

PERSONNEL
July 28, 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. Supervisor Larry Kelley was excused. 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; Mark Schlorholtz, IT Specialist; Kyle Kozelka, Hwy Commissioner; David Troester, Land Conservationist; Melissa Nagel, Register of Deeds; Dan McWilliams, Human Services Director; Jim Hackett, Emergency Management Coordinator; Dale McCullick, Sheriff; Donna Steger, Child Support Specialist and Roberta Fisher, County Clerk.
- Verify posting** Steiner verified that the meeting notice was properly posted.
- Approval of Minutes** Orr moved; Gilberts second to approve the minutes of the June 23rd and July 12th meetings. The motion carried with no negative votes cast.
- Hwy Oper/Patrol Probationary Wage Adjustment** Kyle Kozelka, Hwy Commissioner, addressed the committee to ask permission to set a starting wage for the new operator/patrolman at \$20.21/hours. This would be for six months, and then he would go up to full pay of \$21.62/hour. This request would also be addressed by the Human Resource Coordinator later in the meeting as a proposed ordinance change to the Personnel Policy.
- Kyle feels that the starting wage for this position is set too low, and that he is having difficulty finding employees to fill these positions at this rate. The employee that Kyle hired is qualified for the position, and would be taking a pay cut if he followed the current wage scale.
- Krachey moved; Orr second to approve Kyle's request to change this new employee's introductory wage set as above effective today's date (July 28, 2021). The motion carried unanimously.
- Human Resources Report** Cheri Leachman addressed the committee with the following policy changes. These changes will be ordinance changes, and will need to go to full county board for passage.

4.19 Life Insurance-The following paragraph will be added to the

Personnel Policy: *The employer will pay the entire cost of the premium for Full Time Tele-Communicator Dispatchers for the Basic and Supplemental (two units) coverages of the life insurance plan provided under the Wisconsin Public Employer's Group Life Insurance Program.*

There is no additional cost for this. The Dispatchers have always received this benefit from when they were considered part of the Sheriff's union. This action brings the policy in line with what is currently being done.

Orr moved; Gilberts second to approve the policy change to 4.19 Life Insurance as above. The motion carried unanimously.

4.28 Holidays- The following paragraph will be added to the Personnel Policy: *When Christmas Eve falls on Friday, Friday will be the Holiday. When Christmas Day falls on Saturday, Monday will be the recognized Holiday. When Christmas Eve falls on Saturday, Friday will be the Holiday; Christmas Day will fall on Sunday, so Monday will be the Holiday. When Christmas Eve falls on Sunday, the Holiday will be the previous Friday; Christmas Day will be on Monday, so Monday will be the Holiday.*

The only change being made is clarification for the Christmas Holidays falling on the weekend.

Krachey moved; Orr second to approve the policy change to 4.28 Holidays as above. The motion carried unanimously.

4.03-Introductory Period and Benefits-Section (1) was rewritten as: *Starting salaries/wages shall be determined by the Personnel Committee in consultation with the Department Head. The Governing Committee may defer to the Department Head to establish a temporary wage during an introductory period (not to exceed the starting wage). An introductory period for any employee shall not exceed twelve months. A Department Head may consider previous education and credible work experience to determine if such a period is necessary. If no introductory period is necessary, the employee's starting wage will be at the budgeted amount. Upon completion of the required introductory period – based on a Performance Evaluation AND the recommendation of the Department Head, the employee shall be classified as regular (either full or part time) and shall be entitled to applicable salary increases and benefits.*

This section of the Personnel Policy was rewritten, because it was felt by several department heads and board members that the current starting wage does not draw many applicants for any position within the county. It was felt that Crawford County needed to be more comparable in wage structure with the surrounding counties.

Gilberts moved; Orr second to approve the policy changes to 4.03 Introductory Period and Benefits as above. The motion carried unanimously.

Re-designate PH Officer to Exempt Status

Dan McWilliams, Human Services Director, informed the committee that he is requesting the Public Health Officer return to “**exempt**” status. During the pandemic, this position was allowed OT hours as a result of the significantly increased workload.

Orr moved; Krachey second to approve Dan’s request effective today July 28, 2021. The motion carried unanimously.

Renew PH LTE positions

Dan also indicated that his two part-time public health nurses, which were hired during the CoVid pandemic as limited term employees, will be ending in the next two months. He would like permission to renew these positions to help with the vaccination clinics still needed as a result of the pandemic.

Orr moved; Gilberts second to approve the request to renew the two PH nurse limited term employment positions. The motion carried with no negative votes cast.

Approval of Job Descriptions

Cheri Leachman is asking permission to approve the following updated job descriptions. These changes to the descriptions have no budgetary impact, and are just for clarification of duties purposes.

Birth to Three SW II: Orr moved; Gilberts second to approve the newly revised Birth to Three SW II job description. The motion carried with no negative votes cast.

Children’s Long Term Support SW II: Orr moved; Krachey second to approve the newly revised Children’s Long Term Support SW II job description. The motion carried with no negative votes cast.

Public Health Nurse: Gilberts moved; Orr second to approve the newly revised Public Health Nurse job description. The motion carried with no negative votes cast.

Administrative Clerk-Sheriff's Dept: Orr moved; Gilberts second to approve the newly revised Administrative Clerk-Sheriff's Department job description. The motion carried with no negative votes cast.

**Zoning Tech/
Resource
Conservationist**

The committee had a chance to review this job description before the meeting. Supervisor Krachey informed the committee that he is against hiring a full time person to fill this position at this time. Krachey voiced his concern, and felt that job responsibilities in the Zoning department are not being effectively delegated amongst the current staff.

Krachey moved; Gilberts second to postpone the decision of adding the Zoning Technician/Resource Conservationist position until a future meeting. The motion carried with no negative votes cast.

New Hires

Jessica Winkler was hired as the full time Deputy RIP/Juvenile Court Clerk. She started on June 24th.

David Harvat was hired as a full time Operator/Patrolman in the Highway Department. He started on July 19th.

**Summary of
Formal Audit**

Christine Hamiel, Attorney with von Briesen & Roper, S.C., appeared before the committee via Zoom. Christine gave a summary of the findings from her formal Wage and Hours Audit of Crawford County.

This audit was done to determine whether or not Crawford County is in compliance with State and Federal wage and hour laws. Chrissy has prepared a confidential audit report, and she is providing the committee today a summary of findings of the study that need to be rectified immediately and some that should be implemented as soon as possible.

As stated above, the county will need to work on implementing new procedures to more effectively and efficiently follow all state and federal mandates regarding wage and hours laws. Uniformity of policies, procedures, record keeping and timecard management amongst all departments is encouraged.

The committee thanked Chrissy for her time in conducting this audit, and giving the summary today.

Brad Steiner agreed with Chrissy, and felt that the Department Heads would be able to get together and implement the changes that

need to be made in order to put the county in a really good position from a liability perspective.

**5-year TAD
Grant 2022-
2026**

This agenda item will be postponed to a future meeting, as the Treatment Court Coordinator was unable to attend due to a family emergency. The committee felt they needed more information before they could make a decision on this request.

Orr moved; Gilberts second to postpone discussion and possible action on the Court Commissioner Cost, Peer Support Specialist position and Treatment Court Coordinator Wages, which are included in the 5-year TAD Grant application, to a future date. The motion carried with no negative votes cast.

Next Meeting

August 4th, 2021 at 10:00 a.m.

Adjournment

Krachey moved; Cornford seconded to adjourn. The motion carried with no negative votes cast, and the meeting adjourned at 11:35 a.m.

**Roberta A. Fisher
County Clerk**