

PERSONNEL COMMITTEE MEETING MINUTES

October 29, 2018

9:00 A.M.

County Board Room

Present: Jim Koca, Ray Zipperer, Ed Wafle, Terry Kleifgen, Scott Ethun and Terri Treptow. Mike Kelley was absent

1. Motion by Zipperer, second by Wafle to approve October 8, 2018 minutes as written. Motion Carried.
2. Scott Ethun discussed with the Personnel Committee refilling the position of Receptionist, employee currently in this position has transferred to a new position in DHS. Motion by Wafle, second by Zipperer to approve taking the request to County Board for approval. Motion Carried.
Scott also requested refilling Children Youth and Family Foster Care Coordinator Position due to resignation. Motion by Zipperer, second by Wafle to approve taking the request to County Board for approval. Motion Carried.
Scott requested refilling the Family Support Worker position due to employee transferring to a different position within DHS. Motion by Wafle, second by Zipperer to approve taking the request to County Board for approval. Motion Carried.
3. T. Treptow, County Clerk met with the Committee to discuss refilling the Deputy Clerk position due to retirement. The Committee reviewed the updated job description to currently reflect the duties. Motion by Zipperer, second by Koca to approve taking the position to County Board to refill at a Grade 9. Wafle abstained, Motion Carried.
4. There were no vouchers to present
5. Next meeting will be December 10, 2018 immediately following the Executive Committee approximately 9 a.m.
6. Motion to adjourn by Wafle, second by Zipperer at 9:45 a.m. Adjourned

Respectfully submitted,
Terry Kleifgen, H. R. Director