1)(f) for an update on an ongoing investigation. The motion carried unanimously upon call of the roll.
- Open Session** Orr moved, Lorenz seconded to move into open session pursuant to Section 19.85(2). The motion carried with no negative votes cast. The motion carried with no negative votes cast.

**Jim Hackett**

Jim Hackett, Emergency Government Coordinator, appeared and presented an Emergency Support Function policy. He stated that the Public Safety Committee has recommended that storm siren warnings and the Code Red policy should be underneath him instead of the 911 Coordinator. The 911 Coordinator has approved of this and no power has been taken away from her however the command structure has changed. The Public Safety Committee asked that this go to the Personnel Committee for final approval. The tower maintenance is still under the 911 Coordinator.

Orr moved, Steiner seconded to approve the Emergency Support Function policy. The motion carried with no negative votes cast.

**Job description**

Dan McWilliams appeared regarding the part-time treatment court coordinator position since the Judge is not available. A job description had been distributed previously to the committee. The starting salary is \$19.90 per hour with a wage increase to \$20.40 after a successful introductory period. The position requires a two to four-year degree. This is a part-time position working 20 hours per week with no benefits. The position is grant funded. This is a five-year grant. The amount of the grant is \$75,000 with a local match of \$25,000 which can be in-kind and not monetary. The program will be limited to 10 participants. It is unclear at this time if the Judge appoints this position or if the Personnel Committee does the hiring.

Steiner moved, Lorenz seconded to approve the job description of the part-time treatment court coordinator. The motion carried with no negative votes cast.

**Elected officials**

The Personnel Committee has to set the salaries for elected officials before nomination papers are taken out on April 15, 2018. A resolution was presented which gives elected officials the same amount of increase each year as other employees. The resolution will come before the County Board at their February meeting.

**Next meeting**

February 28, 2018 at 10:00 a.m.

**Adjourn**

Steiner moved, Lorenz seconded to adjourn. The motion carried with no negative votes cast and the meeting adjourned at 10:24 a.m.

Janet Geisler, County Clerk