

PERSONNEL COMMITTEE MEETING MINUTES

February 8, 2021

8:58 A.M.

County Board Room

Present: Ray Zipperer, Mike Kelley, Jim Parrett, Ed Wafle, James Ryczek, and Terry Kleifgen. Dawn Buchholz, Tara Ennis and Brent Oleson also present.

1. Meeting called to order by Chair Zipperer at 8:58 a.m.
Item #6 was discussed first with Finance/Computer Committee- Present for discussion in addition to above - Willard, Peterson, Cottingham and Niles. Granger absent
6. D. Buchholz DHS Director, discussed with the Committees the need to reorganize staffing in the CCS Program. Advertising has been done for the CCS Manager role without any qualified candidates for the past couple of months and with program mandates can't continue. DHS Director has a Therapist that is interested in the position but is currently working part-time. DHS Director would like to offer her the position and also create a Lead Worker position to assist with the paperwork and assist the other Facilitators with their roles. This program is funded the Medicaid so there would be no additional cost to the county. Motion by Kelley, second by Ryczek to approve taking a resolution for the reorganization to County Board for approval. Motion Carried by both Personnel and Finance/Computer Committee. Motion by Parrett, Second by Kelley to approve hiring a Therapist to replace the individual being promoted to CCS Manager. Motion Carried.
2. Motion by Kelley, second by Parrett to approve to approve the January 11, 2021 minutes as written. Motion Carried. Ryczek abstaining because he wasn't present at meeting.
3. D. Buchholz discussed with the Committee that an APS position was open due to promotion and for efficiency would like to make the position APS/Crisis Worker. Motion by Ryczek second by Kelley to approve the APS/Crisis Worker position that is open be taken to County Board to be refilled. Motion Carried.
4. D. Buchholz requested the CSP position be refilled due to retirement. Motion by Kelley second by Parrett to approve taking the CSP position to County Board to be refilled. Motion Carried.
5. D. Buchholz requested the CCS Facilitator position be refilled due to resignation. Motion by Kelley second by Ryczek to approve taking the CCS Facilitator position to County Board to be refilled. Motion Carried.
7. T. Ennis, Community Health Educator Supervisor met with the Committee to discuss replacing a Drug Free Community Health Educator due to resignation as well as if an internal candidate is selected replacing that individual as well. Motion by Parrett, second by Wafle to approve taking the position to County Board to be refilled. Motion Carried.
8. Sheriff Oleson met with the Committee to discuss replacing two Telecommunicators due to resignations. Motion by Parrett, second by Wafle to approve taking the positions to County Board to be refilled. Motion Carried.
9. Sheriff Oleson met with the Committee to discuss replacing a Deputy due to resignation. Motion by Parrett, second by Ryczek to approve taking the position to County Board to be refilled.
10. Motion by Ryczek, second by Parrett to approve taking a resolution to County Board for indicating we are Self-Insured for Workers Compensation. Motion Carried.

11. Discussed further the Policy changes for Section 6, 6.2 and 6.3, Section 5, 5.1b and Section 3. Section 6, 6.2 and 6.3 were discussed at the January Department Head meeting and there were no changes made to the suggested language (policy changes attached). Motion by Kelley, second by Parrett to approve taking the changes to County Board for approval. Motion Carried.
12. Discussed the Reopening Guide, suggestion was made to have a discussion at County Board regarding the doors being unlocked, instead of just one door open in buildings with multiple entrances.
13. Several updates were given to the committee and suggestions were made.
14. Next meeting March 8, 2021 immediately following Executive. Zipperer indicated not being able to attend, Kelley will serve as Chair.
15. Motion to adjourn by Parrett, second by Wafle. Adjourned

Respectfully submitted,
Terry Kleifgen, H. R. Director