

PERSONNEL
May 24, 2017

Call to order The meeting was called to order at 10:00 a.m. by Chairman Gerry Krachey. Committee members present were Larry Kelley, Carl Orr, Brad Steiner and Wade Dull. Board Chairman Tom Cornford, Supervisor Gari Lorenz and Clerk Janet Geisler were also present.

Verify posting The Chairman verified that the meeting notice was properly posted.

App of minutes Kelley moved, Steiner seconded to approve the minutes from the previous. The motion carried with no negative votes cast.

Closed session Dull moved, Steiner seconded to move into closed session pursuant to Section 19.85(1)(c) to conduct interviews for the positions of Social Worker II and Sanitarian/Zoning Technician. The motion carried unanimously upon call of the roll.

Open session Orr moved, Steiner seconded to move into open session pursuant to Section 19.85(2). The motion carried with no negative votes cast.

Motion to hire Orr moved, Kelley seconded to hire for the position of Sanitarian/Zoning Technician in the following order:

1. Jake Shedivy
2. Mark Bower
3. Cody Hanson

The motion carried with no negative votes cast.

Dull moved, Orr seconded to hire for the position of Social Worker II in the following order:

1. Emily Heiring
2. Derek Johnson

The motion carried with no negative votes cast.

Land Cons
Office position

Dull moved, Steiner seconded to approve the part-time office position to become a full time office position. The motion carried with no negative votes cast.

Steiner moved, Orr seconded to approve the revised job description for the full time office position. The motion carried with no negative votes cast.

Orr moved, Kelley seconded to set the date for the full time position to begin is June 12th. The motion carried with no negative votes cast.

Part-time position

Human Services Dan Mc Williams addressed the committee regarding the part time position in his department which has now gone to a full time position in Land Conservation. He will try to absorb those duties from within with employees taking on additional responsibilities and not hire at this time.

Dull moved, Steiner seconded to not rehire for the part-time position in Human Services will at this time. The motion carried with no negative votes cast.

Clerk II job desc

A new job description was presented which is currently the receptionist' position which shows the additional duties that have been added. The additional duties include high level clerical functions.

Kelley moved, Orr seconded to approve the revised job description and to approve moving the Clerk II job description into a Clerk III job description with an effective date of June 12th. The motion carried with no negative votes cast.

Reclassification

Dan McWilliams is requesting that the Clerk II position be reclassified to a Clerk III position with the additional increase in duties. The person in that position is currently in Range 11 and is making \$15.93 per hour. The starting wage in Range 10 is less than what she is currently making. The committee agreed that the position should start at the six-month introductory period wage which is \$16.25 per hour.

Steiner moved, Dull seconded to set the salary at the six-month pay range in Range 10. The motion carried with no negative votes cast.

Orr moved, Dull seconded to approve the reclassification request from Range 11 to Range 10. The motion carried with no negative votes cast.

Part-time position

Human Services A revised job description was presented for this position with an effective date of June 12th.

Kelley moved, Orr seconded to approve the revised job description. The motion carried with no negative votes cast.

**Custodian job
Description**

A revised job description was given based on the additional duties described at the last Personnel meeting. This position is currently in Grade 11.

Dull moved, Steiner seconded to approve increasing the hourly rate of pay for the Courthouse Custodian by \$1.00 to \$16.93 per hour. The motion carried with no negative votes cast.

Closed session Dull moved, Kelley seconded to move into closed session pursuant to Section 19.85(1)(b) to discuss department procedure concerns. The motion carried unanimously upon call of the roll.

Open session Steiner moved, Kelley seconded to move into open session pursuant to Section 19.85(2). The motion carried with no negative votes cast.

Next meeting June 28, 2017 at 10:00 a.m.

Adjourn Orr moved, Steiner seconded to adjourn. The motion carried with no negative votes cast and the meeting adjourned at 12:30 p.m.

Janet Geisler, County Clerk