

COMMITTEE REPORT

COMMITTEE: Personnel Review Committee
CHAIRPERSON: LaDon Trost, Chairman
DATE/TIME: August 23, 2024 @ 11:00 a.m.

PRESENT:

☒ Steve Endress	☒ Nicole Hermsen	☒ Craig Ketelsen
☐ John Lang	☐ Vacant	☒ Angie Kaiser
☐ LaDon Trost	☒ Steve Keeffer	☒ Kathy Phillips
☒ Scott Toot	☐ Vacant	☐ Vacant

Others: None.

Angie Kaiser called the meeting to order at 11:00 a.m. Roll call, a quorum was present.

1. Approval of Minutes –

- a) Minutes of the June 26, 2024 Personnel Review Committee meeting – Nicole Hermsen made a motion to approve the minutes of the June 26, 2024 Personnel Review Committee meeting. Seconded by Steve Endress 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 the EMA Director position description – Scott Toot commented that we lost Mike Simmons and it has become evident from the interviews that we have done and the duties that the position involves Toot feels that the position is too much for a part-time position and should be a full time position because of the work involved. This position is required to be on call 24/7, met with all of the EMA agencies in the county and law enforcement, etc. We are the second highest tourist destination county in the state. There are several large events that the EMA Director is asked to assist with. Angie Kaiser asked how the position description has changed from 2017 to 2024. What's changed is Toot thinks it is impossible for the person to do what is in this position description. Craig Ketelsen commented that it is up to us to decide how important we want this position to be. It could 100% be done part-time but a lot of these duties and responsibilities will not be met. It is important enough to Ketelsen and Sheriff Turner because we are a large tourist destination. We need to do a better job of oversight with this position to make sure these duties and responsibilities are being met. If you go down to the County Highway Department where all of the equipment is just maintaining those things and making sure all of the equipment is up to date and stocked is a part-time job. And now you have all of these other duties meeting with the local emergency services, going to village meetings, networking, this is a huge job. Kaiser also answered the supervision of this position. It makes a lot of sense to her that this would be under the purview of the Sheriff's office. Steve Keeffer added that they added the safety coordinator duties to this position. Kaiser explained that this is a general fund budget. It just got pushed forward last night so it would have to be a mandatory expense request. The budget would have to be amended. It's just been forwarded to the draft document as part-time. Actually it got pushed forward at 1300 hours because that last meeting we had we talked about the fact that we had to add on x amount. This is IMRF but it is under for insurance. **Scott Toot**

made a motion that the Jo Daviess County EMA Director position be a full-time 2080 hour position. Seconded by Kathy Phillips and motion carried following a voice vote resulting in all ayes.

- 5. Committee Member Comments/Concerns** – Scott Toot commented that he is very grateful that the committee agreed to this. He feels it is a step forward for the county as a whole and he thinks it will make the county safer for everyone. Steve Keeffer commented that Joe Kratcha has asked him to bring forward to the committee that he is hiring a new person for the Sheriff PSAP. He asked for clarification on the pay increase because this person will not have their six month probationary period in until after December 1st. Angie Kaiser clarified that this person would get their increase at six months and then would get their next increase on the following December 1st.
- 6. Establish future meeting date** – The next Personnel Review Committee meeting will be held on Thursday, September 12, 2024 at 9:00 am for the purpose of a part-time Code Enforcement Officer – Planning & Development and Mechanic position – Transit.
- 7. Citizens' Comments** – None.
- 8. Adjournment** – Craig Ketelsen made a motion to adjourn at 11:43 a.m. Seconded by Kathy Phillips and motion carried following a voice vote resulting in all ayes.