

## PERSONNEL COMMITTEE MEETING MINUTES

June 11, 2018

9:00 A.M.

County Board Room

*Present: Jim Koca, Mike Kelley, Ray Zipperer, Jerry Niles, Tim Cottingham, Roy Granger, Alan Peterson, Lynn Willard, Chris Zindorf, David Lasker, Lori Chipman, Terry Kleifgen, Katie Steinke, Matt Komiskey (for joint meeting), Barb Theis and Scott Ethun present. Ed Wafle absent*

1. The Joint meeting between Finance and Personnel was called to order by Personnel Chair Koca and Finance Chair Cottingham.
2. Matt Komiskey, Land Conservation Administrator met with the joint committee to discuss with the retirement of a contracted half time position creating a new full time Conservation Tech/Program Assistant. The increase in outside work as well as the possibility of applying for multiple grants is the reason for the increase in hours and duties from the current position. For the remainder of 2018 the position would be funded from what remains of the contract as well as grant funds that have yet to be utilized. Motion by Kelley, second by Granger to approve taking a resolution to County Board for the position. Motion by Finance and Personnel Carried
3. Barb Theis met with the joint committee to discuss approving a grant funded Nurse Family Partnership Nurse position. The position would service both Adams and Juneau Counties and would sunset if the funding ceased. Motion by Kelley, second by Granger to approve taking the resolution for the new position to County Board for approval. Motion by Finance and Personnel Carried  
**Finance and Personnel Committee's went on to their individual meetings at this time. Present for Personnel: Mike Kelley, Jim Koca, Ray Zipperer, Terry Kleifgen, Sheriff Oleson, Barb Theis, Scott Ethun, Christine McCCasey and Elizabeth Geesaman.**
4. Motion by Zipperer, second by Kelley to approve May 7, 2018 minutes as written. Motion Carried.
5. Sheriff Oleson met with the Personnel Committee to inform the Committee of the retirement of Under-Sheriff Stuchlik and informed the committee that he plans to appoint a new Under-Sheriff in the near future. Upon appointment of the new Under-Sheriff he would like the authority if necessary to start the position at a step 10 within the grade and move to step 11 after 6 months. Motion by Kelley, second by Zipperer to approve the steps if necessary. Motion Carried.
6. B. Theis requested approval of a Limited Term Employee to replace the employee that recently retired. The new position will be less than 20 hours per week so a Limited Term position will work. Motion by Zipperer, second by Koca to approve with the County Board Chairs approval.
7. The Clerk Typist in the Coroner's office has resigned and the soon to be Medical Examiner would like to request to have the position refilled. This is a position that is 10 hours per week. Motion by Kelley, second by Koca to approve taking the position to County Board to be refilled. Motion Carried.
8. Scott Ethun met for approval to fill a Children, Youth and Families Human Services Worker position due to a resignation. Motion by Zipperer, second by Koca to approve taking the position to County Board for approval. Motion Carried.

9. Scott Ethun met for approval to fill a Comprehensive Service Facilitator position in Human Services due to a resignation. Motion by Koca, second by Zipperer to approve taking the position to County Board for approval. Motion Carried.
10. Two employees met with Personnel to request an extension of their vacation over the 40 hours. C. McCCasey would like to extend hers until mid-december; currently two other individuals in that department are out on leave so approving her extension would also work well for the Department. Motion by Zipperer, second by Kelley to approve the extension with the knowledge that this is a one-time approval. Motion Carried.
11. E. Geesaman is requesting an extension through July 9, 2018 for her to use thirty one hours which would bring her down to the approved 40 hour carryover. Motion by Zipperer, second by Kelley to approve indicating that in the future she should use her vacation more timely as this will not be approved again. Motion Carried.
12. Evaluations were given to the H.R. Director.
13. Motion by Kelley, second by Zipperer to approve the vouchers presented. Motion Carried
14. The Personnel Committee was updated on Workers Compensation cases and other Personnel matters.
15. Next meeting will be July 9, 2018 immediately following the Executive Committee.
16. Motion to adjourn by Kelley, second by Zipperer at 10:30 a.m. Adjourned

Respectfully submitted,  
Terry Kleifgen, H. R. Director