

PERSONNEL
September 22, 2021

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 Cheri Leachman, Human Resource Specialist; Tom Cornford, County Board Chairman; Deanne Lutz, Treasurer; Gionne Collins, Real Property Lister; Kyle Kozelka, Hwy Commissioner; Dale McCullick, Sheriff; Linda Redman, RIP; Nancy Dowling, Clerk of Courts; Roby Fuller, ADRC Director; Dan McWilliams, Human Services Director; Mark Schlorholtz, IT Specialist; Jim Hackett, Emergency Management and Roberta Fisher, County Clerk.

Verify posting Steiner verified that the meeting notice was properly posted.

Approval of Minutes Krachey moved; Orr second to approve the minutes of the August 25th meeting. The motion carried with no negative votes cast.

Revised COVID Paid Leave Policy Jim Hackett, Emergency Management Coordinator explained to the committee that a temporary COVID Leave policy was written, however needed to be revised in order to comply with all of the ARPA guidelines. The ARPA sub-committee met and decided a new policy would be written to cover all COVID related issues and to ensure all costs involved would be 100% reimbursable with ARPA funds.

Orr moved; Gilberts second to adopt the ARPA COVID-19 Paid Leave Policy as written. The motion carried with no negative votes cast.

Human Resource Report Under the Human Resource Report, there are four new job descriptions in Public Health Department being presented for approval.

Dan McWilliams, Human Services Director explained the need for each of these job descriptions.

- *RN Staff Nurse
- *Public Health LPN
- *Lead Public Health Nurse
- *Public Health LTE-Communicable Diseases

Krachey moved; Orr second to approve all 4 job descriptions and gave permission to hire for the Lead PH Nurse immediately. The motion carried with no negative votes cast.

**Public Health
Clerk III
Reclassification**

Dan McWilliams handed out a revised job description for the Public Health Clerk III position. Over the past several years, the duties of this position have increased significantly.

The current employee has requested a review of this job description. Upon review of this position, Dan feels that with the increased duties and continued added responsibilities this position should be considered at a higher pay grade.

His recommendation would be to create a new pay range within the General wage appendix. He is asking for this pay grade to be \$1.00 more than what the current Clerk III grade is. This would put the pay at \$20.33/hour.

Steiner moved; Krachey second to create a new pay grade on the General Wage Appendix. This grade would pay \$1.00 more than a grade #10 Clerk III position. The motion carried with no negative votes cast.

Orr moved; Gilberts second to move Public Health Clerk III position to this new pay range effective today. Motion carried unanimously.

**4.34 Personnel
Conduct &
Mgment Update**

Cheri Leachman, Human Resource Specialist informed the committee of the changes that were made to this provision. Basically, there were minimal administrative changes. The committee members received an updated copy for review.

Orr moved; Gilberts second to approve the changes to the policy. An ordinance will be presented to full county board for approval. Motion carried unanimously.

**Welcome Packet
New Employees**

A committee has been formed to put together a “welcome packet” for all new employees with information regarding all benefits that the county offers.

Deanne Lutz updated the committee as to what the packet would cover. Input from department heads will be requested before coming before the Personnel Committee with a final draft.

**Organizational
Chart Update**

Tom Cornford is requesting a department head change for the Maintenance Department. Currently, this department reports to the IT Specialist. Tom would like the staff within the maintenance department to report to the Sheriff, Dale McCullick.

Orr moved; Steiner second to approve the request that the maintenance staff will now report to the Sheriff. Motion carried unanimously.

Closed Session

Gilberts moved; Orr second to move into closed session pursuant to Section 19.85(1)(b) to discuss employment action of public employee. The motion carried unanimously upon call of the roll.

Open Session

Cornford moved; Orr second to move into open session pursuant to Section 19.85(2). Motion carried unanimously.

Next Meeting

October 27th, 2021 at 10:00 a.m.

Adjournment

Orr moved; Gilberts second to adjourn. The motion carried with no negative votes cast, and the meeting adjourned at 10:59 a.m.

**Roberta A. Fisher
County Clerk**