

PERSONNEL
November 29, 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 Gari Lorenz. Board Chairman Tom Cornford and Clerk Janet Geisler were 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 last several meetings. The motion carried with no negative votes cast.
- Employee retire** Jeanne Christie, ADRC Director, appeared to advised that Cris Glawe will be retiring from her position as Information and Assistance Specialist effective January 31, 2018. Jeanne is asking for permission to advertise for that position.
- Orr moved, Lorenz seconded to approve advertising for the Information and Assistance Specialist position. The motion carried with no negative votes cast.
- CDL policy** Chris Mara from Tri-Cor Insurance appeared before the committee regarding the County's insurance policy and answer any questions that the committee has. The insurance company will not exclude coverage for the county for a driver that has lost their CDL license. However, there may be implications on the renewal pricing. There will be solid pricing in place before the renewal date which takes place February 1st.
- No action was taken on approval of the CDL policy for the Highway department. This may need to be reconsidered at the time of renewal if there is an increase in premium.
- Dept Head Evaluations** The County Board Chairman had distributed a Department Head Performance Evaluation Form at the last meeting for the committee members to review. There were questions on the performance levels which range from one to five. Committees would be responsible for evaluating their department heads. The evaluations of department heads would begin in 2018 after employee evaluations have been done. There will need to be a department head meeting to explain the evaluation form.
- Steiner moved, Orr seconded to move forward with the department head evaluation forms. The motion carried with no negative votes cast.

Wage adjustment Sheriff McCullick and Emergency Government Coordinator Jim Hackett came before the committee regarding a wage adjustment for the Emergency Government Coordinator. A new job description was presented which highlighted the new duties. The Sheriff stated that since Jim is Law Enforcement Certified he is able to do more on the Law Enforcement side. Information was distributed showing wages from the surrounding counties. The salary being requested is \$56,888 which is the same as the position in Lafayette County which is similar in population to Crawford County. The requested salary would be an increase of \$7,117 and would place this salary at a higher rate of pay than ten other department heads and supervisors.

Orr moved, Lorenz seconded to approve the wage increase for the Emergency Government Coordinator to \$56,888 effective January 1, 2018. The motion carried unanimously upon call of the roll.

Public Health Sup Dan McWilliams presented a new job description for this position. The Department of Health Services is requesting preliminary review of candidates to make sure that they meet the requirements for a Level II local health department. They also needed to review the job description to make sure that it meets the requirements of a Level II health officer. The job description includes the statutory requirements according to the State. Information was distributed with wages from surrounding counties that have combined departments with a Public Health Supervisor/Officer. An Interim Public Health Officer recruitment has not been successful. Dan is recommending that this position stay in the same level as the former Public Health Nurse position which is Pay Grade E. The State is also requesting that once a person has been selected for the position, that their qualifications be sent to them for a formal review before completing the hiring process.

Kelley moved, Steiner seconded to approve the job description of Public Health Supervisor and to maintain the current wage level as that of Public Health Nurse. The motion carried with no negative votes cast.

Combining depts. Dan McWilliams has worked with Corporation Counsel to draft a resolution to combine the Human Services and Health department. The Budgets and Boards for the two departments will remain separate in 2018. Corporation Counsel has advised that no other action needs to be taken besides a resolution to combine the departments.

Orr moved, Lorenz seconded to approve forwarding the resolution for combining offices to be presented at the County Board in December. The motion carried with no negative votes cast.

Acting Health Dir. Dan McWilliams advised that until the Human Services and Health departments are combined in 2018, that there needs to be an Acting Health Director appointed.

Cornford moved, Orr seconded to approve the appointment of Dan McWilliams as Acting Health Director. The motion carried with no negative votes cast.

Closed Session Orr moved, Steiner seconded to move into closed session pursuant to Section 19.85(1)(c) to discuss employee compensation. The motion carried unanimously upon call of the roll.

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

Motion Orr moved, Lorenz seconded to increase the salary of the Human Services director to \$90,000 effective January 1, 2018. The motion carried with no negative votes cast.

Closed Session Orr moved, Steiner seconded to move into closed session pursuant to Section 19.85(1)(b) to discuss the potential discipline of a public employee, unless the employee demands that the evidentiary meeting be held in open session. The motion carried unanimously upon call of the roll.

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

Motion Orr moved, Lorenz seconded to recommend acceptance of the written reprimand to John Poots. The motion carried with no negative votes cast.

Next meeting December 20, 2017 at 1:00 p.m.

Adjourn Cornford moved, Orr seconded to adjourn. The motion carried with no negative votes cast and the meeting adjourned at 11:45 a.m.

Janet Geisler, County Clerk