

PERSONNEL
March 29, 2017

- Call to order** The meeting was called to order at 10:00 a.m. by Board Chairman Tom Cornford in the absence of Chairman Gerry Krachey. Committee members present were Larry Kelley, Mary Jane Faas and Brad Steiner. Wade Dull was excused. Clerk Janet Geisler was also 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 previous. The motion carried with no negative votes cast.
- Vacant position** Dan McWilliams, Human Services Director, advised that Bob Rowe will be retiring as of July 7th. The Social Worker job description will be revised and presented at next month's meeting.
- Kelley moved, Steiner seconded to approve filling the Social Worker position. The motion carried with no negative votes cast.
- Crop Advisor** Dave Troester, County Conservationist, appeared regarding the aerial cover crop seeding project. The amount of acreage continues to grow which means a lot more work with maps and contracts. An administrative fee is currently being charged which is being earmarked for furthering the project. Dave would like to hire a contractor to assist with the leg work in this project. There would be no out of pocket costs for the contractor since the funds would come from the project itself. Dave would like to pay the contractor \$5 per acre. There is approximately 3,000 acres so the cost would be \$15,000. A contract has been drawn up which Corporation Counsel has reviewed. An opinion was also received from Corporation Counsel stating that the proposed position is not subject to the bid requirements since the contract would be for less than \$25,000.
- Steiner moved, Faas seconded to grant permission to hire a crop advisor for the cover crop project. The motion carried with no negative votes cast.
- Job Description** John Rybarczyk, Zoning Administrator, presented a job description for his position. John would like to remove the Bachelor's degree requirement and change it to a Bachelor's degree is preferred. There needs to be further revisions to the job description which will need to come back to the committee for approval. There are two certifications that are required for the job which are POWTS System Inspector and Certified Soil Tester. This position could also be revised to a Zoning Technician position. Once John has revised the job description, it will be sent out to the committee and a special

meeting may be needed to approve the job description and to discuss the position further.

John's official retirement date is July 7th however he will be using up his vacation time and will be out of the office by the end of May.

2018 Health Ins

The Clerk provided information regarding the State health plan going to a self-insured plan. Nothing has been finalized yet. The Clerk is being contacted by various health insurance vendors who know that the County is in the State plan wanting to give a presentation to the County on their health plan.

The committee feels that the County needs to maintain their status in the State health plan and do not intend to change health plans at this time.

FMLA training

The Clerk advised that a FMLA training session will be held on April 20th from 9:00-12:00 and will be conducted by the labor attorney. The committee has directed the Clerk to notify all department heads that they will be required to attend this training. Supervisors from the various departments are encouraged to attend at the discretion of their department head.

Next mtg

April 26, 2017 at 10:00 a.m.

Adjourn

Steiner moved, Faas seconded to adjourn. The motion carried with no negative votes cast and the meeting adjourned at 11:14 a.m.

Janet Geisler, County Clerk