

PERSONNEL
September 27, 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, Brad Steiner, Carl Orr and Gari Lorenz. Board Chairman Tom Cornford, and Clerk Janet Geisler were also present.
- Verify posting** The Chairman verified that the meeting notice was properly posted.
- App of minutes** Orr moved, Kelley seconded to approve the minutes of the previous meeting with the correction that the word “continue” replace the word “commence” in several locations of the closed session provision. The motion carried with no negative votes cast.
- CDL Policy** The CDL policy for the Highway Department was reviewed by the labor attorney with no changes being made. The policy is not part of the Personnel policy. The committee expressed concern on what type of an impact this policy would have on the County’s liability insurance. The County’s insurance carrier will be contacted for an opinion.
- Steiner moved, Orr seconded to table the CDL policy until the next meeting when we have an answer from the insurance carrier. The motion carried with no negative votes cast.
- Wage adjustment Highway Clerk** The Highway office clerk had previously been in the General Union before going into the Highway Union. The wages for this employee are approximately \$600 less than the other clerical wages that are in the same class.
- Orr moved, Steiner seconded to adjustment the wages of the Highway Clerk to the same as other clerical employees. The motion carried with no negative votes cast.
- Benefit Spec. I&A Spec.** Jeannie Christie, ADRC Director, Becky Dahl, ADRC Regional Director and Donald Stirling joined the meeting. Supervisor Kelley advised that he had met earlier with Becky Dahl over the disparity in pay for the Benefit Specialists and Information and Assistant Specialists in the ADRC department. The labor attorney had advised that the requested increase in pay should be done through the reclassification process.
- Becky Dahl addressed the committee and advised that the positions had been initially set up to be a Lead Information and Assistant Specialist and a non-lead position. The Lead model has been eliminated in most offices. The request for adjustments are as follows:

- Range 4 Information and Assistant Specialist be moved up to Range 3
- Range 5 Benefit Specialists, which require a Bachelor's Degree be moved up to Range 4

The committee advised that job descriptions need to be revised before there could be any changes.

The committee was further advised by those present that the job descriptions between the lead and non-lead Information and Assistant Specialist are barely different and that the Benefit Specialists were simply put in the wrong range. The Clerk advised that the increased adjustments would be around \$10,000. Jeanne Christie advised that two of the positions are fully funded by State and Federal money so the costs would be around \$3,000.

This matter will be placed on the next Personnel agenda.

Closed session Orr moved, Kelley seconded to move into closed session pursuant to Section 19.85(1)(c) concerning on-going personnel issues. The motion carried unanimously upon call of the roll.

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

Next meeting October 25, 2017 at 10:00 a.m.

Adjourn Orr moved, Cornford seconded to adjourn. The motion carried with no negative votes cast and the meeting adjourned at 11:17 a.m.

Janet Geisler, County Clerk