

PERSONNEL COMMITTEE MEETING MINUTES

March 12, 2018

9:45 A.M.

County Board Room

Present: Ed Wafle, Mike Kelley, James Koca, Jerry Niles, Tim Cottingham, Roy Granger, Terry Kleifgen and Char Norberg present.

1. The Joint meeting between Finance and Personnel was called to order by Finance Chair Jerry Niles.
2. Char Norberg, ADRC Director met with the Finance and Personnel Committee to discuss increasing the percentage of the Older Americans Act (OAA) Coordinator from 60% to 85%. Char explained that due to increased funding sources she is able to increase the OAA Coordinator position to assist the IA Staff with their work load at no additional cost to the County. Motion by Cottingham, second by Granger to take a resolution to County Board increasing the OAA Coordinators position 8 hours per week (60% to 85%) provided that the increased funding is available. Should the funding be reduced the position would go back to a 60% position. Motion Carried
Finance and Personnel Committee's went on to their individual meetings at this time. Present for Personnel: Mike Kelley, Ed Wafle, Jim Koca, Terry Kleifgen and Char Norberg
3. Motion by Koca, second by Wafle to approve February 12, 2018 minutes as written. Motion Carried.
4. Char Norberg met with the Personnel Committee to discuss eliminating the Adult Center Coordinator job description since there is no longer an Adult Center and instead classify this individual as a Secretary II. The Grade for both job descriptions is grade 6, the job description for the Secretary II was updated to incorporate the tasks currently done by the Adult Center Coordinator and the Secretary II, the positions are cross trained. Motion by Wafle, second by Koca to approve the title change and the elimination of the Adult Center Coordinator job description.
5. Discussed language changes in the Personnel Policy as it relates to clarifying longevity with regards to how has always been paid as well as language to the grandfathered sick leave so that individuals that are currently grandfathered will be able to use their sick leave as follows: *Employees who retire prior to December 1 shall receive a pro-rated longevity payment for their current year of service, and their full longevity payments for preceding years. Employees who resign between July 1 and November 30th shall also receive pro-rated longevity for their final year. Employees who resign between December 1 and June 30th shall not receive longevity.*
to **Employees who terminate their employment during the period from July 1 through November 30 in any calendar year shall be paid longevity pay prorated to the date of termination. If employment is terminated between the dates of December 1 to and including June 30, no longevity pay shall be paid beyond that which had last been paid during the month of December.**
Also Those employees who have accumulated more than 120 days prior to January 1, 2014 may be allowed to keep that accumulation, provided that any additional hours accumulated after January 1, 2014 shall be credited only to the catastrophic sick leave accumulation, until and unless that employee's balance falls below 120 days. If there is an initial accumulation of more than 120 days that has been "grandfathered in," days of sick time for that employee will be deducted from his or her total that exceeds 120 days. If that total is depleted to below 120 days, sick days may accumulate again up to 120 days before they then are credited only as catastrophic sick days.

to Those employees who have accumulated more than 120 days prior to January 1, 2014 may be allowed to keep that accumulation, provided that any additional hours accumulated after January 1, 2014 shall be place in a grandfathered sick leave account to be paid out at the January 1, 2018 rate if not utilized at termination of employment based on the percentages in section 8.1a paragraph 5. The employee sick leave account will have the 120 days with the same rules as indicated in the previous paragraph for sick leave accumulation and usage. If the sick leave account is depleted the grandfathered account will be utilized before the catastrophic account. Motion by Koca, second by Wafle to approve taking the language changes to County Board for approval

6. Motion by Koca, second by Wafle to approve the voucher presented. Motion Carried
7. The Personnel Committee was updated on Workers Compensation cases and other Personnel matters.
8. Next meeting will be April 9, 2018 immediately following the Executive Committee.
9. Motion to adjourn by Wafle, second by Koca at 11:00 a.m. Adjourned

Respectfully submitted,
Terry Kleifgen, H. R. Director