

**PERSONNEL**  
**March 31, 2021**

- Call to order**                   The meeting was called to order at 10:00 a.m. by Chairman Brad Steiner. Committee members present were Larry Kelley, Gerry Krachey, Carl Orr and Duane Rogers. Also present were Cheri Leachman, Human Resource Specialist; Tom Cornford, County Board Chairman; Dale McCullick, Sheriff; Dave Troester, Land Conservationist; Gionne Collins, Property Lister; Julie Cipra, 911 Coordinator; Deanne Lutz, Treasurer; Kyle Kozelka, Hwy Commissioner; Donna Steger, Child Support and Roberta Fisher, County Clerk.
- Verify posting**               Steiner verified that the meeting notice was properly posted.
- Approval of Minutes**       Krachey moved; Kelley second to approve the minutes of the previous meeting. The motion carried with no negative votes cast.
- Time Tracking Requirements**
- Cheri Leachman addressed the committee in regards to inconsistencies in time sheet reporting for hourly employees throughout the county. Cheri handed out information regarding the requirements from the FLSA for recording hours worked for non-salaried employees, and making sure all employees are being paid appropriately for their time worked.
- Department heads were asked to provide copies of the time tracking documents that are used in their individual offices. There is a fairly large group that are not tracking hours accurately, consistently, or within federal guideline requirements.
- Cheri has given the committee members five different types of timesheets that are currently being used, and are also FLSA compliant. She would like the committee to choose the one timesheet that they feel all employees should use to keep track of time and hours worked. Cheri feels that the Hwy Department should be an exception, as they have a very complex time recording system that has very specific state reporting mandates.
- The committee members and several department heads all discussed the use of recording time and hours on timesheets, and what hours and times need to be paid an employee according to FLSA requirements.
- Krachey moved; Kelley second for all employees to use timesheet “A” to record wages and hours worked countywide, with the exception of the Highway Department and Law Enforcement.

They will continue their current reporting methods. The motion carried with no negative votes cast.

Kelley moved; Rogers second to have Cheri Leachman, Human Resources, conduct random audits of timesheets for compliance. The motion carried with no negative votes cast.

### **Organizational Chart Update**

Cheri Leachman informed the committee that there is an organizational chart in place, aligning hourly county employees to specific salaried department heads.

The lead maintenance worker does not meet the criteria to qualify as a salaried position. Therefore, this employee should be assigned to a department head.

Cheri is recommending that the lead maintenance worker report to the IT Specialist, because both of them currently report directly to the Public Property Committee.

Questions were raised by the committee. Kelley stated that this matter should be taken to the next Public Property meeting for further discussion, and then brought back to Personnel with a solution.

### **OSHA Update**

Crawford County needs to assign a workplace coordinator to pull all of the paperwork together for policies and procedures.

Steiner moved; Rogers second to appoint Cheri Leachman, Human Resources as Crawford County's workplace OSHA coordinator. The motion carried with no negative votes cast.

### **American Rescue Plan**

There is still much information pending regarding the benefits from this plan. No action needs to be made at this time.

### **Rules & Procedure Ordinance**

Tom Cornford is working with Mark Peterson, Corporation Counsel to change the verbiage on the existing **Ordinance in Section 2.01(6)(i)** to read that the County Board Chairman is to be paid per diem for meetings that he attends.

Rogers moved; Steiner second to recommend approval of the above Ordinance change, and add this item to the Rules & Procedure agenda for recommendation to the full County Board. The motion carried with no negative votes cast.

### **Job Postings**

There will be a change in **Ordinance Section 4.47(5)** regarding internal candidates applying for a county position. The 30-day training period will be removed.

Rogers moved; Cornford second to remove (5) from the 4.47 Job Postings ordinance. The motion carried with no negative votes cast.

**Employee Pay/  
Emergency  
Closure**

**Ordinance 4.42** will be repealed and recreated to add a provision for employees to work from home due to an emergency closure of county offices, but only if the employee has a Telecommuting Agreement signed and actively in place.

Krachey moved; Rogers second to approve the recreating of Ordinance 4.42 as stated above. The motion carried with no negative votes cast.

**New Hires**

Sherrri Oswald and Holly Tanner have been hired as the two new Deputy Clerks of Court. They will start on April 5<sup>th</sup>.

**Current Vacancies**

No vacancies at this time. Currently, work is being done to create job descriptions for a future Emergency Management Assistant and an IT Assistant.

**PT AIS  
Coordinator  
Intern**

Dave Troester, Land Conservationist is requesting approval to hire a part time Aquatic Invasive Species Coordinator summer intern. This position will be funded through a grant from the Wisconsin DNR. A job description was presented to the committee.

Steiner moved; Kelley second to approve the hiring of a part time AIS Coordinator summer intern in the Land Conservation Dept. The motion carried with no negative votes cast.

**Closed Session**

Rogers moved; Kelley second to move into closed session in Room #215 pursuant to Section 19.85(1)(d) to discuss a public safety matter. The motion carried unanimously upon call of the roll.

**Open Session**

Steiner moved; Rogers second to move into open session pursuant to Section 19.85(2).

**Next Meeting**

April 28, 2021 at 10:00 a.m.

**Adjournment**

**Kelley moved; Rogers second to adjourn. The motion carried with no negative votes cast, and the meeting adjourned at 11:55 a.m.**

**Roberta A. Fisher  
Crawford County Clerk**