

PERSONNEL COMMITTEE MEETING MINUTES

October 11, 2021

8:30A.M.

County Board Room

*Present: Ray Zipperer, Mike Kelley, Ken Schneider, and Terry Kleifgen. Sheriff Oleson, Dawn Buchholz, Gina Laack also present. Jim Ryczek absent*

1. Meeting called to order by Zipperer at 8:30 a.m.
2. Motion by Kelley, second by Schneider to approve the September 13, 2021 minutes as written. Motion Carried.
3. Sheriff Oleson met with the Committee to request filling the Dispatch Supervisor position due to resignation, job description moderately updated. Motion by Kelley, second by Schneider to approve taking the positions to County Board to be filled. Motion Carried.
4. G. Laack discussed changing one of the secretarial positions to a Program Specialist and moving it up in the steps of a grade 4 step for to step 9. Motion by Kelley, second by Schneider to approve taking a resolution to County Board for the position and step change as of January 1, 2022 provided the additional cost is grant funded and if the funding is reduced or eliminated the position would need to be adjusted accordingly. Motion carried.
5. D. Buchholz request to refill the Crisis/APS Worker position due to a recent resignation. Motion by Schneider, second by Kelley to approve sending the position to County Board to be filled. Motion carried
6. H.R. Director requested for an employee the extension of time off, FMLA 12 weeks has expired and the individual needs to be off longer. Department Head indicated his Committee approval of the extension. Motion by Kelley, second by Schneider to approve extending the leave and reviewing it near the end of December. Motion Carried.
7. Other matters discussed testing, masking requirements and remote work if necessary.
8. Next meeting October 25, 2021 at 8:30 a.m.
9. Motion to adjourn by Schneider, second by Kelley. Adjourned

Respectfully submitted,  
Terry Kleifgen, H. R. Director