

PERSONNEL COMMITTEE MINUTES

COMMITTEE: PERSONNEL
DATE: MARCH 29, 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, & Stamper

Absent: Goode

Others Present: Cindy Gretzinger & Nora Matuszewski

APPROVE AMENDED AGENDA

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

APPROVE MINUTES FROM THE MARCH 22, 2021 PERSONNEL MEETING MINUTES

Motion by Chaney to approve the March 22, 2021 Personnel meeting minutes, seconded by Collins. All present voting (AYE). Motion carried.

PUBLIC COMMENT

None

DISCUSSION AND POSSIBLE ACTION ON ACCEPTING THE RESIGNATION FROM JACEE SHEPARD AS HEALTH OFFICER/DIRECTOR-FORWARDED FROM THE HEALTH COMMITTEE

Motion by Stamper to accept the resignation from Jacee Shepard, second by Campbell. All present voting (AYE). Motion carried.

DISCUSSION AND POSSIBLE ACTION ON APPOINTING HOLLI DENTON AS THE INTERIM HEALTH OFFICER/DIRECTOR, WITH POSSIBLE CONSIDERATION FOR WAGE INCREASE FOR THE POSITION-FORWARDED FROM THE HEALTH COMMITTEE

Motion by Houle to appoint Holli Denton as Interim Health Director and revisit any pay increase after Jacee Shepard leaves, second by Stamper. All present voting (AYE). Motion carried.

DISCUSSION AND POSSIBLE ACTION ON REVIEWING THE HEALTH COMMITTEE/OFFICER DIRECTOR POSITION DESCRIPTION, INCLUDING PAY STRUCTURE ON RECOMMENDATION FROM THE HEALTH COMMITTEE; POSSIBLE FORWARDING TO FINANCE

Motion by Collins to update the Job description and raise the high end wage of the position to \$30.00 per hour, (\$62,400 per year salary), forward to Finance for possible approval and budget amendment, second by Campbell. All present voting (AYE). Motion carried.

DISCUSSION AND POSSIBLE ACTION ON POSTING THE HEALTH OFFICER/DIRECTOR POSITION

No Action

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

The committee went through the handbook again and made some changes and asked the clerk to contact the Sheriff and ask him to add his Anti-Bullying policy to the appendix in the handbook, change the Maintenance Call-in time to add “extenuating circumstances”, and remove the 5-10% reduction in wage from the benefit sheet for new employees and just include the wage range.

Motion by Chaney to make changes and review handbook and education credits at the next Personnel meeting, set for April 5, 2021 at 5:15 p.m., second by Houle. All present voting (AYE). Motion carried.

DISCUSSION AND POSSIBLE ACTIONS:

- **FORWARD TO FINANCE APPROVED EMERGENCY MANGEMENT POSITION/JOB DESCRIPTION IN RESOLUTION FORM**

Motion by Collins to forward the approved Emergency Management position/job description to Finance, second by Berg. All present voting (AYE). Motion carried.

- **FORWARD TO FINANCE APPROVED LONGEVITY PAYMENT FOR COURTHOUSE/JAIL EMPLOYEES RETROACTIVE FOR 2021 AND BUDGET AMENDMENT IN RESOLUTION FORM**

Motion by Collins to forward the longevity to Finance for approval, second by Chaney. All present voting (AYE). Motion carried.

POSSIBLE FUTURE AGENDA ITEMS:

- Handbook
- Education Credits
- Flex-time

ADJOURNMENT

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