

PERSONNEL COMMITTEE MEETING MINUTES

December 11, 2017

9:10 A.M.

County Board Room

*Present: Bev Larson, Ed Wafle, Mike Kelley, James Koca, Lynn Willard, Terry Kleifgen, David Lasker, Barb Theis, Scott Ethun, Kelly Firlus, Danielle Moore, Maryjo Onsager and Jake Ekdahl, (Star Times Reporter) present.*

1. The meeting was called to order by Chair Bev Larson.
2. Motion by Kelley, second by Koca to approve October 30 and November 7, 2017 minutes as written. Motion Carried.
3. Discussed uniform allowances for employees/departments that are currently not addressed in the Personnel Policy or Sheriff's Union contract. Motion by Kelley, second by Wafle clothing or uniform allowances will not be permitted going forward unless it is addressed in the Personnel Policy or Union Contract. Motion Carried
4. Discussed language in the Personnel Policy as it relates to Telecommunicators, current policy reads as follows in italics:

*"Each employee shall receive holiday pay at his/her regular straight time rate based on an eight (8) hour day for each of the holidays listed above.*

**8.4a RULES FOR ADMINISTRATION OF HOLIDAY COMPENSATION**

*In the event that any of the above enumerated holidays falls on Saturday, the holiday shall be celebrated on the preceding Friday and any full holiday falling on Sunday shall be celebrated on the following Monday. If Christmas Eve falls on a Friday, it shall be observed on the previous Thursday. If Christmas Eve falls on a Sunday, it shall be observed on the previous Friday. Telecommunicators' holidays shall be observed on the days on which they fall."*

Motion by Koca, second by Kelley to approve taking to County Board a resolution to change the language as follows in bold

**Each employee shall receive holiday pay at his/her regular straight time rate based on an eight (8) hour day for each of the holidays listed above. Telecommunicators shall receive a lump sum payment at straight time for holidays at the end of the year. Vacation days on above holidays for Telecommunicators can only be used if the vacancy created by the vacation is filled by employees who voluntarily sign up to fill the requests. Telecommunicators required to work a holiday shall be paid at time and one half for their shift.**

**8.4a RULES FOR ADMINISTRATION OF HOLIDAY COMPENSATION**

**In the event that any of the above enumerated holidays falls on Saturday, the holiday shall be celebrated on the preceding Friday and any full holiday falling on Sunday shall be celebrated on the following Monday. If Christmas Eve falls on a Friday, it shall be observed on the previous Thursday. If Christmas Eve falls on a Sunday, it shall be observed on the previous Friday.**

Motion Carried

5. S. Ethun, DHS Director and Kelly Firlus Children Youth and Families (IC.Y.F.) Manager met with Personnel to request approval of new Children with Disabilities Long term Support (CLTS) Waiver Worker position in the C.Y.F. unit due to the overflowing caseload of the current CLTS Employee and the new mandate by the state to eliminate the waiting list of children in 2018 into the future. This position is reimbursable through Medical Assistance. Motion by Wafle, second by Kelley to approve taking the request to County Board. Motion Carried

6. S. Ethun, DHS Director and Danielle Moore Behavioral Health Supervisor met with Personnel to request approval to hire a new Comprehensive Community Support (CCS) Facilitator in the CCS Unit of Behavioral Health due continued increasing caseload in that unit. Position is funded through Medical Assistance and the State. Motion by Kelley, second by Wafle to approve taking the request for a new CCS Facilitator to County Board for approval. Motion Carried
7. S. Ethun, DHS Director and Maryjo Onsager Consumer Support Program (CSP) Manager as well as Danielle Moore met with Personnel to request approval to hire a new CCS Facilitator/CSP Case Manager to be work in both units of DHS. Funding through CCS and CSP is estimated to cover the position. Motion by Wafle, second by Kelley to approve taking the request of a new position to County Board for approval. Motion Carried
8. Scott Ethun discussed with the Personnel Committee updating the job description of one of the CCS Facilitators to include a specified number of hours per week in the Jail which would be paid for by the Sheriff's Department. It is anticipated that this will be cost effective and efficient for both DHS and the Sheriff's Department. Motion by Koca, second by Wafle to approve the change in the job description. Motion Carried
9. B. Theis, Health Officer met with Personnel to request approval to replace a full time Public Health Nurse to a retirement. Motion by Koca, second by Wafle to approve taking the request to County Board to refill the position. Motion Carried
10. David Lasker met with the Personnel Committee to discuss the ADRC Regional positions that are currently part of Richland County; the Regional ADRC has relocated the positions to Juneau County as well as the fiscal agent responsibilities. The positions are funded through the Regional ADRC as well as contributing funds to Juneau County for the Fiscal Agent responsibilities that will be assumed by the Finance Director Lori Chipman. The two positions coming to Juneau County will retain time accumulated while in Richland County as well as waiving the 30 day rules for some benefits indicated in the Juneau County Personnel Policy. Motion by Koca, second by Wafle to approve taking a resolution to County Board with regards to the above changes. Motion Carried.
11. Opt out Waiver Language tabled at this time.
12. Motion by Koca, second by Wafle to approve presented voucher. Motion Carried
13. Committee was updated on possible upcoming job description changes by County Board Supervisor Willard.
14. Next meeting is January 8, 2018 immediately following Executive Committee meeting.
15. Motion to adjourn by Wafle, second by Koca. Adjourned

Respectfully submitted,  
Terry Kleifgen, H. R. Director