

PERSONNEL COMMITTEE MEETING MINUTES

May 9, 2022

Room 1 and County Board Room

*Present: Ray Zipperer, Jim Ryczek, Richard Kilmer and Terry Kleifgen. Also present were G. Laack, A. Dederich and D. Buchholz. Judy Kennedy was absent.*

1. Meeting called to order by Zipperer at 8:31 a.m.
2. Motion by Ryczek, second by Kilmer to approve April 11, 2022 minutes as written. Motion Carried.
3. H.R. Director requested carryover of 16.5 hours of vacation above the approved 40 hours permitted for Amanda Morris as she was unable to use it prior to her anniversary date. This is a first request, Amanda has resigned as a Telecommunicator so this would be included on her payout. Motion by Ryczek, second by Kilmer to approve the carryover of vacation. Motion Carried.
4. A. Dederich requested approval to update the job description for the Covid Response Educator to include additional tasks related to work force development. Position would remain totally grant funded and the sunset clause would remain if funding ran out. Motion by Ryczek, second by Kilmer to approve the updated job description as presented. Motion Carried.
5. G. Laack requested the committee approve updating the Van/Bus Driver position from limited term to part-time 60%. Discussion was held by Ryczek, Kilmer, Zipperer, Laack and Kleifgen regarding the time needed and what would be gained by changing to 60%. Motion by Ryczek, second by Kilmer approving taking the part-time Van/Bus Driver position part-time at 85% to County Board for approval. Motion Carried.
6. D. Buchholz request to approve refilling Lead Child Support and Mental Health Technician positions vacated by promotions. Motion by Kilmer, second by Ryczek to take the positions to County Board to be refilled. Motion Carried
7. In the absence of Sheriff Oleson, H.R. Director requested that two Telecommunicator positions be approved to be refilled due to a resignation and a retirement. Motion by Ryczek, second by Kilmer to approve taking the positions to County Board to be refilled. Motion Carried
8. Brian Loyd requested that the seasonal LTE age be reviewed once again as they are still in need of one individual and they have a 16 year old that did apply. Great deal of discussion and a suggestion was made to check into contracting for mowing in the parks, currently not considering lowering the age further.
9. Discussed evaluations and the process, the discussion will continue at future meetings.
10. The Committee was informed of an emergency hire in the Sheriff's department. H.R. Director indicated that the Personnel Committee Chair and the Sheriff's Committee Chair authorized the emergency hire of the individual.
11. Next meeting June 13, 2022.
12. Motion to adjourn by Ryczek, second by Kilmer. Adjourned

Respectfully submitted, Terry Kleifgen, H. R. Director