

COMMITTEE REPORT

COMMITTEE: Personnel Review Committee
CHAIRPERSON: John Lang, Vice-Chairman
DATE/TIME: June 2, 2023 @ 9:30 a.m.

PRESENT:

☒ Tina Brandel	☒ Nicole Hermsen	☒ Craig Ketelsen
☐ Steve Endress	☒ Melisa Hammer	☒ Angie Kaiser
☒ John Lang	☒ Steve Keeffer	☒ Kathy Phillips
☐ LaDon Trost	☐ Vacant	☒ Laura Edmonds
☒ Scott Toot	☐ Vacant	☒ Kristina Tranel

Others: Diane Gallagher, Linda Kern, Sheriff Turner and Mary Althof

John Lang called the meeting to order at 9:37 a.m. Roll call, a quorum was present.

1. Approval of Minutes –

- a) Minutes of the April 12, 2023 Personnel Review Committee meeting – Kathy Phillips made a motion to approve the minutes of the April 12, 2023 Personnel Review Committee meeting. Seconded by Angie Kaiser and motion carried following a voice vote resulting in 10 ayes; Tranel abstained because she is new to the committee.

2. Citizens' Comments – None.

3. Unfinished Business

- a) Discussion and possible action to approve the final Office Manager Position Descriptions
- Administration
 - Highway
 - Planning & Development
 - Probation
 - Sheriff
 - States Attorney

The committee reviewed the Probation Office Manager position description. Linda Kern informed the committee that this position is a reclassification. She does not currently hold the title of Office Manager. Hammer had a couple of questions. In a prior meeting we had discussed not to put in names of programs because those may change. She sees multiple names listed in this position description. The other one she had was the number of reports this position does. That number may change as well and we don't want to have to redo the position description. Kern responded that the clarification on this is so that people who were reviewing this were aware that it is just not one report or two reports, its reports for everybody in the office. Hammer understands that; we wanted to make it generic so that we wouldn't have to revisit it every time something changes. Phillips and Kaiser agree as well. Kern stated they will go through and remove those names and numbers. It is not a problem. Craig Ketelsen asked are we saying that a department head can't make any changes to a position description without coming to this committee first and then to the County Board? They are not inherently changing the job description if they are changing the names of software. It seems really inefficient and ineffective if we have to go through that process to change a couple of words. John Lang agreed. He likes to simplify things but it seems like we are doing a lot of nit picking here. Angie Kaiser feels that a lot of that came from when we were with Carlson-Dettman and the job description so closely

tied to the classification. She doesn't know that matters anymore. We are trying to put the responsibilities on the department heads for the financial part of it so if the department head thinks that job description has changed as long as we have the most current one on the site it's not that big of a deal. Lang thinks we would be more focused on major changes in duties. Kaiser commented having every single task that you do used to be the way we did job descriptions because we put all of this detail in there so that the powers that be would see that this position was important and now we all just acknowledge these positions are important. I don't think we have to put every single task because the grading is going to be more a grouping and the financial part of it will be determined by department heads. Ketelsen stated he 100% supports the reclassification because he feels Kern does an outstanding job. He also feels we need to put that on the agenda as its own item to discuss and vote on. Kaiser feels she is just changing her title. **Melisa Hammer made a motion to approve the Probation Office Manager position description as presented. Seconded by Angie Kaiser and motion carried following a voice vote resulting in all ayes.** Hammer stated in the new scale we don't even have Probation as an Administrative Assistant so that will automatically make her an Office Manager when this goes into effect.

Angie Kaiser made a motion to approve the Administration Office Manager position description as presented. Seconded by Tina Brandel and motion carried following a voice vote resulting in all ayes.

Melisa Hammer made a motion to approve the Highway Department Office Manager position description as presented. Seconded by Kathy Phillips and motion carried following a voice vote resulting in all ayes.

Steve Keeffer made a motion to approve the Planning & Development Office Manager position description as presented. Seconded by Tina Brandel and motion carried following a voice vote resulting in all ayes.

Angie Kaiser questioned if the item *Work under stressful situations/conditions* should go under physical demands. There is also an item *Assist Records Clerk as needed*. That position is now an Administrative Assistant. Craig Ketelsen will make those corrections and forward to the Administrator's office. **Melisa Hammer made a motion to approve the Sheriff Office Manager position description as presented with corrections. Seconded by Kathy Phillips and motion carried following a voice vote resulting in all ayes.**

Melisa Hammer commented that the position description has different minimum qualifications. Angie Kaiser added that she didn't think it was plugged into the template. Craig Ketelsen will talk to Chris Allendorf to inform him that this needs to be put on the new template. **Melisa Hammer made a motion to postpone the State's Attorney Office Manager position description in order to put it on the template. Seconded by Angie Kaiser and motion carried following a voice vote resulting in all ayes.**

4. New Business -

- a) Discussion and possible action regarding sample grouping for compensation plan grading – Scott Toot informed the committee that they had their meeting and this is what they came up with. There are a few things that have come up under the suggestions that in his and LaDon Trost' opinion need to be changed and acted on separately. The EMA Coordinator made full time and exempt. There needs to be a

caveat in there depending on budgetary concerns. There was considerable discussion on the PCOM and Grants Administrator positions. Right now it doesn't seem advisable to make any change to these positions based upon the current position holder's feelings and we have a system that is working. We will not be implementing that suggestion at this time. Kaiser explained that we used a scale that had already used a matrix to determine the positions that were on it and either left people where they were or we improved them. As a member of the sub-committee, Keeffer feels this grouping notion makes some sense. It is not perfect but when you have people with the same title doing essentially the same job and their job grades currently deviate two or three grades something is wrong. We grouped them up. Some people are going to do pretty well out of it, some people probably status queue. That's how it's going to shake out. Kaiser added that this grouping is going to be a starting point for recruitment of employees instead of having the set in stone steps. It's going to be a minimum, mid-point and maximum. Your department head is going to determine your value which is the way it should be. If you have a complaint about what you are making then you need to talk to your department head. The business of taking salary requests to the County Board makes it difficult for them because they want to do right by everybody but they don't have all of the information at hand; when you are going to be evaluated, your wages are going to be determined by the department head. Kaiser feels that seems to be more fair obviously within the constraints of your budget. And then if you have a department head that wants to pay more they will have to talk to the County Board about more money. There was much discussion on an appeals process. This will be addressed at a later date. **Angie Kaiser made a motion to recommend to the Executive Committee the grading scale as presented with changes being Transit Director/PCOM, and removing Grant Administrator/PCOM. Seconded by Steve Keeffer and motion carried following a voice vote resulting in 10 ayes. Kristina Tranel abstained from the vote.**

- b) Discussion and possible action regarding longevity pay for employees with 15 years or more of employment – Scott Toot commented that this came forward from an employee. It is not in regards to himself but to a group of employees. He feels there should be more done for longevity pay for long-term employees. Basically right now we can't do anything with this until we get further into the budget process. Steve Keeffer added that after 15 years of service which is when you get your last vacation bump this employee thought maybe giving an extra week of vacation or paying the insurance. Hammer felt at this point as a committee we can't do anything; we need a proposal first. Kaiser commented we need to be careful not to pension spike. Keeffer added many employees have a hard time using the vacation that they have. If you are going to retire before 65 the insurance would be good.

5. **Committee Member Comments/Concerns** – Nicole Hermesen commented that she thought about changing the Operations Manager job description to give this person more responsibilities in regards to union grievances since they will not be in the union. This topic needs to be discussed at a later date. Scott Toot thanked the committee. This has been a very long process and at times difficult process. Toot thanked everyone for their professionalism in trying to move forward. When we get this completed hopefully we will have a scale with an end goal to keep it current and up to date. And not have to go through this again. And not have to go through another consultant.

6. **Establish future meeting date** – TBD

7. Citizens' Comments – None.

8. Adjournment - Melisa Hammer made a motion to adjourn at 11:07 a.m., seconded by Craig Ketelsen; voice vote motion passed 11 ayes, 0 nays.