

PERSONNEL COMMITTEE MEETING MINUTES

October 9, 2017

9:00 A.M.

County Board Room

Present: Bev Larson, Mike Kelley, James Koca, Ed Waffle, County Board Chairperson Alan Peterson, Terry Kleifgen, Brent Oleson and Ray Senzig.

1. The meeting was called to order by Chair Bev Larson.
2. Motion by Kelley, second by Koca to approve September 11, 2017 minutes as written. Motion Carried.
3. Sheriff Oleson met with Personnel to discuss approving a carry-over of additional vacation for Detective Goehring and Deputy Leque due to some vacation denials and lack of staffing due to other employees being off on FMLA and the additional work load. Motion by Kelley, second by Waffle to approve the additional hours with the stipulation that they time be used by January 1, 2018 and that vacation be planned accordingly in the future so this doesn't happen again. Motion Carried
4. Furlough days were discussed, currently the Personnel Policy indicates that 14 days off can be approved by the Department head provided that the employees vacation has been used. There are employees indicating that they would like too voluntarily take furlough days but don't want to have to utilize all vacation in order to do so indicating that this could be an additional cost saving measure for the county. Motion by Koca, second by Waffle to approve taking updated language to the County Board removing the portion that specifies requiring vacation be used before being able to take furlough days. Motion Carried
5. Discussion around opt out incentive for Health Insurance. Motion by Koca, second by Waffle to approve opt out incentive after language for waiver has been reviewed by Corporation Counsel and Personnel at a future meeting. Motion Carried
6. Discussed random drug testing for all employees that have access and may drive a County vehicle. The Personnel Committee request the Human Resource Director reaches out to our insurance company for their input and bring that back at the next meeting.
7. D.A. Hamm met with the Personnel Committee to request that their Legal Secretary position be changed from a sixty percent to full time position indicating that they are currently 113 cases ahead of this same time last year so the additional staff time is necessary. Motion by Koca, second by Kelley to approve the change of Legal Secretary position from part time to full time with approval from Finance beginning 2018. Motion Carried
8. Employee met with the Personnel Committee to discuss an extension of his FMLA of approximately 1 additional week, he anticipates being released at 100% on 10/25/2017. Motion by Waffle, second by Koca to approve the extension of leave. Motion Carried
9. Motion by Kelley, second by Waffle to approve the voucher as presented. Motion Carried.
10. Discussion with Personnel Committee with regards to the recently approved pro-rated schedule and hours. The indication was that individuals working closely to the bottom of the pro-rated hours should be moved to the percentage where they would be working the maximum amount of hours for that percentage. Motion by Waffle, second by Koca to leave the hours and employees where they fall in the new system. Motion Carried.

11. H.R. Director informed Committee of the following: County Insurance does the Committee wish to send out RFP's, Flex and ACA reporting change to be added to next agenda for further discussion, Sheriff's Department received recognition for Best Loss Ratio by the County Mutual, Dress Code should we keep as is and leave to Department Heads to create policy for that department based on jobs within that department and have approved by the their governing Committee, DHS employee within 6 months concerns.
12. Next month agenda to include the Flex/ACA pricing, RD position request and any other items brought to the Committee.
13. Next meeting is October 30, 2017 immediately following Executive Committee meeting.
14. Motion to adjourn by Wafle, second by Koca. Adjourned

Respectfully submitted,
Terry Kleifgen, H. R. Director