

COMMITTEE REPORT

COMMITTEE: Personnel Review Committee
CHAIRPERSON: LaDon Trost
DATE/TIME: March 15, 2023 @ 9:00 a.m.

PRESENT:

☒ Tina Brandel	☒ Nicole Hermesen	☒ Craig Ketelsen (9:12)
☒ Steve Endress	☒ Melisa Hammer	☒ Angie Kaiser
☒ John Lang	☒ Steve Keeffer	☒ Kathy Phillips
☒ LaDon Trost	☐ Vacant	☒ Laura Edmonds
☒ Scott Toot	☒ Joe Kratcha	☐ Vacant

Others: John Grizzoffi, Kristina Tranel, Jamie Watson, Chris Allendorf and Mary Althof

LaDon Trost called the meeting to order at 9:05 a.m. Roll call, a quorum was present.

1. Approval of Minutes –

- a) Minutes of the November 4, 2021 Personnel Review Committee meeting - **Melisa Hammer made a motion to approve the minutes of the November 4, 2021 Personnel Review Committee meeting. Seconded by Laura Edmonds and motion carried following a voice vote resulting in all ayes.**
- b) Minutes of the November 19, 2021 Personnel Review Committee meeting - **Angie Kaiser made a motion to approve the minutes of the November 19, 2021 Personnel Review Committee meeting. Seconded by Melisa Hammer and motion carried following a voice vote resulting in all ayes.**
- c) Minutes of the June 13, 2022 Personnel Review Committee meeting – **Steve Keeffer made a motion to approve the minutes of the June 13, 2022 Personnel Review Committee meeting. Seconded by Angie Kaiser and motion carried following a voice vote resulting in all ayes.**
- d) Minutes of the December 29, 2022 Personnel Review Committee meeting – **Tina Brandel made a motion to approve the minutes of the December 29, 2022 Personnel Review Committee meeting. Seconded by Kathy Phillips and motion carried following a voice vote resulting in all ayes.**

2. Citizens' Comments – None.

3. Unfinished Business – None.

4. New Business -

- a) Discussion and possible action on reevaluating position descriptions
 - Administration
 - Assessor
 - Circuit Clerk
 - County Clerk and Recorder
 - Emergency Management

(The committee took a break for lunch from 11:20 a.m. until 12:30 p.m. following a motion by Laura Edmonds and seconded by Melisa Hammer)

- GIS/IT
- Highway

- Planning & Development
- Probation
- Sheriff
- States Attorney
- Transit
- Treasurer

The committee reviewed each job description and made suggestions for revisions.

Kaiser suggested summarizing all of the Office Manager position descriptions or being really specific in all of them because it seems as though not all of the office managers are getting the love. Keeffer feels all office managers have the same core duties and then each office has some unique things. Hammer agrees that we need to have something more standard. Kaiser agrees that they perform similar functions but in each office there are varying degrees, they are doing different things. She doesn't believe it is any less important. They are all very different but there is a commonality there that because someone writes a really descriptive job description and another decides to summarize it which is also ok, she doesn't want to see a person be penalized because someone has a better grasp on words. There is a disparity there. Kaiser would like the Office Manager position descriptions standardized to a level of your typical office manager duties and then each office would add in their specific responsibilities that are unique to that office. All of the Office Managers should fall in the same pay grade. They are all equally important in their own way. Phillips suggest that we could group some of the clerical activities that are normal but then add bullet points more towards the individual office. Just summarize the clerical and then put what they actually do. Trost requested that for simplicity purposes for the next meeting there is just a paragraph of some normalcy between the offices and then add bullets to what their duties are. Every department that has an Officer Manager the Department Heads will be meeting to collaborate and try to come up with a set description for the Office Managers but then have particular requirements for each individual office. Those offices include: Probation, State's Attorney, Administrator's office, Highway, Sheriff, Transit and Planning and Development.

The Work Environment section of each position description should be standardized across the board. If we had a standard work environment paragraph and a standard work environment outside paragraph and a standard toxic chemical paragraph, etc. And then if that position has one, two, three paragraphs, the department head would decide how many of those paragraphs apply.

- 1) The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- 2) While performing the duties of this job the employee is mainly working indoors, in a general office setting
- 3) At limited times may work outside in all types of weather conditions; being exposed to cold, hot, wet and/or humid conditions and to the sun's radiation
- 4) The noise level in the work environment is usually quiet to moderate (with the addition of construction noise)
- 5) Work outside of normal business hours and/or remote

Laura Edmonds offered to create a template for the work environment items and send them to the department heads. Nicole Hermesen suggested a matrix with check boxes that will limit what you can select or not select. Edmonds will gladly put something in line

with what Hermesen said for the work environment and we can have a matrix with a check box and you can check which one applies to your job description. Edmonds will send it to the department heads for their review.

Add a part-time Clerical job description.

Kathy Phillips commented that the weight lifting amounts vary from description to description. Angie Kaiser commented that is a Department of Labor question when you start talking about weight limits. You might want to talk about how they are insured as well. We might want to look into that as well. When you do your workman's comp audit we have different categories of workers and based on what they do that's how much we pay. Nicole Hermesen added that the medium work as classified by the Department of Labor is 26 – 50 pounds, but the frequency is what they really look at. How frequently are you doing that? Medium work seldom is classified as 26 – 50. Frequently 11 – 25. Heavy work is 51 – 100. And frequently carrying is 26 – 50 which sounds like more employees in this room. Kaiser interjected that this is something that we probably should be looking at in the Safety Committee. We should probably reach out to ICRMT and talk to them about how to phrase that. Kaiser will have Dana Timmerman reach out to ICRMT to find out how we should phrase it. We may need to take a look at the safety manual and see if it is spelled out in there.

There was discussion regarding criminal background checks. John Lang and Tina Brandel would like to have mandatory background checks for everybody. LaDon Trost agrees. Angie Kaiser added that we would need to make sure there is a policy in place that requires it and then also taking into consideration that just like any other policy elected officials may or may not follow it. Trost commented that we need to look in the future to have a policy that has a criminal background check as requirement for employment whether the elected officials follow that policy or not. There could be consequences if you hired a person and that person was wanted on charges someplace. Kaiser responded that it doesn't seem to be in a policy right now and if you want that to be done we need to put it in a policy in a policy format. So put it on the list of to do's for the County Administrator.

b) Discussion and possible action on grading of position descriptions

- Administration
- Assessor
- Circuit Clerk
- County Clerk and Recorder
- Emergency Management
- GIS/IT
- Highway
- Planning & Development
- Probation
- Sheriff
- States Attorney
- Transit
- Treasurer

Ladon Trost asked that this item be tabled until the job descriptions are done properly. We should be able to go through the next session very quickly because we will have corrected everything. In going through these job descriptions if you see something that isn't correct,

an error, contact that person personally and see if they can make that correction before the next meeting so that we don't have to go through this whole thing again. Take the time to go over it and make sure we are in good shape.

5. **Committee Member Comments/Concerns** – Kathy Phillips asked if Trost wanted us to correct these job descriptions and resubmit to the County Administrator's office. Trost responded yes. Each department is responsible for correcting their own job descriptions before returning them to the Administrator's office. Laura Edmonds commented that she would try to get that template done tomorrow before the corrections so that all of the templates are the same. We will work out a date for the next committee meeting. LaDon Trost added that when he took over the chairmanship one of the things that he believed in and wanted to implement is teamwork. He wants a team atmosphere and he doesn't think it has ever been exhibited any better than today. Everybody worked together for a common goal and he is proud of everyone for what you have done.
6. **Establish future meeting date** – TBD
7. **Citizens' Comments** – None.
8. **Adjournment** -
Tina Brandel made a motion to adjourn at 3:32 p.m., seconded by John Lang; roll call motion passed 12 ayes, 0 nays.