

PERSONNEL COMMITTEE MEETING MINUTES

August 7, 2017

9:00 A.M.

County Board Room

*Present: Bev Larson, Mike Kelley, James Koca, Ed Wafle, Alan Peterson and Terry Kleifgen.
Also in attendance Sheriff Oleson, Brian Loyd, Al Manna and Chris Woggon.*

1. The meeting was called to order by Chair Bev Larson.
2. Motion by Kelley, second by Koca to approve July 10, 2017 minutes as written. Motion Carried.
3. Sheriff Oleson met with the Personnel Committee to request approval to fill a Deputy position due to a resignation. Motion by Kelley, second by Wafle to approve taking the position to County Board to be refilled. Motion Carried
4. Personnel discussed two employees currently on extended leave. Motion by Kelley, second by Wafle to approved delaying decision on one employee since appointment isn't until the end of August to the September meeting. Motion Carried
Motion by Koca, second by Wafle to approve accepting the resignation of Roscovius since return is not for seen in the near future if at all. Motion Carried
5. Brian Loyd met with the Personnel Committee to discuss refilling the Park Tech II position due to a resignation. Motion by Kelley, second by Wafle to approve taking the position to County Board to be refilled if approved offering position to second candidate from previous interviews if not accepted to advertise to refill the position. Motion Carried
6. Public Works Committee Chair requested permission in Commissioner absence to refill a position at Public Works due to a retirement. Motion by Koca, second by Kelley to approve taking the position to County Board to be refilled. Motion Carried
7. Motion by Koca, second by Wafle to table discussion with regards to Section 5.1b in the Personnel Policy until the September meeting when the Public Works Commissioner can attend. Motion Carried
8. Wage scale discussion to take place in September with the Finance Committee.
9. Al Manna met with the Personnel Committee to request a carryover of 32 hours more than the usual 40 hours. Motion by Kelley, second by Koca to approve the extension indicating that the vacation should be used accordingly so as not to have the same problem in the future. Motion Carried
Chris Woggon met with the Personnel Committee to request a carryover of 56.5 hours more than the usual 40 hours indicating that she plans to use this time by September 8, 2017. Motion by Kelley, second by Koca to approve the extension indicating that additional time not used by September 8th will be taken away and to plan vacation accordingly so as not to have the same problem in the future. Motion Carried
10. Motion by Koca, second by Kelley to approve the voucher as presented. Motion Carried.
11. H.R. Director informed Committee of upcoming H.R. Conference in October and WCA training the end of August, Committee agreed that H.R. Director should attend if informational.
12. Next month agenda to include the possibility of time off without pay without having to use up all vacation and wage scale discussion with Finance Committee.

13. Next meeting is September 11, 2017 immediately following Executive Committee meeting.

14. Motion to adjourn Koca, second by Kelley. Adjourned

Respectfully submitted,
Terry Kleifgen, H. R. Director