

PERSONNEL COMMITTEE MEETING MINUTES

July 9, 2018

9:00 A.M.

County Board Room

*Present: Jim Koca, Mike Kelley, Ed Waffle, Ray Zipperer, Jerry Niles, Tim Cottingham, Roy Granger, Alan Peterson, David Lasker, Lori Chipman, Terry Kleifgen, Katie Steinke, Jeff Hoile, Penny Janecek and Bill Blank (for joint meeting) Sheriff Oleson present.*

1. The Joint meeting between Finance and Personnel was called to order by Personnel Chair Koca and Finance Chair Cottingham.
2. Bill Blank met with the joint committee to discuss the retirement of the Economic Support Lead Worker updating the job description before hiring for the position. The Consortium Juneau County is in has a 4 page document that lists the work of the Lead Worker and Bill would like that incorporated in the new job description. With the increase in the job description he is requesting the position at a grade 10 be eliminated and instead have the new job description at a grade 12. Motion by Kelley, second by Granger to approve taking a resolution to County Board eliminating the Economic Support Lead Worker Grade 10 and create the position at a Grade 11. Roll Call: Koca-Yes, Cottingham-Yes, Kelley-Yes, Granger-Yes, Niles-No, Waffle-Yes, Zipperer-Yes. 6 yes and 1 No, Motion by Finance and Personnel Carried
3. Discussion took place regarding taking to County Board a motion to rescind Resolution 18-27 with regards to the Senior Community Service Employment Program (SCSEP). It was originally indicate that the program would be of no cost to the County and later it was determined that the county would be responsible for furnishing office equipment if additionally needed for the position. Members of the Committees expressed concerns about the position in DHS and the fact that other Departments were also inquiring with regards to placements. Motion by Koca, second by Niles to approve taking the motion or resolution if needed to County Board to rescind the program. Roll Call: Koca-Yes, Cottingham-Yes, Kelley-No, Granger-Yes, Niles-Yes, Waffle-No, Zipperer-Yes. 5 yes and 2 No, Motion by Finance and Personnel Carried
4. H.R. Director explained to the Committee's that the Personnel Policy grants 10 hour holidays to the Highway Department for Memorial Day and July 4<sup>th</sup> only, it was found that the four/ten schedule is extending those additional holidays as well as the floating holiday and getting paid at 10 hours for the holiday. None of the other Departments are granted more than an 8 hour holiday and either the policy needed to be updated to allow additional 10 hour holidays or it needed to be followed and compensatory or vacation time would need to be utilized to accommodate additional hours. Motion by Zipperer, second by Waffle to leave the policy as is and stipulate that if the 4/10 schedule extend beyond the holidays mentioned or a floating holiday is used that compensatory or vacation time be utilized for the additional hours needed for the week going back to the beginning of 2018. Roll Call: Koca-Yes, Cottingham-Yes, Kelley-Yes, Granger-Yes, Niles-Yes, Waffle-Yes, Zipperer-Yes. 7 yes, Motion by Finance and Personnel Carried
5. H.R. Director presented Resolution #14-24 for Deputy Coroners and request that a new resolution be presented for Deputy Medical Examiners to include pay for training and on call pay as well as the name change. Motion by Cottingham, second by Granger to present a resolution to County Board to change the position title to Deputy Medical

- Examiner as well as included training pay \$15.47, on call pay \$2.00 and schooling at \$120.00 for the day. Roll Call: Koca-Yes, Cottingham-Yes, Kelley-Yes, Granger-Yes, Niles-Yes, Wafle-Yes, Zipperer-Yes. 7 yes, 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, Ed Wafle, Terry Kleifgen, Sheriff Oleson, Alan Peterson and Colin Moten.**
6. Motion by Kelley, second by Zipperer to approve June 11, 2018 minutes as written. Motion Carried.
  7. Limited Term (LTE) Bus Driver was discussed and County Board Chair Peterson indicated that the ADRC Director had already spoken with him and was granted permission to hire an additional LTE for this position.
  8. Sheriff Oleson met with the Personnel Committee to inform the Committee of the retirements and resignation in the Sheriff's office to include Secretary, Lieutenant, another possible Telecommunicator and possible Deputy. Motion by Kelley, second by Wafle to approve taking the positions to County Board to be filled. Motion Carried.
  9. Mike Kelley Chair of Public Works requested in the absence of the Public Works Director that they be able to hire an additional Highway Maintenance Worker due to a resignation. Motion by Zipperer, second by Wafle to approve taking the position to County Board. Motion Carried
  10. Colin Moten of the employee Ad Hoc Committee met with Personnel to discuss the approval of adding 2 additional Personal Days to the Personnel Policy which would make it 40 hours instead of 24 hours. Colin explained that Personal time is deducted from accumulated sick leave so while a benefit to the employees would not add additional costs to the County since the days used are at the discretion of the Department Head time would only be granted if it would not inhibit work done in the unit. Motion by Wafle, second by Kelley to approve taking a resolution to County Board with the increase in Personal days.
  11. The process of Insurance brokers was discussed it was determined that should a non-renewal be decided bids would be solicited at that time. Information only no motion needed.
  12. Other matters discussed – it was explained with regards to the process of completing separation notices and how prorated vacation accrual is determined, the Board concurred with the method used.
  13. Motion by Kelley, second by Zipperer to approve the vouchers presented. Motion Carried
  14. Next meeting will be August 13, 2018 immediately following the Executive Committee.
  15. Motion to adjourn by Wafle, second by Zipperer at 10:52 a.m. Adjourned

Respectfully submitted,  
Terry Kleifgen, H. R. Director