

PERSONNEL
March 29, 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, Supervisor; Kyle Kozelka, Hwy Commissioner; Nancy Dowling, Clerk of Courts; Deanne Lutz, Treasurer; Linda Redman, Register in Probate; Donna Steger, Child Support Director; Lukas Steiner, District Attorney; Gionne Collins, Property Lister; Rose Ziel, Chief Deputy County Clerk; 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; Jerrett second to approve the minutes of the February 23rd, March 3rd and March 7th Personnel Meetings. The motion carried with no negative votes cast.
- Hiring Updates** Position Openings:
- * Aquatic Invasive Species Summer Intern
- Dave Troester, Land Conservationist appeared before the committee to ask for permission to hire a summer intern to coordinate the county's aquatic invasive species efforts. This position is grant funded. 90% will be AIS related work and 10% would be Land Conservation work.
- The committee requests that Dave come to them every year to inform them of hiring for this position, as long as it continues to be funded through the grant.
- Orr moved; Krachey second to approve Dave's request to advertise and ultimately hire an intern for the summer to perform Aquatic Invasive Species and land conservation coordinating efforts for Crawford County.
- Timecard Update** Rose Ziel, Chief Deputy County Clerk, appeared before the committee to update them of the new timecard software program. The county has been using GoTime Plus software for practice. This software does not integrate currently with the payroll software that the county uses. However, the software creator is working on trying to get that piece together.

Rose is hoping that within the next month, the county will be going live with the program. All federal and state mandated guidelines are met with record keeping of timecards.

The cost for this program is approximately \$300/month. The Hwy Department will not be using this software because they have a different system compatible with their state regulations.

**Wage Study
Update**

Deanne Lutz, Treasurer, presented and explained to the committee the wage study that she has been working on for all county employees. She started this study back in October of 2021 but put it aside as the county was preparing the Budget.

Grant, Iowa, Vernon and Richland Counties were used as comparables in the wage study. Lutz felt that overall, Crawford County compared pretty much even with the other four counties. There may be about 15 to 20 positions that fell below the average.

The committee members will take some time to review this study and discuss how they will proceed at a future meeting. No action was taken at this time.

Lutz suggested meeting individually with the department heads one on one to determine whether wage increases are justified for the positions within their department.

**DA Legal
Assistant Position**

Lukas Steiner, District Attorney, appeared before the committee to inform them of a vacancy in his department. Steiner distributed a newly created job description for a Legal Assistant.

Lukas is asking for permission to hire a full time Legal Assistant to replace the Legal Secretary who recently resigned. He is not requesting a pay increase for this position.

Orr moved; Gilberts second to approve the District Attorney's request to advertise and hire a full-time legal assistant. The motion carried with no negative votes cast.

**Formal Due
Process Hearing
Update**

The Clerk updated the committee in the process of Mark Schlorholtz's request for a due process hearing to respond to allegations that were made against him that led to his termination.

Mark has placed several open records requests with the Clerk, along with requests for information regarding accusations made. He is also demanding all of his email correspondence, as well as all email

correspondence of several Crawford County employees and elected officials.

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 and disciplinary action. The motion carried upon call of the roll.

Open Session

Krachey moved; Orr second to move into open session pursuant to Section 19.85(2). Motion carried unanimously. No action was taken in closed session.

Next Meeting

April 27th, 2022 at 10:00 a.m.

Adjournment

Jerrett moved; Gilberts second to adjourn. The motion carried with no negative votes cast, and the meeting adjourned at 11:50 a.m.

Roberta A. Fisher
County Clerk