Personnel Committee

Special Meeting Minutes

January 30, 2012

The meeting was called to order at 4:00 PM

Members Present: Millie Dyer, Ann Gill, Dave Boggs, Dick Joyce, John Roth
Also Present: Ron Severson, Shawn Hamilton, Sandy Pommier, Denise Kasper, Kay Lynn Shoemaker
Media-Christina Chapman, Terry Christensen

A motion to approve the minutes from the December 19, 2011 meeting was made by Gill, seconded by Boggs. Motion carried.

No Public Comment.

Human Resource Director Update:
Denise Kasper stated that February is Heart Healthy Month; wear the color red on February 3rd, blood pressure screenings on the 17th from 8AM-4PM, Heart Quiz on the 24th.
Newsletter was emailed to all employees.
Kasper updated the committee on the employee hiring, terminations and job postings.

Employee Manual Review:
Section 3.13- Personal Appearance-Dyer stated that she is in favor of the Administration Building's Maintenance staff wearing uniform shirts with their names on them. The committee instructed Hamilton to look into uniform companies and printed t-shirts for pricing.

Section 5.01-Wage and Salary Administration-Kasper provided options to amend the section to clarify eligibility for newly hired employees for any annual salary increase. The committee requested that Kasper provide the language in the previous personnel manual for discussion at the next meeting.

Section 1.01-Employment at Will-Kasper provided clarification from the employment attorney in regards to a "probationary period" altering the "at will" nature of the employment relationship.

Health Administrator Update:
KayLynn Shoemaker updated the committee on the tentative agreement of the union contract.

Administrative Intern:
Hamilton discussed the conversation that transpired between he and Severson in regards to Dyer being upset about the decision on the intern without the knowledge of the Personnel Committee. Hamilton explained the process that was used to choose the voluntary intern and stated that he felt that the matter was "not agenda worthy" and didn't need the approval process. The committee discussed where the intern would be utilized, potential county liability issues and which municipalities were contacted to participate. Severson told the committee that he was not pleased with Hamilton's attitude during conversations and that Almer agreed and discussed it with Hamilton. Roth agreed that the decision about the intern should have been approved by the committee; Boggs added that the matter had been brought up during the interview process with Hamilton.

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Boggs questioned if the matter of the Health Department using the wrong spread sheet for the budget process had been resolved; he was told the Board of Heath was handling it.

Review of Executive Session Minutes:
Motion by Gill, seconded by Boggs to destroy tapes from 2/14/08, 4/2/08, 4/10/08, 5/15/08, 8/14/08, 9/5/08, 9/11/08, 10/16/08, 11/13/08, 2/12/09, 1/15/09, 3/12/09, 7/16/09, 9/28/09, 12/10/09. Motion carried. Gill motioned, Boggs seconded to not release the minutes from same dates. Motion carried. Gill made a motion to not release the minutes from executive sessions 3/11/10, 9/16/10, 12/16/10. Motion carried. Gill made a motion, seconded by Roth to destroy the tape from 3/11/10. Motion carried.
Gill made a motion seconded by Joyce to approve the minutes from 1/13/10, 4/14/11, 6/16/11. Motion carried.

At 5:03 PM a motion to enter into executive session to discuss personnel matters was made by Roth, seconded by Boggs. Upon roll call, motion carried. Hamilton, Kasper, Pommier, Shoemaker and Media were excused.

At 6:31 PM a motion was made by Roth, seconded by Joyce to return to open session. Motion carried.

No action was taken as a result of the executive session. The committee will discuss matters again at the next committee meeting in executive session.

A motion to adjourn was made by Roth, seconded by Joyce. Motion carried.

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