

COMMITTEE REPORT

COMMITTEE: Personnel Review Committee
CHAIRPERSON: LaDon Trost, Chairman
DATE/TIME: November 16, 2023 @ 10:00 a.m.

PRESENT:

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

Others: None.

John Lang called the meeting to order at 10:00 a.m. Roll call, a quorum was present.

1. Approval of Minutes –

- a) Minutes of the November 6, 2023 Personnel Review Committee meeting – Tina Brandel made a motion to approve the minutes of the November 6, 2023 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 to recommend the Non-Represented Employee Classification/Compensation Plan and Performance Management/Evaluation/Merit Pay Policy and related forms – Angie Kaiser explained that there is one thing that she made a change to. In the attachments she has the evaluation tool and she had added an extra line for core competencies for Transportation because Nicole Hermsen had asked for that. But after looking it over yesterday Hermsen no longer needs that. If this does get recommended we would modify it by removing that page. There was discussion on c. Merit Pay System, the last bullet point. Kaiser explained that this is a massive rewrite of an existing policy. They are talking about merit here. In the previous plan merit was based on points that they received on their evaluation tool. When you had steps in the previous plan regardless of how you did, you knew what you were going to get for the next six to eight years as long as you got a basic evaluation score. The program is designed to evaluate you and then base your pay increase on that evaluation so you shouldn't be expecting a continual receipt of an award or increase. Angie Kaiser made a motion to recommend to the Executive Committee the Non-Represented Employee Classification/Compensation Plan and Performance Management/Evaluation/Merit Pay Policy and related forms as amended on the last page striking "without employee expectation of continual receipt of an award" and striking the Transportation County-Wide Core Competencies/Behaviors page from the evaluation tool. Seconded by LaDon Trost and motion carried following a voice vote resulting in 8 ayes.
- b) Discussion and possible action to recommend to abolish P2019-2 Performance Management, Performance Evaluation, & Employee Merit Pay Policy and related forms – Angie Kaiser commented that this item and the next that we are abolishing them because they are the policy that we just passed. Angie Kaiser made a motion to abolish P2019-2

Performance Management, Performance Evaluation, & Employee Merit Pay Policy and related forms. Seconded by Tina Brandel and motion carried following a voice vote resulting in 8 ayes.

- c) Discussion and possible action to recommend to abolish P2019-3 New Position Classification & Reclassification Review Policy and related forms – **Steve Endress made a motion to abolish P2019-3 New Position Classification & Reclassification Review Policy and related forms. Seconded by Tina Brandel and motion carried following a voice vote resulting in 8 ayes.**

- d) Discussion and possible action to recommend an amendment to P2023-5 Retiree Health Insurance Assistance Policy – Angie Kaiser commented that we have a situation where we have something spelled out specifically in one area and not in another. In the retiree health insurance assistance policy and other retiree health insurance policy language the intention was to provide to a retiree if they meet the criteria single high-deductible plan insurance. What we don't have in there is the words "high-deductible". Right underneath it we have the County won't provide money to your HSA. We have it all spelled out for active employees what plan would be available and how much the County would provide towards each one but in the retiree portion we just talk about providing single insurance and how we won't provide money for an HSA. We don't say that the single plan that we're providing is the high-deductible plan. The original policy was included in the packet. The amended policy was not. Kaiser recommends that the policy state "The County shall pay one hundred percent (100%) of the premium cost for the single high deductible health insurance plan until they reach the age of Medicare/Medicaid eligibility." And then where it talks about family insurance, again, "of the cost of the single high deductible health insurance premiums." Also the County Board has to decide we have two options for the high deductible single plan. The non-embedded and the embedded. We don't have anybody that is on the embedded high deductible plan because the deductible is \$3,000 where the non-embedded is \$2,000. We say that we will pay for the high deductible plan but there are two single plans. The County has to decide if they want to just continue to pay for the one that the employee is on. There is a difference in price. Retirement is not a qualifying event to change them to the \$3,000 deductible plan. Kaiser feels this needs to be more clear. **Angie Kaiser made a motion to recommend an amendment to P2023-5 Retiree Health Insurance Assistance Policy. Seconded by Scott Toot and motion carried following a voice vote resulting in 8 ayes.**

Kaiser amended the motion to include adding high deductible after the word single in bullet point 4 and bullet point 7. Seconded by Scott Toot and motion carried following a voice vote resulting in 8 ayes.

- e) Discussion and possible action to recommend offering training sessions on employee evaluation procedures – Angie Kaiser commented that she had a couple of department heads ask for this training. To be honest she doesn't know who is going to do the training. Department heads seem to be more concerned that everyone is evaluating in the same manner rather than how to do it. Much discussion followed. Kaiser suggested that this be discussed at the next department head meeting. Department heads need to join forces in how they do this. LaDon Trost agreed that we need some uniformity. Scott Toot suggested having an independent consultant come in and train the Department heads on how to do evaluations. There was no action on this item.
- f) Discussion and possible action to recommend amending the Employee Handbook – Angie Kaiser commented that this is just cleaning up a few email addresses that still had .org instead of .gov. Changing the name of the policy that we just recommended today. And adding in a line that talks about retiree insurance. There was much discussion on Section 2.14 Layoff/Rehire. **Tina Brandel made a motion on the recommendation of amending**

the Employee Handbook as presented. Seconded by Steve Endress and motion carried following a voice vote resulting in 8 ayes.

LaDon Trost left the meeting at 10:57 a.m.

- 5. Committee Member Comments/Concerns – Scott Toot commented that when you get into these policies and procedures and our former pay plan you can see it's like a tangled web. If you pull one out it is a domino effect; it is all intertwined. Carlson Dettmann was our pay plan but everything was kind of tailored towards them and what they suggested. Angie Kaiser added to also make sure there were no gray areas. While doing so it just became so restrictive that there was no way you could really get anything done without multi levels of approval and things conflicting and contradicting each other. It's going to be a lot to try to unravel. Tina Brandel commented that she is real happy how we can come together and work together to make this better for everyone involved. Toot added that the last two meetings have been very pleasant and beneficial. Steve Endress would like to clean up the policy manual when the time comes. Steve Keeffer commented that it is a work in progress and we are working together, which is a positive, to get it figured out. Angie Kaiser commented that this committee was created with 17 members and you have seen how difficult it can be to try to get anything done when you have 17 people at the table. Would it be beneficial to ask the County Board to reduce the size of this committee just a little bit? We also have an Ad-Hoc Health Insurance Committee with a lot of the same people on that committee. Would it be inappropriate to combine those two committees? John Lang stated we need to start with the Executive Committee in regards to this.**
- 6. Establish future meeting date – To be determined in June, 2024.**
- 7. Citizens' Comments – None.**
- 8. Adjournment – Tina Brandel made a motion to adjourn at 11:06 a.m. Seconded by Angie Kaiser and motion carried following a voice vote resulting in all ayes.**