

PERSONNEL COMMITTEE MEETING MINUTES

May 11, 2020

9:40 A.M.

County Board Room

Present: Ray Zipperer, Mike Kelley, Jim Parrett, Jim Ryczek and Terry Kleifgen. Also Char Norberg, Dawn Buchholz, Amanda Dederich and Barb Gartland. Ed Wafle absent

1. Meeting called to order by Chair Zipperer at 9:40 a.m.
2. Motion by Kelley, second by Parrett to approve March 9, 2020 minutes as written. Motion Carried, 1 abstaining.
3. A. Dederich, Public Health Officer met with the committee to request the WIC Director position be changed from part to full time indicating that with work load and the recent increase in grant funding for the WIC program it makes sense to have a full time Director. Motion by Kelley second by Parrett to approve taking a resolution to County Board changing the WIC Director position from part-time to full time effective June 1, 2020, with the stipulation that should the funding ceased so would the position. Motion Carried.
4. B. Gartland met with the Personnel Committee to request an extension of 31.3 hours of vacation above the pre-approved 40 hour carryover. Motion by Kelley, second by Parrett to approve the extension for an additional 90 days as of this date indicating to utilize vacation more efficiently in the future as it will not be approved again. Motion Carried.
5. A. Dederich met to request an extension of an additional 32 hours over the approved 40 hour carryover for P.H. Nurse T. Herritz indicating that several requests for her vacation have not been granted due to Covid-19. Motion by Kelley, second by Ryczek to approve the 32 hour carryover indicating that this is a one-time approval. Motion Carried.
6. Personnel Director indicated that she received a request from D. Donnelly that he be allowed to carryover 20 hours of vacation above his normal 40 hours that is normally approved due to plans being cancelled because of Covid-19. Motion by Kelley, second by Parrett to approve this one time carryover of the additional 20 hours. Motion Carried.
7. D. Buchholz met with the Personnel Committee to request that C. Plantz be approved to carryover 48 hours of vacation above the normal approval of 40 hours. Motion by Kelley, second by Ryczek to approve the one time carryover of the additional 48 hours to be used within 6 months of this date and to utilize vacation more effectively in the future. Motion Carried.
8. D. Buchholz, DHS Director and A. Dederich, P.H. Officer met with the committee to further discuss employee classifications from non-exempt to exempt status. The P.H. Officer indicated that this would not be a good time for her to change status of the Public Health Nurses amid Covid-19 to a salaried position. DHS Director indicated that she would like to move forward if possible with the changes for her staff indicating that she would like to change DHS staff in Behavioral Health and CSP within grades 18 to 25 from non-exempt to exempt status. Motion by Kelley, second by Ryczek to take a resolution to County Board changing employees in DHS Behavioral Health and CSP grade 18 – 25 from non-exempt to exempt effective with the payroll beginning May 24, 2020. Motion Carried.
9. Evaluation form changes were further discussed from the March meeting, Personnel Director indicated sharing an updated version with all Department Heads indicating feedback, and Department Heads providing feedback indicated that the more condensed evaluation form is acceptable. Motion by Kelley, second by Parrett to approve the updated evaluation form and to utilize that going forward. Motion Carried.

10. C. Norberg requested of the Committee to approve changing percentages of two meal site managers one currently budgeted at 85% the other at 35% to change the work load slightly and adding additional tasks make each part-time at 60%. Motion by Ryczek, second by Parrett to approve the change. Motion Carried.
11. The Committee was updated on Workers Compensation/Accident claims as well as returning people back to work and reopening the building.
12. Next meeting will be June 8, 2020 after Executive Committee.
13. Motion to adjourn by Parrett, second by Ryczek. Adjourned

Respectfully submitted,
Terry Kleifgen, H. R. Director