

PERSONNEL
June 8, 2022

- Call to order** The meeting was called to order at 10:00 a.m. by Chairman Brad Steiner. Committee members present were Mark Gilberts, and Wayne Jerrett. Gerry Krachey and Carl Orr were absent. Also present were Derek Flansburgh, County Board Supervisor; Kyle Kozelka, Hwy Commissioner; Deanne Lutz, Treasurer; Donna Steger, Child Support Director; Roby Fuller, ADRC Director; Dale McCullick, Sheriff; Laura Moore, Veterans Service Officer; Melissa Nagel, Register of Deeds; Gionne Collins, Property Lister; Lori Kaufman, Human Services; Dave Troester, Land Conservationist; and Roberta Fisher, County Clerk.
- Verify posting** Steiner verified that the meeting notice was properly posted.
- Approval of Minutes** Gilberts moved; Jerrett second to approve the minutes of the April 19th, April 27th, and May 11th meetings. The motion carried with no negative votes cast.
- Lindner & Marsack Invoice** The Clerk presented an invoice from Lindner & Marsack, Attorneys At Law for some policy rewrites they did for the county.
- Jerrett moved; Gilberts second to approve payment of \$412.50 to Lindner & Marsack, Attorneys At Law. The motion carried with no negative votes cast.
- ARPA COVID Paid Leave** The Clerk informed the committee members that the current ARPA COVID Paid Leave Policy should be reviewed to determine if a positive home test would qualify for paid time off. The policy indicates that employees need to have confirmation of a positive test or quarantine in order to utilize the paid leave time. Now employees are testing at home and those tests do not get confirmed by a doctor or health care professional.
- Steiner would like the policy to be amended to include that home testing positive results are not acceptable reasons for requesting paid leave time. If an employee wants to utilize the ARPA Paid Leave policy, then they must have a positive test result from a health care professional.
- The Clerk will work with the Public Health Officer to get an amended policy and present it back to Personnel for approval.

New Hires

Nichole Nuehring has been hired as a Social Worker II in Human Services. She started on May 31st. She has replaced Katelyn Gilman who is moving into the Social Worker IV position.

Riley Hubanks has been hired as the Aquatic Invasive Species Coordinator for the summer in Land Conservation.

Abby Polodna has returned for the summer to work part time in the County Treasurers office. This is her fourth summer with Crawford County.

Help Desk Technician

Derek Flansburgh presented a job description for a help desk technician. This person would answer to the IT Director.

There is not a proposed wage for this position at this time.

Steiner moved; Jerrett second to just approve the job description at this time. The position will not be posted immediately and will be added to the Public Property Agenda for next week for approval and discussion. The motion carried with no negative votes cast.

Ordinance to Amend 4.36 Grievances

Chapter 4.36 – Grievances and Appeals in Cases of Discipline, Termination, and Workplace Safety was rewritten and amended by Lindner & Marsack, Attorneys At Law. The committee members were given a chance to review the newly updated policy.

The committee would like to remove the second informal conference before final action for all employees not covered by a union contract.

The Clerk will instruct the attorneys to please amend.

Ordinance to Amend 4.40 Anti-Harassment

Chapter 4.40 – Anti-Harassment/Discrimination Policy and Complaint Procedure was amended to remove the responsibilities of the Human Resources Specialist. These duties are now essentially placed upon the Personnel Committee and the County Clerk.

Gilberts moved; Jerrett second to approve the Ordinance to Amend, Repeal and Recreate Portions of Chapter 4 – Crawford County Code of Ordinances relating to Chapter 4.40 Anti-Harassment/Discrimination Policy and Complaint Procedure. The motion carried with no negative votes cast.

Ordinance to Amend 4.43 Fraud Risk

Chapter 4.43-Fraud Risk Control/Whistleblower Protection Policy was amended and rewritten by Lindner & Marsack, Attorneys At Law. The committee members were given the opportunity to review the updated policy.

Steiner moved; Gilberts second to approve the Ordinance to Amend, Repeal and Recreate Portions of Chapter 4-Crawford County Code of Ordinances relating to Fraud Risk Control/Whistleblower Protection Policy. The motion carried unanimously.

DA Legal Assistant

Lukas Steiner, Crawford County District Attorney informed the committee of the new hire in the DA's Office. Candice Erickson has been hired as the DA Legal Assistant.

Lukas is asking for permission to approve Ms. Erickson to be paid at the 1-year rate, as he feels she meets all criteria and has the experience necessary for this increase.

Steiner moved; Jerrett second to approve Candice Erickson wage to be increased to \$21.48/hour effective next payroll, June 17th. The motion carried with no negative votes cast.

Closed Session

Gilberts moved; Jerrett second to move into closed session pursuant to Section 19.85(1)(c) to review wage study increase proposals for public employees.

Open Session

Gilberts moved; Jerrett second to move into open session pursuant to Section 19.85(2). Motion carried unanimously. No action was taken in closed session.

Next Meeting

June 29, 2022 at 10:00 a.m.

Adjournment

Jerrett moved; Gilberts second to adjourn. The motion carried with no negative votes cast, and the meeting adjourned at 12:23 p.m.

**Roberta A. Fisher
County Clerk**