

PERSONNEL COMMITTEE MEETING MINUTES

July 10, 2017

9:00 A.M.

County Board Room

*Present: Bev Larson, Mike Kelley, James Koca, Ed Wafle and Terry Kleifgen. Also in attendance Barb Theis, Dave Donnelly, Sheriff Oleson, Captain Pederson and Jessica Schroeder from Aegis Corporation.*

1. The meeting was called to order by Chair Bev Larson.
2. Motion by Kelley, second by Koca to approve May 16 and June 12, 2017 minutes as written. Motion Carried.
3. Barb Theis met with the Personnel Committee to discuss the reclass that was done for one of her Secretaries making sure that the Personnel Committee was aware that during the reclass process she was also adding an additional 8 hours to the tax levy for the position, Personnel indicated that they were all aware of that change at the time of the reclass. Additionally Barb Theis requested to have a Safe Program Coordinator position approved that would be 100% grant funded if the grant was received. Barb went on to explain that she applied for the grant but also need a resolution to the County Board by July to have any opportunity of getting the grant which she would know about in August. Barb further explained that if the grant was not given to Juneau County she would not fill the position. Motion by Koca, second by Wafle to approve taking a resolution to County Board for the position indicating that it is contingent on grant funding and if the funding went away so would the position. Motion Carried
4. Sheriff Oleson and Captain Pederson met with the Committee to answer questions regarding employee matters.
5. Personnel Committee discussed with Dave Donnelly the extended leave of an employee in the Zoning Department. Motion by Koca, second by Wafle to approve the leave until it is determined what the outcome is of a second opinion. Motion Carried
6. Personnel Committee discussed the extended leave of an individual in the Highway Department who has an appointment on August 29, 2017 and may be released 100% at that time. Motion by Koca, second by Kelley to approve the leave until the decision of the August 29, 2017 appointment. Motion Carried.
7. Jessica Schroeder of Aegis Corporation met with the Personnel Committee to discuss the idea of creating a County wide Safety Committee she outlined to Personnel the advantages and why a committee is needed. Jessica also indicated that if a Committee was developed she would be happy to attend the meetings and help to develop guidelines for the Committee. Personnel agreed that this should be discussed at the next Department Head meeting in July and the Executive meeting held in August.
8. The Fraternalization Policy was discussed. Motion by Koca, second by Wafle to approve taking a resolution to County Board to add the Fraternalization Policy to the Personnel Policy. Motion Carried.
9. The Personnel Committee discussed the one scale with 46 grades and is willing to look at the cost of what it would be to incorporate some of the grades that only have one individual into another grade this will be developed and brought to the Committee in August.

10. Motion by Koca, second by Kelley to approve the vouchers as presented. Motion Carried.
11. Several informational items were brought to the attention of the Personnel Committee, no action was taken.
12. Next meeting is August 7, 2017 immediately following Executive Committee meeting.
13. Motion to adjourn Koca, second by Wafle. Adjourned

Respectfully submitted,  
Terry Kleifgen, H. R. Director