

PERSONNEL COMMITTEE MEETING MINUTES

January 14, 2019

9:00 A.M.

County Board Room

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

1. Koca called the meeting to order at 9:00 a.m.
2. Motion by Kelley, second by Wafle to approve December 10, 2018 minutes as written. Motion Carried.
3. S. Ethun met with the committee to discuss filling the Adult Protective Services (APS) position that opened due to an internal transfer. Ethun explained that the individual interested in the open position is currently a Limited Term Employee and has been on and off for some time, therefore he would like to offer this individual the APS position as an 32 per hour week position at a grade 17 step 7 and upon the 6 month introductory period with a satisfactory evaluation to a step 8. Motion by Kelley, second by Zipperer to approve taking the request for an 85% APS Worker to County Board for approval. Motion Carried.
4. M. Kelley in the absence of the Public Works Director informed the Committee of a resignation so would like to refill the position. Motion by Zipperer, second by Koca to approve taking the position to County Board to be refilled. Motion Carried.
5. M. Hunkins discussed the updated Net Work Specialist job description and if approved would like to fill the position using the updated job description. Motion by Wafle, second by Kelley to approve taking a resolution to County Board for approval of the updated job description and hiring. Carried
6. Next meeting will be February 11, 2019 immediately following the Executive Committee approximately 9 a.m.
7. Motion to adjourn by Zipperer, second by Wafle at 9:15 a.m. Adjourned

Respectfully submitted,
Terry Kleifgen, H. R. Director