

## PERSONNEL COMMITTEE MINUTES

COMMITTEE: PERSONNEL  
DATE: MARCH 22, 2021  
TIME: 5:00 P.M.  
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

Members Present: Berg, Campbell, Chaney, Collins, Houle, Goode & Stamper

Absent:

Others Present: Amy Montgomery, Cindy Gretzinger & Bill Anderson

### APPROVE AGENDA

Motion by Stamper to approve the agenda as presented, seconded by Goode. All present voting (AYE).  
Motion carried.

### APPROVE MINUTES FROM THE MARCH 8, 2021 PERSONNEL MEETING MINUTES

Motion by Chaney to approve the March 8, 2021 Personnel meeting minutes, seconded by Stamper. All present voting (AYE). Motion carried.

### PUBLIC COMMENT

None

### DISCUSSION AND POSSIBLE ACTION ON UPDATING THE LAND INFORMATION-GIS/LAND CONSERVATION TECHNICIAN JOB DESCRIPTION AND POSTING OF POSITION

Motion by Berg to approve the job description and post as is, second by Chaney. All present voting (AYE). Motion carried.

### DISCUSSION AND POSSIBLE ACTION ON THE EMERGENCY MANAGEMENT POSITION UPDATES: FORWARDING TO FINANCE AND THEN TO FULL COUNTY BOARD FOR POSSIBLE APPROVAL

Motion by Collins to accept job description, second by Stamper. All present voting (AYE). Motion carried.

### DISCUSSION AND POSSIBLE ACTION ON THE UPDATES TO THE PERSONNEL HANDBOOK; FORWARDING TO FINANCE AND THEN TO FULL COUNTY BOARD FOR POSSIBLE APPROVAL

Motion by Chaney to update vacation as below:

- 1 week paid vacation at 90-days of continuous service
- 2 weeks paid vacation at 1-year of continuous service
- 3 weeks paid vacation at 5-years of continuous service
- 4 weeks paid vacation at 10 years of continuous service
- 5 weeks paid vacation at 15 years of continuous service
- 6 weeks paid vacation at 20 years of continuous service

Second by Campbell. All present voting (AYE). Motion carried.

There was discussion about call-in time other than plowing and paying overtime on weeks when the employee had taken vacation or there was a holiday and as to whether it was legal to pay it or not.

Collins brought up sick leave benefit pay-outs on anything above 720 days. Her thought was to give a bonus at the end of the year and change the bank sick leave from 90-days to 100-days. There was discussion on changing the courthouse to accrue vacation at the beginning of the year. Motion by Chaney to add longevity back into the budget and go retroactive for year 2021, second by Berg. All present voting (AYE). Motion carried.

#### POSSIBLE FUTURE AGENDA ITEMS:

- Handbooks
- Future Meetings- March 29 at 5:00 P.M.

#### ADJOURNMENT

There being no further business, motion by Stamper to adjourn, second by Berg. All present voting (AYE). motion carried. Meeting adjourned at 6:16 p.m.