

Personnel Committee  
Meeting Minutes  
August 20, 2012

The meeting was called to order at 4:00 PM.

Members Present: Millie Dyer, Dave Boggs, Dick Joyce, Ann Gill (4:25)

Member Absent: John Roth

Also Present: Ron Severson, Sandy Pommier, Denise Kasper, Susan Bates, Lana Phillips

Public: Marcia Wolter

A motion to approve the minutes from the July 12, 2012 and August 3, 2012 meetings were made by Boggs, seconded by Joyce. Motion carried.

Public Comment:

Marcia Wolter stated that she was happy with the County Board's decision to replace the fulltime County Administrator.

HR Update:

FY2013 Salary Increases: The committee discussed the potential salary increases for non-union employees including a percentage amount, flat amount to include two days off and also a combination of the two options. A motion was made by Boggs, seconded by Joyce to recommend to the Finance Committee the compensation for non-union employees of \$500.00 and two paid days off (December 24 and December 31). Upon roll call, the motion passed unanimously. Kasper asked if the motion was pertaining to the part-time employees; the committee agreed but will be prorated based on hours worked.

Kasper updated the committee on hires and resignations. Two postings for Health Department staff; Three resignations, two from Health Department, one from Administration.

Kasper presented the Community Service Outline that she obtained from the Courthouse Maintenance Supervisor. The committee discussed utilizing the workers in other county facilities. A motion was made by Boggs, seconded by Joyce to recommend the use of Community Service workers at the Animal Control Department and Administration Building. Motion carried. Kasper is to develop the criteria and bring back to committee for review.

County Administrator Position:

Kasper distributed information including the ICMA Recruitment Guidelines for Selecting a Local Government Administrator, Notice of Job Opening, Resolution and Agreement of the past Administrator and Chief Administrator Officer Salaries and names from other counties. The committee discussed changes to the posting, posting timelines and the possibility of doing a salary analysis for the position. The position will be posted internally as required and the external deadline was set for September 10, 2012.

Health Administrator Update:

None.

Payroll Processing System:

Kasper told the committee that the Treasurer is in the process of researching the new system.

County Clerk:

Lana Phillips attended the meeting to request a salary increase for the Chief Deputy in her office. Phillips stated that she had researched comparison salaries and that the average salary for the position was \$44,000.00 and requested her Chief Deputy to be increased to \$42,000.00 for FY2013; currently at \$33,540.00. The increase is not in the current budget. The committee discussed the budgeting of the added expense, including using funds from the restricted Document Storage Fund. A motion was made by Joyce, seconded by Boggs to recommend to the Finance Committee to increase the Chief Deputy Clerk's salary to \$40,000.00 with \$4225.00 coming out of Document Storage Fund and the position will be entitled to any year end increase that other non-union employees receive. Motion carried.

Severson told the committee that due to the action taken at the board meeting, which resulted in the lack of an interim plan for the vacated County Administrator position, that he will be the direct contact for all county matters.

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