

PERSONNEL COMMITTEE MINUTES

COMMITTEE: PERSONNEL
DATE: March 26, 2024
TIME: 1:00 P.M.
PLACE: FOREST COUNTY BOARDROOM

CALL TO ORDER

Skallerud called the meeting to order at 1:00 p.m. and read the agenda

ROLL CALL

Present: Chaney, Dailey, Karl, Lukas, Marvin, Skallerud

Absent: Landru

Others Present: Cindy Gretzinger, Sheriff Jeffery Marvin, Robert Huettl

APPROVE AGENDA

Motion by Lukas to amend the agenda to remove Aging as it no Aging business was on the agenda, second by Chaney. All present voting (AYE). Motion carried.

APPROVE PERSONNEL MINUTES FROM THE FEBRUARY 8, 2024, MEETING

Motion by Chaney to approve the minutes from the Personnel meeting from February 8, 2024, seconded by Dailey. All present voting (AYE). Motion carried.

PUBLIC COMMENT

None

DISCUSSION/ACTION ON UPDATED JOB DESCRIPTIONS FOR HIGHWAY EMPLOYEES

No Action: All job descriptions must return to the Highway Committee for more details and highlighted changes.

DISCUSSION/ACTION ON UPDATE TO DISPATCH SERGEANT JOB DESCRIPTION, WHICH INCLUDES TITLE CHANGE/WAGE; POSSIBLE ACTION TO FORWARD TO FINANCE FOR APPROVAL

Motion by Dailey to approve and send to the Finance Committee the new job description and title change from the existing Dispatch Sergeant job description. The suggestion to Finance is that the wage would remain the same for this fiscal year and Finance should determine if the position should be classified as salaried exempt for future budgeting cycles, seconded by Marvin. All present voting (AYE). Motion carried.

DISCUSSION/ACTION ON NEW JOB DESCRIPTION FOR PART-TIME COURT SECURITY PERSONNEL/TRANSPORT PERSONNEL; POSSIBLE ACTION FORWARD TO FINANCE AND FULL COUNTY BOARD FOR APPROVAL

Discussion with Sheriff Marvin about the possible creation of a new part-time job description that would be funded using the existing Part-Time Deputy account line item. Sheriff Marvin

advised that the position will have limited arrest authority within County Buildings and while transporting inmates.

Motion by Lukas to approve the new part-time job description and send it to the Finance Committee. The suggestion is to set the wage at the current part-time correctional officer rate of \$18.54, seconded by Marvin. All present voting (AYE). Motion carried.

DISCUSSION ON HANDBOOK POLICY UPDATE FOR A CONFIDENTIALITY AGREEMENT FOR EMPLOYEES/STUDENTS/VOLUNTEERS; POSSIBLE ACTION TO FORWARD TO FULL COUNTY BOARD FOR APPROVAL.

Motion by Marvin to update the Employee Handbook to require all Employees, Students, and Volunteers to be bound to confidentiality and sign a Confidentiality Agreement, seconded by Chaney. All present voting (AYE). Motion carried.

DISCUSSION ON GOVERNMENT CRIME POLICY, RESPONSE FROM INSURANCE COMPANY AS TO IMPORTANCE OF COVERAGE; POSSIBLE ACTION

The committee took no action and will send the matter to the Finance Committee for review.

FUTURE AGENDA ITEMS

There were no future agenda items presented at the meeting.

ADJOURNMENT

There being no further business, motion by Chaney to adjourn, seconded by Marvin. All present voting (AYE). Motion carried. The meeting adjourned at 2:32 p.m.