

PERSONNEL COMMITTEE MEETING MINUTES

August 10, 2020

8:50 A.M.

County Board Room

Present: Ray Zipperer, Mike Kelley, Jim Parrett, Ed Wafle, Jim Ryczek, Tim Cottingham, Jerry Niles, Roy Granger, Alan Peterson, Lynn Willard, John Wenum and Terry Kleifgen. Also Amanda Dederich, Dawn Buchholz, Lori Chipman, Katie Steinke, Char Norberg, Lori Lowe and Teresa Miller

1. Meeting called to order by Chair Zipperer and Chair Cottingham at 8:50 a.m. for joint meeting with Personnel and the Finance/Computer Committee.
2. Clerk of Court L. Lowe met with both committees to request a new receptionist position for 2021. Niles indicated that it should go to Executive Committee before coming going to Personnel. Motion by Zipperer, second by Kelley to decline the request for a new position. Motion Carried
3. Public Health Officer A. Dederich met with the committee's to request a eliminating the recently vacated position (due to job transfer) of Business Service Assistant grade 6 and creating an Account Specialist position grade 9. Motion by Parrett, second by Wafle to approve taking a resolution to County Board for the position change pending Board of Health approval. Cottingham-No, Granger-No, Niles-No, Zipperer-No, Kelley-No, Wafle-Yes, Parrett-Yes, Ryczek Yes. Motion Failed 5,3

Present for Personnel: Zipperer, Kelley, Parrett, Wafle, Ryczek and Kleifgen. Also A. Dederich.

4. Motion by Parrett, second by Kelley to approve July 13, 2020 minutes as written. Motion Carried.
5. B. Loyd, Parks/Forestry Administrator met with Personnel Committee to discuss adopting a Camp Host Agreement. Motion by Parrett, second by Ryczek to approve a Camp Host Agreement. Motion Carried.
6. P.H. Officer A. Dederich requesting to refill Business Service Assistant position with an update to the job description eliminating the Supervisory role portion since the position has not had to supervise anyone at this point. Motion by Kelley, second by Parrett to approve taking the updated position to County Board to be refilled. Motion Carried.
7. Reopening the Work Place guide was discussed, no changes at this time were suggested.
8. The Committee was updated on work comp claims, recent vouchers
9. Next meeting will be August 31, changed to September 8, 2020 immediately following County Board.
10. Motion to adjourn by Kelley, second by Parrett. Adjourned

Respectfully submitted,
Terry Kleifgen, H. R. Director