

PERSONNEL
June 29, 2022

- Call to order** The meeting was called to order at 10:02 a.m. by Chairman Brad Steiner. Committee members present were Mark Gilberts, Gerry Krachey and Carl Orr. Wayne Jerrett was absent. Also present were Tom Cornford, County Board Chairman; Kyle Kozelka, Hwy Commissioner; Roby Fuller, ADRC Director; Nancy Dowling, Clerk of Courts; Julie Cipra, 911 Coordinator; and Rose Ziel, Deputy County Clerk.
- Verify posting** Steiner verified that the meeting notice was properly posted.
- Approval of Minutes** Gilberts moved; Orr second to approve the minutes of the June 8th meeting. The motion carried with no negative votes cast.
- Lindner & Marsack Invoice** The Deputy Clerk presented an invoice from Lindner & Marsack Attorneys at Law for the month of May for work they did for the County.
- Krachey moved; Orr second to approve payment of \$1,292.50 to Lindner & Marsack, Attorneys at Law. The motion carried with no negative votes cast.
- ARPA COVID Paid Leave** Steiner stated the only change to the policy would be that COVID at home test would not qualify for paid time off. The policy indicates that employees need to have confirmation of a positive test by a Health Care Professional.
- Kyle Kozelka asked if there were concerns regarding people abusing the policy. Steiner and Orr stated they felt that the department heads were doing a good job and felt there were many factors that could interfere with the results of a home test.
- Orr moved; Gilberts second to change the ARPA COVID leave policy to state that a positive test result must come from a Health Care Professional. The motion carried with no negative votes cast.
- New Hires** **Amanda Lathrop** has been hired as a Dispatch/Telecommunicator. She has prior experience as a dispatcher. They are also hiring a part time employee with 32 hours guaranteed.
- State Patrol Superintendent Job Description** Kyle Kozelka, Highway Commissioner presented the new job description for the State Patrol Superintendent Job, which will be opening with the retirement of Todd Myers at the end of this year. The application is posted internally, externally, and on the County's website with applications being accepted until July 11, 2022.

Orr moved; Krachey second to approve the job description at this time. The motion carried with no negative votes cast.

**ADRC
Kitchen Staff
Job Descriptions**

Roby Fuller, ADRC Director explained the job descriptions for Lead Cook/Kitchen Manager and Part Time Cook and gave background on the central kitchen and grant received. The grant gives access to an expert regarding setting up, running, and sustaining a central kitchen. Roby gave the numbers of how many home delivered and meal site meals they serve. Numbers are increasing. All the meals would be cooked in the central kitchen and transported to different sites in Crawford County. The positions would be hired in November.

Gilberts moved; Orr second to approve the job description for Lead Cook/Kitchen Manager and Part Time Cook. The motion carried with no negative votes cast.

**Ordinance to
Amend 4.36
Grievances**

Chapter 4.36 – Grievances and Appeals in Case of Discipline, Termination, and Workplace Safety was rewritten and amended by Lindner & Marsack Attorneys at Law. The committee members review the updated policy.

Orr moved; Krachey second to approve the Ordinance to Amend, Repeal and Recreate Portions of Chapter 4 – Crawford County Code of Ordinances relating to Chapter 4.36 Grievances and Appeals in Case of Discipline, Termination, and Workplace Safety. The motion carried with no negative votes cast.

**Employee
Recognition
Policy**

Nancy Dowling, Clerk of Courts presented changes to the Employee Recognition Policy. They would form a committee that would be responsible for keeping track of years of service. Once a year employees would be recognized for tenured of 5, 10, 15, etc. years with some type of monetary gift for the entire prior year. Example in January of 2023 all employees who had a milestone anniversary in 2022 would be honored.

Dowling also discussed a welcome gift for new employees and gifts for retirees.

Steiner stated he is in favor of the idea. He would like the annual day celebrated with a meal. He would like the committee to think it though a little more and come back to personnel with final ideas and who is on the committee.

- Closed Session** Krachey moved; Gilberts second to move into closed session pursuant to Section 19.85(1)(c) to review wage study increase proposals for public employees.
- Open Session** Orr moved; Gilberts second to move into open session pursuant to Section 19.85(2). Motion carried unanimously. No action was taken in closed session.
- Next Meeting** July 27, 2022, at 10:00 a.m.
- Adjournment** Orr moved; Cornford second to adjourn. The motion carried with no negative votes cast, and the meeting adjourned at 11:35 a.m.

Rosalee A. Ziel
Chief Deputy County Clerk