

PERSONNEL COMMITTEE MEETING MINUTES

January 8, 2018

9:15 A.M.

County Board Room

*Present: Bev Larson, Ed Wafle, Mike Kelley, James Koca, Terry Kleifgen, David Lasker, Scott Ethun, Sheriff Oleson, Michelle Lobenstein, Amanda Morris, Shannon Barr and Patty Schluter present.*

1. The meeting was called to order by Chair Bev Larson.
2. Motion by Kelley; second by Koca to approve December 11, 2017 minutes as written. Motion Carried.
3. S. Ethun, DHS Director met with Personnel to request approval to refill a receptionist position, current employee is transitioning to the D.A.'s office. Motion by Kelley, second by Wafle to approve taking the request to County Board. Motion Carried
4. 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
5. Discussed language in the Personnel Policy as it relates to Telecommunicators and the resolution that was tabled in December.

Motion by Koca, second by Kelley to approve changing the resolution as follows  
Current Resolution reads

*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.*

Changing to

**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, excluding the floating holiday. Telecommunicators shall receive a lump sum payment at straight time for holidays through the end of November at the closest pay period to December 1<sup>st</sup> and holiday pay for Christmas Eve and Christmas Day at the end of the year. Telecommunicators required to work the actual holiday shall be paid at time and one-half for their shift.**

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

**Excluding Telecommunicators 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

6. Clerk of Courts Patty Schluter met with Personnel to approve the change the rates for all Bailiffs from \$40 half day and \$80 full day to \$60 for a half day and \$120 for a full day. The change has been approved in the Clerk of Courts 2018 budget. Motion by Wafle, second by Koca to approve. Motion Carried
7. I.T. Director Mike Hunkins met with the Personnel Committee to discuss refilling the position of Help Desk in the I.T. Department due to resignation. Motion by Koca, second by Wafle to approve taking the request to County Board. Motion Carried.
8. Opt out Waiver Language tabled at this time.
9. Motion by Koca, second by Wafle to approve presented voucher. Motion Carried
10. Next meeting may be January 23, 2018 immediately following County Board if not then Monday February 12, 2018 following the Executive Committee.
11. Motion to adjourn by Kelley, second by Wafle at 9:50 a.m. Adjourned

Respectfully submitted,  
Terry Kleifgen, H. R. Director