

PERSONNEL COMMITTEE MEETING MINUTES

October 10, 2022

Room 1

Present: Zipperer, Kennedy, Kilmer and Kleifgen. Also present Cottingham, Fischer, Dederich, Laack, Buchholz, Lowe, Purvis and Hastings. Ryczek absent

1. Zipperer called meeting to order at 8:30 a.m.
2. Motion by Kennedy, second by Kilmer to approve the minutes of September 12, 2022. Motion Carried.
3. Motion by Kennedy to elect Richard Kilmer as Vice Chair, second by Zipperer. Motion by Kennedy, second by Kilmer to close nominations. Motion Carried, Kilmer Yes, Kennedy Yes, Zipperer Yes to elect Kilmer as Vice Chair. Motion Carried
4. T. Hastings met with the Personnel Committee to request an extension to his time off, anticipated duration of time off could be an additional four months after the 11/22 surgery. Motion by Kennedy, second by Kilmer to approve currently and look at the timeframe again at the January 2023 meeting. Motion Carried
5. Motion by Kennedy, second by Kilmer eliminate the request to refill the Highway Maintenance position with recommendation from Finance for 2023 budget cuts. Motion Carried
6. L. Lowe requested an increase for the Bailiff's of \$5 per hour. Motion by Zipperer, second by Kennedy to approve an increase of \$1.50 per hour. Motion Carried.
7. D. Buchholz request to refill a Family Support Worker position as a Human Services Worker resigned and the previous Family Support Worker was promoted. Motion by Kilmer, second by Zipperer to approve taking the position to County Board to be refilled. Motion Carried
8. D. Buchholz requested approval during the Pilot period in DHS for flex time that employee also be able to work between 37-40 hours per week without having to use personal/vacation time to make it 40 hours each week. Motion by Kennedy, second by Kilmer to approve the 37 – 40 hours per week and still receiving full time benefits, to be reviewed discussed again at Personnel in December. Motion Carried.
9. T. Kleifgen requested permission to purchase a badge printer to replace the current one that is no longer working, funding provided by IT and approved by Finance on October 7, 2022. Motion by Kennedy, second by Kilmer to approve the purchase. Motion Carried.
10. T. Kleifgen requested approval to refill the H.R. Director position as well as shared an updated job description. Motion by Kennedy, second by Kilmer to approve taking the position to County Board to be refilled. Motion Carried.
11. Personnel Policy with revisions was handed out to be reviewed and discussed at the next meeting. Discussed Funeral leave and qualifications the Committee concurred with the decision made.
12. Committee was informed of two positions for a new grant that would be on the October 31, 2022 agenda. There was also discussion on who the panel would be for the H.R. Director interviews.
13. Next regular meeting October 31, 2022. Motion to adjourn by Kennedy, second by Zipperer. Motion Carried. Adjourned

Respectfully submitted, Terry Kleifgen, H. R. Director