

## **PERSONNEL COMMITTEE MINUTES**

COMMITTEE: PERSONNEL  
DATE: WEDNESDAY, JULY 10, 2019  
TIME: 5:00 PM  
PLACE: COUNTY BOARD ROOM

### **CALL TO ORDER**

Chairperson, Houle called the meeting to order at 5:00 p.m. and read the agenda.

### **ROLL CALL**

Present: Berg, Burl, Chaney, Goode, Gretzinger, Houle, & Stamper

Absent:

Others Present: Nora Matuszewski, Tammy Queen, Lynne Black, Jody Jensen, & Barry Black

### **APPROVE AMENDED AGENDA**

Motion by Stamper to approve the amended agenda as presented, second by Berg. All present voting AYE. Motion adopted.

### **APPROVE MINUTES FROM THE JUNE 20, 2019, JOINT PERSONNEL & CHILD SUPPORT COMMITTEE MEETING**

Motion by Chaney to approve the minutes from the June 20, 2019 Joint Personnel & Child Support committee meeting, second by Berg. All present voting AYE. Motion adopted.

### **PUBLIC COMMENT**

None

### **DISCUSSION AND POSSIBLE ACTION ON UPDATES TO THE FORESTRY ADMINISTRATOR JOB DESCRIPTION**

Motion by Houle to forward the Job Description to the full county board for approval because of the fiscal impact, second by Stamper. All present voting AYE. Motion carried.

### **DISCUSSION AND POSSIBLE ACTION WITH J. BRADLEY AND RINEHART ON JAIL DOOR TRAINING**

Motion by Chaney to table until the next scheduled Personnel meeting, second by Berg. All present voting AYE. Motion carried.

### **DISCUSSION AND POSSIBLE ACTION ON RECOMMENDATION COMING OUT OF THE FORESTRY COMMITTEE ON POSTING THE FORESTRY ADMINISTRATOR POSITION**

No Action

### **DISCUSSION AND POSSIBLE ACTION ON POSTING THE COMMISSION ON AGING BUS DRIVER POSITION**

Motion by Berg to advertise the Bus driver position, second by Chaney. All present voting AYE. Motion carried.

#### DISCUSSION AND POSSIBLE ACTION CONCERNING EMPLOYEE COMP TIME ACCUMULATION

Motion by Gretzinger to follow the handbook, second by Burl. All present voting AYE. Motion carried.

#### DISCUSSION AND POSSIBLE ACTION ON GRANTING VACATION CARRY-OVER FOR B. BLACK

Motion by Gretzinger to forward on to the Building committee, second by Burl. All present voting AYE. Motion carried.

#### DISCUSSION AND POSSIBLE ACTION ON REQUEST FROM B. BLACK FOR INCREASED COMP TIME ACCUMULATION

No Action

#### DISCUSSION AND POSSIBLE ACTION ON THE INCLEMENT WEATHER POLICY AND CLARIFICATION ON MISSED TIME OFF

Motion by Goode to amend the policy and move to the full county board with the addition of; the pay will be consistent with the work day the employee is currently working on that specific day, so if they are working 7, 8, 10 hours they will get paid accordingly, if it is a scheduled day off, the employee will not get paid, second by Berg. All present voting AYE. Motion carried.

#### DISCUSSION ON EMPLOYEE TERMINATION PROCEDURES

Discussion was that the committee and departments need to be consistent and follow the manuals.

#### ADJOURNMENT

There being no further business, motion by Berg to adjourn, second by Chaney. All present voting AYE. Motion carried. Meeting Adjourned at 6:04 p.m.

These minutes are not official and are subject to change. They will be officially approved at the next scheduled Personnel meeting.